



e-Auction User Manual *Auctioneer*

Version 56.0



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Contents

All Rights Reserved. Copyright © NSE.IT 2008.....	2
All other brand names appearing in this manual are the trademarks of their respective holders.	2
Product Changes:	2
Please direct all queries regarding the products covered herein to the company.	2
Trademarks:	2
Disclaimer:	2
About this Guide.....	8
Purpose of this Guide.....	8
Who should Read this Guide.....	8
How to Get in Touch.....	9
Documentation Support.....	9
NSEIT Support Team.....	9
Getting Started.....	10
Logging on to Auctioneer.....	10
Changing Password.....	11
Logging out from Auctioneer.....	13
Common Features.....	13
Buttons.....	13
Printing a Report.....	14
Exporting a Report.....	14
Auctioneer Interface.....	17
Overview.....	17
Auctioneer Interface.....	17
Pre-Auction.....	19
Overview.....	19
Sale Programs.....	20
Viewing Sale Program Details.....	20
Auction Sessions.....	21
Viewing Auction Session Details.....	21
Exporting Auction Session Details.....	23
Invoice.....	24
About Invoice.....	24
Viewing Invoice Details.....	24
Adding New Invoice Details.....	26
Receiving Invoice.....	31

Exporting Invoice	33
Uploading Invoice	35
Printing Invoice	40
AWR	43
About AWR	43
Viewing AWR Details.....	43
Adding New AWR Details	45
Exporting AWR Details	48
Uploading AWR.....	50
Printing AWR Details.....	55
Kutcha Catalog.....	58
Viewing Kutcha Catalog.....	58
Lot No Generation	60
Removing Lots from Kutcha Catalog.....	62
Adding Valuation in Kutcha Catalog.....	64
Upload Valuation in Kutcha Catalog	67
Modifying Kutcha Catalog Details.....	70
Printing Kutcha Catalog Details	73
Exporting Kutcha Catalog	76
Auction Catalog	77
Viewing Auction Catalog	77
Exporting Auction Catalog.....	80
Printing Auction Catalog.....	82
My Catalog	85
Viewing My Catalog Details.....	85
Modifying My Catalog Details.....	87
Upload Valuation in My Catalog	90
Lot No Series.....	93
Viewing Lot No Series Details	93
Modifying Lot No Series Details.....	94
Removing Lot No Series Details	96
Sample & Shortage Details.....	98
Warehouse Bills	100
Viewing Warehouse Bills.....	100
Adding a Warehouse Bill	101
Auction	102
About Auction.....	103

Season	103
Sale No	103
Auction Date.....	104
Session Time.....	104
MBT (Minimum Bidding Time)	104
MBT Timer	104
Active Lots Timer	104
Changing Reserve Price.....	104
To change the Reserve Price	104
Notifications and Message Area.....	105
About Bid Book.....	105
Viewing Bid Book	105
Exporting Bid Book.....	107
Printing Bid Book Details.....	108
Market Depth	111
About Market Depth	111
To view Market Depth.....	111
Change Reserve Price from My Catalog.....	112
Summary of Tea Sold	112
About Summary of Tea Sold	112
Viewing Tea Sold Summary	112
Auctioneer Market Summary.....	114
About Auctioneer Market Summary.....	114
Viewing Auctioneer Market Summary.....	114
Market Summary	115
About Market Summary.....	115
Viewing Market Summary.....	115
Column Configuration.....	116
About Auction Catalog Column Configuration	116
To work with Auction Catalog column configuration	116
About My Catalog Column Configuration	118
To work with My Catalog column configuration	118
Color Indicators	120
Post Auction	123
Overview	124
Deal Book	124
Viewing Deal Book Details.....	124

Generating Contract Note	127
Contract Notes.....	128
Viewing Contract Notes.....	129
Exporting Contract Note Details	131
Printing Contract Note Details.....	133
Digital Signature on ContractNote.....	134
Upload PDF	135
Delivery Order	146
Viewing Delivery Order	146
Exporting Delivery Order Details	148
Printing Delivery Order Details.....	151
Digital Signature for DeliveryOrder.....	153
Upload PDF	154
Unsold Lots.....	158
Viewing Unsold Lots.....	159
Withdrawing Unsold Lots.....	160
Supplementing Unsold Lots.....	163
Reprinting of Unsold Lots.....	165
Viewing Bid History.....	167
About Bid History.....	167
Viewing Bid History.....	167
Account Sale	169
About Account Sale.....	169
Viewing Account Sale.....	169
Generating Account Sale.....	173
Adding Seller Charges	175
Download Charges template.....	179
Uploading Seller Charges.....	180
Exporting Account Sale Details.....	182
Printing Account Sale Details.....	182
Reports.....	190
Post Auction Catalog Report	191
Viewing Post Auction Catalog Report	191
Auctioneer Tasting and Valuation Report.....	193
Viewing Auctioneer Tasting and Valuation Report.....	193
Auction Catalog Summary.....	194
Viewing Auction Catalog Summary.....	194

Fresh Arrival (Month Wise) 195
 Viewing Fresh Arrival (Month Wise) 195
Fresh Arrival (Production Wise)..... 197
 Viewing Fresh Arrival (Production Wise) Report 197
Tea Available 198
 Viewing Tea Available 198
Lots Removed From Kutcha Catalog 200
 Viewing Lots Removed From Kutcha Catalog 200
Buyer Purchase Abstract 202
 Viewing Buyer Purchase Abstract 202
Manufacturer Sale Abstract 204
 Viewing Manufacturer Sale Abstract 204
Knockdown Lots..... 206
 Viewing Knockdown Lots..... 206
Unsold Lots 208
 Viewing Unsold Lots 208
Auction Price List 209
 Viewing Auction Price List 209
Monthly Sale..... 211
 Viewing Monthly Sales 211
Historical Prices 213
 Viewing Historical Prices 213
Lots Pending Delivery..... 215
 Viewing Lots Pending Delivery..... 215
Lot Types 217
 Viewing Lot Types 217
Sale Average Report..... 219
 Viewing Sale Average Report..... 219
PayIn PayOut Details..... 221
 Viewing PayIn PayOut Details..... 221

About this Guide

Purpose of this Guide

This guide will enable you to use every option of Tea Board Auctioneer and provides detailed procedures for the same.

Who should Read this Guide

This guide is for any stakeholder who has to use the e-Auction system. The e-Auction would typically involve the following tasks:

- Setting up information about tea types, marks, grades, and stockholders etc.
- Pre-Auction Activities including Invoice and AWR creation
- Creation of Sale Programs and Catalogs for the same
- Bidding and Knockdown of lots
- Post Auction Activities including Contract Notes and Delivery Orders generation
- Maintaining Reports

Note: A Note, providing additional information about a certain topic

How to Get in Touch

The following sections provide information on how to obtain support for the documentation and the software.

Documentation Support

NSE.IT welcomes your comments and suggestions on the quality and usefulness of this document. For any questions, comments, or suggestions on the documentation, you can contact us at

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Getting Started

In this chapter, you will learn about:

- Logging on to Auctioneer
- Changing Password
- Logging out of Auctioneer
- Auctioneer Interface
- Common Features

Logging on to Auctioneer

This section provides a detailed procedure on how to log on to **Auctioneer**.

1. Log on to **e-Auction Auctioneer** application.
2. Auctioneer module displays the Auctioneer Login screen.

Auctioneer Login



Welcome to e-Auction System

User Code

Password

Auction Center

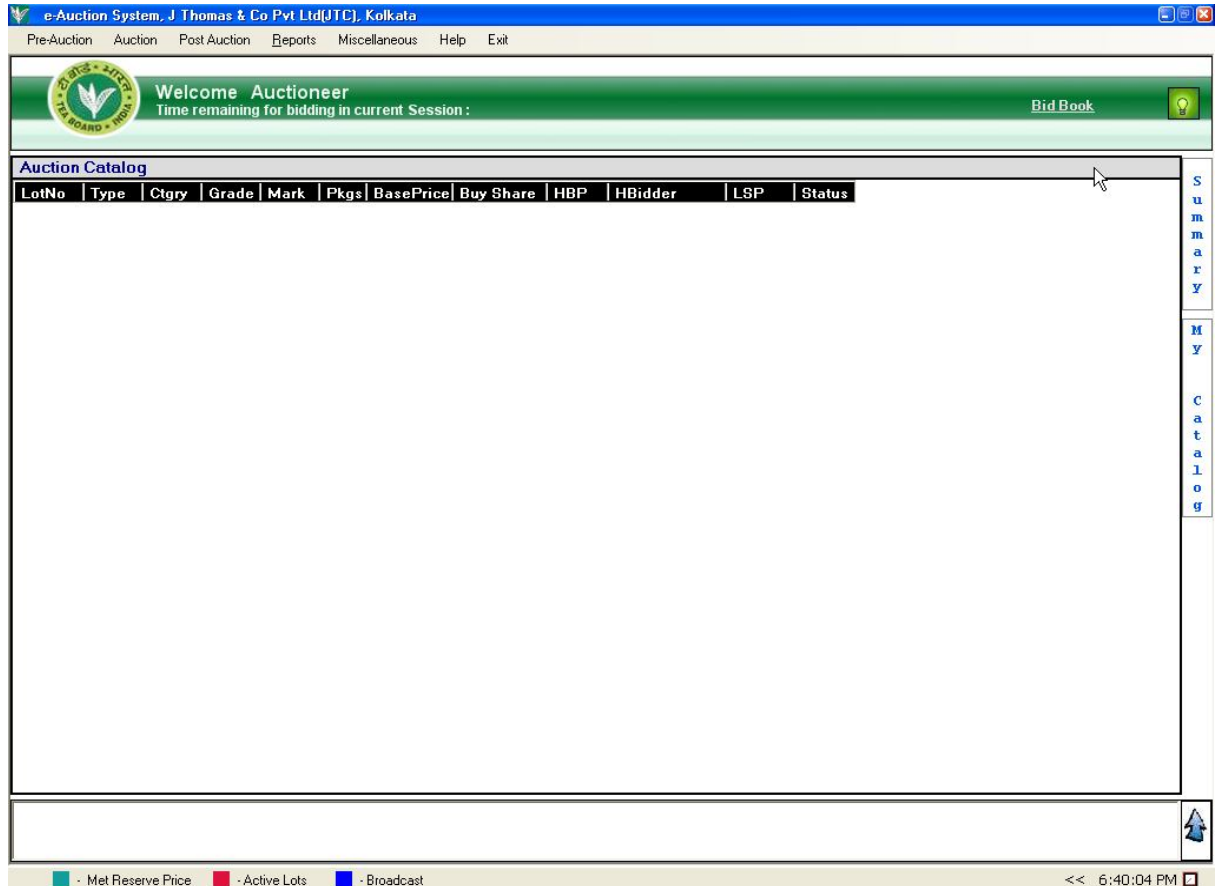
Incremental

To Begin, [Disclaimer](#)
Please enter your username and password

Field	Description
User Name	<ul style="list-style-type: none">➤ Enter the appropriate user or the login name.➤ This field is alphanumeric.➤ This field is mandatory.
Password	<ul style="list-style-type: none">➤ Enter the appropriate password.➤ This field is alphanumeric and requires minimum eight characters with one character being alphabetic and one being numeric.➤ This field is mandatory.

Field	Description
TTA Code	➤ Enter the appropriate TTA code.

- Enter the appropriate User Name, Password, and TTA Code in their respective fields.
- Click on the Login button.
- On successful login, the **Auctioneer module** displays the main page, as shown in the following figure.
- Screen size will be opened as per Resolution set for machine.



Changing Password

This section provides a detailed procedure on how to change the **Auctioneer** password. The change password option allows you to change your current password to a new password of your choice.

- Log on to e-Auction Auctioneer Application.
- On the **Auctioneer** menu bar, click **Miscellaneous** and then select **Change Password**.
- Auctioneer module** displays the **Change Password** screen as shown in the following figure.



Field	Default Value	Validations	Description
Old Password	➤ Blank	<ul style="list-style-type: none"> ➤ Mandatory ➤ Same as entered while logging. 	Enter your old password.
New Password	➤ Blank	<ul style="list-style-type: none"> ➤ Mandatory ➤ Minimum length of 8 characters ➤ Maximum length 20 characters ➤ Alphanumeric ➤ Special characters allowed 	Enter your new password.
Confirm Password	➤ Blank	<ul style="list-style-type: none"> ➤ Mandatory ➤ Same as entered in New Password 	Enter you new password once again here.

Enter the appropriate details in their respective fields.

Click on the **Update Password** button.

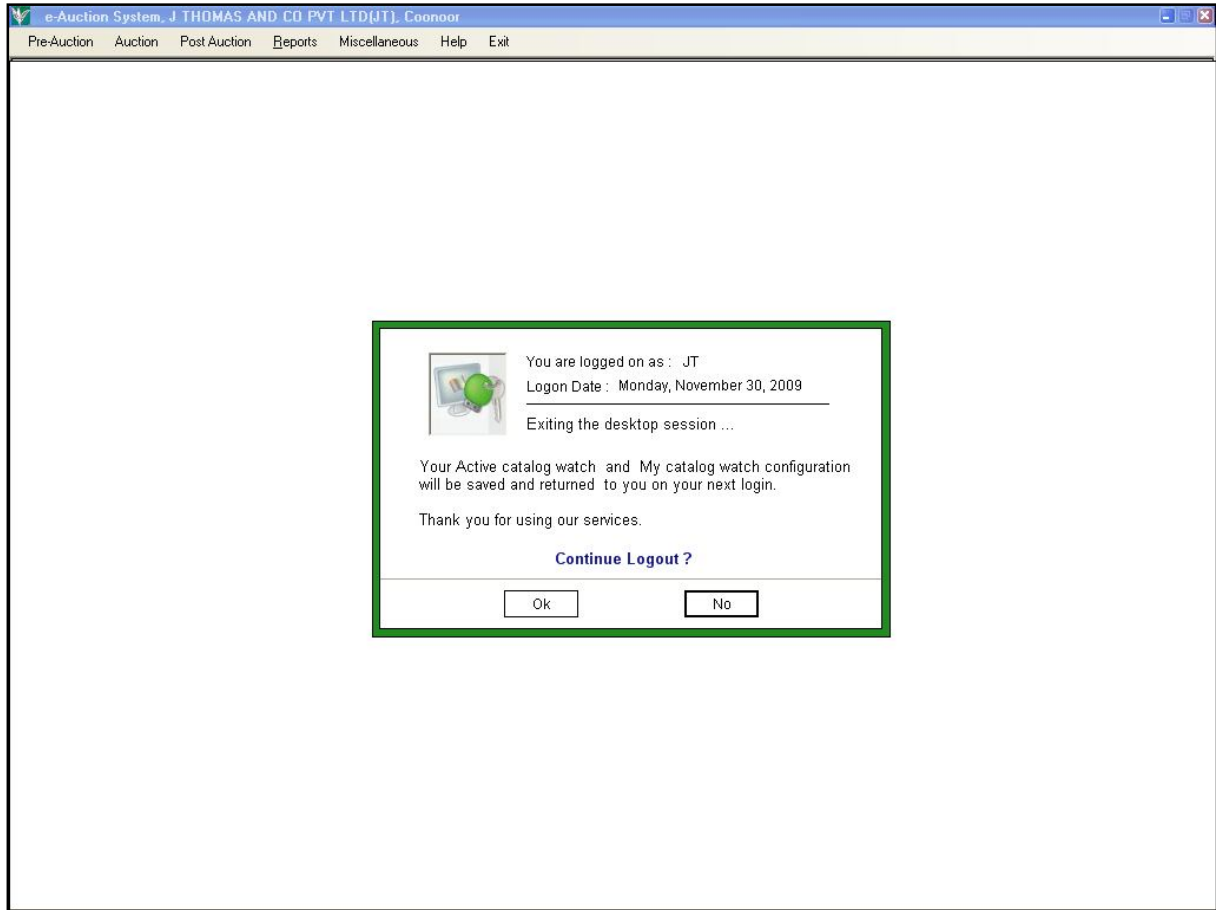
If the password change is successful, **Auctioneer module** displays the page as shown in the following figure.



Logging out from Auctioneer

This section provides a detailed procedure on how to log out from **Auctioneer**.

1. On the e-Auction Auctioneer menu, click Exit.
2. **Auctioneer module** displays the **Log Out** message as shown in the following screen.




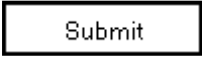


3. Click on the **Ok** button to log out, else click **No** to go back to the **Auctioneer module** main page.

Common Features

Buttons

The below table provides a list of buttons and its functionalities in the **Auctioneer**.

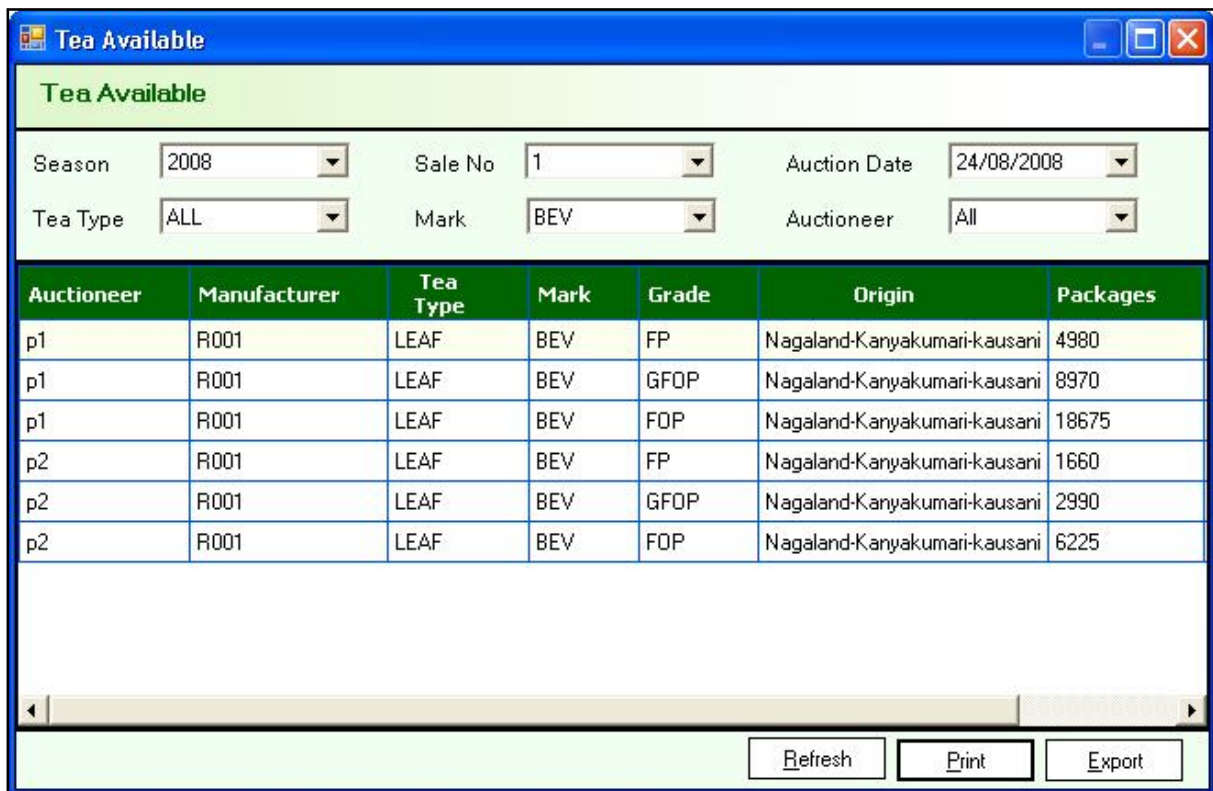
Button	Functionality
<input type="button" value="Refresh"/>	➤ Clicking this button will fetch the data associated with the menu.
<input type="button" value="Close"/>	➤ Clicking this button will close the corresponding menu window.
<input type="button" value="Print"/>	➤ Clicking this button will print the corresponding data. ➤ For more information on printing, refer to Printing a Report under ➤ Common Features.

Button	Functionality
	<ul style="list-style-type: none"> ➤ Clicking this button will export the corresponding data to a location of your choice. ➤ For more information on exporting, refer to Exporting a Report under ➤ Common Features.
	<ul style="list-style-type: none"> ➤ Clicking this button will submit the corresponding details.
	<ul style="list-style-type: none"> ➤ Clicking this button will open a drop-down list from which you can select corresponding details.
	<ul style="list-style-type: none"> ➤ Clicking this button will close the corresponding menu window.

Printing a Report

This section provides a detailed procedure on how to print a report.

1. Select any report of your choice, which has the **Print** option.
2. **Auctioneer** displays the report window based on your selection criteria.
3. A sample entry is shown in the following figure.



Auctioneer	Manufacturer	Tea Type	Mark	Grade	Origin	Packages
p1	R001	LEAF	BEV	FP	Nagaland-Kanyakumari-kausani	4980
p1	R001	LEAF	BEV	GFOP	Nagaland-Kanyakumari-kausani	8970
p1	R001	LEAF	BEV	FOP	Nagaland-Kanyakumari-kausani	18675
p2	R001	LEAF	BEV	FP	Nagaland-Kanyakumari-kausani	1660
p2	R001	LEAF	BEV	GFOP	Nagaland-Kanyakumari-kausani	2990
p2	R001	LEAF	BEV	FOP	Nagaland-Kanyakumari-kausani	6225

4. Click on the Print button.

Exporting a Report

This section provides a detailed procedure on how to export a report.

1. Select any report of your choice, which has the **Export** option.
- Auctioneer** displays the report window based on your selection criteria.

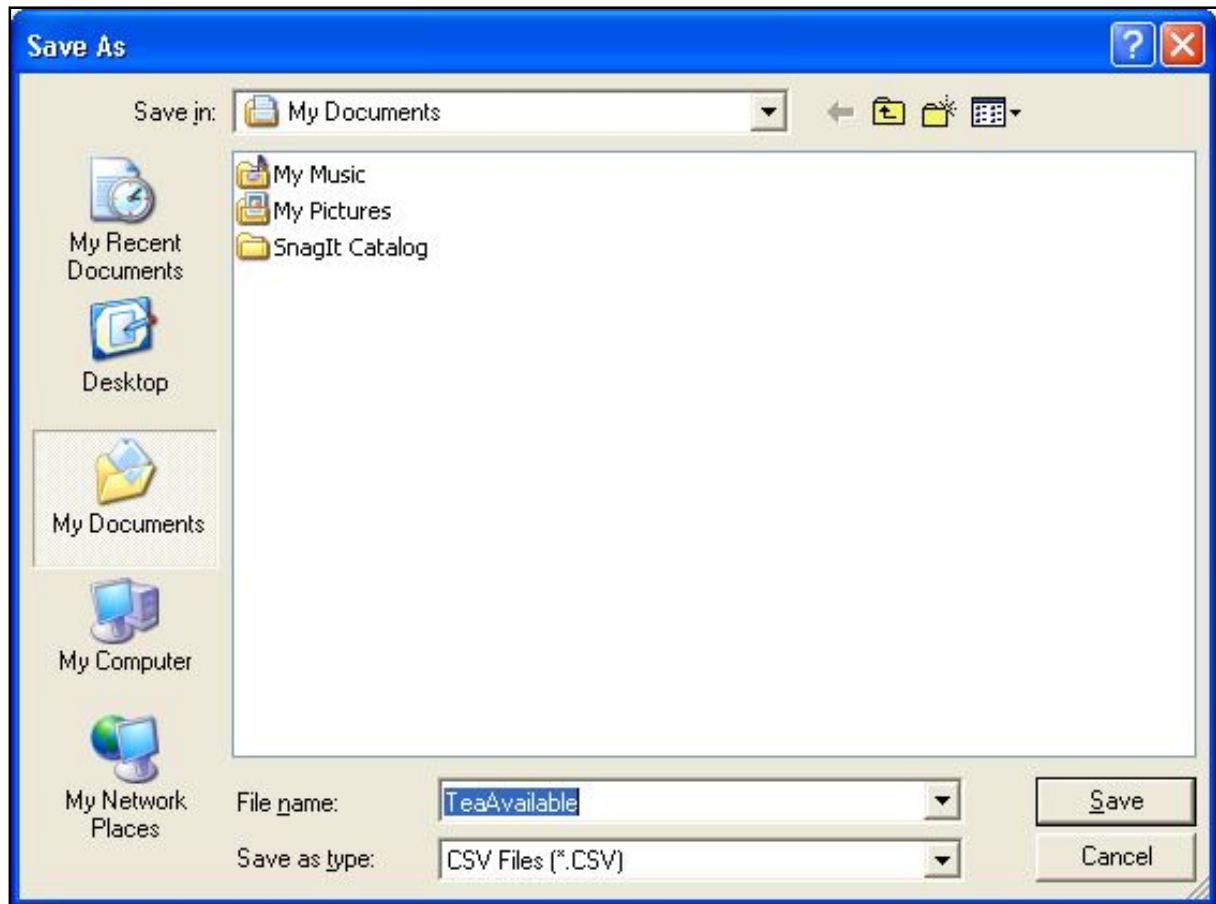
A sample entry is shown in the following figure.

The screenshot shows a window titled "Tea Available" with a light green header. Below the header are filter controls for Season (2008), Sale No (1), Auction Date (24/08/2008), Tea Type (ALL), Mark (BEV), and Auctioneer (All). Below the filters is a table with the following data:

Auctioneer	Manufacturer	Tea Type	Mark	Grade	Origin	Packages
p1	R001	LEAF	BEV	FP	Nagaland-Kanyakumari-kausani	4980
p1	R001	LEAF	BEV	GFOP	Nagaland-Kanyakumari-kausani	8970
p1	R001	LEAF	BEV	FOP	Nagaland-Kanyakumari-kausani	18675
p2	R001	LEAF	BEV	FP	Nagaland-Kanyakumari-kausani	1660
p2	R001	LEAF	BEV	GFOP	Nagaland-Kanyakumari-kausani	2990
p2	R001	LEAF	BEV	FOP	Nagaland-Kanyakumari-kausani	6225

At the bottom of the window are three buttons: Refresh, Print, and Export.

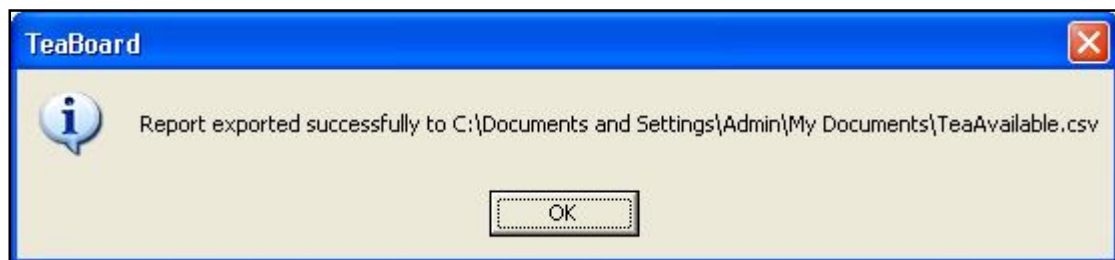
2. Click on the **Export** button.
3. **Auctioneer** displays the pop-up window as shown in the following figure.



Select the appropriate location of your choice from the scroll down bar.

Click on the **Save** button.

On successful exporting of the report, **Auctioneer** displays the message **Report Exported Successfully** with the corresponding location of the report, as shown in the following figure.



4. Click OK.

Auctioneer Interface

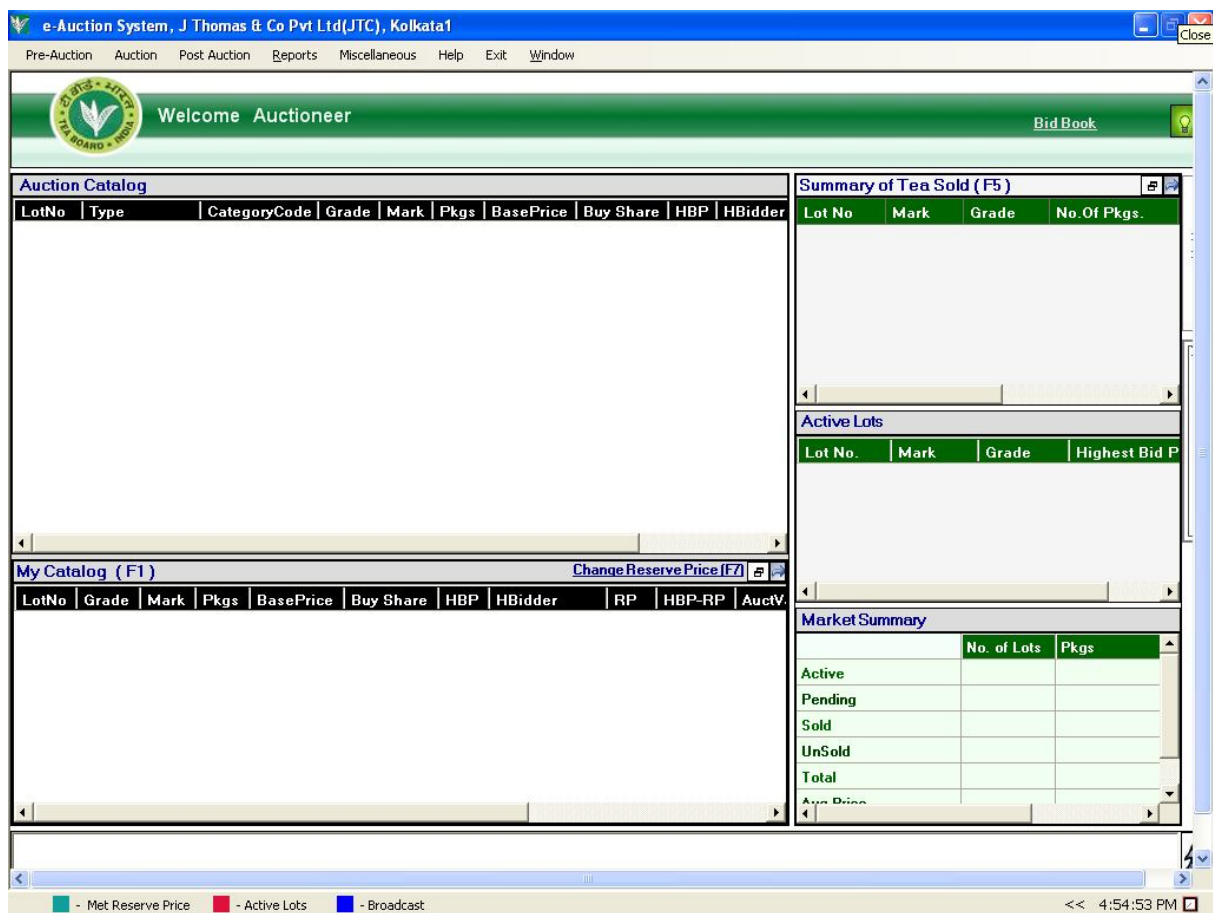
In this chapter, you will learn about:

- Auctioneer Interface

Overview

In the Auctioneer Interface, the live auction catalog and its related windows would be displayed to the auctioneer. This section explains the Auctioneer Interface, as well as some of the procedures which are limited to live auction session.

Auctioneer Interface



This below figure provides a graphical representation of the **Auctioneer Interface** when a **Live Auction Session** starts.



Welcome Auctioneer

Active Lots : 00:01:20

Session time remaining : 00:19:20

Bid Book

Season : 2010

Sale No : 19

Auction Date : 14/05/2010

Session Time : 3:56 PM-4:27 PM

Auction Catalog

CategoryCode	Grade	Mark	Pkgs	BasePrice	Buy Share	HBP	HBidder	LSP	Status
CTC	BOP	CHE...	10	45	10	45.00		52.00 - 52.00	Active
CTC	BOPS	CHE...	10	45	10	45.00		52.00 - 52.00	Active
CTC	BOPS	CHE...	10	45	10	45.00		52.00 - 52.00	Active
CTC	BP	CHE...	15	45	15	45.00		.00 - .00	Active
CTC	BP	CHE...	15	45	15	45.00		.00 - .00	Active
CTC	BP	CHE...	15	45	15	45.00		.00 - .00	Active
CTC	BPS	CHE...	15	45	0	0		52.00 - 52.00	Active
CTC	BPS	CHE...	15	45	0	0		52.00 - 52.00	Active
CTC	BPS	CHE...	15	45	0	0		52.00 - 52.00	Active
CTC	BPSM	CHE...	10	45	0	0		52.00 - 52.00	Active
CTC	BPSM	CHE...	15	45	0	0		52.00 - 52.00	Active

Summary of Tea Sold (F5)

Lot No	Mark	Grade	No. Of Pkgs.

Active Lots

Lot No.	Mark	Grade	Highest Bid
GTB0024	CHERAMB...	BOPF	
GTB0023	CHERAMB...	BPSM	
GTB0022	CHERAMB...	BPSM	
GTB0021	CHERAMB...	BPS	
GTB0020	CHERAMB...	BPS	

My Catalog (F1)

Change Reserve Price (F7)

Buy	HBP	HBidder	RP	HBP-RP	AuctValuation	LSP	Status	Modif	RP=HBP
10	45.00		45	0.00	65	52.00 - 52.00	Active	GTB	RP=HBP
10	45.00		45	0.00	65	52.00 - 52.00	Active	GTB	RP=HBP
10	45.00		55	-10.00	65	52.00 - 52.00	Active	GTB	RP=HBP
15	45.00		45	0.00	65	.00 - .00	Active	GTB	RP=HBP
15	45.00		45	0.00	65	.00 - .00	Active	GTB	RP=HBP
15	45.00		55	-10.00	65	.00 - .00	Active	GTB	RP=HBP
0	0		55		65	52.00 - 52.00	Active	GTB	RP=HBP
0	0		55		65	52.00 - 52.00	Active	GTB	RP=HBP
0	0		55		65	52.00 - 52.00	Active	GTB	RP=HBP
0	0		55		65	52.00 - 52.00	Active	GTB	RP=HBP
0	0		55		65	52.00 - 52.00	Active	GTB	RP=HBP

Market Summary

	No. of Lots	Pkgs
Active	12	160
Pending	106	1144
Sold	0	0
UnSold	36	438
Total	154	1742
Avg Price	00	

Reserve price changed successfully for Lotno. GTB0017. New reserve price is 45.00 Rs. Modified By - GTB

Pre-Auction

In this chapter, you will learn about:

- Sale Programs
- Auction Sessions
- Invoice
- AWR
- Kutcha Catalog
- Auction Catalog
- Lot No Series
- Sample and Shortage Details
- Warehouse Bills

Overview

The pre-auction process identifies the activities done by the entities before the auction date. Some of the activities listed below:

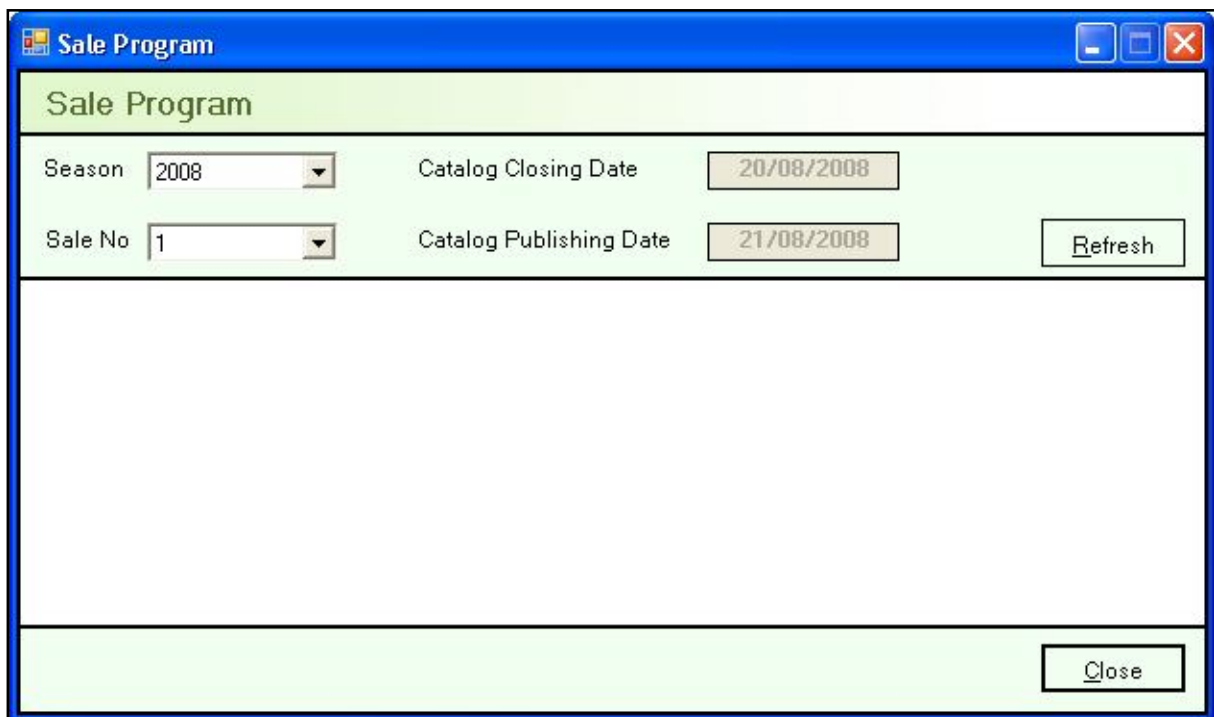
- Create Sale Program
- Create Auction Session
- Enter Invoice Details
- Enter AWR Details
- Enter Valuation in Kutcha Catalog
- About Kutcha Catalog

Sale Programs

In Sale Programs, Auctioneer can view the sale program by selecting the appropriate sale season and sale number.

Viewing Sale Program Details

1. Log on to the e-Auction Auctioneer application.
2. On the menu bar, click Pre Auction and then select Sale Programs option or press CTRL+S key.
3. **Auctioneer module** displays the **Sale Programs** screen, as shown in the following figure.



Field	Default Value	Validation	Description
Season	➤ First year when arranged in ascending order	➤ All the seasons for which sellers prompt date of last sale program is not over	➤ Select the appropriate season from the drop-down list.
Sale No	➤ First Sale No when arranged in ascending order	➤ All sale nos. of selected season for which sellers prompt date is not over	➤ Select the appropriate sale number from the drop-down list.
Catalog Closing Date	➤ NA	➤ NA	➤ Displays the catalog closing date. ➤ By selecting the appropriate season and sale number, this field gets auto-populated.
Catalog Publishing Date	➤ NA	➤ NA	➤ Displays the catalog publishing date. ➤ By selecting the

Field	Default Value	Validation	Description
			appropriate season and sale number, this field gets auto-populated.

- Select the appropriate details.
- Click on the Refresh button.
- Auctioneer module** displays the **Sale Program** details based on your search criteria.

The screenshot shows a window titled "Sale Program" with a search form and a table of results. The search form includes dropdowns for "Season" (2008) and "Sale No" (3), and text boxes for "Catalog Closing Date" (14/09/2008) and "Catalog Publishing Date" (15/09/2008). A "Refresh" button is located to the right of the date fields. Below the search form is a table with the following data:

TeaType	SaleDate	BuyersPromptDate	SellerPromptDate
LEAF	16/09/2008	17/09/2008	18/09/2008
DUST	17/09/2008	18/09/2008	19/09/2008
BOTH	18/09/2008	19/09/2008	20/09/2008

A "Close" button is located at the bottom right of the window.

- Click **Close** button to exit from the current screen.

Auction Sessions

The Auction Session window will display auction session time duration and the auction session status. You can view the Auction Session by selecting the appropriate auction season, sale number, sale date, and tea type.

Viewing Auction Session Details

- Log on to the e-Auction Auctioneer application.
- On the menu bar, click Pre Auction and then select Auction Sessions option or press CTRL+O key.
- Auctioneer module** displays the **Sale Programs** screen, as shown in the following figure.

The screenshot shows a window titled "Auction Session" with a search form. The form contains four dropdown menus: "Season" (2008), "Sale No" (1), "Sale Date" (24/08/2008), and "Tea Type" (LEAF). There is a "Refresh" button to the right of the "Tea Type" dropdown and a "Close" button at the bottom right of the window.

Field	Default Value	Validation	Description
Season	➤ First year when arranged in ascending order	➤ All the seasons for which sellers prompt date of last sale program is not over	➤ Select the appropriate season from the drop-down list.
Sale No	➤ First Sale No when arranged in ascending order	➤ All sale nos. of selected season for which sellers prompt date is not over	➤ Select the appropriate sale number from the drop-down list.
Sale Date	➤ First Sale Date of selected Sale No	➤ All Sale Dates of selected Sale No	➤ Select the appropriate sale date from the drop-down list.
Tea Type	➤ ALL	➤ Option viz. Leaf, Dust along with ALL	➤ Select the appropriate tea type from the drop-down list.

Select the appropriate details.

Click on the **Refresh** button.

4. **Auctioneer module** displays the **Auction Sessions** details based on your search criteria.

Auction Session

Season: 2009 Sale No: 30
 Sale Date: 21/07/2009 Tea Type: ALL Refresh

Session Period	Session Status	Auctioneer
08:30:00 - 09:30:00	InActive	FEF
09:35:00 - 10:00:00	InActive	FEF
10:05:00 - 10:30:00	InActive	FEF
11:00:00 - 11:30:00	InActive	FEF

Close

5. Click **Close** button to exit from the current screen.

Note: If the session is active, the **Session Status** will be displayed as **Active**.

If the session is inactive, which means that the session is not yet started, the **Session Status** will be displayed as **Inactive**.

When time remaining for the start of session is standard time set by TAO, the **Session Status** will be displayed as **Warm up**.

If the session is closed, the **Session Status** will be displayed as **Closed**.

If the session is cancelled, the **Session Status** will be displayed as **Cancelled**.

Exporting Auction Session Details

On Viewing the Session details the Auctioneer can Export the details by clicking on the Export button, refer the screen shot below.

Auction Session

Season: 2013 Sale No: 52
 Sale Date: 26/12/2013 Tea Type: ALL Refresh

Session Period	Session Status	Session Type	Auctioneer

Export Close

Invoice

About Invoice

The Auctioneer will have the functionality to enter the invoice details or upload the same, in cases where the Manufacturer and the Warehouse are unable to login.

User can enter the Invoice for a particular sale program till catalog closing date.

If user wants to modify the Invoice details, he can do the same. User can modify details viz. Mark, Warehouse, Warehouse unit, Manufacturer, Period of Manufacture, Invoice Date, Date of Dispatch, Carrier, Lorry No, Lorry Receipt No, Basic/A.E.D., and Cess.

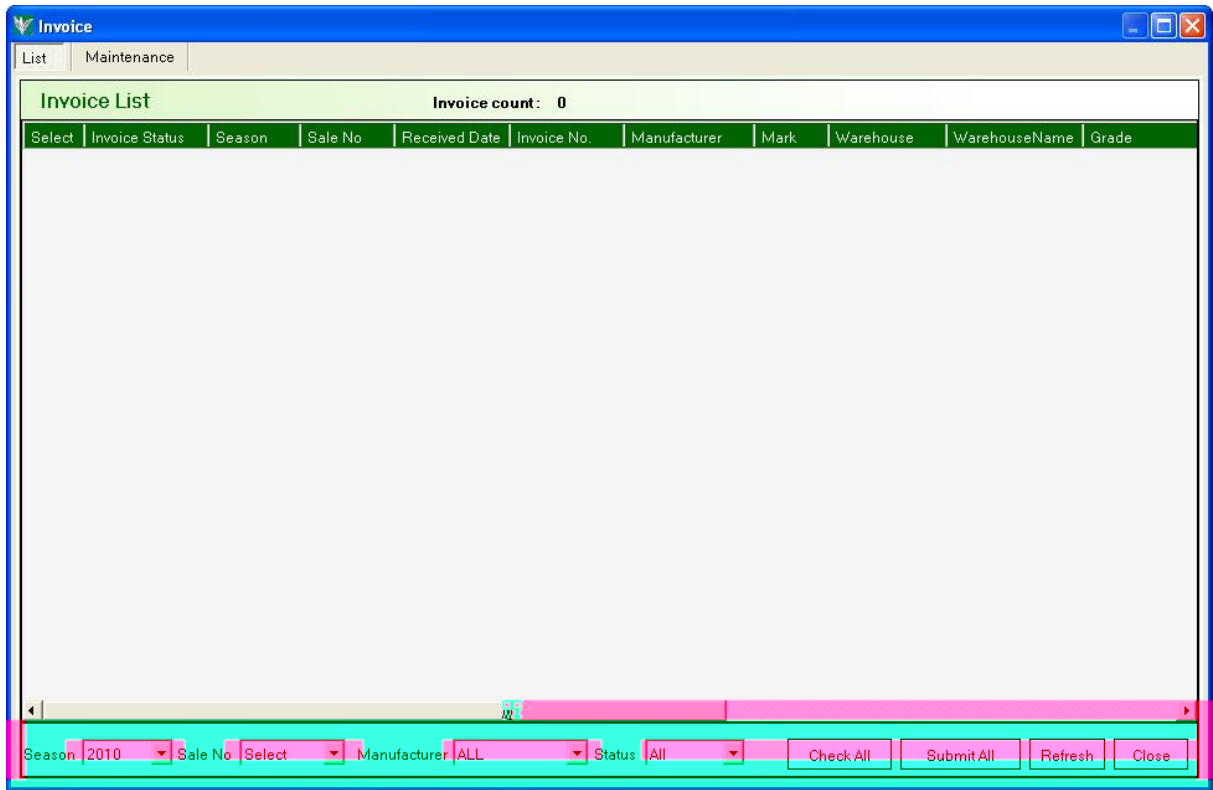
While Invoice modification is allowed till a day prior to the first sale date of a sale program.

Viewing Invoice Details

Log on to the **e-Auction Auctioneer** application.

On the menu bar, click **Pre Auction** and then select **Invoice** option or press **CTRL+I** key.

1. **Auctioneer module** displays the **Invoice** screen, as shown in the following figure.



Field	Default Value	Validations	Description
Season	➤ Current Year (say 2009)	<ul style="list-style-type: none"> ➤ Non-Editable ➤ All defined seasons for which Last Sellers Prompt Date is not over 	➤ Select the appropriate season from the drop-down list.
Sale No	➤ SELECT	<ul style="list-style-type: none"> ➤ Non-Editable ➤ All defined sale nos. of selected season for which Last Sellers Prompt Date is not over 	➤ Select the appropriate sale number from the drop-down list.
Manufacturer	➤ ALL	<ul style="list-style-type: none"> ➤ Non-Editable ➤ All defined Manufacturers 	➤ Select the appropriate manufacturer from the drop-down list.
Status	➤ ALL	<ul style="list-style-type: none"> ➤ Non-Editable ➤ Options Viz. Inv. Pending, Inv. Received, AWR Created, AWR Saved, AWR Submitted 	➤ Select the appropriate status from the drop-down list.

Select the appropriate details.

Click on the **Refresh** button.

2. **Auctioneer module** displays the **Invoices** details based on your search criteria.

Invoice

List Maintenance

Invoice List Invoice count: 134

Select	Invoice Status	Season	Sale No	Received Date	Invoice	Manufacturer	Mark	Warehouse	WarehouseName	Grade
<input type="checkbox"/>	Awr Submitted	2010	20	05/05/2010	178	Peria	PeriaPeak	Saraf	Saraf	PD
<input type="checkbox"/>	Awr Submitted	2010	20	05/05/2010	179	Peria	PeriaPeak	Saraf	Saraf	RD
<input type="checkbox"/>	Awr Submitted	2010	20	04/05/2010	249	Riverside	Riverside	Jaison	Jaison	PD
<input type="checkbox"/>	Awr Submitted	2010	20	04/05/2010	250	Riverside	Riverside	Jaison	Jaison	RD
<input type="checkbox"/>	Awr Submitted	2010	20	06/05/2010	124	Ella	ELLAGOLD	Saraf	Saraf	RD1
<input type="checkbox"/>	Awr Submitted	2010	20	06/05/2010	125	Ella	ELLAGOLD	Saraf	Saraf	SRD
<input type="checkbox"/>	Awr Submitted	2010	20	08/05/2010	232	Kannavarai	Kannavarai	KIRTI	KIRTI	PD
<input type="checkbox"/>	Awr Submitted	2010	20	08/05/2010	233	Kannavarai	Kannavarai	KIRTI	KIRTI	RD
<input type="checkbox"/>	Awr Submitted	2010	20	08/05/2010	234	Kannavarai	Kannavarai	KIRTI	KIRTI	RD1
<input type="checkbox"/>	Awr Submitted	2010	20	07/05/2010	231	Gottacombai	Deepika	KIRTI	KIRTI	PD
<input type="checkbox"/>	Awr Submitted	2010	20	07/05/2010	232	Gottacombai	Deepika	KIRTI	KIRTI	RD
<input type="checkbox"/>	Awr Submitted	2010	20	07/05/2010	233	Gottacombai	Deepika	KIRTI	KIRTI	RD
<input type="checkbox"/>	Awr Submitted	2010	20	07/05/2010	236	Gottacombai	Deepika	KIRTI	KIRTI	RD1
<input type="checkbox"/>	Awr Submitted	2010	20	07/05/2010	234	Gottacombai	Deepika	KIRTI	KIRTI	SRD
<input type="checkbox"/>	Awr Submitted	2010	20	07/05/2010	235	Gottacombai	Deepika	KIRTI	KIRTI	SRD
<input type="checkbox"/>	Awr Submitted	2010	20	06/05/2010	130	Ella	Ella	Saraf	Saraf	RD1
<input type="checkbox"/>	Awr Submitted	2010	20	06/05/2010	131	Ella	Ella	Saraf	Saraf	SRD
<input type="checkbox"/>	Awr Submitted	2010	20	03/05/2010	173	VENKATESHWARA	VenkateshwaraSupreme	Siva	Siva	RD
<input type="checkbox"/>	Awr Submitted	2010	20	03/05/2010	174	VENKATESHWARA	VenkateshwaraSupreme	Siva	Siva	SRD
<input type="checkbox"/>	Awr Submitted	2010	20	23/04/2010	62R1	Cross	CROSSHILLPREMIUM	Jaison	Jaison	SRD

Season: 2010 Sale No: 20 Manufacturer: ALL Status: All

Check All Submit All Refresh Close

3. Click the **Close** button to exit from the current screen.

Adding New Invoice Details

In case, if the manufacturer or warehouse is not able to feed the invoice information through the system, a provisional invoice entry feature has been provided to the auctioneer.

1. Log on to the **e-Auction Auctioneer** application.

On the menu bar, click **Pre Auction** and then select **Invoice**.

2. **Auctioneer module** displays the **Invoice** screen, as shown in the following figure.

Invoice

List Maintenance

Invoice List Invoice count: 0

Select	Invoice Status	Season	Sale No	Received Date	Invoice No.	Manufacturer	Mark	Warehouse	WarehouseName	Grade
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Season: 2010 Sale No: Select Manufacturer: ALL Status: All

Check All Submit All Refresh Close

- Click on the **Maintenance** tab.
- Auctioneer** displays the maintenance page as shown in the following figure.

The screenshot shows the 'Invoice Maintenance' window. The 'List' tab is active, and the 'Maintenance' sub-tab is selected. The 'Invoice Details' section contains the following fields:

- Mark: AANCHAL
- Origin: DOOARS
- Season: 2010
- Sale No: 26
- Warehouse: Apeejay
- Manufacture: NIMTIJHORA
- Auctioneer: J Thomas & Co Pvt Ltd
- WarehouseName: Apeejay
- Grade: BBOP
- Lorry Receipt No: (empty)
- Warehouse Address: Kolkata
- Period of Manufacture: 14/05/2010
- Lorry No: (empty)
- Invoice No: (empty)
- Date of Dispatch: 14/05/2010
- Inv. Ref. No: (empty)
- Invoice Qty: (empty)
- Invoice Date: 14/05/2010
- Carrier: (empty)

Below the form is a table with the following columns: TeaType, SubType, Category, PackageSize, Package Type, PackageNo, TotalPackages, GrossKgs. The table is currently empty. To the right of the table are input fields for Basic / A.D.E, Cess, and Total Duty Payable.

At the bottom, there is a disclaimer: "* Certified that the Teas were weighed at the time of dispatch and weights stated are correct. We here by certify that foods mentioned in the invoice are warranted to be of the nature and quality which it purports to be, and conform to the P.F.A. Act, 1954 (Act No. 37 of 1954)."

Below the disclaimer is a note: "- To modify the grid value first press Add / Modify button. - Select the grid cell and press F2 or Space".

At the bottom right, there are buttons: Modify, Add, Cancel, Submit, Export, Upload, and Print.

- Click on the **Add** button.
- Auctioneer module** displays the screen, as shown in the following figure.

This screenshot is identical to the previous one, showing the 'Invoice Maintenance' window. The 'Add' button at the bottom right is highlighted in blue, indicating it has been clicked.

Field	Default Value	Validations	Description
Mark *	➤ First Mark Name as per the alphabetic order of defined Marks	<ul style="list-style-type: none"> ➤ Non-Editable ➤ Mandatory ➤ All defined Marks at that Auction Center 	➤ Select the appropriate mark from the drop-down list.
Origin	➤ Origin of selected Mark	➤ Non-Editable	➤ Displays the origin of the tea.
Season *	➤ Current Year (say 2009)	<ul style="list-style-type: none"> ➤ Non-Editable ➤ Mandatory ➤ All defined seasons for which Last Sellers Prompt Date is not over 	➤ Select the appropriate season from the drop-down list.
Sale No *	➤ Select	<ul style="list-style-type: none"> ➤ Non-Editable ➤ Mandatory ➤ All defined sale nos. of selected season for which Last Sellers Prompt Date is not over 	<ul style="list-style-type: none"> ➤ Select the appropriate sale number from the drop-down list. ➤ You can only add new invoice details if the sale closing date is greater than or equal to the current date.
Warehouse *	➤ First Warehouse Name as per the alphabetic order of defined Warehouse Names	<ul style="list-style-type: none"> ➤ Non-Editable ➤ Mandatory <p>All defined Warehouses at that Auction Center</p>	➤ Select the appropriate warehouse name from the drop-down list.
Manufacturer	➤ Manufacturer of selected Mark	<ul style="list-style-type: none"> ➤ Non-Editable <p>All defined Warehouses at that Auction Center</p>	➤ Displays the appropriate manufacturer.
Auctioneer	➤ User Name	➤ Non-Editable	➤ Displays the name of the auctioneer.
Warehouse Name	➤ Warehouse Name of selected Warehouse	➤ Non-Editable	➤ Displays the Warehouse Name.
Warehouse Address	➤ Warehouse Address of selected Warehouse	➤ Non-Editable	➤ Displays the warehouse address.
Period of Manufacture (From Date)	➤ Check box to enable date picker	<ul style="list-style-type: none"> ➤ Editable ➤ Max Limit To Date 	➤ Select the appropriate date from the calendar.
Period of Manufacture (To Date)	➤ Check box to enable date picker	<ul style="list-style-type: none"> ➤ Editable ➤ Greater than or equal to From Date ➤ Max Limit Invoice Date 	➤ Select the appropriate date from the calendar
Invoice No *	➤ Blank	<ul style="list-style-type: none"> ➤ Editable ➤ Mandatory ➤ Alphanumeric 	➤ Enter the invoice number.

Field	Default Value	Validations	Description
		<ul style="list-style-type: none"> ➤ Unique on the basis of Season, Sale No, Auctioneer, Mark, Warehouse 	
Date of Dispatch	<ul style="list-style-type: none"> ➤ Check box to enable date picker 	<ul style="list-style-type: none"> ➤ Editable ➤ Greater than or equal to Invoice Date ➤ Less than or equal to Catalog Closing Date 	<ul style="list-style-type: none"> ➤ Select the appropriate date of dispatch.
Invoice Qty	<ul style="list-style-type: none"> ➤ Blank 	<ul style="list-style-type: none"> ➤ Non-Editable 	<ul style="list-style-type: none"> ➤ Displays the invoice quantity.
Invoice Date*	<ul style="list-style-type: none"> ➤ Current Date 	<ul style="list-style-type: none"> ➤ Editable ➤ Mandatory ➤ Greater than or equal to Period of Manufacture To Date ➤ Max Limit Catalog Closing Date 	<ul style="list-style-type: none"> ➤ Select the appropriate invoice date from the calendar.
Lorry Receipt No	<ul style="list-style-type: none"> ➤ Blank 	<ul style="list-style-type: none"> ➤ Editable ➤ Alphanumeric ➤ Max length 25 characters 	<ul style="list-style-type: none"> ➤ Enter the appropriate lorry receipt number.
Lorry No	<ul style="list-style-type: none"> ➤ Blank 	<ul style="list-style-type: none"> ➤ Editable ➤ Alphanumeric in specific format (say, MH 02 AX 1245) ➤ Max length 25 characters 	<ul style="list-style-type: none"> ➤ Enter the appropriate lorry number.
Inv. Ref. No.	<ul style="list-style-type: none"> ➤ Blank 	<ul style="list-style-type: none"> ➤ Non-Editable ➤ Alphanumeric ➤ Auto Generated after submission of Invoice 	<ul style="list-style-type: none"> ➤ Displays the Inv.Ref No.
Carrier	<ul style="list-style-type: none"> ➤ Blank 	<ul style="list-style-type: none"> ➤ Editable ➤ Alphanumeric ➤ Max length 45 characters 	<ul style="list-style-type: none"> ➤ Enter the appropriate carrier name.
Tea Type*	<ul style="list-style-type: none"> ➤ Blank 	<ul style="list-style-type: none"> ➤ Non-Editable ➤ Mandatory ➤ Tea Type/s assigned to selected Sale No 	<ul style="list-style-type: none"> ➤ Select the appropriate tea type from the drop-down list.
Sub Type*	<ul style="list-style-type: none"> ➤ Blank 	<ul style="list-style-type: none"> ➤ Non-Editable ➤ Mandatory ➤ Sub Type/s as per the selected Tea Type 	<ul style="list-style-type: none"> ➤ Select the appropriate tea sub type from the drop-down list.
Category*	<ul style="list-style-type: none"> ➤ Blank 	<ul style="list-style-type: none"> ➤ Non-Editable 	<ul style="list-style-type: none"> ➤ Select the appropriate

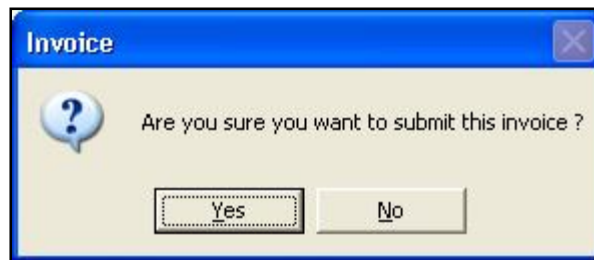
Field	Default Value	Validations	Description
		<ul style="list-style-type: none"> ➤ Mandatory ➤ Options Viz. CTC, Darjeeling, Green, Oolong, and Orthodox 	tea category from the drop-down list.
Grade*	<ul style="list-style-type: none"> ➤ First record when sorted in ascending order of alphabets 	<ul style="list-style-type: none"> ➤ Non-Editable ➤ Mandatory ➤ All defined Grades with Active status 	<ul style="list-style-type: none"> ➤ Select the appropriate grade from the drop-down list.
Package Size	<ul style="list-style-type: none"> ➤ Blank 	<ul style="list-style-type: none"> ➤ Non-Editable ➤ All defined Package Sizes 	<ul style="list-style-type: none"> ➤ Select the appropriate package size from the drop-down list.
Package Type*	<ul style="list-style-type: none"> ➤ Blank 	<ul style="list-style-type: none"> ➤ Non-Editable ➤ Mandatory ➤ All defined Package Types 	<ul style="list-style-type: none"> ➤ Select the appropriate package Type from the drop-down list.
Package No*	<ul style="list-style-type: none"> ➤ Blank 	<ul style="list-style-type: none"> ➤ Editable ➤ Mandatory ➤ Positive Numeric Series (e.g. X-Y) ➤ X has to be greater than zero ➤ X has to be greater than Y and difference of Y & X cannot be less than MNP in Invoice 	<ul style="list-style-type: none"> ➤ Enter the appropriate package number. ➤ For example, 1-25, 10-50, etc.
Total Packages	<ul style="list-style-type: none"> ➤ Blank 	<ul style="list-style-type: none"> ➤ Non-Editable ➤ Auto generated after entering of Package No 	<ul style="list-style-type: none"> ➤ Displays the Total packages corresponding to that lot
Gross Kgs*	<ul style="list-style-type: none"> ➤ Blank 	<ul style="list-style-type: none"> ➤ Editable ➤ Mandatory ➤ Positive Numeric with two digits after decimal point ➤ Non zero 	<ul style="list-style-type: none"> ➤ Enter the appropriate gross kilograms.
Tare Kgs*	<ul style="list-style-type: none"> ➤ Blank 	<ul style="list-style-type: none"> ➤ Editable ➤ Mandatory ➤ Positive Numeric with two digits after decimal point ➤ Less than Gross Kgs. 	<ul style="list-style-type: none"> ➤ Enter the appropriate tare kilograms.
Net Kgs	<ul style="list-style-type: none"> ➤ Blank 	<ul style="list-style-type: none"> ➤ Non-Editable ➤ Net Kgs = (Gross Kgs – Tare Kgs) ➤ Auto generated after entering of Gross and Tare Kgs 	<ul style="list-style-type: none"> ➤ Displays the Net Kgs corresponding to that lot

Field	Default Value	Validations	Description
Total Net Kgs	➤ Blank	<ul style="list-style-type: none"> ➤ Non-Editable ➤ Total Net Kgs = Total Packages * Net Kgs ➤ Auto generated after entering of Package No, Gross and Tare Kgs 	➤ Displays the Total Net Kgs corresponding to that lot
Basic/A.D.E	➤ Blank	<ul style="list-style-type: none"> ➤ Editable ➤ Positive Numeric with two digits after decimal point 	➤ Enter the appropriate basic/A.E.D. details.
Cess	➤ Blank	<ul style="list-style-type: none"> ➤ Editable ➤ Positive Numeric with two digits after decimal point 	➤ Enter the appropriate cess details.
Total Duty Payable	➤ Blank	<ul style="list-style-type: none"> ➤ Non-Editable ➤ Total Duty Payable = Basic/ADE + Cess ➤ Auto generated after entering of Basic/ADE and/or Cess 	➤ By entering the appropriate basic/A.E.D. details and cess details, this field will get auto-populated.

Enter the appropriate details in their respective fields.

Click on the **Submit** button.

7. Auctioneer Module displays the message "Are you sure you want to submit this invoice?" as shown in the following figure.



Click on the **Yes** button to submit the new invoice details, else **No**.

On successful submission, **Auctioneer module** displays the "**Invoice saved successfully**" message as shown in the following figure.

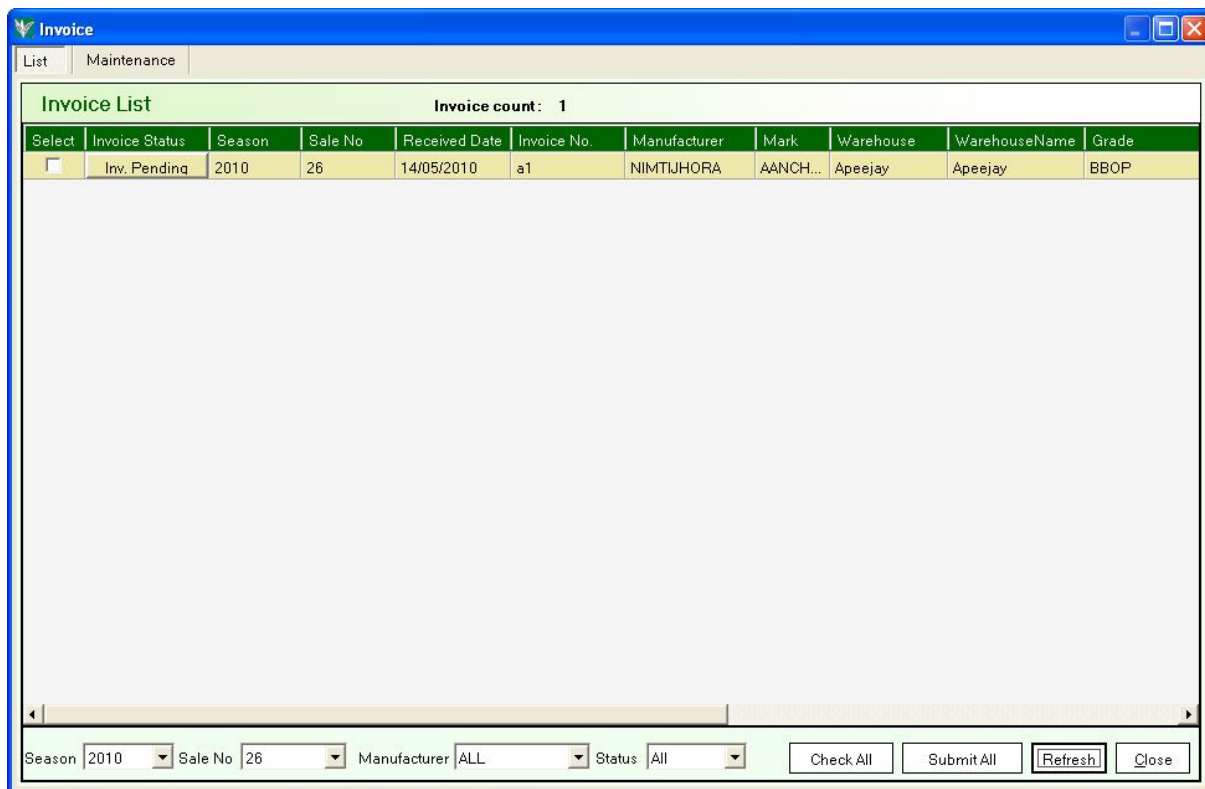


Receiving Invoice

1. Log on to the **e-Auction Auctioneer** application.

On the menu bar, click **Pre Auction** and then select **Invoice**.

2. **Auctioneer module** displays the **Invoice** screen, as shown in the following figure.



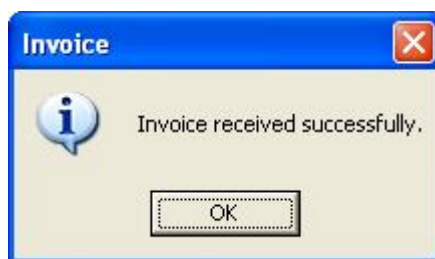
Field	Default Value	Validation	Description
Select	Blank Check Box	NA	Click on Check Box to select or deselect the Invoice
Received Date	Dispatch Date or Invoice Date if DD is not entered		

Select the Invoice whose status is needed to be change as Submitted from Pending.

Click on the **Received Date** column of that particular row, and select the appropriate received date for that Invoice.

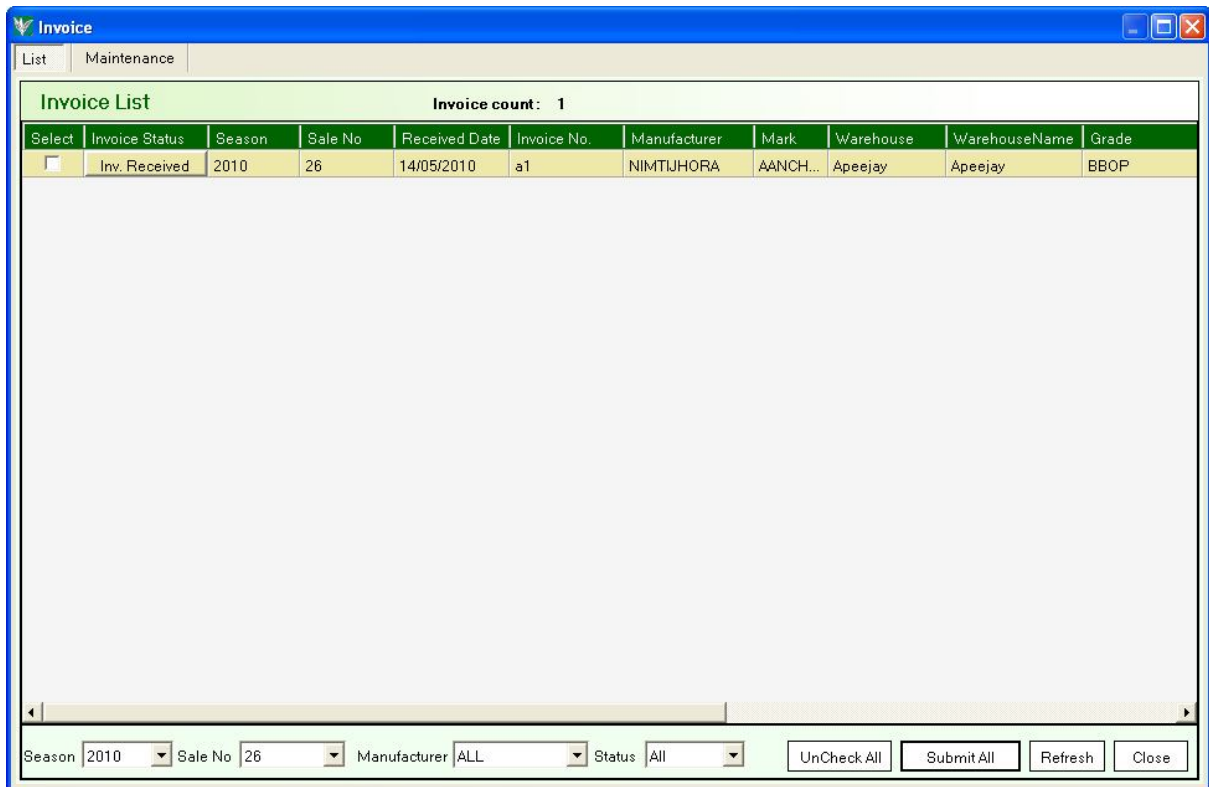
Click on the **Pending** field under **Invoice Status** column or click on Submit All button.

3. **Auctioneer module** displays the Invoice Received Successfully message as shown in the following figure.

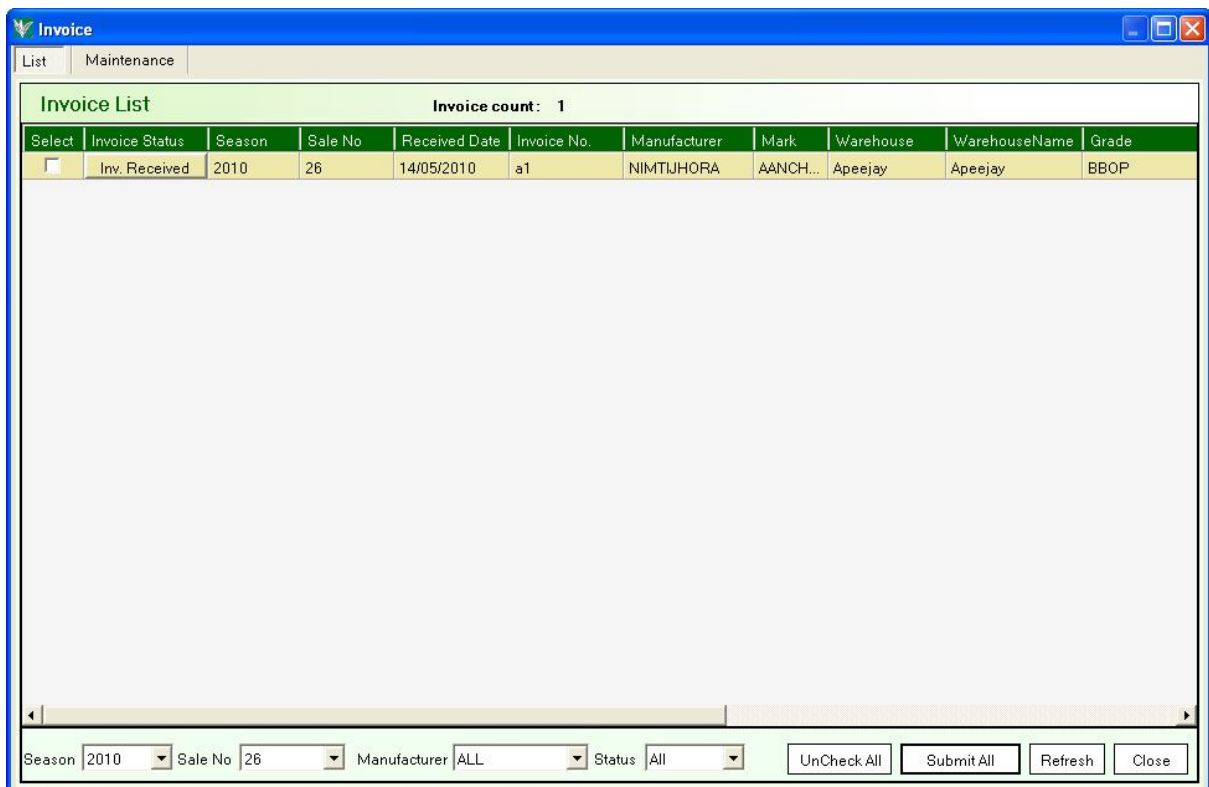


4. Click **Ok** to receive invoice.

5. **Auctioneer module** displays the **Invoice** screen, as shown in the following figure.



6. Click on the **Refresh** button.
7. **Auctioneer module** displays the **Invoice** screen as shown in the following.

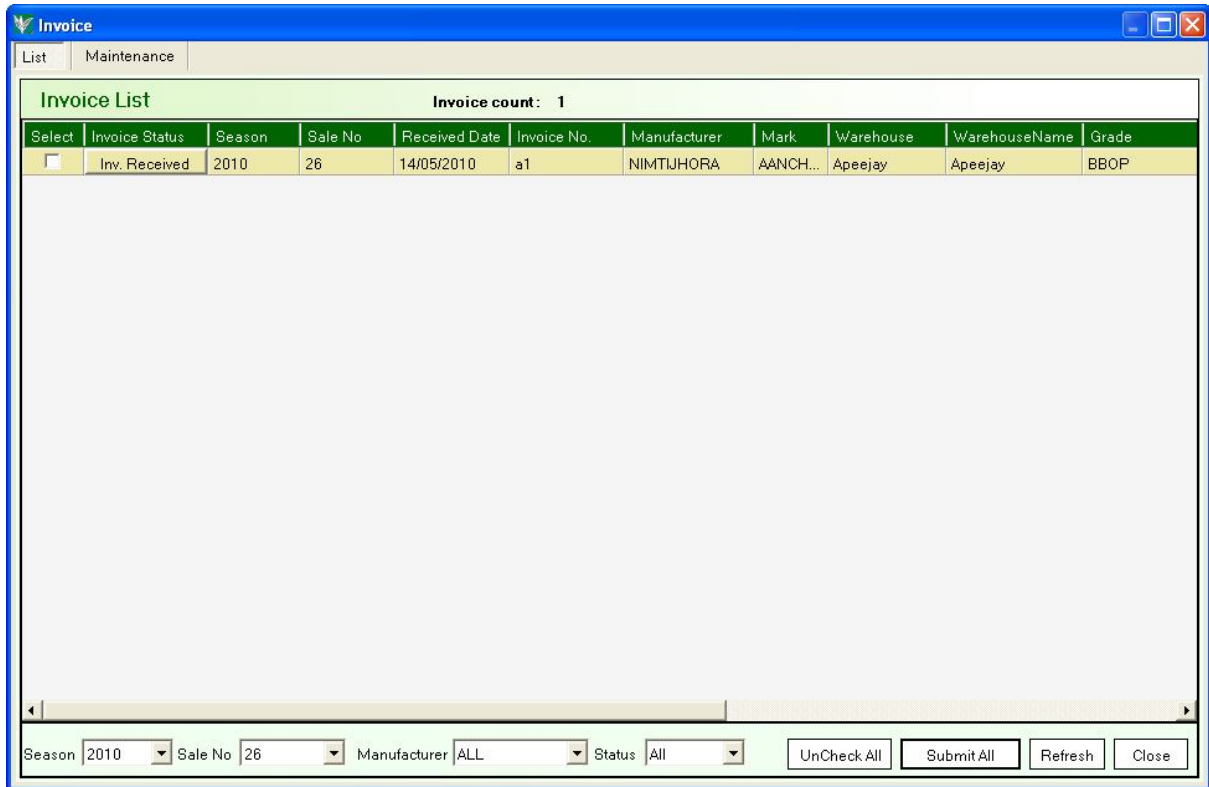


8. Click the **Close** button to exit from the current screen.

Exporting Invoice

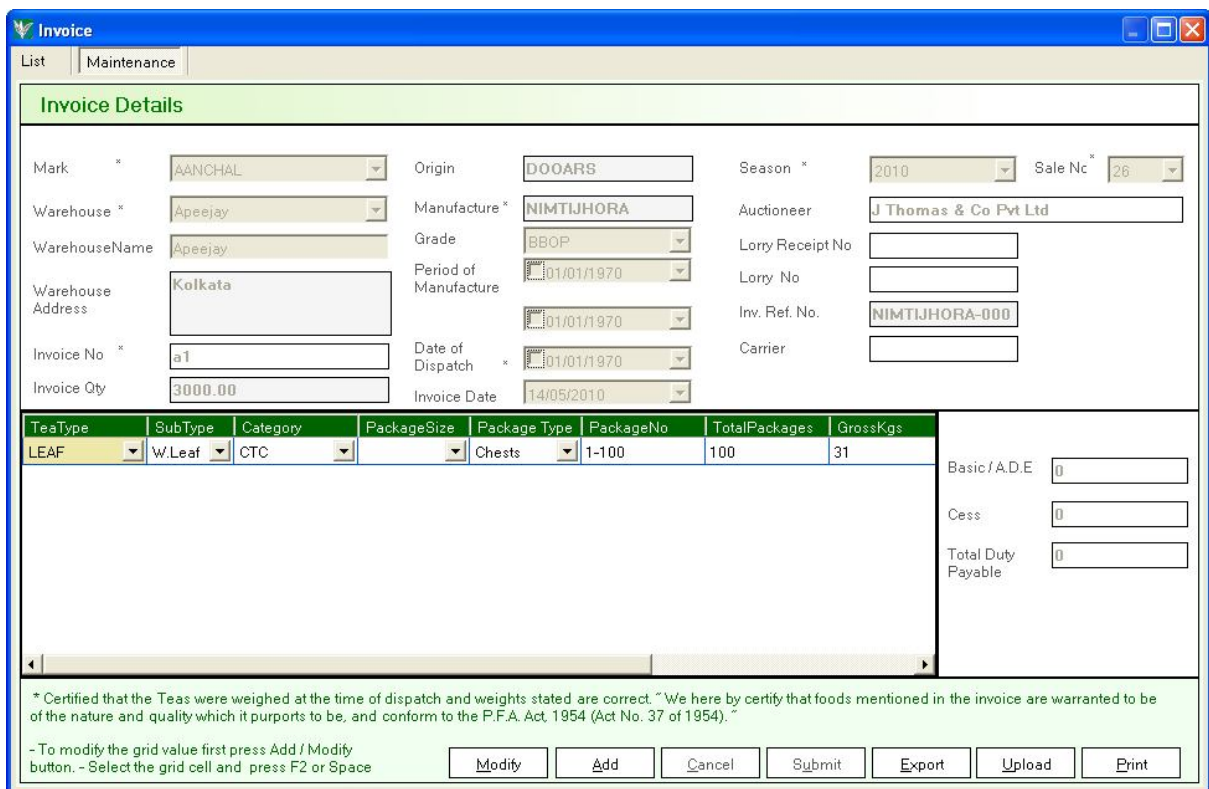
1. Log on to the **e-Auction Auctioneer** application.
On the menu bar, click **Pre Auction** and then select **Invoice**.

2. Auctioneer module displays the **Invoice** screen, as shown in the following figure.



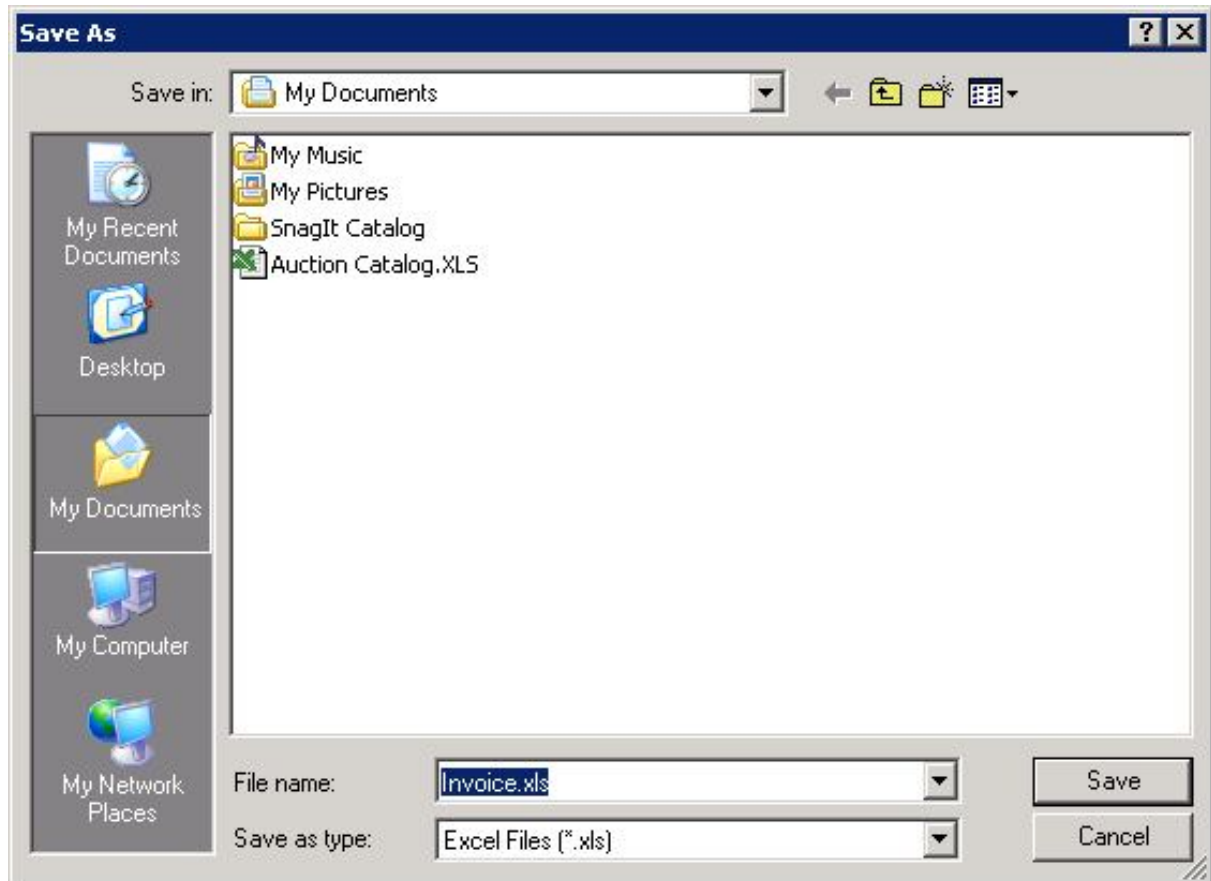
Select the required invoice to be exported by double clicking on it.

3. Auctioneer module displays the **Invoice** screen, as shown in the following figure.

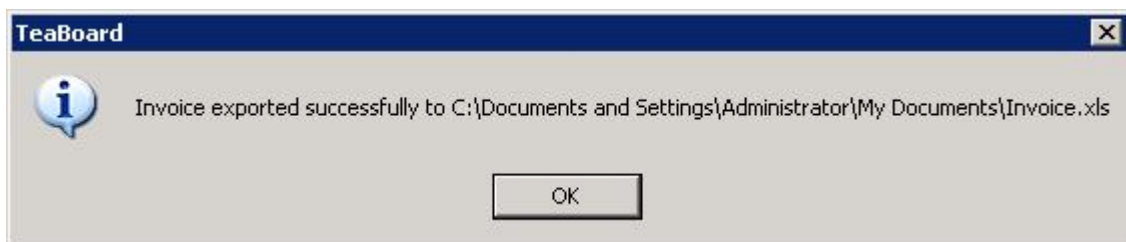


4. Click on the **Export** button.

5. Auctioneer module displays the **Save As** screen as shown in the following figure.



6. Select the location of your choice from the **Desktop** scroll down bar.
7. Type the **File** name.
8. Click on the **Save** button.
9. **Auctioneer module** displays the “**Invoice Exported Successfully**” message as shown in the following figure.



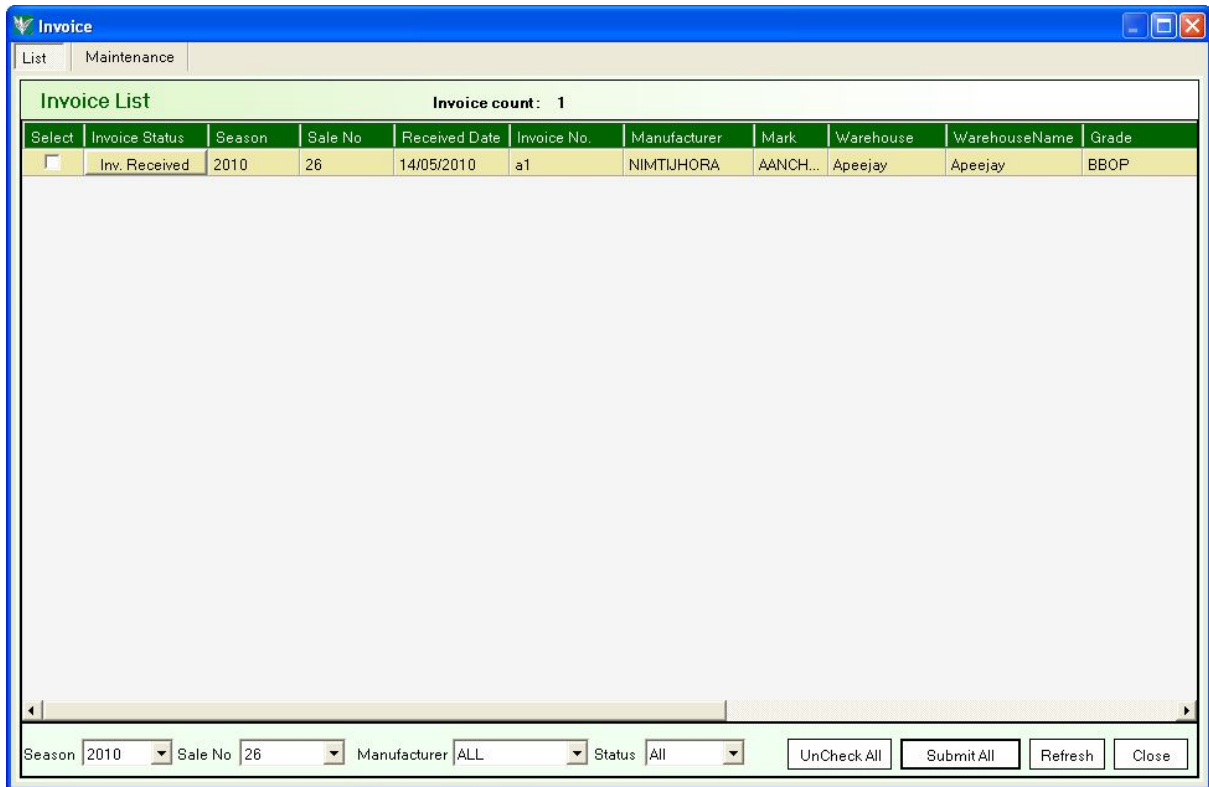
10. Click the **OK** button to export the invoice details.

Uploading Invoice

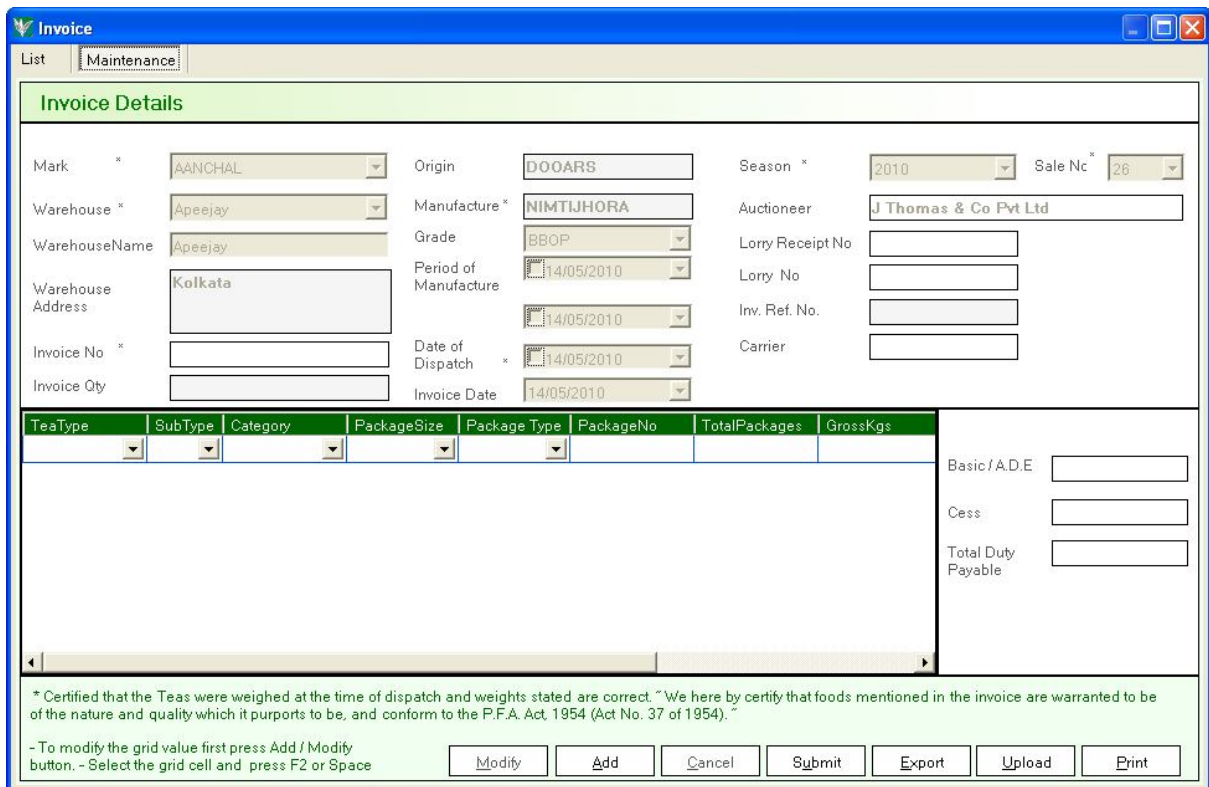
Log on to the **e-Auction Auctioneer** application.

On the menu bar, click **Pre Auction** and then select **Invoice**.

1. **Auctioneer module** displays the **Invoice** screen, as shown in the following figure.



2. Click on the **Maintenance** tab.
3. **Auctioneer module** displays the maintenance page as shown in the following figure.

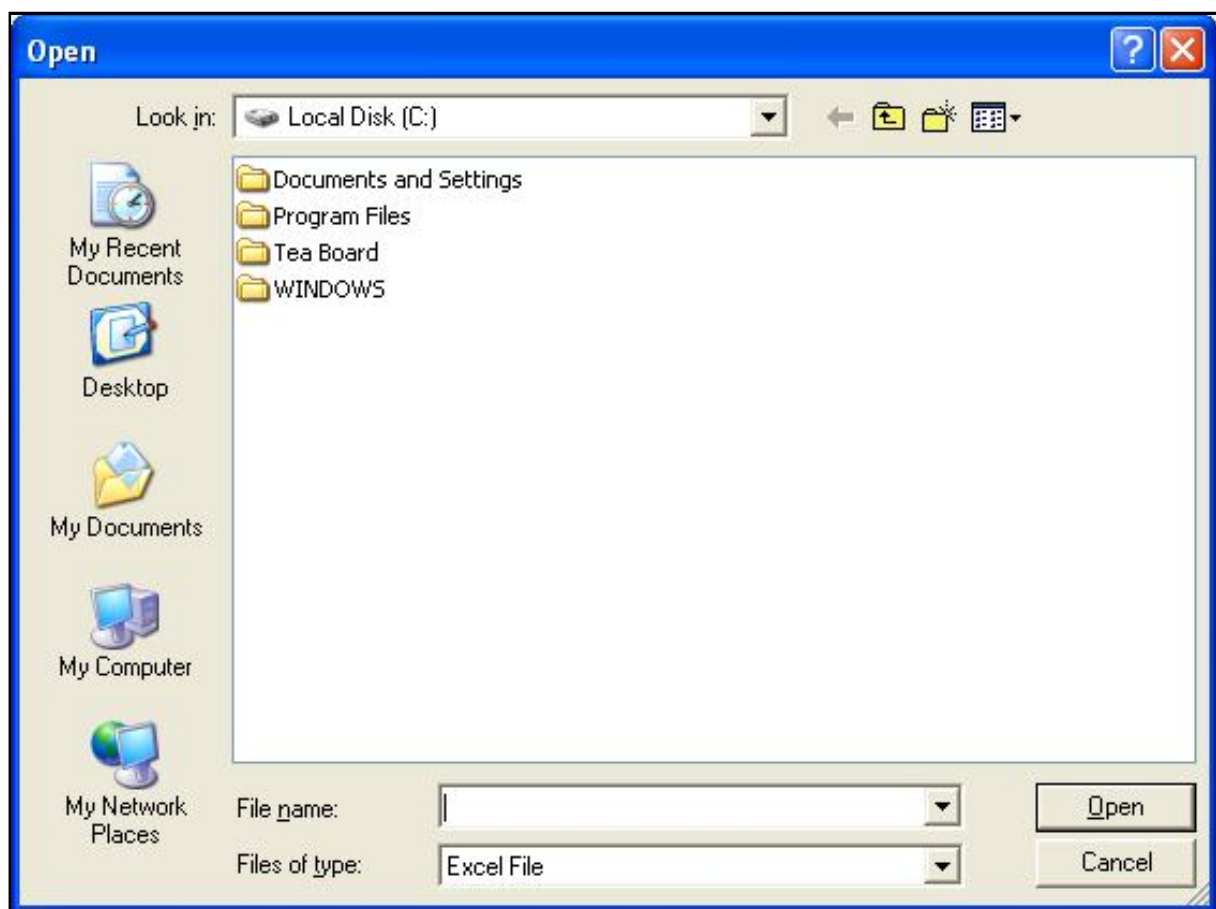


4. Click on the **Upload** button.
5. **Auctioneer** displays the **Invoice Upload** screen as shown in the following figure.

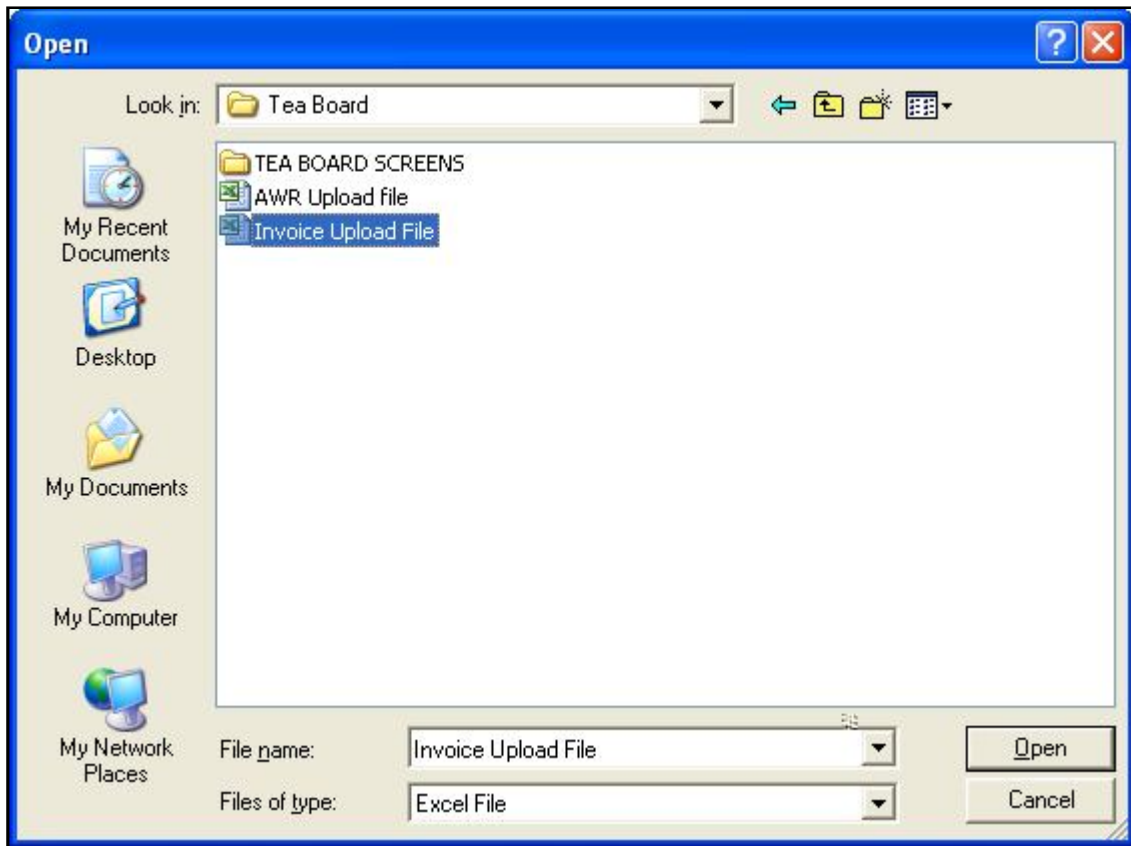


Click on the **Open** button.

6. **Auctioneer** displays the **Open** dialogue box, as shown in the following figure.



Select the appropriate Microsoft Excel File from which you have to upload the invoice.
A sample entry is shown in the following figure.



Note: In order to upload the invoice into the system, the excel sheet should be in a pre-defined format.

7. Click on the **Open** button.
8. **Auctioneer** uploads the page into the system and displays the page, as shown in the following figure.

List Maintenance

Invoice Details

Invoice Upload

Season	Sale No	Manufacturer Code	Warehouse Code	Auctioneer Code	Invoice Qty	Mark	Period of Manufacture From	Period of Manufacture To
2008	4	r1	r1	p2	10000	TEE	26/01/2008 12:00	15/08/2008 12:00
2008	4	r2	r2	p2	7500	Haspan	26/06/2008 12:00	15/08/2008 12:00

Excel File (. XLS) C:\Tea Board\Invoice Upload File.xls

Payable

To modify the grid value first press Add / Modify button. Select the grid cell and press F2 or Space

Click on the button to validate the uploaded invoice.
 If the validation is successful, **Auctioneer** displays the message **Validation successful**, as shown in the following figure.

List Maintenance

Invoice Details

Invoice Upload

Season	Sale No	Manufacturer Code	Warehouse Code	Auctioneer Code	Invoice Qty	Mark	Period of Manufacture From	Period of Manufacture To
2008	4	r1	r1	p2	10000	TEE	26/01/2008 12:00	15/08/2008 12:00
2008	4	r2	r2			Haspan	26/06/2008 12:00	15/08/2008 12:00

Excel File (. XLS) C:\Tea Board\Invoice Upload File.xls

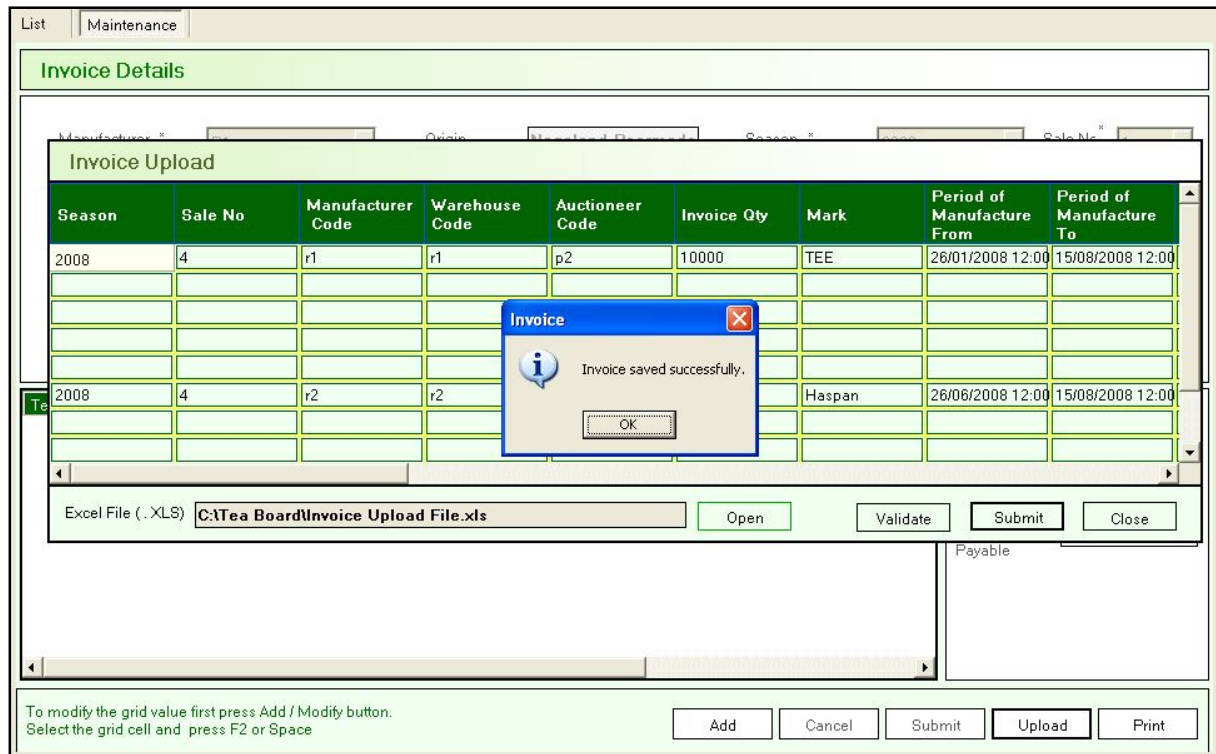
Payable

To modify the grid value first press Add / Modify button. Select the grid cell and press F2 or Space

TeaBoard

Validation successful.

Click on the button to submit the new invoice.
 On successful submission, **Auctioneer** displays the message **Invoice Saved Successfully**, as shown in the following figure.

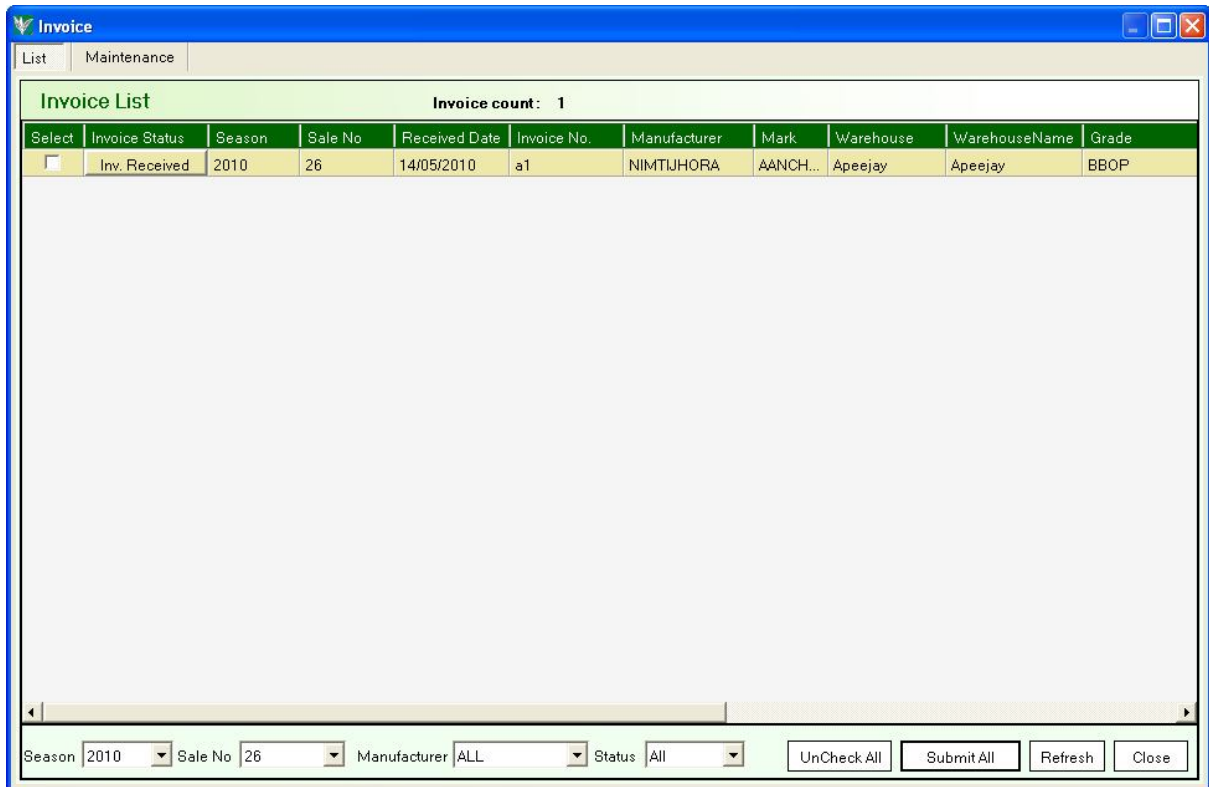


- On successful submission, the invoice gets uploaded and you can view the newly uploaded invoice in the **Invoice List** page.

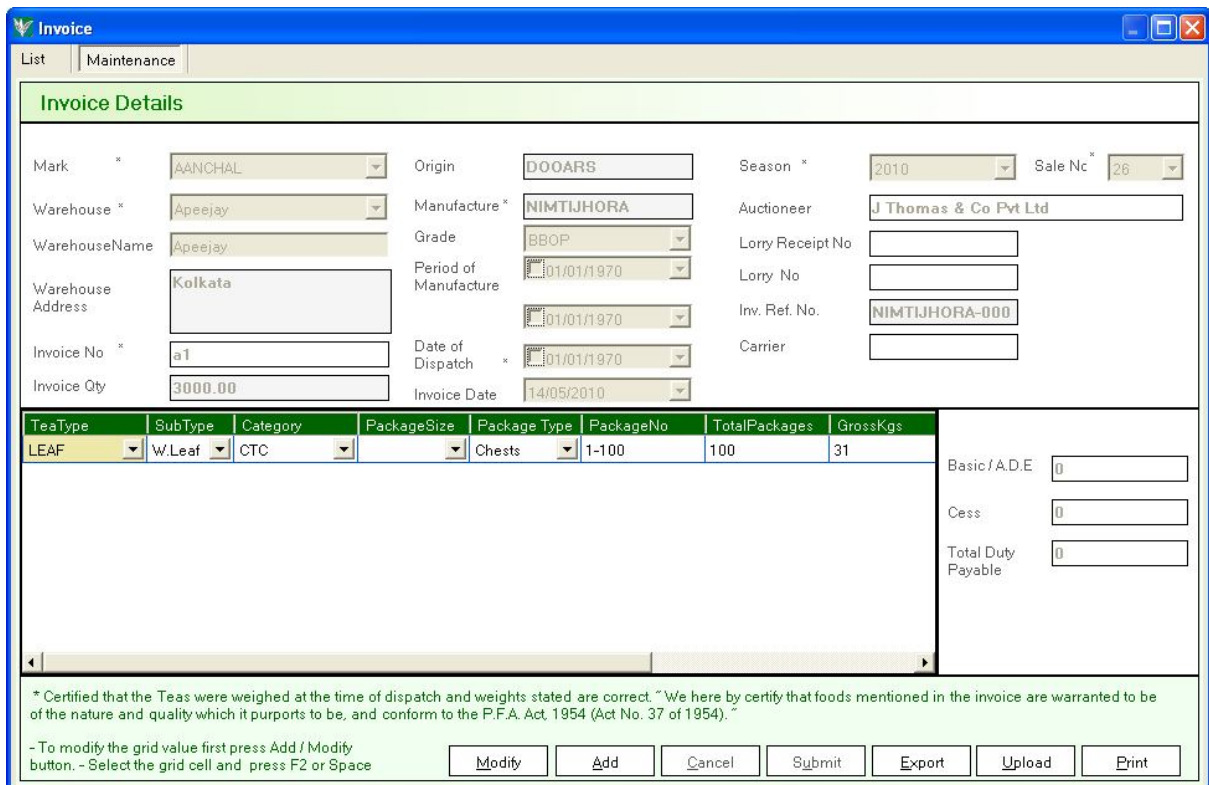
Note: Invoice modification is allowed till a day prior to the first auction day of sale program. Mark, Warehouse, Invoice No, Period of Manufacture, Date of Dispatch, Invoice Date, and Grade are modifiable from Invoice Maintenance tab.

Printing Invoice

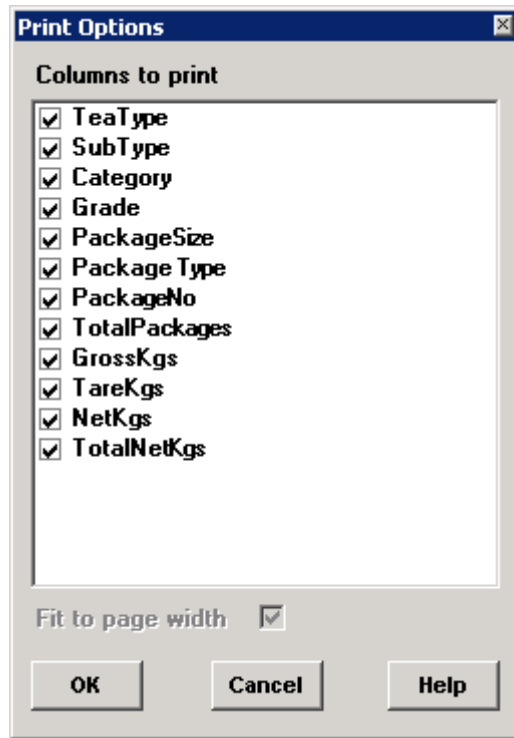
- Log on to the **e-Auction Auctioneer** application. On the menu bar, click **Pre Auction** and then select **Invoice**.
- Auctioneer module** displays the **Invoice** screen, as shown in the following figure.



3. Click on the **Maintenance** tab.
4. **Auctioneer module** displays the maintenance page as shown in the following figure.



5. Click the **Print** button to print invoice details.
6. **Auctioneer module** displays the **Print Options** screen as shown in the following figure.



7. Select the required columns to print.
8. Click **OK** button.
9. **Auctioneer module** displays the **Page Setup** screen as shown in the following figure.



10. Setup the Page option as per the requirement, then click **OK** button.
11. **Auctioneer module** displays the **Print Preview** screen as shown in the following figure.

Guwahati Tea Auction Center											
Invoice											
Manufacturer: Achabam			Origin : Meghalaya-Madurai-kausani			Season : 2009					
Sale No. : 1		Warehouse Name: ATWC		Mark : ACHABAM							
Auctioneer : J. Thomas & Company			Warehouse Address : Mumbai			Period of Manufacture From : 04/01/2009					
Invoice No : 1059ST2T2			Lorry Receipt No :			Period of Manufacture To : 04/01/2009					
Invoice Qty : 100.00		Lorry No : A1A1A1A1A1A1A1A1A1A1		Date of Dispatch : ACHABAM							
Inv. Ref. No. : Achabam-0003			Carrier :			Invoice Date : ACHABAM					
Basic / A.D.E : 0			Cess : 1			Total Duty Payable : 1					
TeaType	SubType	Category	Grade	PackageSize	Package Type	Package No	Total Packages	GrossKgs	TareKgs	NetKgs	TotalNet Kgs
LEAF	Leaf	OPPOSITE LING	BOPS	100000	Gunny Bags	1-2	2	51	1	50	100

* Certified that the Teas were weighed at the time of dispatch and weights stated are correct.
 " We here by certify that foods mentioned in the invoice are warranted to be of the nature and quality which it purports to be, and conform to the P.F.A. Act, 1954 (Act No. 37 of 1954). "

12. Click Print to print the Invoice Details.

AWR

About AWR

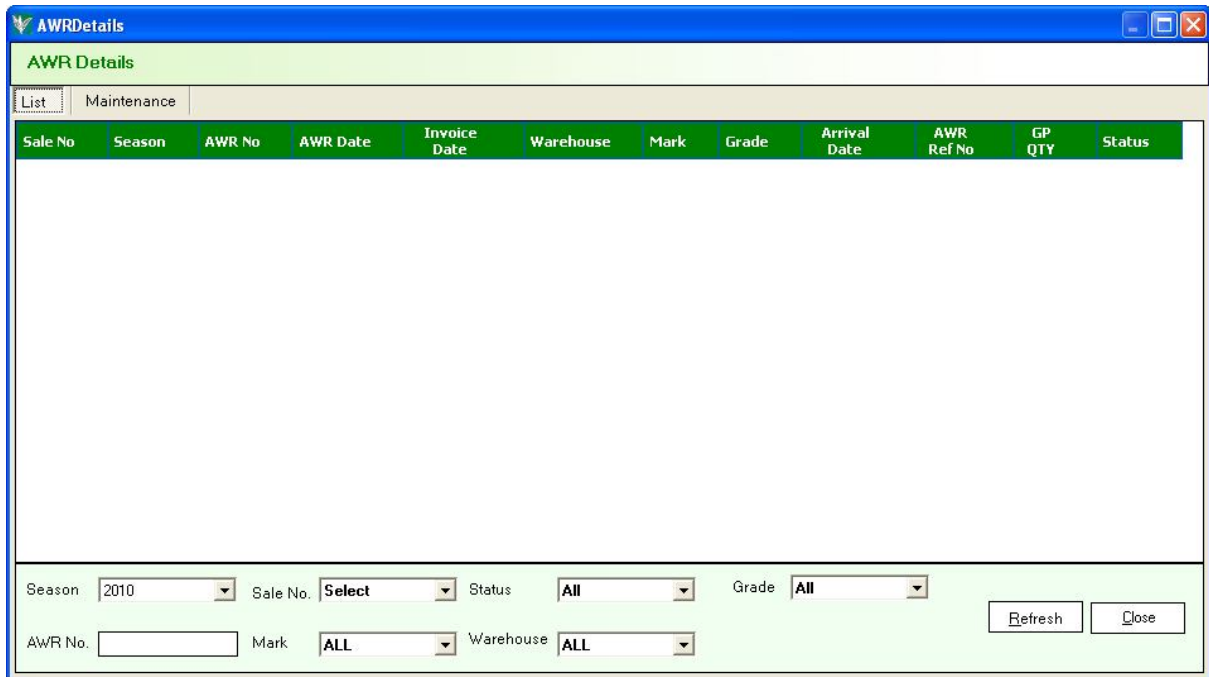
The Auctioneer can view the details of the AWR Entry Form & can modify its details. The Auctioneer can enter / upload Invoice & AWR details, if the same is not entered by the Manufacturers & Warehouse respectively. The AWR will contain each and every Invoice for a particular Mark. The Auctioneer will have only one AWR for one particular Mark and Warehouse for a single arrival and Invoice date in a Sale Program.

User has to assign GP No and GP Date. He can enter Short/Excess Wt. against the particular record.

Viewing AWR Details

This section provides a detailed procedure on searching AWR details.

1. Log on to the **e-Auction Auctioneer** application.
On the menu bar, click **Pre Auction** and then select **AWR** option or press **CTRL+W** key.
2. **Auctioneer module** displays the **AWR** screen, as shown in the following figure.



Field	Default Value	Validations	Description
Season	➤ Current Year	➤ All seasons for which last sellers prompt date is not over	➤ Select the appropriate season from the drop-down list.
Sale No	➤ Select	➤ Mandatory ➤ All Sale Programs for which last sellers prompt date is not over	➤ Select the appropriate sale number from the drop-down list.
Status	➤ ALL	➤ Options viz. Pending, Approved along with ALL	➤ Select the appropriate status from the drop-down list.
AWR No.	➤ Blank	➤ Editable ➤ Non Mandatory ➤ Alphanumeric	➤ Enter the appropriate AWR Number.
Manufacturer	➤ ALL	➤ All Manufacturers defined by TAO	➤ Select the appropriate manufacturer from the drop-down list.
Warehouse	➤ ALL	➤ All Warehouses defined by TAO	➤ Select the appropriate warehouse from the drop-down list.

Select/enter the appropriate details.
Click on the **Refresh** button.

3. **Auctioneer module** displays the **AWR** screen as shown in the figure.

Sale No	Season	AWR No	AWR Date	Invoice Date	Warehouse	Mark	Grade	Arrival Date	AWR Ref No	GP QTY	Status
21	2010	Apeejay-5158	31/03/2010	31/03/2010	Apeejay	BUDLAB...	BP	31/03/2010	Apeejay-5158	1120	Approved
21	2010	Apeejay-5020	01/04/2010	01/04/2010	Apeejay	BUDLAB...	DD	01/04/2010	Apeejay-5020	266	Approved
21	2010	Apeejay-5001	03/04/2010	03/04/2010	Apeejay	BUDLAB...	PD	03/04/2010	Apeejay-5001	640	Approved
21	2010	Apeejay-5005	03/04/2010	03/04/2010	Apeejay	BUDLAB...	D	03/04/2010	Apeejay-5005	700	Approved
21	2010	Apeejay-5156	03/04/2010	03/04/2010	Apeejay	BUDLAB...	BOP	03/04/2010	Apeejay-5156	500	Approved
21	2010	Apeejay-5159	03/04/2010	03/04/2010	Apeejay	BUDLAB...	BP	03/04/2010	Apeejay-5159	1080	Approved
21	2010	Apeejay-5160	03/04/2010	03/04/2010	Apeejay	BUDLAB...	BP	03/04/2010	Apeejay-5160	1080	Approved
21	2010	Apeejay-4999	19/04/2010	19/04/2010	Apeejay	BUDLAB...	PD	19/04/2010	Apeejay-4999	1200	Approved
21	2010	Apeejay-5003	19/04/2010	19/04/2010	Apeejay	BUDLAB...	D	19/04/2010	Apeejay-5003	1360	Approved
21	2010	Apeejay-5152	19/04/2010	19/04/2010	Apeejay	BUDLAB...	BOP	19/04/2010	Apeejay-5152	2000	Approved
21	2010	Apeejay-5153	19/04/2010	19/04/2010	Apeejay	BUDLAB...	BOP	19/04/2010	Apeejay-5153	1000	Approved
21	2010	Apeejay-5161	19/04/2010	19/04/2010	Apeejay	BUDLAB...	BPS	19/04/2010	Apeejay-5161	480	Approved
21	2010	Apeejay-5162	19/04/2010	19/04/2010	Apeejay	BUDLAB...	BPS	19/04/2010	Apeejay-5162	480	Approved
21	2010	Apeejay-5163	19/04/2010	19/04/2010	Apeejay	BUDLAB...	BPS	19/04/2010	Apeejay-5163	480	Approved

Season: 2010, Sale No: 21, Status: All, Grade: All

AWR No: [], Mark: ALL, Warehouse: ALL

Buttons: Refresh, Close

Adding New AWR Details

In case the warehouse is not able to feed the AWR information through the system, a provisional AWR entry feature has been provided to the auctioneer.

Invoices details with common season, sale no, mark, warehouse, invoice date, arrival date will be clubbed in a single AWR if all the invoices are in submitted state.

1. Log on to the **e-Auction Auctioneer** application.
On the menu bar, click **Pre Auction** and then select **AWR**.
2. **Auctioneer module** displays the **AWR** screen, as shown in the following figure.

Sale No	Season	AWR No	AWR Date	Invoice Date	Warehouse	Mark	Grade	Arrival Date	AWR Ref No	GP QTY	Status
---------	--------	--------	----------	--------------	-----------	------	-------	--------------	------------	--------	--------

Season: 2010, Sale No: Select, Status: All, Grade: All

AWR No: [], Mark: ALL, Warehouse: ALL

Buttons: Refresh, Close

3. Click on the **Maintenance** tab.
4. **Auctioneer** displays the page as shown in the following figure.

The screenshot shows the 'AWRDetails' application window. At the top, there's a title bar with the text 'AWRDetails'. Below it is a green header with 'AWR Details'. A 'List' tab is selected, and a 'Maintenance' sub-tab is active. The form contains several input fields: Season (2010), Sale No. (26), Gate Pass Quantity (empty), AWR Ref No. (empty), Mark (AANCHAL), Warehouse (Apeejay), Arrival Date (14/05/2010), AWR Date (14/05/2010), Catalog Closing Date (empty), Invoice Date (14/05/2010), Manufacturer (NIMTIJHORA), and Grade (BBOP). A 'Get AWR Details' button is located to the right of the Grade field. Below the form is a table with columns: Invoice No, GP NO, GP Date, Origin, Category, Tea Type, Sub Type, Mark, Gross Weight, Tare Weight, Net Weight, No of Packages, Serial No of Packages, and Short/Excess Weight. The table is currently empty. At the bottom, there are buttons for Add, Cancel, Submit, Export, Print, and Upload. The 'Add' button is highlighted with a red border.

5. Click on the **Add** button.
6. **Auctioneer module** displays the screen as shown in the following figure.

This screenshot is identical to the one above, but the 'Print' button at the bottom of the window is highlighted with a red border. The 'Add' button is no longer highlighted.

Field	Default Value	Validation	Description
Season	➤ Current Year	<ul style="list-style-type: none"> ➤ Mandatory ➤ All seasons for which last sellers prompt date is not over 	➤ Select the appropriate season from the drop-down list.
Sale No.	➤ Select	<ul style="list-style-type: none"> ➤ Mandatory ➤ All Sale Programs for which last sellers prompt date is not over 	➤ Select the appropriate sale number from the drop-down list.

Field	Default Value	Validation	Description
Gate Pass Quantity	➤ Blank	➤ Non Editable ➤ Gate Pass Qty = SUM (Total Weight of all lots)	➤ Displays the gate pass quantity.
AWR Ref NO	➤ Blank	➤ Non Mandatory ➤ Editable ➤ Alphanumeric	➤ Enter the appropriate AWR number. This field is not mandatory.
Mark	➤ First mark when arranged in ascending order of available marks	➤ Mandatory	➤ Select the appropriate mark name from the drop-down list.
Warehouse	➤ First mark when arranged in ascending order of available marks	➤ Mandatory	➤ Select the appropriate warehouse from the drop-down list.
Arrival Date	➤ Current Date	➤ Mandatory	➤ Select the date of arrival.
Catalog Closing Date	➤ Closing date of selected sale no	➤ Non Editable ➤ Auto populated	➤ Displays the catalog closing date.
Invoice Date	➤ Current Date	➤ Mandatory	➤ Enter the appropriate invoice date.
Manufacturer	➤ Manufacturer of selected Mark	➤ Non Editable ➤ Auto populated	➤ Displays the Manufacturer name

Enter/Select the appropriate details in their respective fields.

Click on the **Get AWR Details** button.

7. **Auctioneer module** displays the **Get AWR Details** screen as shown in the following figure.

The screenshot shows the 'AWRDetails' application window. At the top, there are tabs for 'List' and 'Maintenance'. Below the tabs is a form with the following fields:

- Season: 2010
- Sale No.: 26
- Gate Pass Quantity: 6000.00
- AWR Ref No.:
- Mark: AANCHAL
- Warehouse: Apeejay
- Arrival Date: 14/05/2010
- AWR Date: 14/05/2010
- Catalog Closing Date: 12/06/2010
- Invoice Date: 14/05/2010
- Manufacturer: NIMTIJHORA
- Grade: BBOP

Below the form is a table with the following columns: Invoice No, GP ND, GP Date, Origin, Category, Tea Type, Sub Type, Mark, Gross Weight, Tare Weight, Net Weight, No of Packages, Serial No of Packages, and Short/Excess Weight. The table contains two rows of data:

Invoice No	GP ND	GP Date	Origin	Category	Tea Type	Sub Type	Mark	Gross Weight	Tare Weight	Net Weight	No of Packages	Serial No of Packages	Short/Excess Weight
a1		14/05/...	DOO...	CTC	LEAF	W.Leaf	AAN...	31	1	30	100	1-100	
a2		14/05/...	DOO...	CTC	LEAF	W.Leaf	AAN...	31	1	30	100	1-100	

At the bottom of the window, there are buttons for Add, Cancel, Submit, Export, Print, and Upload.

Field	Default Value	Validation	Description
AWR Date	➤ Current Date	➤ Mandatory ➤ AWR Date has to be <= Catalog Closing Date	➤ Enter the appropriate AWR date.
GP NO	➤ Blank	➤ Mandatory ➤ Numeric	➤ Enter the appropriate gate pass number.
GP Date	➤ Arrival Date	➤ Mandatory ➤ GP Date has to be <= Arrival Date	➤ Enter appropriate GP Date
Short/Excess Weight	➤ Blank	➤ Non Mandatory ➤ Numeric with two digits after decimal point	➤ Enter the appropriate short/excess weight.
Location Inside Warehouse	➤ Blank	➤ Non Mandatory ➤ Alphanumeric	➤ Enter the appropriate location, if required.

Enter/Select the appropriate details in their respective fields.

Click on the **Submit** button.

On successful submission, **Auctioneer** displays the message "**AWR added successfully**", as shown in the following figure.



Exporting AWR Details

1. Log on to the **e-Auction Auctioneer** application.

On the menu bar, click **Pre Auction** and then select **AWR**.

2. **Auctioneer module** displays the **AWR** screen, as shown in the following figure.

The screenshot shows the 'AWRDetails' application window with a 'List' tab selected. It displays a table of AWR records with the following columns: Sale No, Season, AWR No, AWR Date, Invoice Date, Warehouse, Mark, Grade, Arrival Date, AWR Ref No, GP QTY, and Status. The table contains 8 rows of data, all with a status of 'Approved'.

Sale No	Season	AWR No	AWR Date	Invoice Date	Warehouse	Mark	Grade	Arrival Date	AWR Ref No	GP QTY	Status
21	2010	Apeejay-5158	31/03/2010	31/03/2010	Apeejay	BUDLAB...	BP	31/03/2010	Apeejay-5158	1120	Approved
21	2010	Apeejay-5020	01/04/2010	01/04/2010	Apeejay	BUDLAB...	OD	01/04/2010	Apeejay-5020	266	Approved
21	2010	Apeejay-5001	03/04/2010	03/04/2010	Apeejay	BUDLAB...	PD	03/04/2010	Apeejay-5001	640	Approved
21	2010	Apeejay-5005	03/04/2010	03/04/2010	Apeejay	BUDLAB...	D	03/04/2010	Apeejay-5005	700	Approved
21	2010	Apeejay-5156	03/04/2010	03/04/2010	Apeejay	BUDLAB...	BOP	03/04/2010	Apeejay-5156	500	Approved
21	2010	Apeejay-5159	03/04/2010	03/04/2010	Apeejay	BUDLAB...	BP	03/04/2010	Apeejay-5159	1080	Approved
21	2010	Apeejay-5160	03/04/2010	03/04/2010	Apeejay	BUDLAB...	BP	03/04/2010	Apeejay-5160	1080	Approved
21	2010	Apeejay-4999	19/04/2010	19/04/2010	Apeejay	BUDLAB...	PD	19/04/2010	Apeejay-4999	1200	Approved

Select the required lot to be exported by double clicking on it.

3. **Auctioneer module** displays the **AWR** details screen, as shown in the following figure.

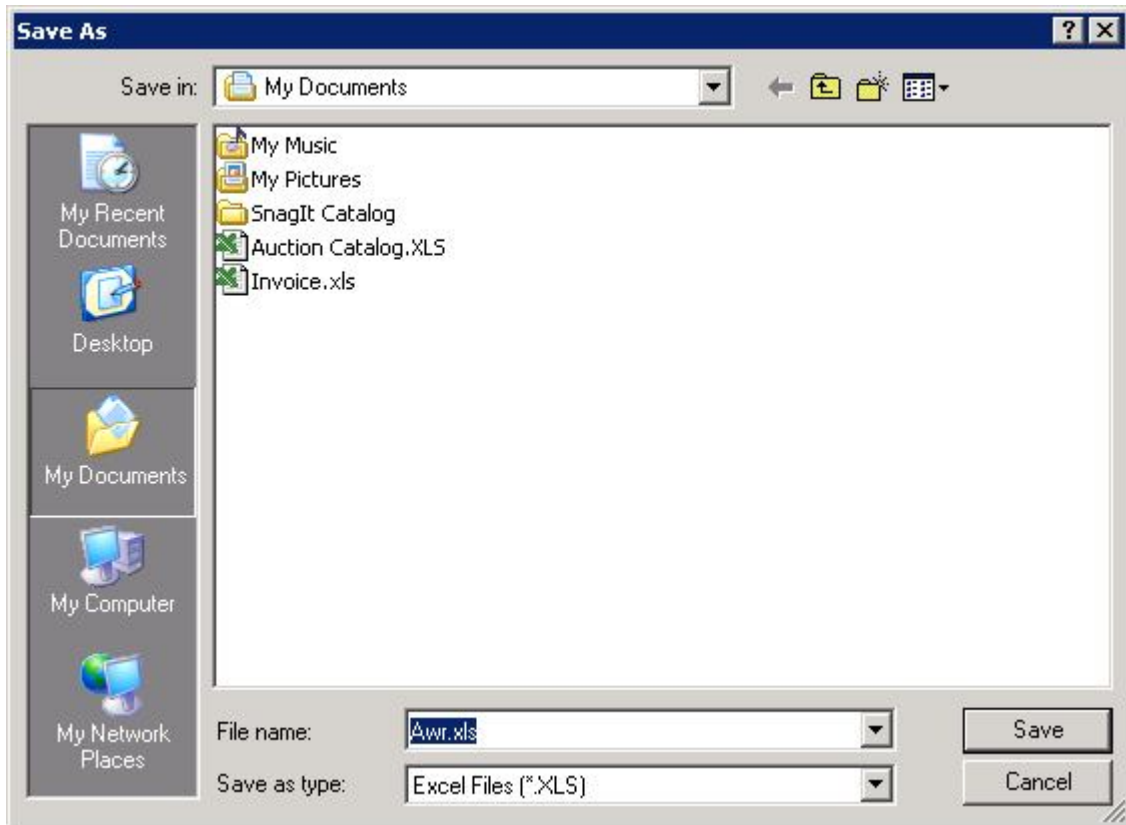
The screenshot shows the 'AWRDetails' application window with the 'Maintenance' tab selected. It features a search filter section with various dropdown menus and text boxes for Season, Sale No., Gate Pass Quantity, Warehouse, Arrival Date, AWR Date, Catalog Closing Date, Invoice Date, Manufacturer, and Grade. Below the filters is a table with the following columns: Invoice No, GP NO, GP Date, Origin, Category, Tea Type, Sub Type, Mark, Gross Weight, Tare Weight, Net Weight, No of Packages, Serial No of Packages, and Short/Excess Weight. The table contains one row of data.

Invoice No	GP NO	GP Date	Origin	Category	Tea Type	Sub Type	Mark	Gross Weight	Tare Weight	Net Weight	No of Packages	Serial No of Packages	Short/Excess Weight
a1	1	14/05/...	DOO...	CTC	LEAF	W.Leaf	AAN...	31	1	30	100	1-100	0

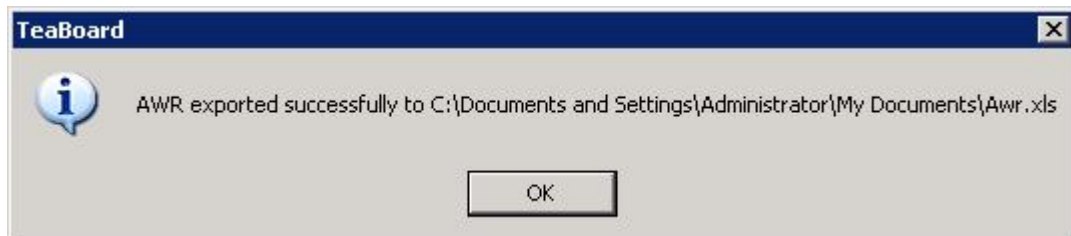
At the bottom of the window, there are buttons for 'Add', 'Cancel', 'Submit', 'Export', 'Print', and 'Upload'.

4. Click on the **Export** button.

5. **Auctioneer module** displays the **Save As** screen as shown in the following figure.



6. Select the location of your choice from the **Desktop** scroll down bar.
7. Type the **File** name.
8. Click on the **Save** button.
9. **Auctioneer module** displays the "**AWR Exported Successfully**" message as shown in the following figure.



10. Click the **OK** button to export the AWR details.

Uploading AWR

1. Log on to the **e-Auction Auctioneer** application.
On the menu bar, click **Pre Auction** and then select **AWR**.
2. **Auctioneer module** displays the **AWR** screen, as shown in the following figure.

AWRDetails

AWR Details

List Maintenance

Sale No	Season	AWR No	AWR Date	Invoice Date	Warehouse	Mark	Grade	Arrival Date	AWR Ref No	GP QTY	Status
21	2010	Apeejay-5158	31/03/2010	31/03/2010	Apeejay	BUDLAB...	BP	31/03/2010	Apeejay-5158	1120	Approved
21	2010	Apeejay-5020	01/04/2010	01/04/2010	Apeejay	BUDLAB...	OD	01/04/2010	Apeejay-5020	266	Approved
21	2010	Apeejay-5001	03/04/2010	03/04/2010	Apeejay	BUDLAB...	PD	03/04/2010	Apeejay-5001	640	Approved
21	2010	Apeejay-5005	03/04/2010	03/04/2010	Apeejay	BUDLAB...	D	03/04/2010	Apeejay-5005	700	Approved
21	2010	Apeejay-5156	03/04/2010	03/04/2010	Apeejay	BUDLAB...	BOP	03/04/2010	Apeejay-5156	500	Approved
21	2010	Apeejay-5159	03/04/2010	03/04/2010	Apeejay	BUDLAB...	BP	03/04/2010	Apeejay-5159	1080	Approved
21	2010	Apeejay-5160	03/04/2010	03/04/2010	Apeejay	BUDLAB...	BP	03/04/2010	Apeejay-5160	1080	Approved
21	2010	Apeejay-4999	19/04/2010	19/04/2010	Apeejay	BUDLAB...	PD	19/04/2010	Apeejay-4999	1200	Approved
21	2010	Apeejay-5003	19/04/2010	19/04/2010	Apeejay	BUDLAB...	D	19/04/2010	Apeejay-5003	1360	Approved
21	2010	Apeejay-5152	19/04/2010	19/04/2010	Apeejay	BUDLAB...	BOP	19/04/2010	Apeejay-5152	2000	Approved
21	2010	Apeejay-5153	19/04/2010	19/04/2010	Apeejay	BUDLAB...	BOP	19/04/2010	Apeejay-5153	1000	Approved
21	2010	Apeejay-5161	19/04/2010	19/04/2010	Apeejay	BUDLAB...	BPS	19/04/2010	Apeejay-5161	480	Approved
21	2010	Apeejay-5162	19/04/2010	19/04/2010	Apeejay	BUDLAB...	BPS	19/04/2010	Apeejay-5162	480	Approved
21	2010	Apeejay-5163	19/04/2010	19/04/2010	Apeejay	BUDLAB...	BPS	19/04/2010	Apeejay-5163	480	Approved

Season: 2010 Sale No.: 21 Status: All Grade: All

AWR No.: Mark: ALL Warehouse: ALL

Refresh Close

- Click on the **Maintenance** tab.
- Auctioneer** displays the page as shown in the following figure.

AWRDetails

AWR Details

List Maintenance

Season: 2010 Sale No.: 26 Gate Pass Quantity: AWR Ref No.: Mark: AANCHAL

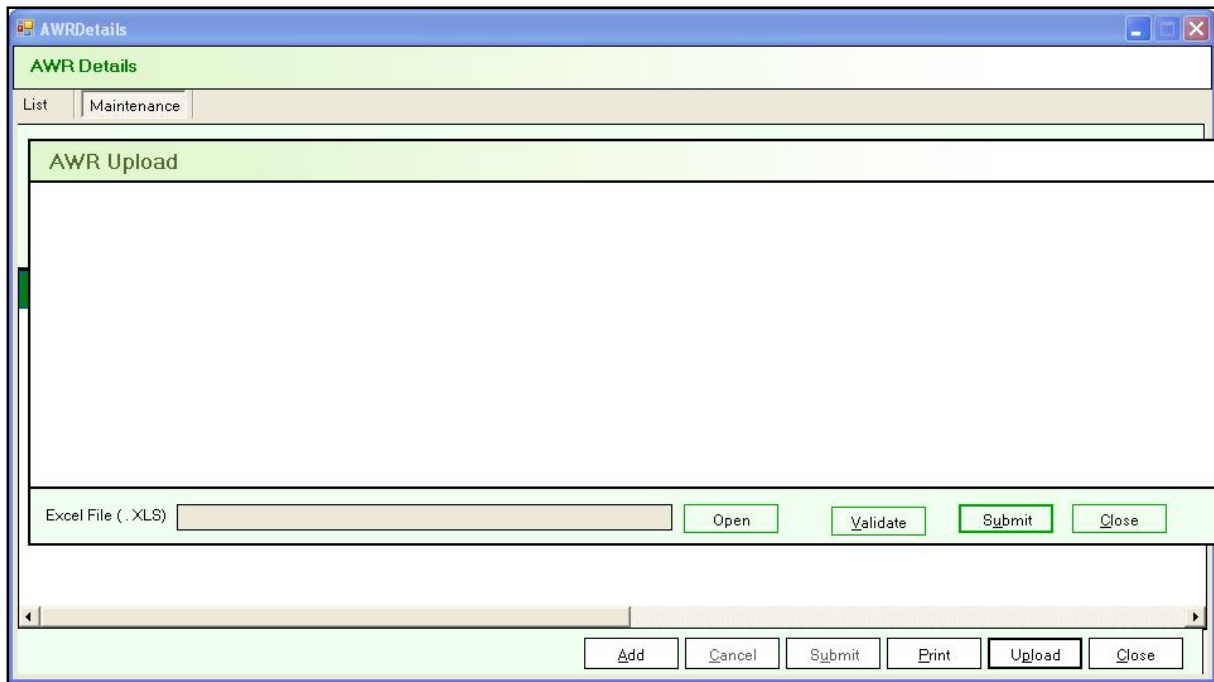
Warehouse: Apeejay Arrival Date: 14/05/2010 AWR Date: 14/05/2010 Catalog Closing Date: Invoice Date: 14/05/2010

Manufacturer: NIMTIJHORA Grade: BBOP Get AWR Details

Invoice No	GP ND	GP Date	Origin	Category	Tea Type	Sub Type	Mark	Gross Weight	Tare Weight	Net Weight	No of Packages	Serial No of Packages	Short/Excess Weight
------------	-------	---------	--------	----------	----------	----------	------	--------------	-------------	------------	----------------	-----------------------	---------------------

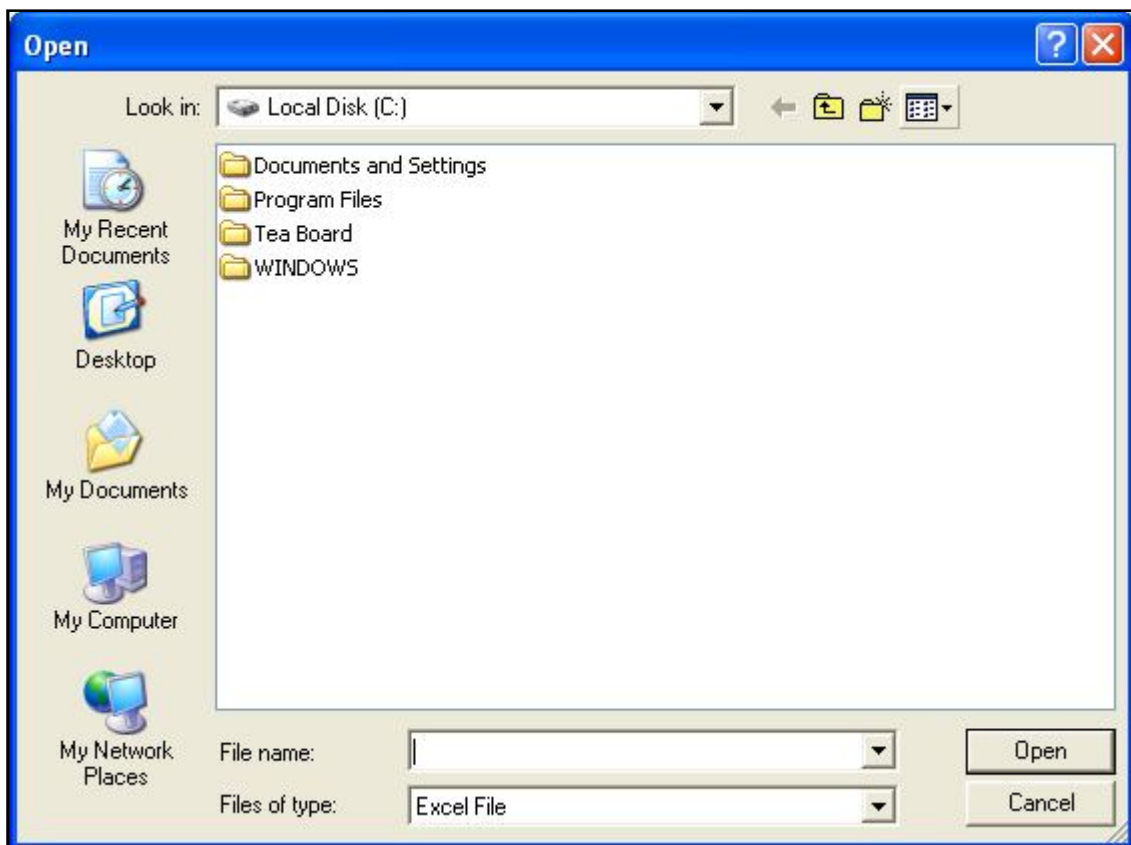
Add Cancel Submit Export Print Upload

- Click on the **Upload** button.
- Auctioneer** displays the screen as shown in the following figure.

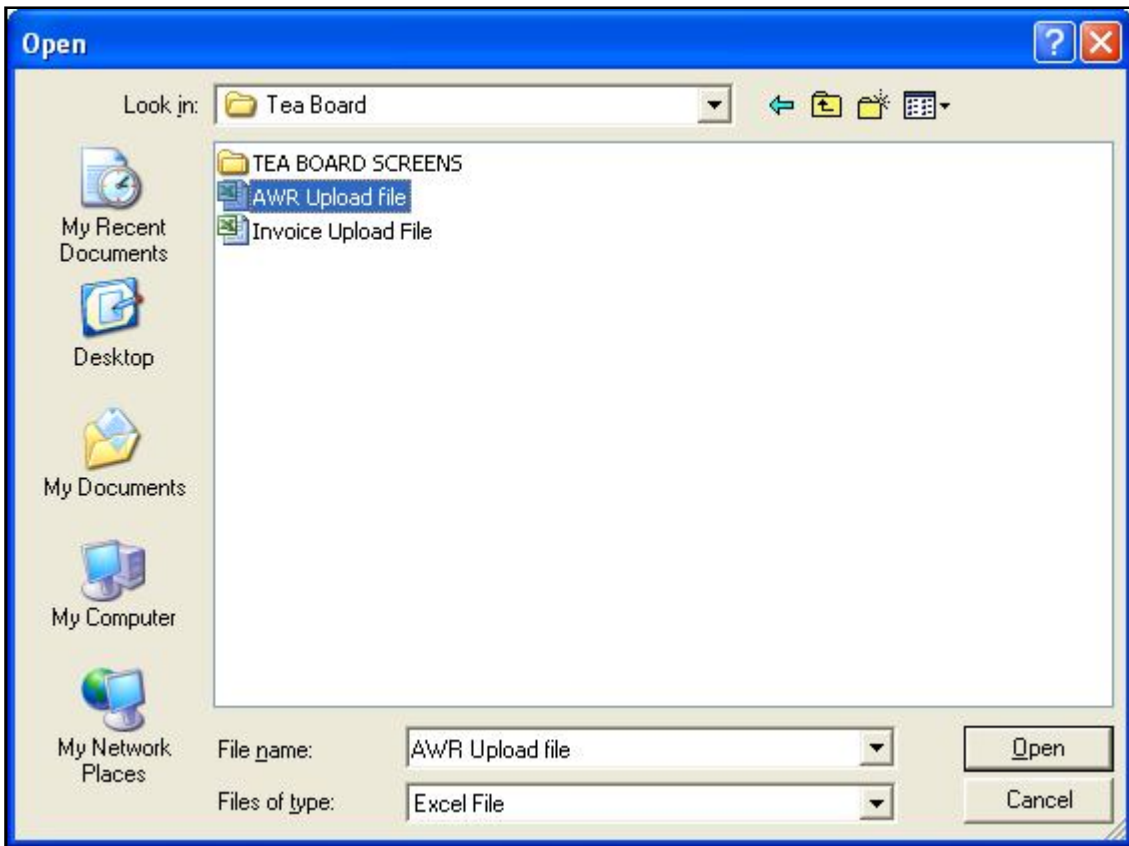


Click on the button.

7. **Auctioneer module** displays the screen as shown in the following figure.

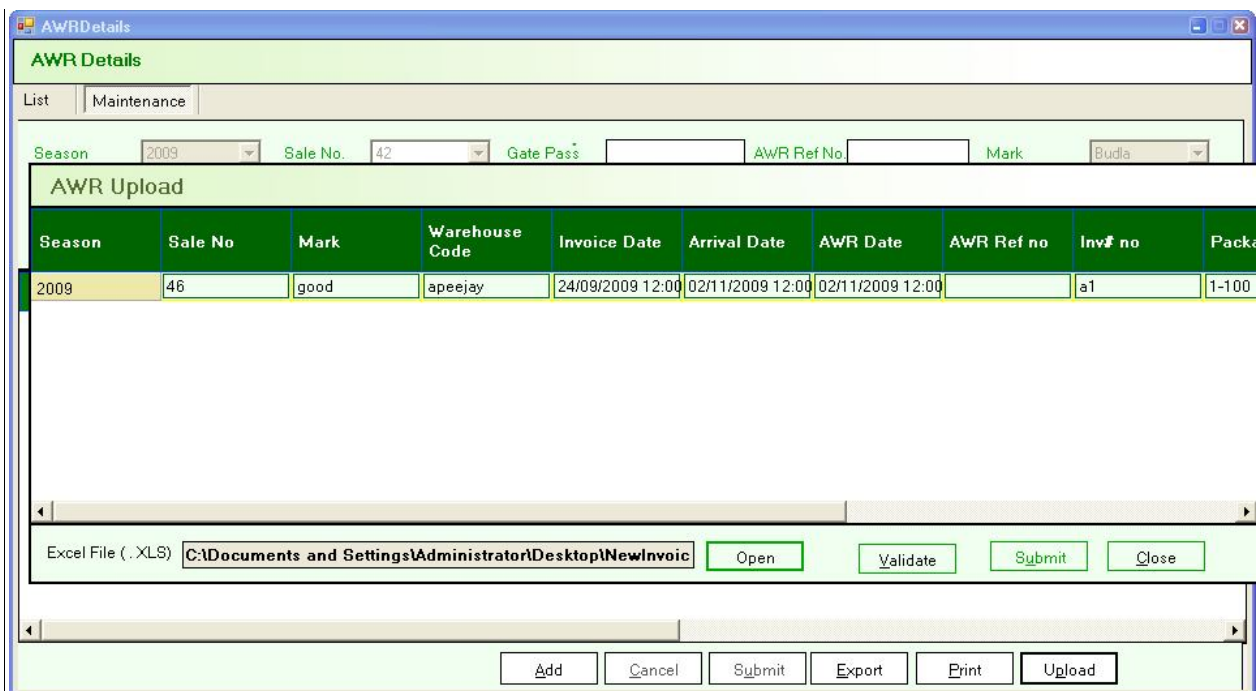


Select the appropriate Microsoft Excel File from which you have to upload the invoice. A sample entry is shown in the following figure.



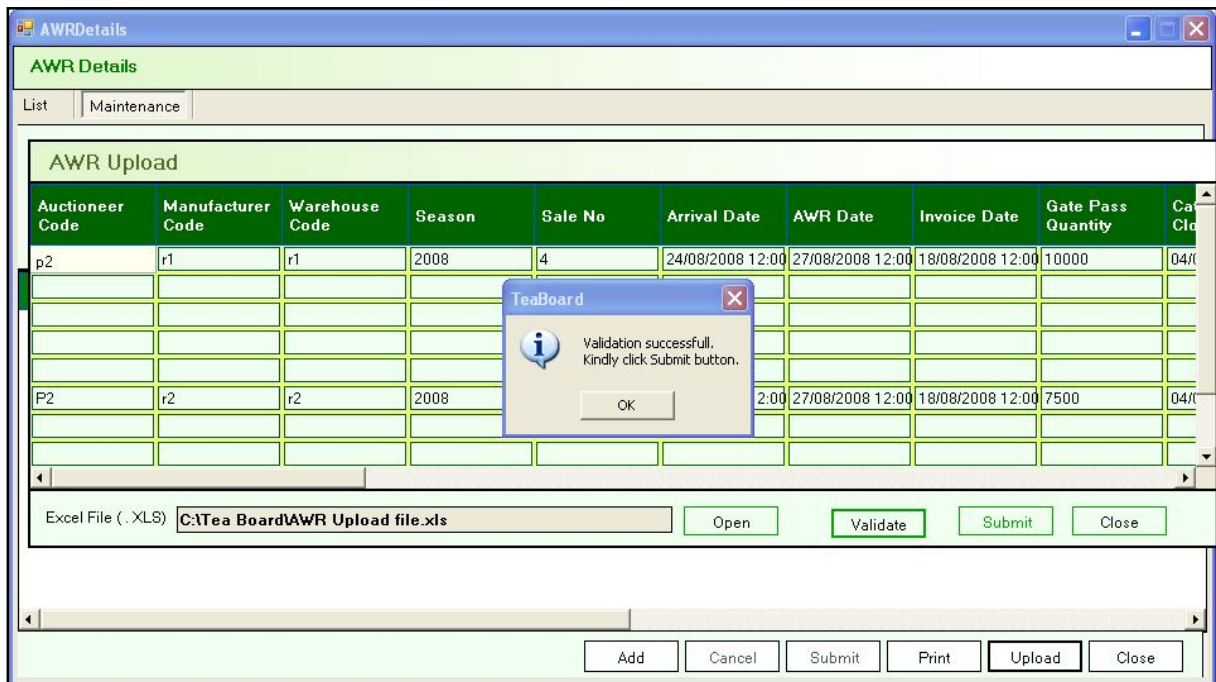
Note: In order to upload the AWR in to the system, the excel sheet should be in a pre-defined format.

8. Click on the **Open** button.
9. **Auctioneer module** uploads the page into the system and displays the page, as shown in the following figure.



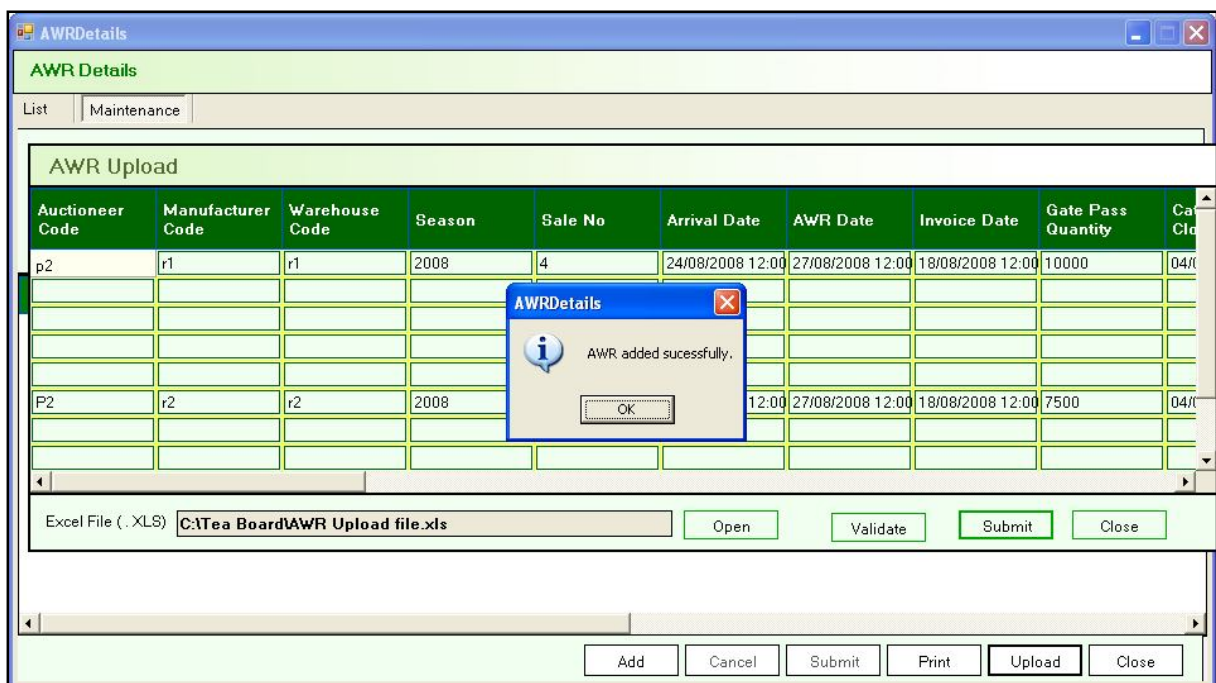
Click on the **Validate** button to validate the uploaded AWR.

If the validation is successful, **Auctioneer** displays the message **Validation successful**, as shown in the following figure.



Click on the button to submit the new AWR.

On successful submission, **Auctioneer** displays the **AWR added successfully** message as shown in the following figure.



On successful submission, the AWR gets uploaded and you can view the newly uploaded AWR in the **AWR List** page.

A sample entry is shown in the following figure (highlighted for your reference).

Sale No	Season	AWR No	AWR Date	Invoice Date	Warehouse	Mark	Grade	Arrival Date	AWR Ref No	GP QTY	Status
21	2010	Apeejay-5158	31/03/2010	31/03/2010	Apeejay	BUDLAB...	BP	31/03/2010	Apeejay-5158	1120	Approved
21	2010	Apeejay-5020	01/04/2010	01/04/2010	Apeejay	BUDLAB...	OD	01/04/2010	Apeejay-5020	266	Approved
21	2010	Apeejay-5001	03/04/2010	03/04/2010	Apeejay	BUDLAB...	PD	03/04/2010	Apeejay-5001	640	Approved
21	2010	Apeejay-5005	03/04/2010	03/04/2010	Apeejay	BUDLAB...	D	03/04/2010	Apeejay-5005	700	Approved
21	2010	Apeejay-5156	03/04/2010	03/04/2010	Apeejay	BUDLAB...	BOP	03/04/2010	Apeejay-5156	500	Approved
21	2010	Apeejay-5159	03/04/2010	03/04/2010	Apeejay	BUDLAB...	BP	03/04/2010	Apeejay-5159	1080	Approved
21	2010	Apeejay-5160	03/04/2010	03/04/2010	Apeejay	BUDLAB...	BP	03/04/2010	Apeejay-5160	1080	Approved
21	2010	Apeejay-4999	19/04/2010	19/04/2010	Apeejay	BUDLAB...	PD	19/04/2010	Apeejay-4999	1200	Approved
21	2010	Apeejay-5003	19/04/2010	19/04/2010	Apeejay	BUDLAB...	D	19/04/2010	Apeejay-5003	1360	Approved
21	2010	Apeejay-5152	19/04/2010	19/04/2010	Apeejay	BUDLAB...	BOP	19/04/2010	Apeejay-5152	2000	Approved
21	2010	Apeejay-5153	19/04/2010	19/04/2010	Apeejay	BUDLAB...	BOP	19/04/2010	Apeejay-5153	1000	Approved
21	2010	Apeejay-5161	19/04/2010	19/04/2010	Apeejay	BUDLAB...	BPS	19/04/2010	Apeejay-5161	480	Approved
21	2010	Apeejay-5162	19/04/2010	19/04/2010	Apeejay	BUDLAB...	BPS	19/04/2010	Apeejay-5162	480	Approved
21	2010	Apeejay-5163	19/04/2010	19/04/2010	Apeejay	BUDLAB...	BPS	19/04/2010	Apeejay-5163	480	Approved

Printing AWR Details

Log on to the **e-Auction Auctioneer** application.

On the menu bar, click **Pre Auction** and then select **AWR**.

1. **Auctioneer module** displays the **AWR** screen, as shown in the following figure.

Sale No	Season	AWR No	AWR Date	Invoice Date	Warehouse	Mark	Grade	Arrival Date	AWR Ref No	GP QTY	Status
21	2010	Apeejay-5158	31/03/2010	31/03/2010	Apeejay	BUDLAB...	BP	31/03/2010	Apeejay-5158	1120	Approved
21	2010	Apeejay-5020	01/04/2010	01/04/2010	Apeejay	BUDLAB...	OD	01/04/2010	Apeejay-5020	266	Approved
21	2010	Apeejay-5001	03/04/2010	03/04/2010	Apeejay	BUDLAB...	PD	03/04/2010	Apeejay-5001	640	Approved
21	2010	Apeejay-5005	03/04/2010	03/04/2010	Apeejay	BUDLAB...	D	03/04/2010	Apeejay-5005	700	Approved
21	2010	Apeejay-5156	03/04/2010	03/04/2010	Apeejay	BUDLAB...	BOP	03/04/2010	Apeejay-5156	500	Approved

2. Click on the **Maintenance** tab.

3. **Auctioneer module** displays the maintenance page as shown in the following figure.

AWRDetails

AWR Details

List Maintenance

Season: 2010 Sale No.: 26 Gate Pass Quantity: 3000 AWR Ref No.: Apeejay-5244 Mark: AANCHAL

Warehouse: Apeejay Arrival Date: 14/05/2010 AWR Date: 14/05/2010 Catalog Closing Date: 12/06/2010 Invoice Date: 14/05/2010

Manufacturer: NIMTIJHORA Grade: BBOP

Invoice No	GP NO	GP Date	Origin	Category	Tea Type	Sub Type	Mark	Gross Weight	Tare Weight	Net Weight	No of Packages	Serial No of Packages	Short/Excess Weight
a1	1	14/05/...	DOO...	CTC	LEAF	W.Leaf	AAN...	31	1	30	100	1-100	0

- Click the **Print** button to print invoice details.
- Auctioneer module** displays the **Print Options** screen as shown in the following figure.

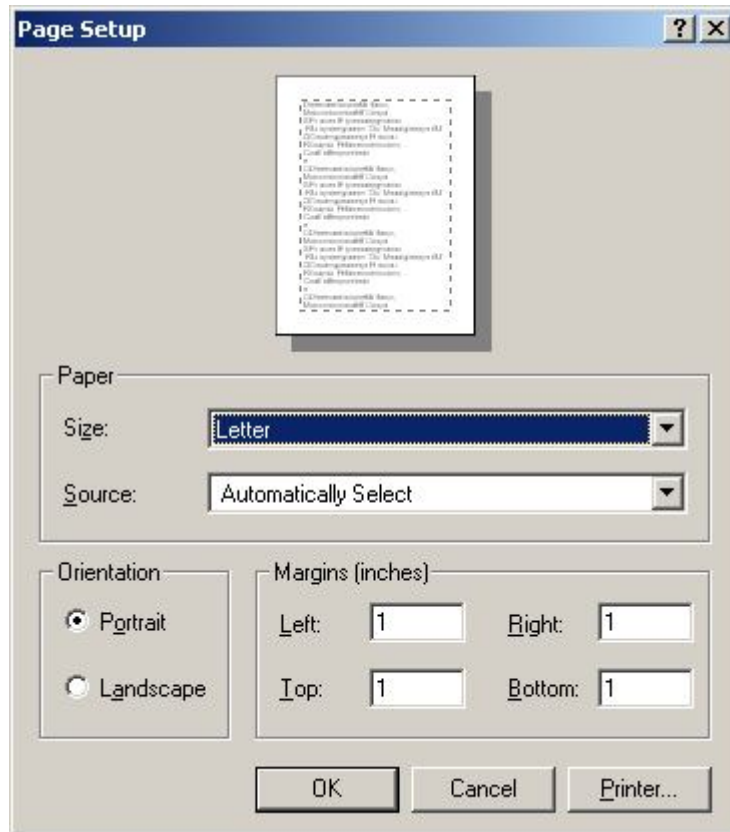
Print Options

Columns to print

- GP Date
- Auction Date
- Invoice No
- GP NO
- Origin
- Category
- Tea Type
- Sub Type
- Mark
- Grade
- Gross Weight
- Tare Weight
- Net Weight
- No of Packages
- Serial No of Packages
- Short/Excess Weight

Fit to page width

- Select the required columns to print.
- Click **OK** button.
- Auctioneer module** displays the **Page Setup** screen as shown in the following figure.



9. Setup the Page option as per the requirement, then click **OK** button.
10. **Auctioneer module** displays the **Print Preview** screen as shown in the following figure.

Guwahati Tea Auction Center																								
AWR Details																								
Season: 2009			Sale No. : 1			Warehouse : ATWC																		
GP Date	Auction Date	Invoice No	CF No	Origin	Category	Tea Type	Sub Type	Mark	Grade	Gross Weight	Tare Weight	Net Weight	No of Packages	Serial No of Packages	Short/Excess Weight	Total Weight	Location inside Warehouse	Period of Manufacture FROM	Period of Manufacture TO	Dispatch Date	Carrier	Lorry Receipt No	Lorry No	
09/04/10	04/02/09	1005		Meghalaya-M	ORT	CT	CT	CT	CT	21	1	20	10	201-210	0	20		08/07/09	08/07/09	09/01/09				
09/04/10	04/02/09	1005		Meghalaya-M	ORT	CT	CT	CT	CT	21	1	20	10	211-220	0	20		08/07/09	08/07/09	09/01/09				
09/04/10	04/02/09	1005		Meghalaya-M	ORT	CT	CT	CT	CT	21	1	20	10	221-230	0	20		08/07/09	08/07/09	09/01/09				
09/04/10	04/02/09	1005		Meghalaya-M	ORT	CT	CT	CT	CT	21	1	20	10	231-240	0	20		08/07/09	08/07/09	09/01/09				
09/04/10	04/02/09	1005		Meghalaya-M	ORT	CT	CT	CT	CT	21	1	20	10	241-250	0	20		08/07/09	08/07/09	09/01/09				
09/04/10	04/02/09	1005		Meghalaya-M	ORT	CT	CT	CT	CT	21	1	20	10	251-260	0	20		08/07/09	08/07/09	09/01/09				
09/04/10	04/02/09	1005		Meghalaya-M	ORT	CT	CT	CT	CT	21	1	20	10	261-270	0	20		08/07/09	08/07/09	09/01/09				
09/04/10	04/02/09	1005		Meghalaya-M	ORT	CT	CT	CT	CT	21	1	20	10	271-280	0	20		08/07/09	08/07/09	09/01/09				
09/04/10	04/02/09	1005		Meghalaya-M	ORT	CT	CT	CT	CT	21	1	20	10	281-290	0	20		08/07/09	08/07/09	09/01/09				
09/04/10	04/02/09	1005		Meghalaya-M	ORT	CT	CT	CT	CT	21	1	20	10	291-300	0	20		08/07/09	08/07/09	09/01/09				

11. Click Print to print the AWR Details.

Kutch Catalog

The Kutch Catalog would be created automatically for each Sale Program. The Kutch Catalog would have the list of all the invoices and its corresponding lots from the AWR mapped to that Sale Program till catalog closing date. Supplemented or Reprinted lots till catalog closing date will be available.

Viewing Kutch Catalog

- Log on to the **e-Auction Auctioneer** application.
On the menu bar, click **Pre Auction** and then select **Kutch Catalog**.
- Auctioneer module** displays the **Kutch Catalog** screen, as shown in the following figure.

Kutcha Catalog Lot Counts: 0

Season: 2010 Sale No.: 26 TeaType: ALL Lot No. Status: Pending Refresh

Mark: ALL Category: ALL Grade: ALL Lot Type: All Generate Lot No

Lot No	InvoiceNo	Origin	Tea Type	SubTea Type	Category	Mark	Grade	Package Type	Package No	No. of Packages

* Generate Lot no to upload or submit Valuation

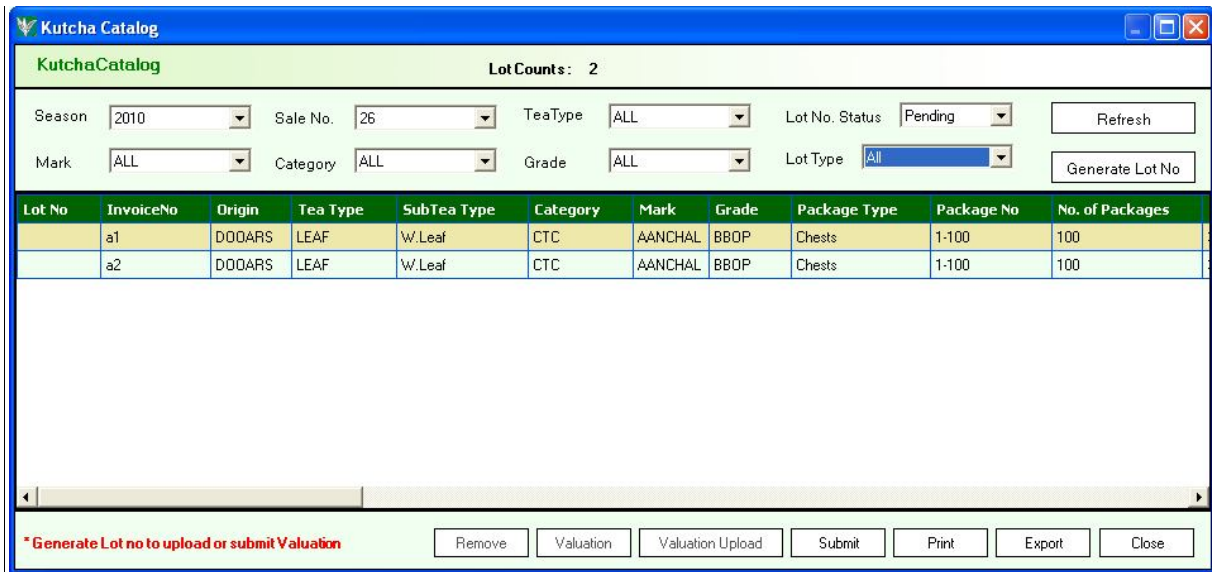
Remove Valuation Valuation Upload Submit Print Export Close

Field	Default Value	Validations	Description
Season	<ul style="list-style-type: none"> ➤ Current Year (say 2009) ➤ 	<ul style="list-style-type: none"> ➤ Non-Editable ➤ All defined seasons for which Last Sellers Prompt Date is not over 	<ul style="list-style-type: none"> ➤ Select the appropriate season from the drop-down list.
Sale No	<ul style="list-style-type: none"> ➤ First Sale No as per the descending order of available Sale Nos. 	<ul style="list-style-type: none"> ➤ Non-Editable ➤ All defined sale nos. of selected season for which Last Sellers Prompt Date is not over 	<ul style="list-style-type: none"> ➤ Select the appropriate sale number from the drop-down list.
Lot No Status	<ul style="list-style-type: none"> ➤ Pending 	<ul style="list-style-type: none"> ➤ Non-Editable ➤ Options Viz. Pending & Generated 	<ul style="list-style-type: none"> ➤ Displays the status of lot no. generation. ➤ By selecting the appropriate season and sale number, this field gets auto-populated.
Tea Type	<ul style="list-style-type: none"> ➤ ALL 	<ul style="list-style-type: none"> ➤ Non-Editable ➤ Options Viz. Leaf & Dust 	<ul style="list-style-type: none"> ➤ Select the appropriate tea type from the drop-down list.
Mark	<ul style="list-style-type: none"> ➤ ALL 	<ul style="list-style-type: none"> ➤ Non-Editable ➤ All defined Marks at that Auction Center 	<ul style="list-style-type: none"> ➤ Select the appropriate mark from the drop-down list.
Category	<ul style="list-style-type: none"> ➤ ALL 	<ul style="list-style-type: none"> ➤ Non-Editable ➤ Options Viz. CTC, Darjeeling, Green, Oolong, and Orthodox 	<ul style="list-style-type: none"> ➤ Select the appropriate category from the drop-down list.
Grade	<ul style="list-style-type: none"> ➤ ALL 	<ul style="list-style-type: none"> ➤ Non-Editable ➤ All defined Grades with Active status 	<ul style="list-style-type: none"> ➤ Select the appropriate grade from the drop-down list.
Lot Type	<ul style="list-style-type: none"> ➤ ALL 	<ul style="list-style-type: none"> ➤ Non-Editable ➤ Options Viz. Fresh, Supplement, Reprint 	<ul style="list-style-type: none"> ➤ Select the appropriate lot type from the drop-down list.

Select the appropriate details.

Click on the **Refresh** button.

3. **Auctioneer module** displays the Kutcha catalog details screen as shown in the following figure.



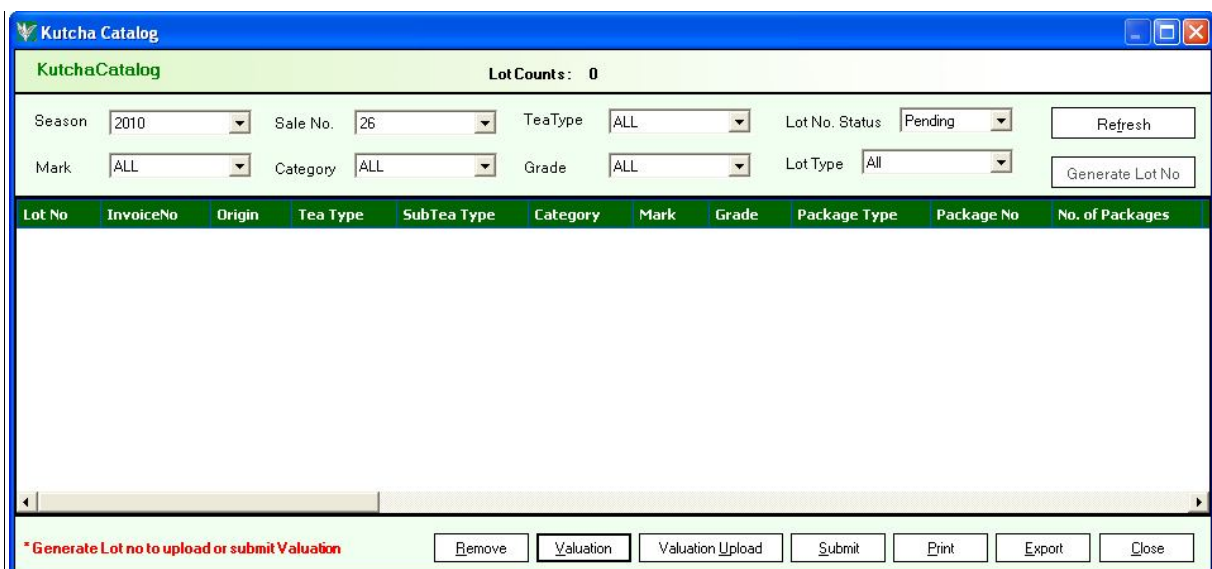
Note: Data will be available till a day prior to catalog publishing date.

Lot No Generation

1. Log on to the **e-Auction Auctioneer** application.

On the menu bar, click **Pre Auction** and then select **Kutcha Catalog**.

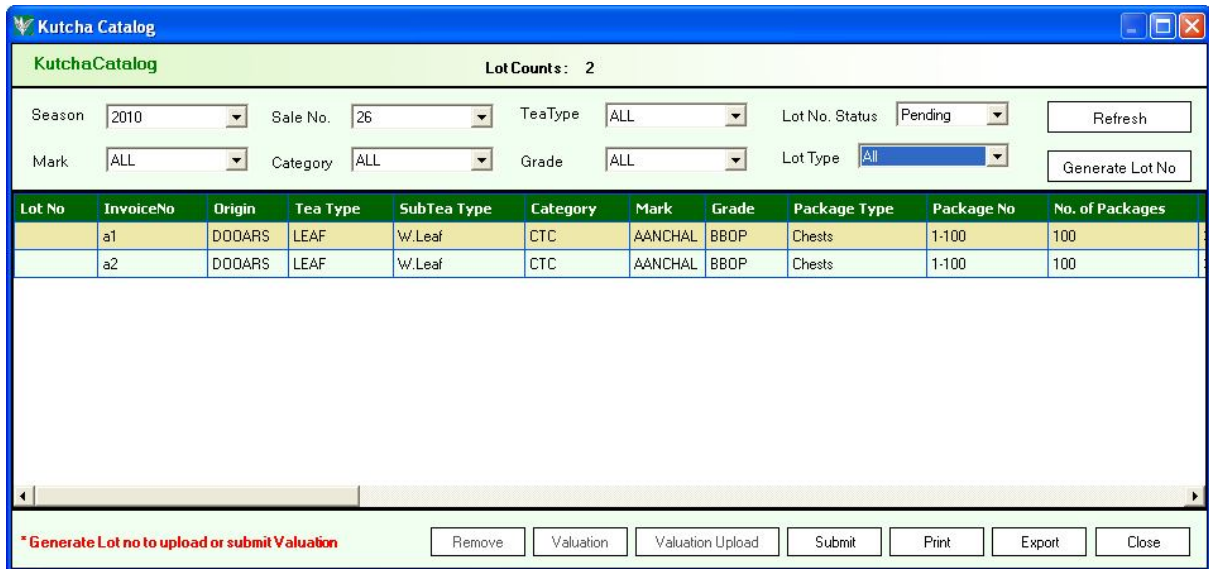
2. **Auctioneer module** displays the **Kutcha Catalog** screen, as shown in the following figure.



Select the appropriate details.

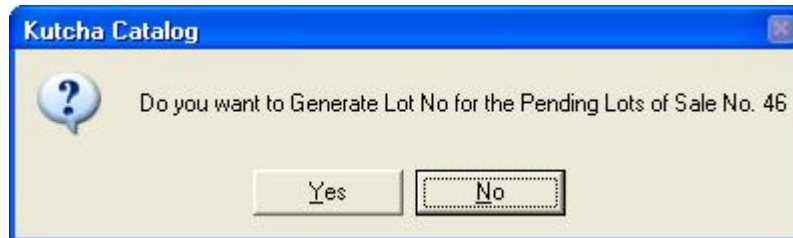
Click on the **Refresh** button.

3. **Auctioneer module** displays the Kutcha catalog details screen as shown in the following figure.



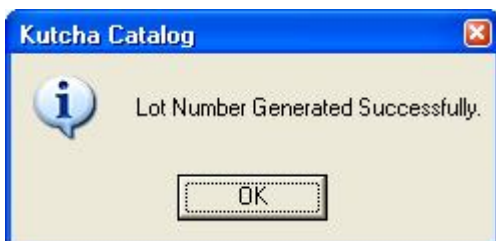
Click on the **Generate Lot No** button.

- Auctioneer displays the message, "Do you want to Generate Lot No for the Pending Lots of Sale No X?" as shown in the following figure.



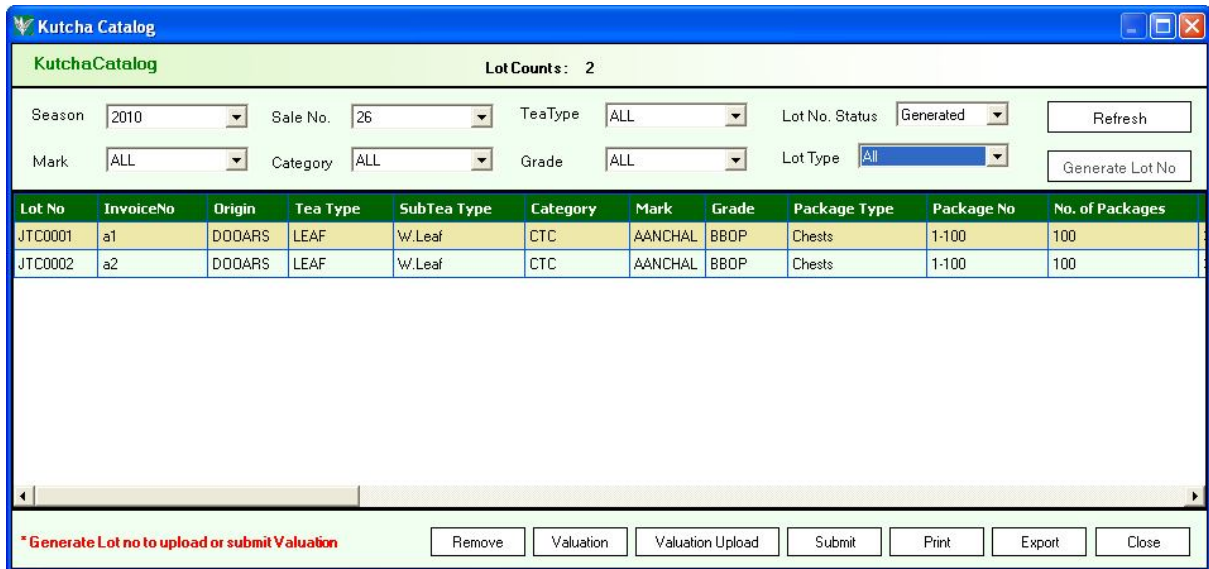
- Click on **Yes** button.

Auctioneer displays the message, "**Lot Number Generated successfully**" as shown in the following figure.



Click on **OK** button

Auctioneer module displays the Kutcha catalog details screen with newly generated lot nos. as shown in the following figure.



Note: If user modifies the category of a record after generating the lot no, he has to regenerate the same. Lot nos. will be generated on tea type, category basis in the order in which invoices were submitted. If lot no series gets exhausted lot nos. for remaining lots will not be generated.

Removing Lots from Kutcha Catalog

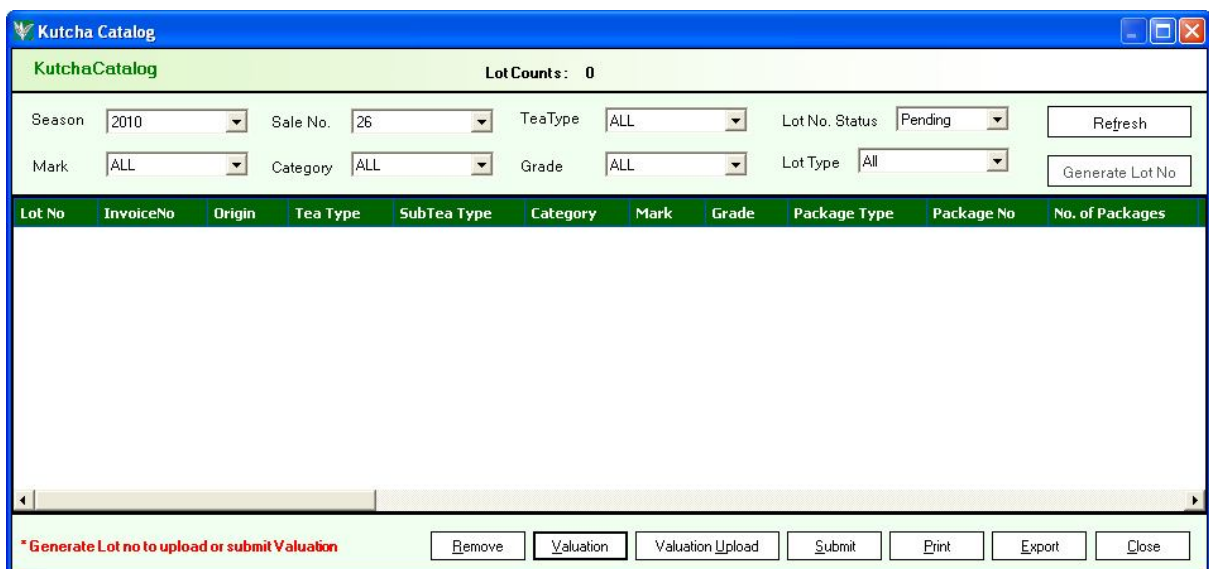
Removing a lot facility allows user to withdraw the tea initially offered in the particular sale program.

Removing a lot from Kutcha Catalog facility is available only after generation of lot no.

1. Log on to the **e-Auction Auctioneer** application.

On the menu bar, click **Pre Auction** and then select **Kutcha Catalog**.

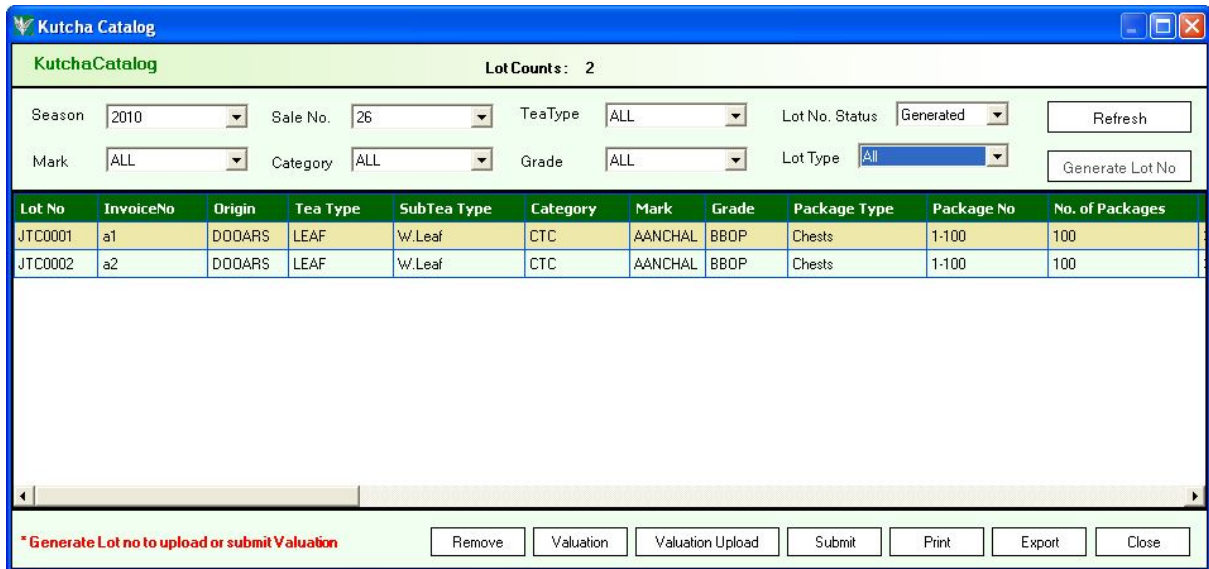
2. **Auctioneer module** displays the **Kutcha Catalog** screen, as shown in the following figure.



Select the appropriate details.

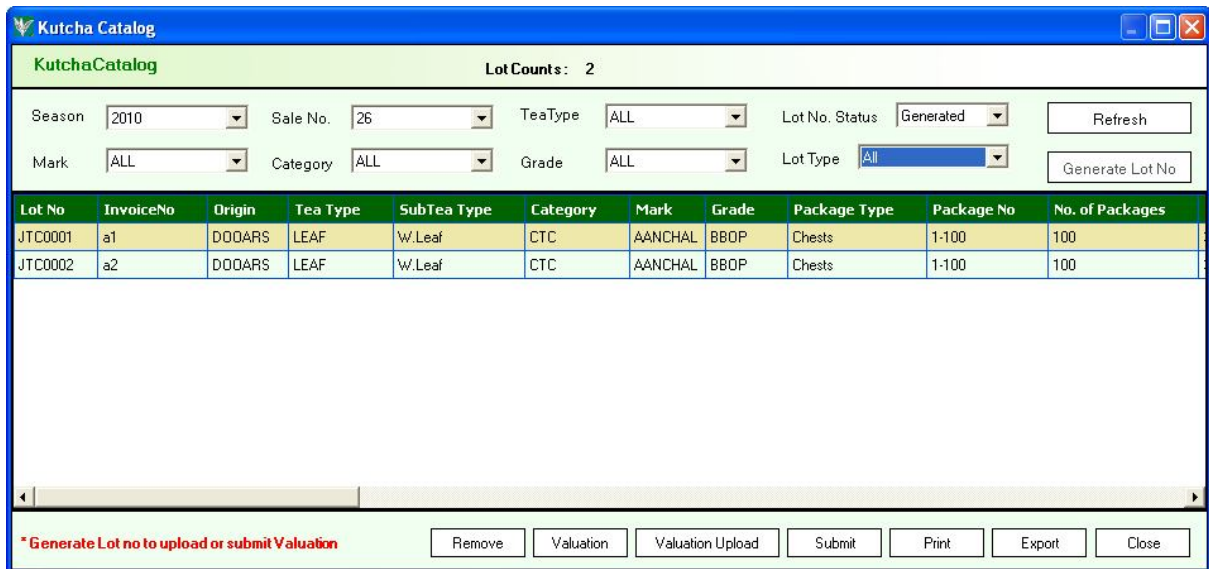
Click on the **Refresh** button.

3. **Auctioneer module** displays the Kutcha catalog details screen as shown in the following figure.



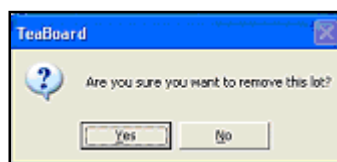
Select the details of a particular row that you want to remove from the Kutcha Catalog.

4. **Auctioneer** highlights that particular row, as shown in the following figure.



5. Click on the **Remove** button.

6. **Auctioneer** displays the message, **Are you sure, you want to remove this lot**, as shown in the following figure.



7. Click **Yes** button.

8. **Auctioneer** displays the message; **Lot removed successfully**, as shown in the following figure.



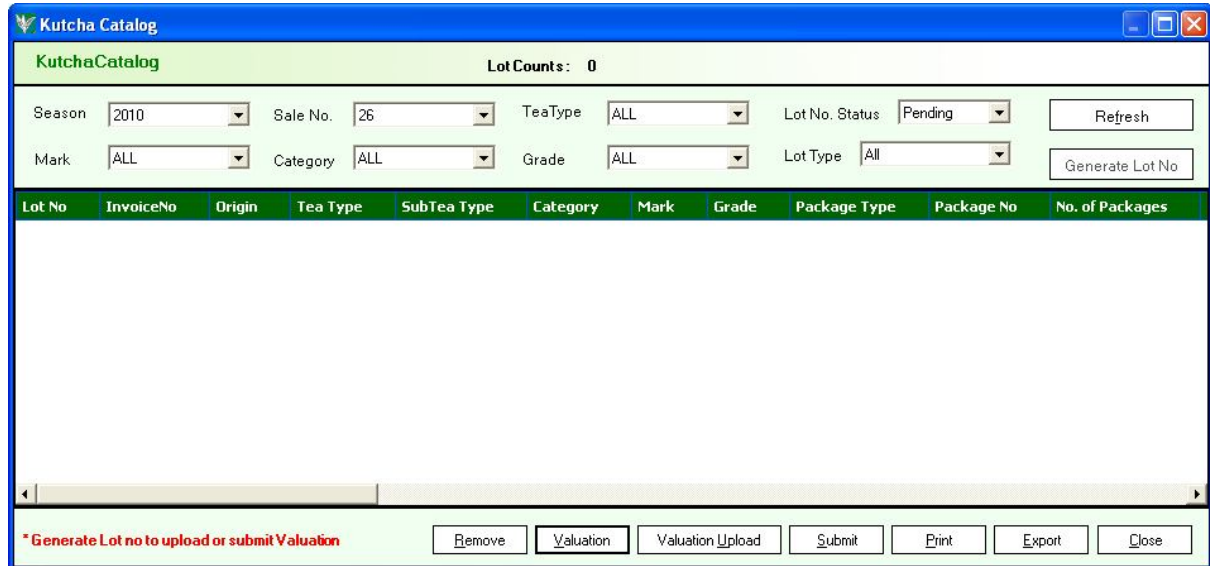
Adding Valuation in Kutcha Catalog

Auctioneer can add valuation after generating the lot nos. Auctioneer can add details like Base Price, Reserve Price, Auctioneer Valuation, Lot Comment, Quality Comment, and Mark & Packs Comment.

Log on to the **e-Auction Auctioneer** application.

On the menu bar, click **Pre Auction** and then select **Kutcha Catalog**.

1. **Auctioneer module** displays the **Kutcha Catalog** screen, as shown in the following figure.

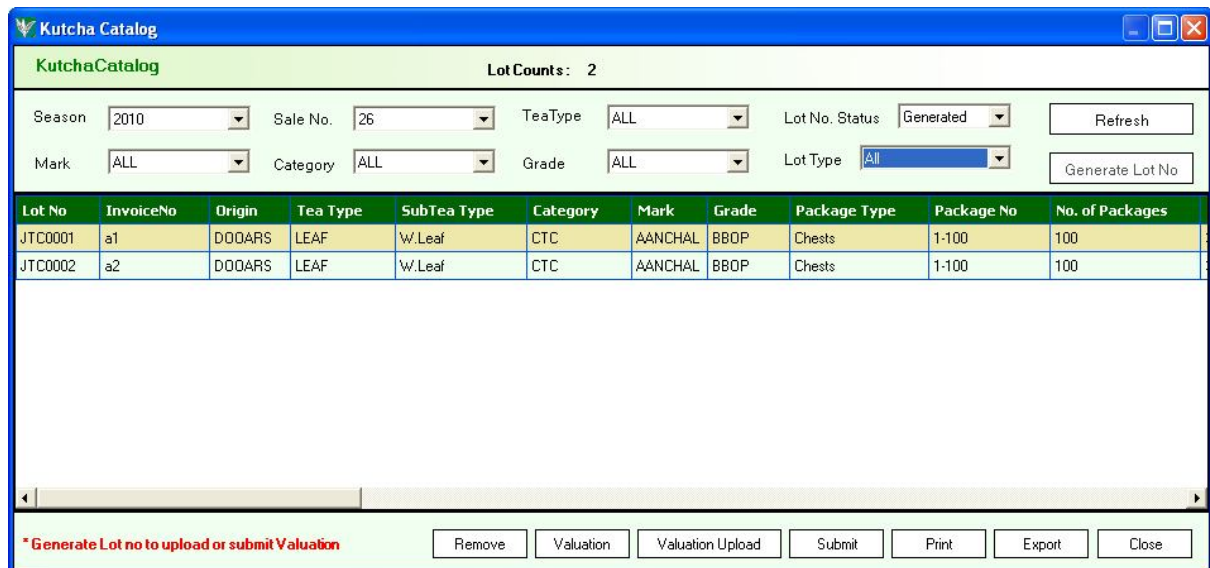


The screenshot shows the 'Kutcha Catalog' application window. At the top, it displays 'KutchaCatalog' and 'Lot Counts: 0'. Below this are several filter dropdowns: Season (2010), Sale No. (26), TeaType (ALL), Lot No. Status (Pending), Mark (ALL), Category (ALL), Grade (ALL), and Lot Type (All). There are 'Refresh' and 'Generate Lot No' buttons. Below the filters is a table with the following columns: Lot No, InvoiceNo, Origin, Tea Type, SubTea Type, Category, Mark, Grade, Package Type, Package No, and No. of Packages. The table is currently empty. At the bottom, there is a red warning message: '* Generate Lot no to upload or submit Valuation'. Below the warning are buttons for 'Remove', 'Valuation', 'Valuation Upload', 'Submit', 'Print', 'Export', and 'Close'.

Select the appropriate details.

Click on the **Refresh** button.

2. **Auctioneer** displays the Kutcha catalog details screen as shown in the following figure.



The screenshot shows the 'Kutcha Catalog' application window after refreshing. The 'Lot Counts' is now '2'. The 'Lot No. Status' dropdown is set to 'Generated'. The table now contains two rows of data:

Lot No	InvoiceNo	Origin	Tea Type	SubTea Type	Category	Mark	Grade	Package Type	Package No	No. of Packages
JTC0001	a1	DOOARS	LEAF	W.Leaf	CTC	AANCHAL	BBOP	Chests	1-100	100
JTC0002	a2	DOOARS	LEAF	W.Leaf	CTC	AANCHAL	BBOP	Chests	1-100	100

At the bottom, the red warning message remains: '* Generate Lot no to upload or submit Valuation'. The buttons are the same as in the previous screenshot.

Select a lot to which you would like to assign valuation.

Click on the **Valuation** button. Double click on the selected lot/ enter the value directly in to the valuation column of the selected lot.

3. **Auctioneer module** displays the **Kutcha Catalog Valuation** window, as shown in the following figure.

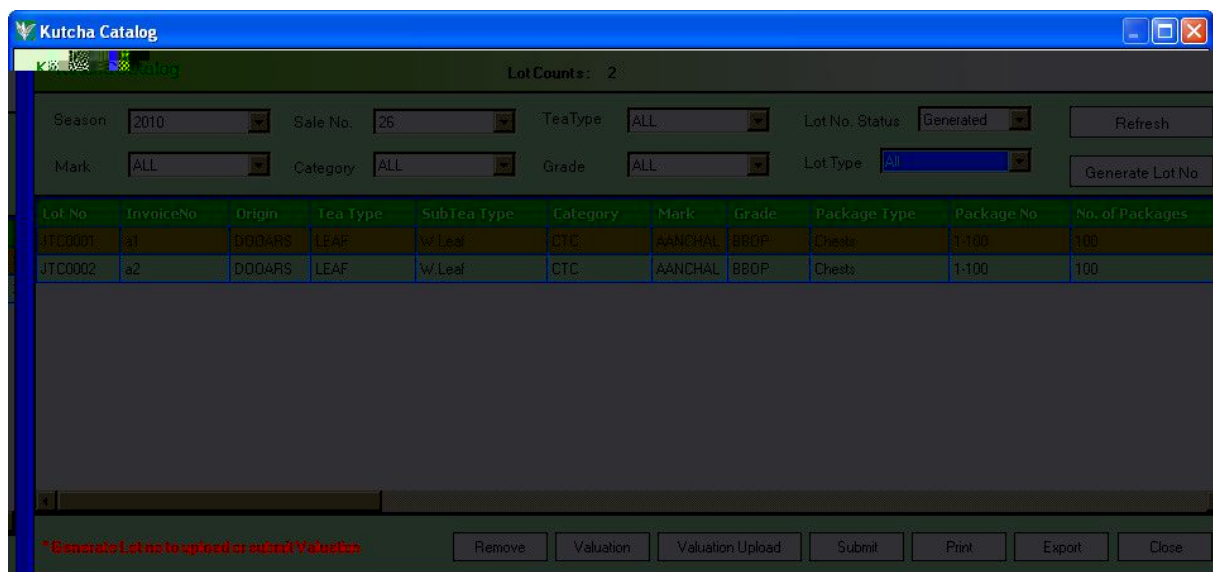
Field	Default Value	Validations	Description
Package No	➤ As entered in the corresponding Invoice	<ul style="list-style-type: none"> ➤ Editable ➤ Non Mandatory ➤ Numeric with two digits after decimal point 	<ul style="list-style-type: none"> ➤ Displays the serial number. ➤ This field is non-editable.
No of Packages	➤ As entered in the corresponding Invoice	<ul style="list-style-type: none"> ➤ Non Editable 	<ul style="list-style-type: none"> ➤ Displays the mark. ➤ This field is non-editable.
Base Price	➤ Blank	<ul style="list-style-type: none"> ➤ Editable ➤ Non Mandatory ➤ Numeric with two digits after decimal point ➤ Base Price in Decimals i.e. "25.50" will not be accepted if Uniform tick Size is enabled 	<ul style="list-style-type: none"> ➤ Displays the base price set for the auction. ➤ Modify details, if required. ➤ Base Price in Decimals i.e. "25.50" will not be accepted if Uniform tick Size is enabled
My Valuation	➤ Blank	<ul style="list-style-type: none"> ➤ Editable ➤ Non Mandatory ➤ Numeric with two digits after decimal point ➤ My Valuation in Decimals i.e. "25.50" will not be accepted if Uniform tick Size is enabled 	<ul style="list-style-type: none"> ➤ Displays the valuation price set by the auctioneer. ➤ Modify details, if required. ➤ My Valuation in Decimals i.e. "25.50" will not be accepted if Uniform tick Size is enabled
Reserve Price	➤ Blank	<ul style="list-style-type: none"> ➤ Editable ➤ Non Mandatory ➤ Numeric with two digits after decimal point ➤ Reserve Price in Decimals i.e. "25.50" will not be accepted if Uniform tick Size is enabled 	<ul style="list-style-type: none"> ➤ Displays the reserve price. ➤ Modify details, if required. ➤ Reserve Price in Decimals i.e. "25.50" will not be accepted if Uniform tick Size is enabled

Field	Default Value	Validations	Description
Mark & Packaging Comments	➤ Blank	<ul style="list-style-type: none"> ➤ Editable ➤ Non Mandatory ➤ Alphanumeric with special characters 	➤ Enter the appropriate mark and packaging comments.
Lot comments	➤ Blank	<ul style="list-style-type: none"> ➤ Editable ➤ Non Mandatory ➤ Alphanumeric with special characters 	➤ Enter the appropriate lot comments.
Gross Weight	➤ As entered in the corresponding Invoice	<ul style="list-style-type: none"> ➤ Editable ➤ Non Mandatory ➤ Numeric with two digits after decimal point 	➤ Displays the gross weight.
Sample Qty (Kgs)	➤ Blank	<ul style="list-style-type: none"> ➤ Editable ➤ Non Mandatory ➤ Numeric with two digits after decimal point ➤ Max limit less than Net Wt. 	<ul style="list-style-type: none"> ➤ Displays the sample qty. ➤ Enter or modify if required.
Quality Comments	➤ Blank	<ul style="list-style-type: none"> ➤ Editable ➤ Non Mandatory ➤ Alphanumeric with special characters 	➤ Enter the appropriate quality comments.

Select the appropriate details.

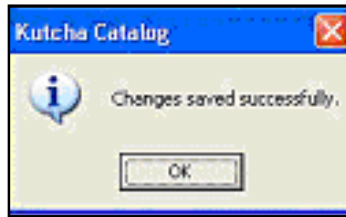
Click on the button.

4. **Auctioneer module** displays the **Kutchra Catalog** page, as shown in the following figure.



Click on the **Submit** button.

On successful submission, **Auctioneer** displays the message Changes saved successfully, as shown in the following figure.

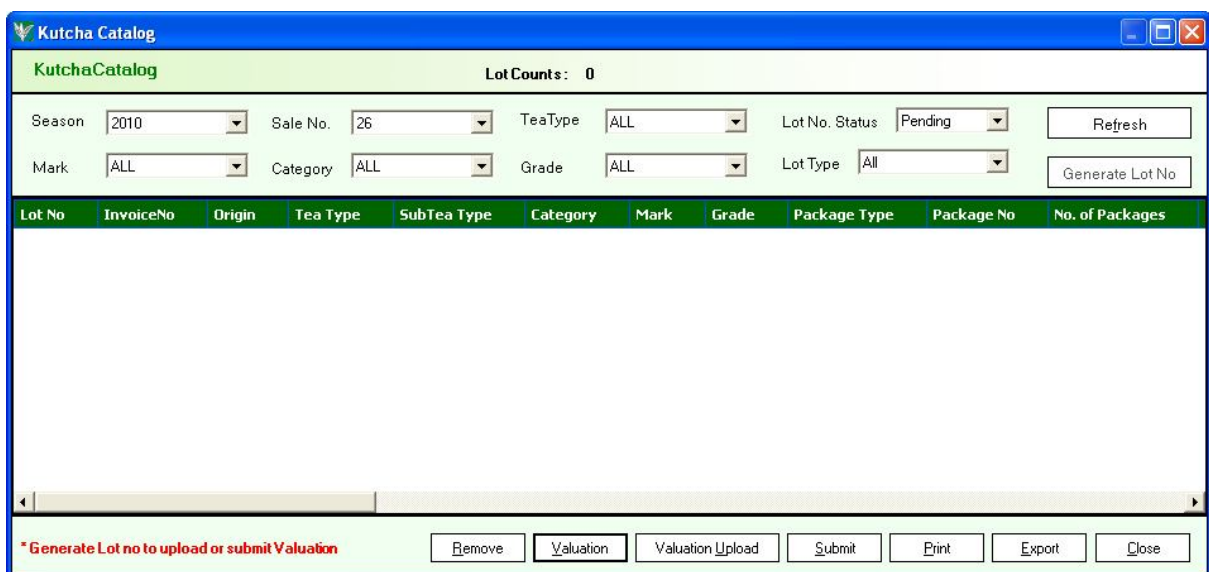


Upload Valuation in Kutcha Catalog

Log on to the **e-Auction Auctioneer** application.

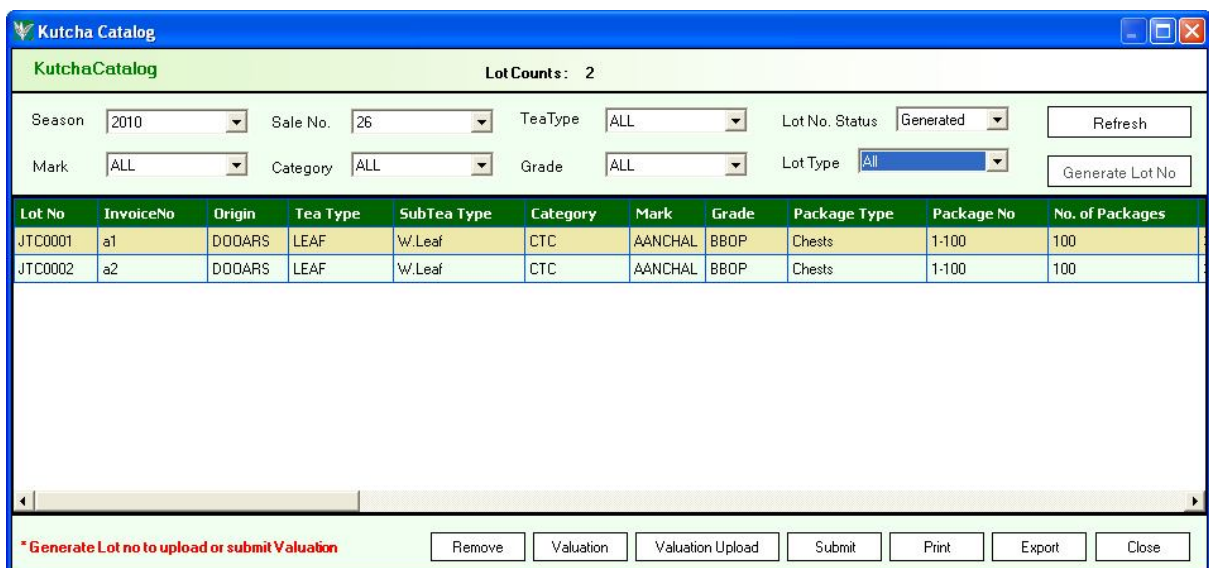
On the menu bar, click **Pre Auction** and then select **Kutcha Catalog**.

1. **Auctioneer module** displays the **Kutcha Catalog** screen, as shown in the following figure.



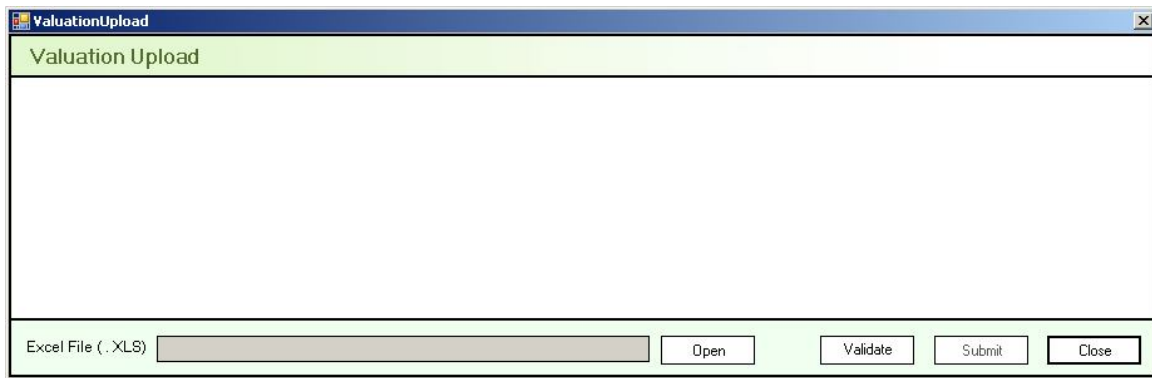
Select the appropriate details.

2. **Auctioneer module** displays **Kutcha Catalog** screen as shown in the following.

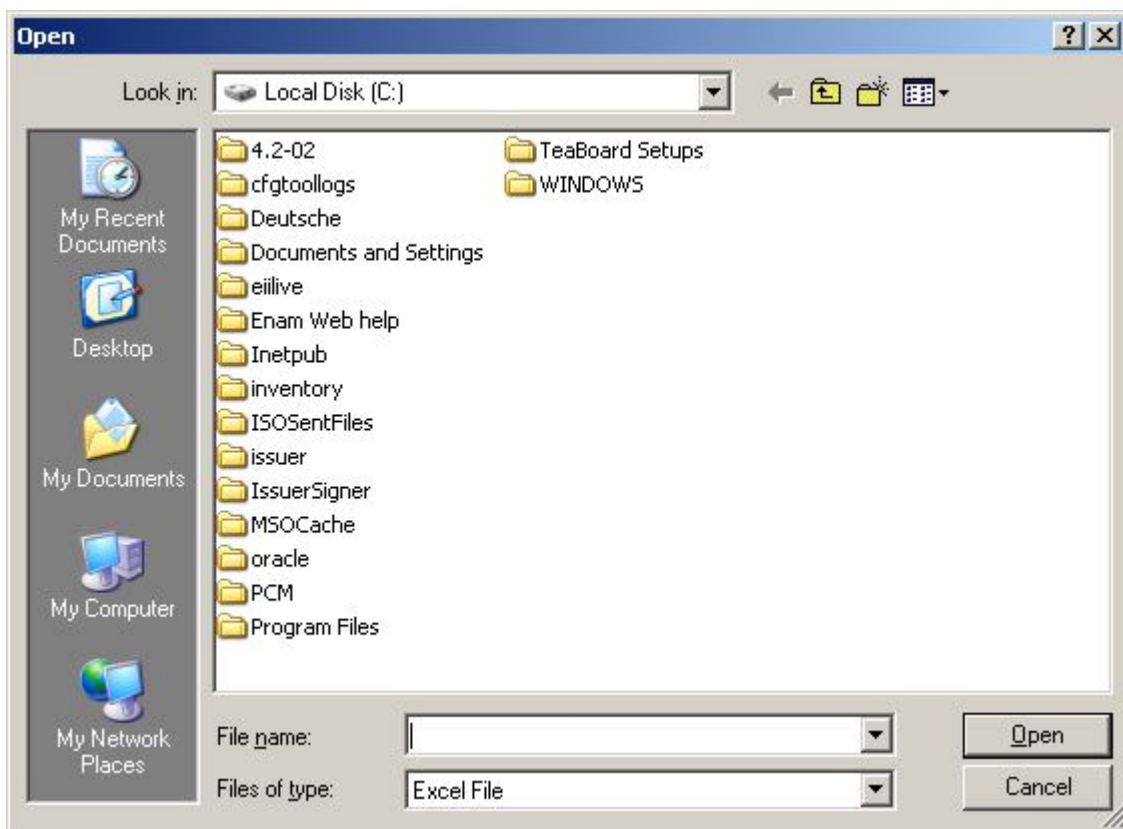


3. Click the **Valuation Upload** button to upload the details.

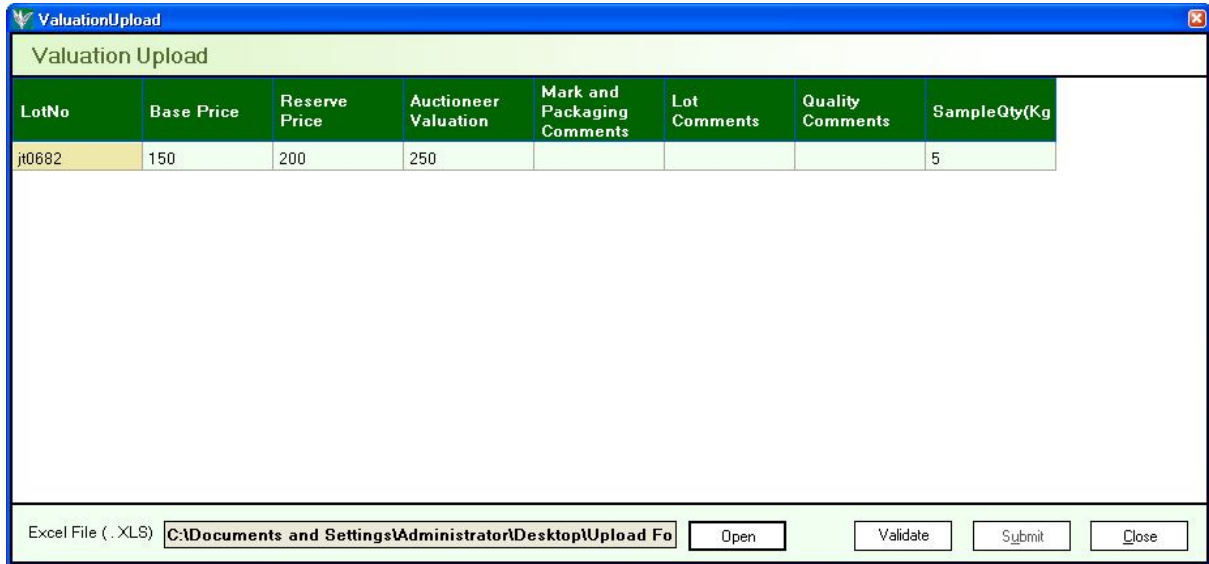
4. **Auctioneer module** displays the **Valuation Upload** screen as shown in the following figure.



5. Type the path and name of the file to upload or Click **Open** button to locate the file.
6. **Auctioneer module** displays the **Open** dialogue box as shown in the following figure.



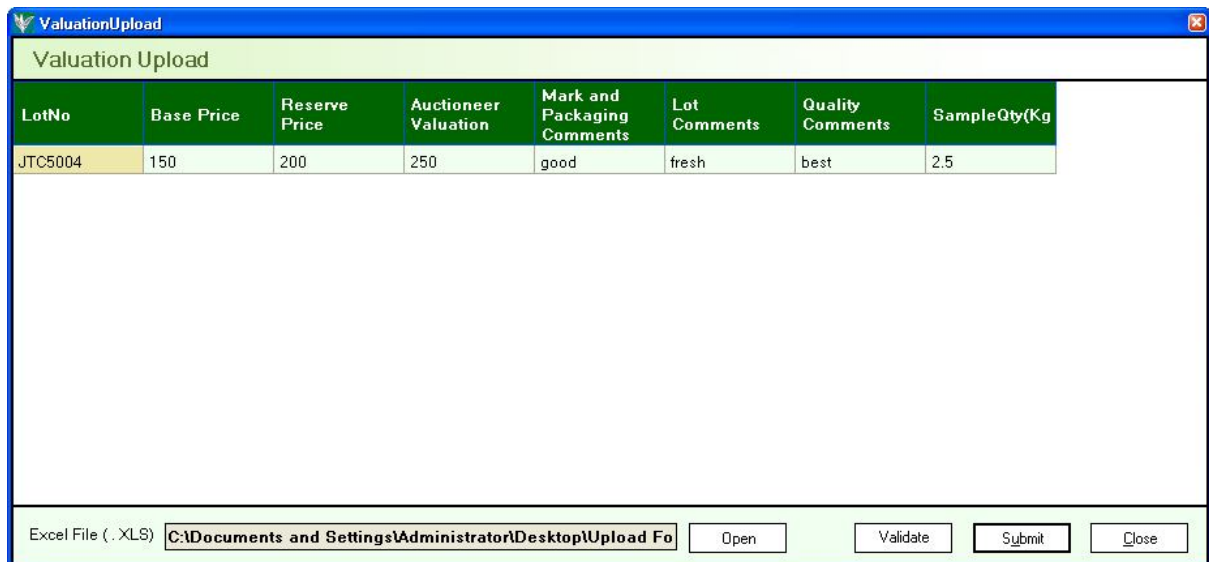
7. Select the file to upload.
8. Click **Open** button.
9. **Auctioneer module** displays the **Valuation Upload** screen as shown in the following figure.



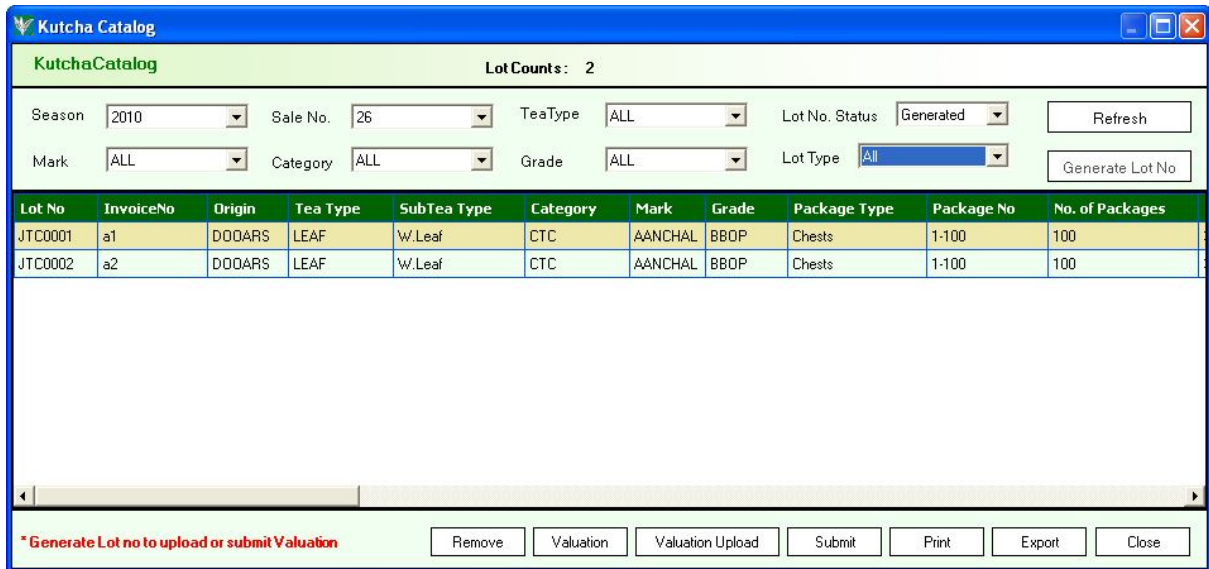
10. Base Price, My Valuation & Reserve Price in Decimals i.e. "25.50" will not be accepted if Uniform Tick Size is enabled.
11. Click the **Validate** button.
12. **Auctioneer module** displays the **Validation Successful** message as shown in the following figure.



13. Click **OK**. **Auctioneer module** displays the **Valuation Upload** screen as shown in the following figure.



14. Click the **Submit** button.
15. **Auctioneer module** displays the **Kutchu Catalog** screen as shown in the following figure.



16. Click the **Submit** button.

17. **Auctioneer module** displays the “**Changes Saved Successfully**” message as shown in the following screen.



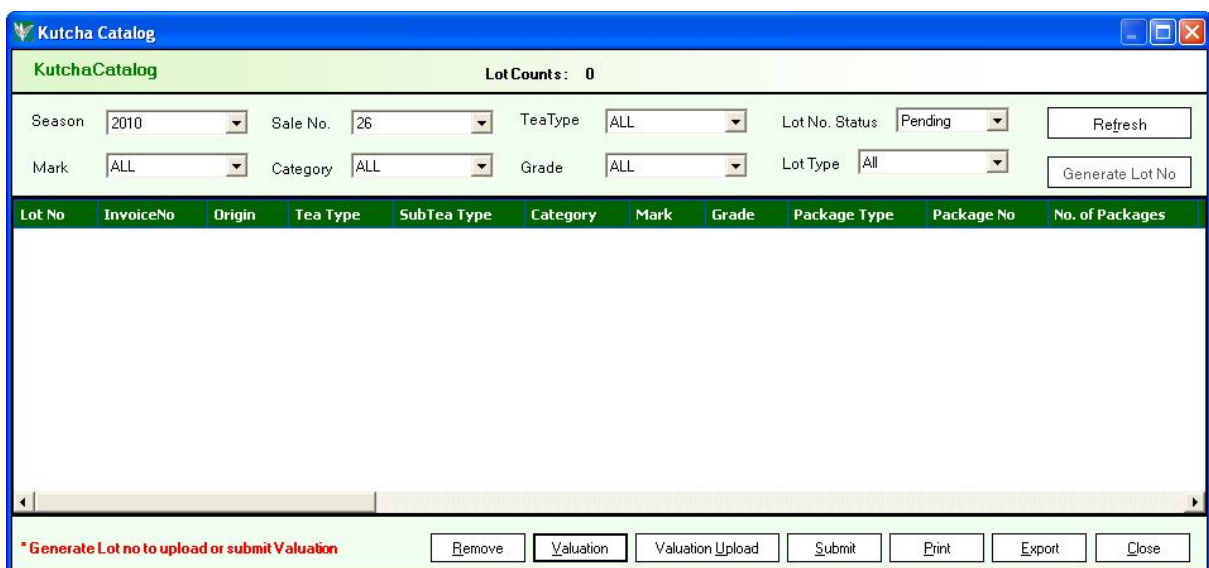
Modifying Kutcha Catalog Details

Auctioneer can modify catalog details like Category, Gross Wt., Package No, Sample Qty. at any stage whether lot no generated or not. In addition, he can modify valuation details.

Log on to the **e-Auction Auctioneer** application.

On the menu bar, click **Pre Auction** and then select **Kutcha Catalog**.

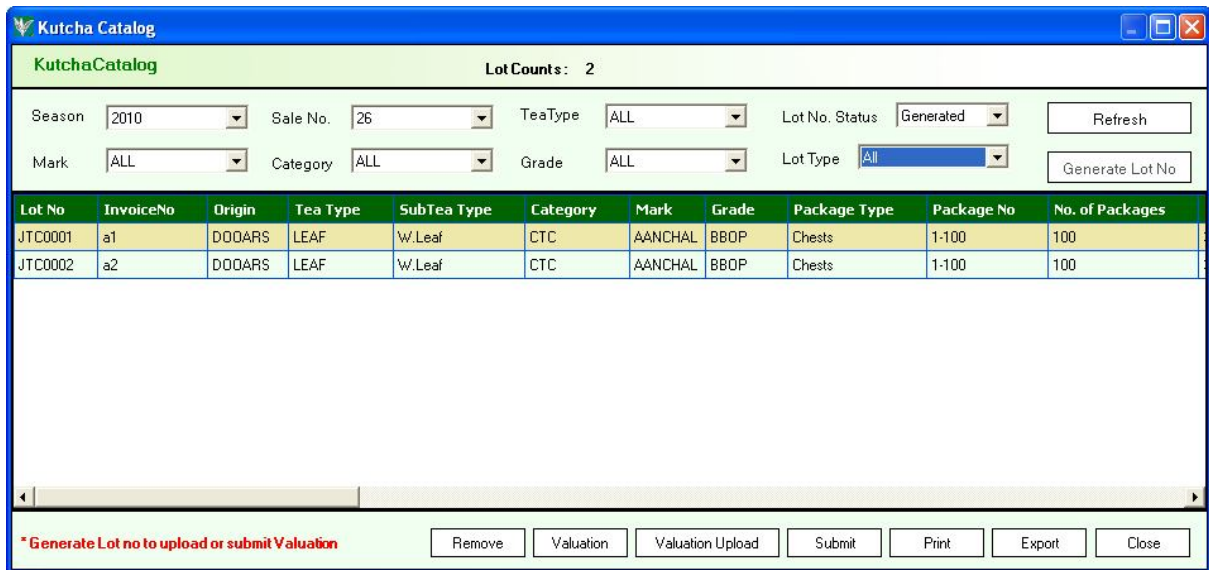
1. **Auctioneer module** displays the **Kutcha Catalog** screen, as shown in the following figure.



Select the appropriate details.

Click on the **Refresh** button.

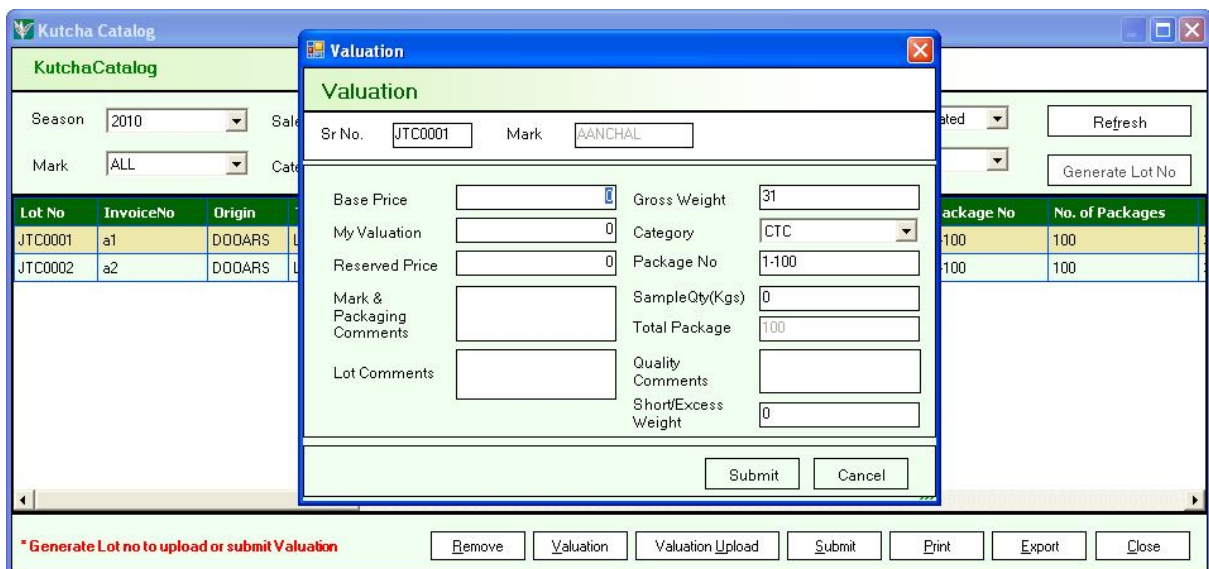
2. **Auctioneer** displays the Kutcha catalog details screen as shown in the following figure.



Select a lot to which you would like to assign valuation.

Click on the **Valuation** button. Double click on the selected lot/ enter the value directly in to the valuation column of the selected lot.

3. **Auctioneer module** displays the **Kutcha Catalog Valuation** window, as shown in the following figure.



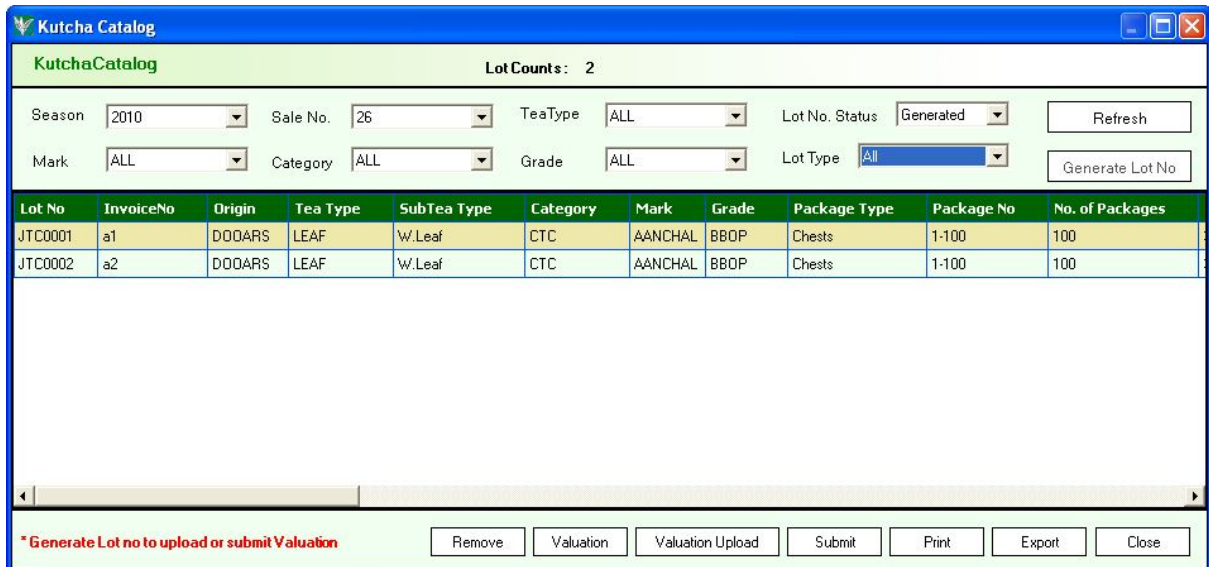
Field	Default Value	Validations	Description
Package No	➤ As entered in the corresponding Invoice	<ul style="list-style-type: none"> ➤ Editable ➤ Non Mandatory ➤ Numeric with two digits after decimal point 	<ul style="list-style-type: none"> ➤ Displays the serial number. ➤ This field is non-editable.
No of Packages	➤ As entered in the corresponding Invoice	<ul style="list-style-type: none"> ➤ Non Editable 	<ul style="list-style-type: none"> ➤ Displays the mark. ➤ This field is non-

Field	Default Value	Validations	Description
			editable.
Base Price	➤ Blank	<ul style="list-style-type: none"> ➤ Editable ➤ Non Mandatory ➤ Numeric with two digits after decimal point ➤ Base Price in Decimals i.e. "25.50" will not be accepted if Uniform tick Size is enabled 	<ul style="list-style-type: none"> ➤ Displays the base price set for the auction. ➤ Modify details, if required. ➤ Base Price in Decimals i.e. "25.50" will not be accepted if Uniform tick Size is enabled
My Valuation	➤ Blank	<ul style="list-style-type: none"> ➤ Editable ➤ Non Mandatory ➤ Numeric with two digits after decimal point ➤ My valuation in Decimals i.e. "25.50" will not be accepted if Uniform tick Size is enabled 	<ul style="list-style-type: none"> ➤ Displays the valuation price set by the auctioneer. ➤ Modify details, if required. ➤ My valuation in Decimals i.e. "25.50" will not be accepted if Uniform tick Size is enabled
Reserve Price	➤ Blank	<ul style="list-style-type: none"> ➤ Editable ➤ Non Mandatory ➤ Numeric with two digits after decimal point ➤ Reserve Price in Decimals i.e. "25.50" will not be accepted if Uniform tick Size is enabled 	<ul style="list-style-type: none"> ➤ Displays the reserve price. ➤ Modify details, if required. ➤ Reserve Price in Decimals i.e. "25.50" will not be accepted if Uniform tick Size is enabled
Mark & Packaging Comments	➤ Blank	<ul style="list-style-type: none"> ➤ Editable ➤ Non Mandatory ➤ Alphanumeric with special characters 	<ul style="list-style-type: none"> ➤ Enter the appropriate mark and packaging comments.
Lot comments	➤ Blank	<ul style="list-style-type: none"> ➤ Editable ➤ Non Mandatory ➤ Alphanumeric with special characters 	<ul style="list-style-type: none"> ➤ Enter the appropriate lot comments.
Gross Weight	➤ As entered in the corresponding Invoice	<ul style="list-style-type: none"> ➤ Editable ➤ Non Mandatory ➤ Numeric with two digits after decimal point 	<ul style="list-style-type: none"> ➤ Displays the gross weight.
Sample Qty (Kgs)	➤ Blank	<ul style="list-style-type: none"> ➤ Editable ➤ Non Mandatory ➤ Numeric with two digits after decimal point 	<ul style="list-style-type: none"> ➤ Displays the sample qty. ➤ Enter or modify if required.
Quality Comments	➤ Blank	<ul style="list-style-type: none"> ➤ Editable ➤ Non Mandatory ➤ Alphanumeric with special characters 	<ul style="list-style-type: none"> ➤ Enter the appropriate quality comments.

Select the appropriate details.

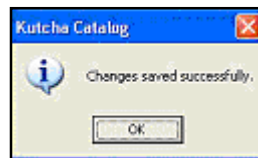
Click on the button.

4. **Auctioneer module** displays the **Kutchu Catalog** page, as shown in the following figure.



Click on the **Submit** button.

On successful submission, **Auctioneer** displays the message Changes saved successfully, as shown in the following figure.



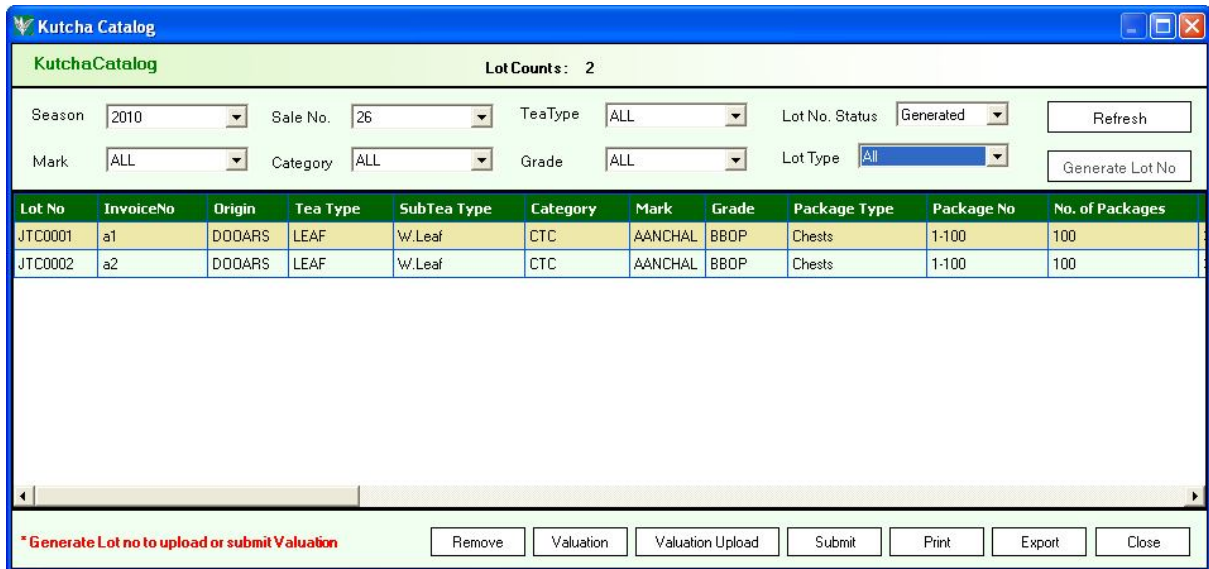
Note: Sample Qty of supplemented lot cannot be modified.

Printing Kutchu Catalog Details

1. Log on to the **e-Auction Auctioneer** application.

On the menu bar, click **Pre Auction** and then select **Kutchu Catalog**.

2. **Auctioneer module** displays the **Kutchu Catalog** screen, as shown in the following figure.



3. Click the **Print** button to print Kutcha catalog details.
4. **Auctioneer module** displays the **Print Options** screen as shown in the following figure.



5. Select the required columns to print.
6. Click **OK** button.
7. **Auctioneer module** displays the **Page Setup** screen as shown in the following figure.



8. Setup the Page option as per the requirement, then click **OK** button.
9. **Auctioneer module** displays the **Print Preview** screen as shown in the following figure.

Print preview

Kolkata Tea Auction Center

Bid Book

InvoiceNo	LotNo	Grade :	Mark :	Buyer's Name	Buy Share	ShareQty	Bid Price	BuyShare@HBP	Bid Time	BidStatus
1	a10025	bo		bo	10	0	50	0	10/02/2009 9:50:45 AM	Knockdown
1	a10024	bo		bo	10	0	50	0	10/02/2009 9:50:46 AM	Knockdown
1	a10023	bo		bo	10	0	50	0	10/02/2009 9:50:47 AM	Knockdown
1	a10022	bo		bo	10	0	50	0	10/02/2009 9:50:47 AM	Knockdown
1	a10021	bo		bo	10	0	50	0	10/02/2009 9:50:48 AM	Knockdown
1	a10020	bo		bo	10	0	50	0	10/02/2009 9:50:49 AM	Knockdown
1	a10019	bo		bo	10	0	50	0	10/02/2009 9:50:50 AM	Knockdown
1	a10018	bo		bo	10	0	50	0	10/02/2009 9:50:51 AM	Knockdown
1	a10017	bo		bo	10	0	50	0	10/02/2009 9:50:51 AM	Knockdown
1	a10016	bo		bo	10	0	50	0	10/02/2009 9:50:52 AM	Knockdown
1	a10015	bo		bo	10	0	50	0	10/02/2009 9:50:53 AM	Knockdown
1	a10014	bo		bo	10	0	50	0	10/02/2009 9:52:00 AM	Cancelled
1	a10013	bo		bo	10	0	50	0	10/02/2009 9:52:00 AM	Cancelled
1	a10012	bo		bo	10	0	50	0	10/02/2009 9:50:56 AM	Knockdown
1	a10011	bo		bo	10	0	50	0	10/02/2009 9:50:57 AM	Knockdown
1	a10010	bo		bo	10	0	50	0	10/02/2009 9:50:59 AM	Knockdown
1	a10009	bo		bo	10	0	50	0	10/02/2009 9:51:00 AM	Knockdown
1	a10008	bo		bo	10	0	50	0	10/02/2009 9:51:01 AM	Knockdown
1	a10007	bo		bo	10	0	50	0	10/02/2009 9:51:03 AM	Knockdown
1	a10006	bo		bo	10	0	50	0	10/02/2009 9:51:13 AM	Knockdown
1	a10005	bo		bo	10	0	50	0	10/02/2009 9:51:14 AM	Knockdown
1	a10004	bo		bo	10	0	50	0	10/02/2009 9:51:15 AM	Knockdown
1	a10003	bo		bo	10	0	50	0	10/02/2009 9:51:16 AM	Knockdown
1	a10002	bo		bo	10	0	50	0	10/02/2009 9:51:19 AM	Knockdown
1	a10001	bo		bo	10	0	40	0	10/02/2009 9:52:00 AM	Cancelled
3	a10092	bt		bo	10	0	40	0	10/02/2009 9:56:37 AM	Cancelled

The session is running

<< 11:09:10 AM

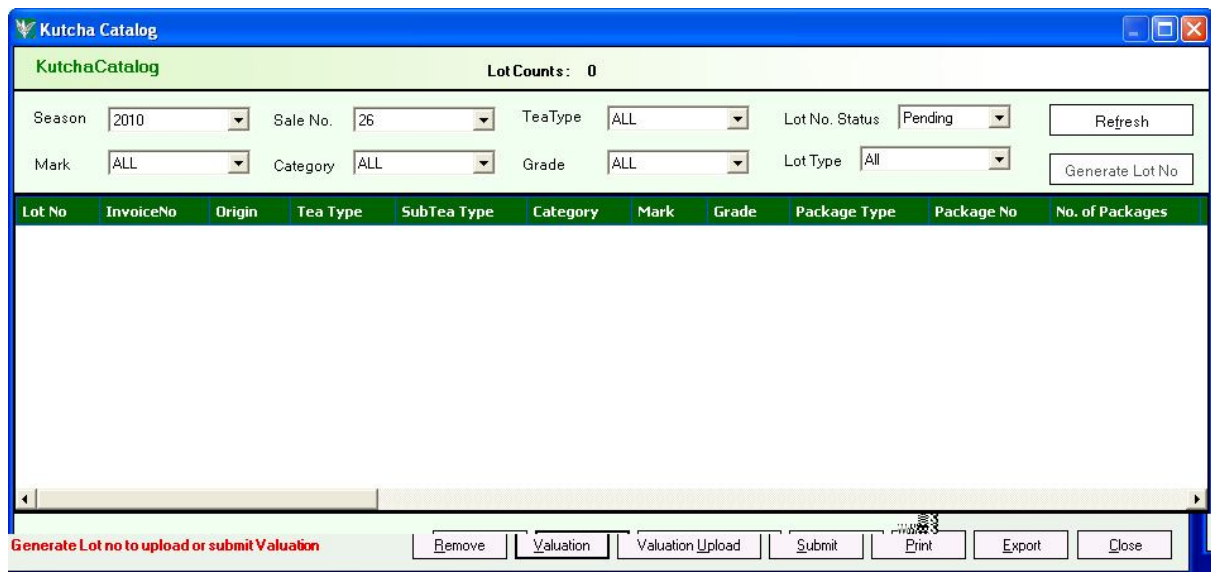
10. Click the **Print** to print the Kutcha Catalog Details.

Exporting Kutcha Catalog

Log on to the **e-Auction Auctioneer** application.

On the menu bar, click **Pre Auction** and then select **Kutcha Catalog**.

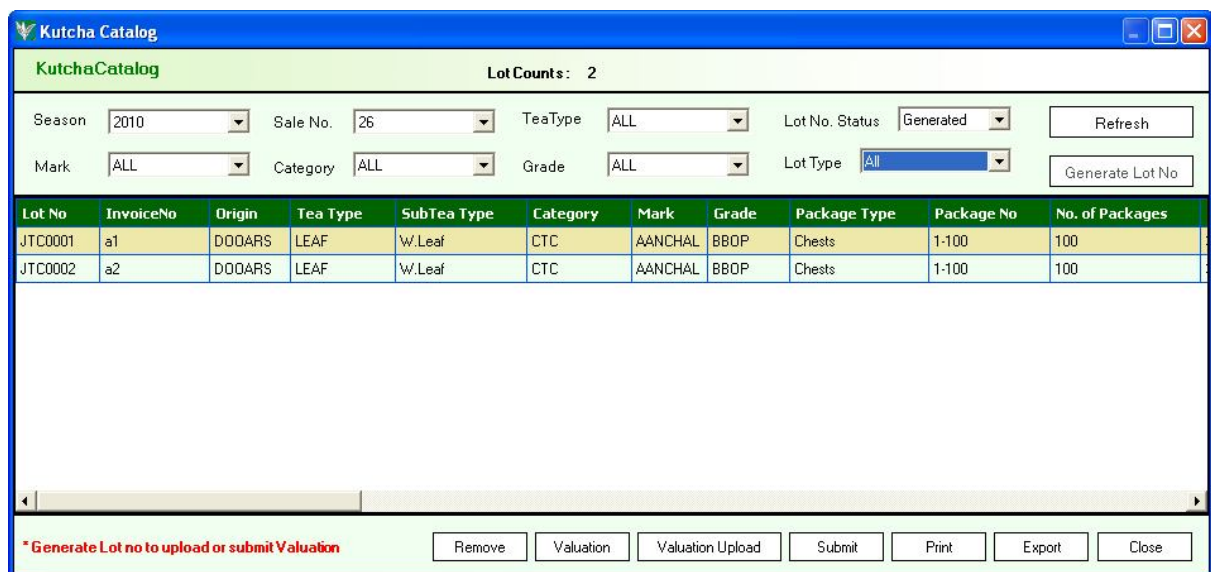
1. **Auctioneer module** displays the **Kutcha Catalog** screen, as shown in the following figure.



The screenshot shows the 'Kutcha Catalog' application window. At the top, it displays 'KutchaCatalog' and 'Lot Counts: 0'. Below this are several filter dropdown menus: Season (2010), Sale No. (26), TeaType (ALL), Lot No. Status (Pending), Mark (ALL), Category (ALL), Grade (ALL), and Lot Type (All). There are 'Refresh' and 'Generate Lot No' buttons. The main area is a table with the following headers: Lot No, InvoiceNo, Origin, Tea Type, SubTea Type, Category, Mark, Grade, Package Type, Package No, and No. of Packages. The table is currently empty. At the bottom, there is a red text prompt: '* Generate Lot no to upload or submit Valuation' and a row of buttons: Remove, Valuation, Valuation Upload, Submit, Print, Export, and Close.

Select the appropriate details.

2. **Auctioneer module** displays **Kutcha Catalog** screen as shown in the following.

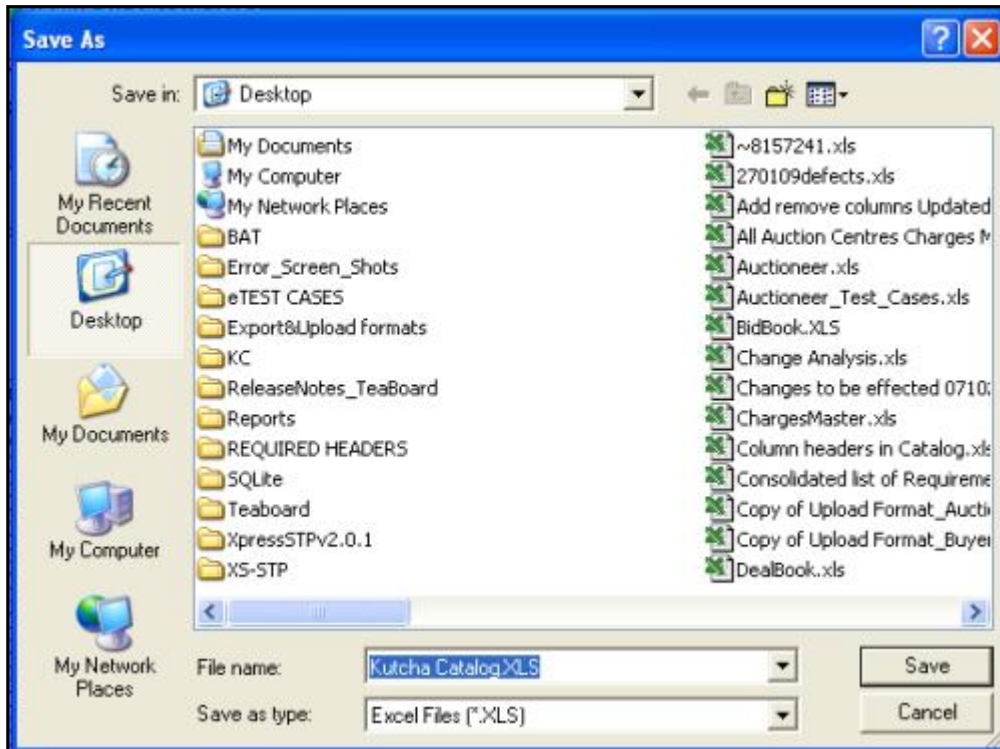


The screenshot shows the 'Kutcha Catalog' application window with 'Lot Counts: 2'. The filters are the same as in the previous screenshot, but 'Lot No. Status' is now 'Generated' and 'Lot Type' is 'All'. The table now contains two rows of data:

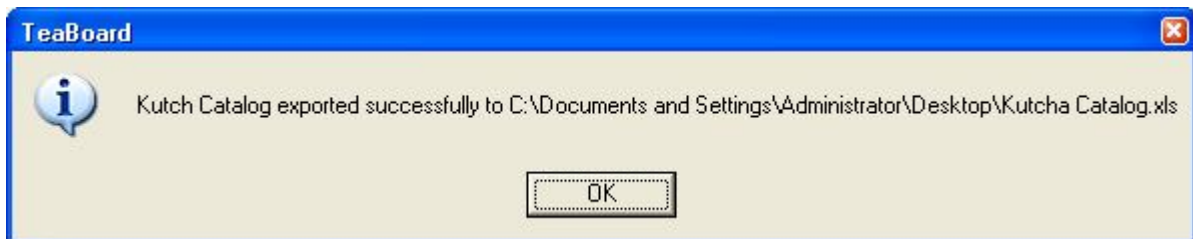
Lot No	InvoiceNo	Origin	Tea Type	SubTea Type	Category	Mark	Grade	Package Type	Package No	No. of Packages
JTC0001	a1	DODARS	LEAF	W.Leaf	CTC	AANCHAL	BBOP	Chests	1-100	100
JTC0002	a2	DODARS	LEAF	W.Leaf	CTC	AANCHAL	BBOP	Chests	1-100	100

At the bottom, there is a red text prompt: '* Generate Lot no to upload or submit Valuation' and a row of buttons: Remove, Valuation, Valuation Upload, Submit, Print, Export, and Close.

3. Click the **Export** button to export the details.
4. **Auctioneer module** displays the **Save As** screen as shown in the following figure.



5. Select the location of your choice from the **Desktop** scroll down bar.
6. Type the **File** name.
7. Click on the **Save** button.
8. **Auctioneer module** displays the “**Kutcha Catalog Exported Successfully**” message as shown in the following figure.



9. Click the **OK** button to export the Kutcha Catalog details.

Auction Catalog

Auctioneer can view the auction catalog across all the auctioneers. He can also modify his lot details from his My Catalog. Auctioneer would also be able to add his valuation and comments for all the lots for which he has not provided any details in Kutcha Catalog.

Viewing Auction Catalog

1. Log on to the **e-Auction Auctioneer** application.
On the menu bar, click **Pre Auction** and then select **Auction Catalog**.
2. **Auctioneer module** displays the **Auction Catalog** screen, as shown in the following figure.

Field	Description
Season	➤ Select the appropriate season from the drop-down list.
Sale No	➤ Select the appropriate sale number from the drop-down list.
Auction Date	➤ Select the appropriate auction date from the drop-down list.
Auctioneer	➤ Select the appropriate auctioneer from the drop-down list.
Tea Type	➤ Select the appropriate tea type from the drop-down list.
Category	➤ Select the appropriate tea category from the drop-down list.
Session Time	➤ Select the appropriate session time from the drop-down list.

Select the appropriate details.

Click on the **Auction Catalog** button.

3. **Auctioneer module** displays Auction Catalog screen as shown in the following.

Auction Catalog

Season: 2010 Sale No.: 21 Auction Date: 27/05/2010 Auctioneer: JTC

TeaType: ALL Category: ALL Session Time: All

Auction Catalog

Season	Sale No.	Auction Date	TeaType	Category	Session Time
2010	21	27/05/2010	ALL	ALL	All

Lot No	Invoice No	Origin	Tea Type	SubTea Type	Category	Mark	Grade	No of Packages	Gross Weight	SampleQty(K)
JTC3427	DC94S	ASSAM	DUST	Dust	CTC	Majulighur	PD	40	32.4	0
JTC3428	DC109S	ASSAM	DUST	Dust	CTC	Majulighur	D	40	34.4	0
JTC3429	DC120S	ASSAM	DUST	Dust	CTC	Majulighur	D	40	34.4	0
JTC3430	DC129S	ASSAM	DUST	Dust	CTC	Majulighur	D	40	34.4	0
JTC3431	DC68S	ASSAM	DUST	Dust	CTC	Majulighur	D	30	34.4	0
JTC3432	DC79S	ASSAM	DUST	Dust	CTC	Majulighur	D	30	34.4	0
JTC3433	DC87S	ASSAM	DUST	Dust	CTC	Majulighur	D	30	34.4	0

My Catalog

Export My Catalog Print My Catalog Upload Valuation Save

Season	Sale No.	Auction Date	TeaType	Category	Session Time
2010	21	27/05/2010	ALL	ALL	All

Lot No	Mark	Invoice No	Grade	NoOfPack	Base Price	Reserve Price	AuctVal	LSP	Origin	LotComs
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Click on the **Maximize** button.

4. **Auctioneer module** displays Auction Catalog screen as shown in the following.

Auction Catalog

Season: 2010 Sale No.: 21 Auction Date: 27/05/2010 Auctioneer: JTC

TeaType: ALL Category: ALL Session Time: All

Auction Catalog

Season	Sale No.	Auction Date	TeaType	Category	Session Time
2010	21	27/05/2010	ALL	ALL	All

Lot No	Invoice No	Origin	Tea Type	SubTea Type	Category	Mark	Grade	No of Packages	Gross Weight	SampleQty(K)
JTC3427	DC94S	ASSAM	DUST	Dust	CTC	Majulighur	PD	40	32.4	0
JTC3428	DC109S	ASSAM	DUST	Dust	CTC	Majulighur	D	40	34.4	0
JTC3429	DC120S	ASSAM	DUST	Dust	CTC	Majulighur	D	40	34.4	0
JTC3430	DC129S	ASSAM	DUST	Dust	CTC	Majulighur	D	40	34.4	0
JTC3431	DC68S	ASSAM	DUST	Dust	CTC	Majulighur	D	30	34.4	0
JTC3432	DC79S	ASSAM	DUST	Dust	CTC	Majulighur	D	30	34.4	0
JTC3433	DC87S	ASSAM	DUST	Dust	CTC	Majulighur	D	30	34.4	0
JTC3434	DC97S	ASSAM	DUST	Dust	CTC	Majulighur	D	30	34.4	0
JTC3435	DC108S	ASSAM	DUST	Dust	CTC	Majulighur	D1	20	36.4	0
JTC3436	DC127S	ASSAM	DUST	Dust	CTC	Majulighur	D1	29	36.4	0
JTC3437	DC138S	ASSAM	DUST	Dust	CTC	Majulighur	D1	20	36.4	0
JTC3438	DC145S	ASSAM	DUST	Dust	CTC	Majulighur	D1	20	36.4	0
JTC3439	DC72S	ASSAM	DUST	Dust	CTC	Majulighur	D1	20	36.4	0
JTC3440	DC95S	ASSAM	DUST	Dust	CTC	Majulighur	D1	30	36.4	0
JTC3441	DC59	ASSAM	DUST	Dust	CTC	Lukwah	PD	22	40.7	0
JTC3442	DC58	ASSAM	DUST	Dust	CTC	Lukwah	D	34	43.7	0
JTC3443	DC64	ASSAM	DUST	Dust	CTC	Lukwah	CD	20	40.7	0
JTC3444	DC61	ASSAM	DUST	Dust	CTC	KOONT...	PD	40	38.19	0

Click on **Resize** button to resize the screen as earlier.

Click on **Close** button to close the screen.

Exporting Auction Catalog

1. Log on to the **e-Auction Auctioneer** application.

On the menu bar, click **Pre Auction** and then select **Auction Catalog**.

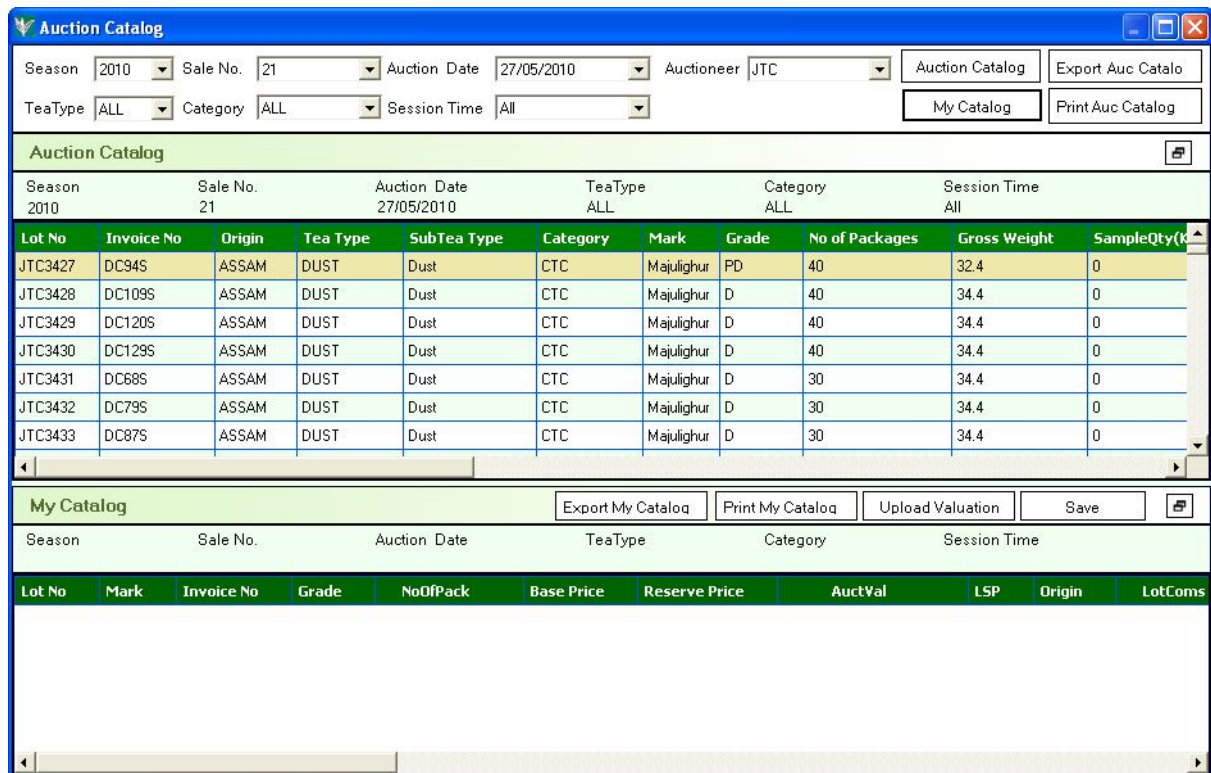
2. **Auctioneer module** displays the **Auction Catalog** screen, as shown in the following figure.

Field	Description
Season	➤ Select the appropriate season from the drop-down list.
Sale No	➤ Select the appropriate sale number from the drop-down list.
Auction Date	➤ Select the appropriate auction date from the drop-down list.
Auctioneer	➤ Select the appropriate auctioneer from the drop-down list.
Tea Type	➤ Select the appropriate tea type from the drop-down list.
Category	➤ Select the appropriate tea category from the drop-down list.
Session Time	➤ Select the appropriate session time from the drop-down list.

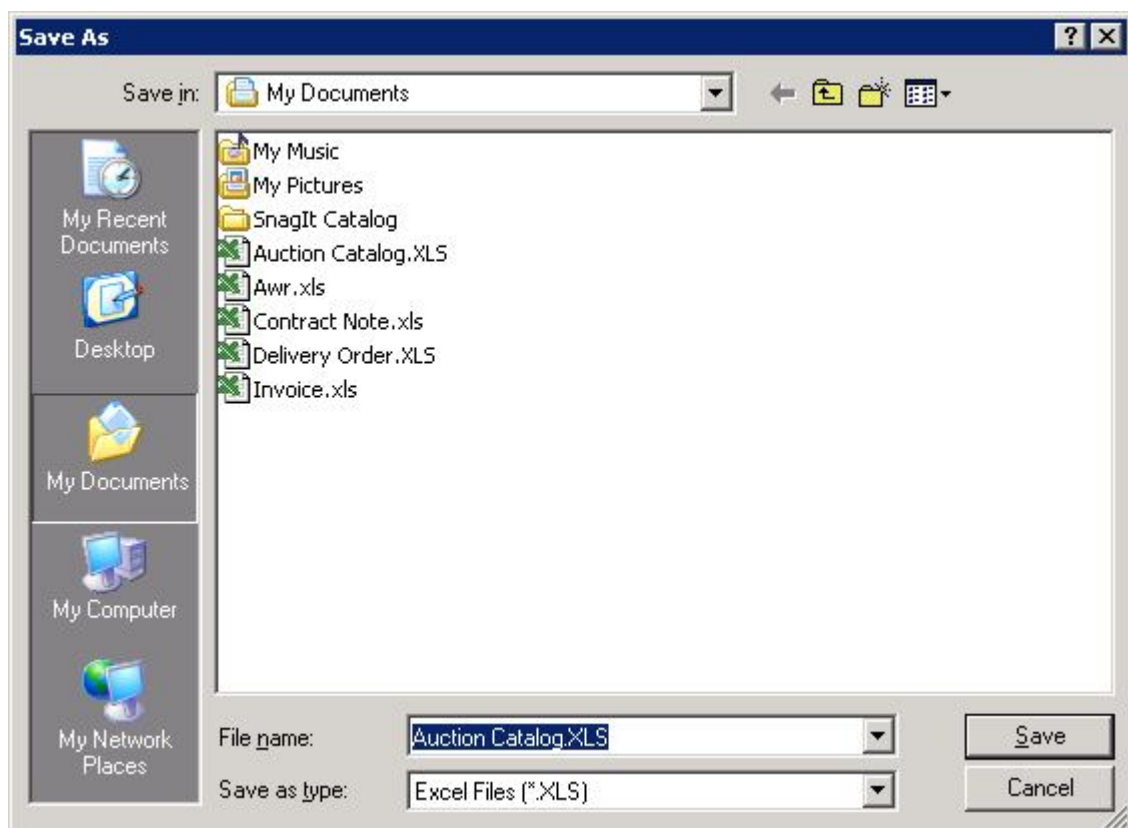
Select the appropriate details.

Click on the **Auction Catalog** button.

3. **Auctioneer module** displays Auction Catalog screen as shown in the following.

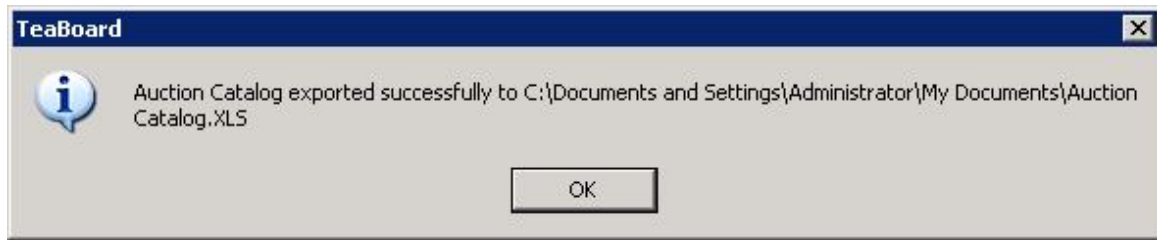


4. Click the **Export Auc Catalog** button to export the details.
5. **Auctioneer module** displays the **Save As** screen as shown in the following figure.



6. Select the location of your choice from the **Desktop** scroll down bar.
7. Type the **File** name.
8. Click on the **Save** button.

9. **Auctioneer module** displays the “**Auction Catalog Exported Successfully**” message as shown in the following figure.



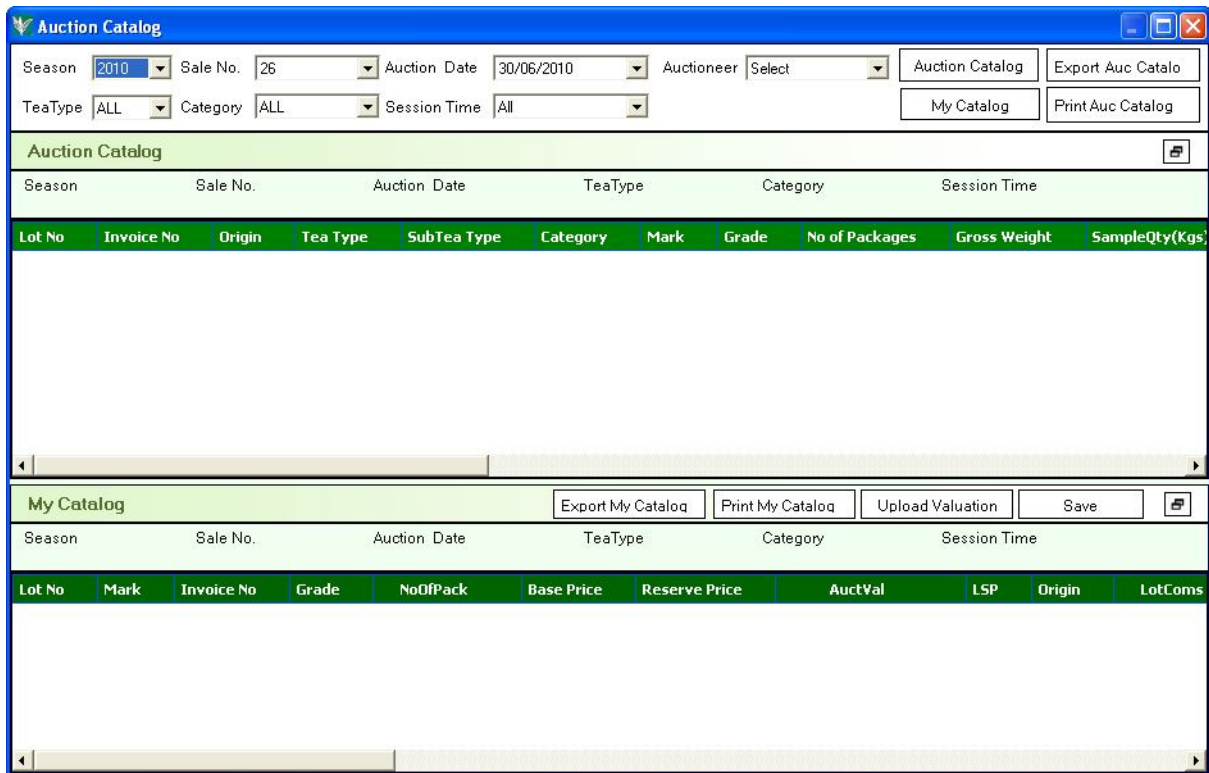
10. Click the **OK** button to export the Auction Catalog details.

Printing Auction Catalog

Log on to the **e-Auction Auctioneer** application.

On the menu bar, click **Pre Auction** and then select **Auction Catalog**.

1. **Auctioneer module** displays the **Auction Catalog** screen, as shown in the following figure.



Field	Description
Season	➤ Select the appropriate season from the drop-down list.
Sale No	➤ Select the appropriate sale number from the drop-down list.
Auction Date	➤ Select the appropriate auction date from the drop-down list.
Auctioneer	➤ Select the appropriate auctioneer from the drop-down list.
Tea Type	➤ Select the appropriate tea type from the drop-down list.

Field	Description
Category	➤ Select the appropriate tea category from the drop-down list.
Session Time	➤ Select the appropriate session time from the drop-down list.

Select the appropriate details.

Click on the **Auction Catalog** button.

2. **Auctioneer module** displays Auction Catalog screen as shown in the following.

Auction Catalog

Season: 2010 | Sale No.: 21 | Auction Date: 27/05/2010 | Auctioneer: JTC | TeaType: ALL | Category: ALL | Session Time: All

Buttons: Auction Catalog, Export Auc Catalo, My Catalog, Print Auc Catalog

Season	Sale No.	Auction Date	TeaType	Category	Session Time
2010	21	27/05/2010	ALL	ALL	All

Lot No	Invoice No	Origin	Tea Type	SubTea Type	Category	Mark	Grade	No of Packages	Gross Weight	SampleQty(kg)
JTC3427	DC94S	ASSAM	DUST	Dust	CTC	Majulighur	PD	40	32.4	0
JTC3428	DC109S	ASSAM	DUST	Dust	CTC	Majulighur	D	40	34.4	0
JTC3429	DC120S	ASSAM	DUST	Dust	CTC	Majulighur	D	40	34.4	0
JTC3430	DC129S	ASSAM	DUST	Dust	CTC	Majulighur	D	40	34.4	0
JTC3431	DC68S	ASSAM	DUST	Dust	CTC	Majulighur	D	30	34.4	0
JTC3432	DC79S	ASSAM	DUST	Dust	CTC	Majulighur	D	30	34.4	0
JTC3433	DC87S	ASSAM	DUST	Dust	CTC	Majulighur	D	30	34.4	0

My Catalog

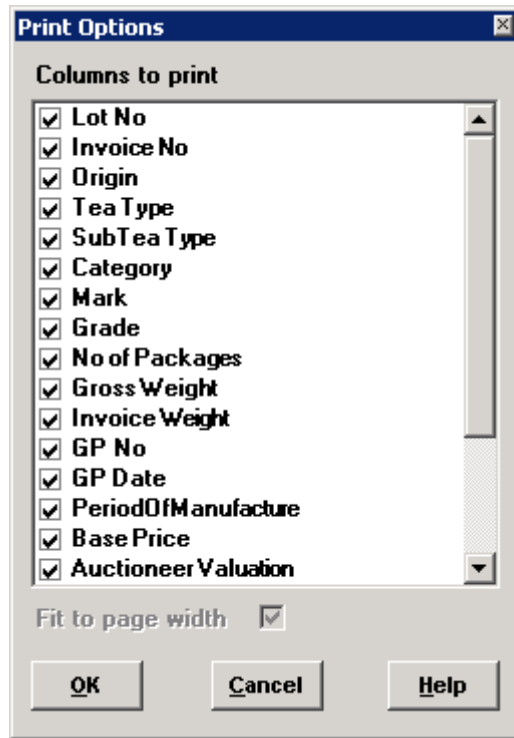
Buttons: Export My Catalog, Print My Catalog, Upload Valuation, Save

Season	Sale No.	Auction Date	TeaType	Category	Session Time

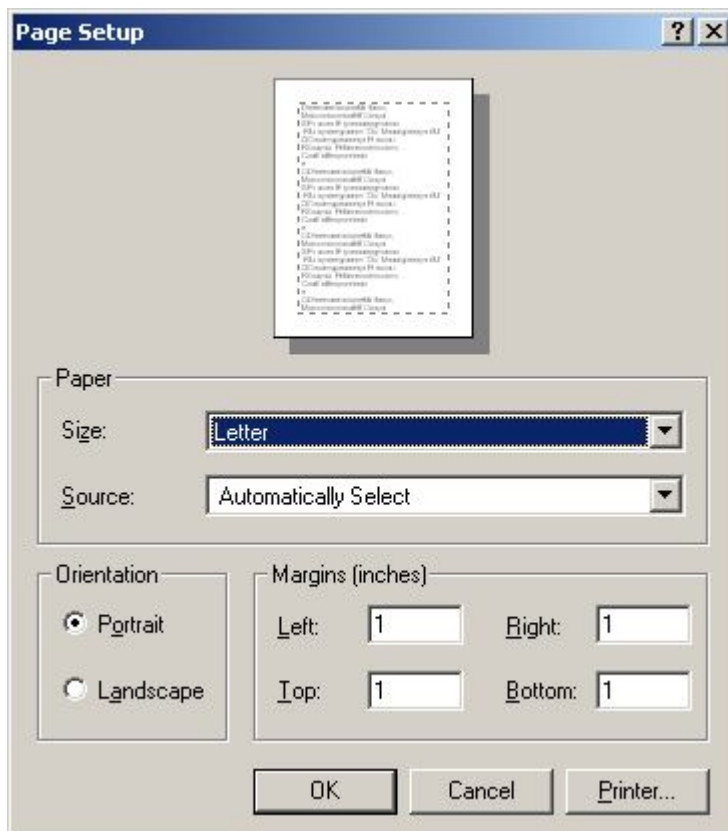
Lot No	Mark	Invoice No	Grade	NoOfPack	Base Price	Reserve Price	AuctVal	LSP	Origin	LotComs

3. Click the **Print Auc Catalog** button to print the details.

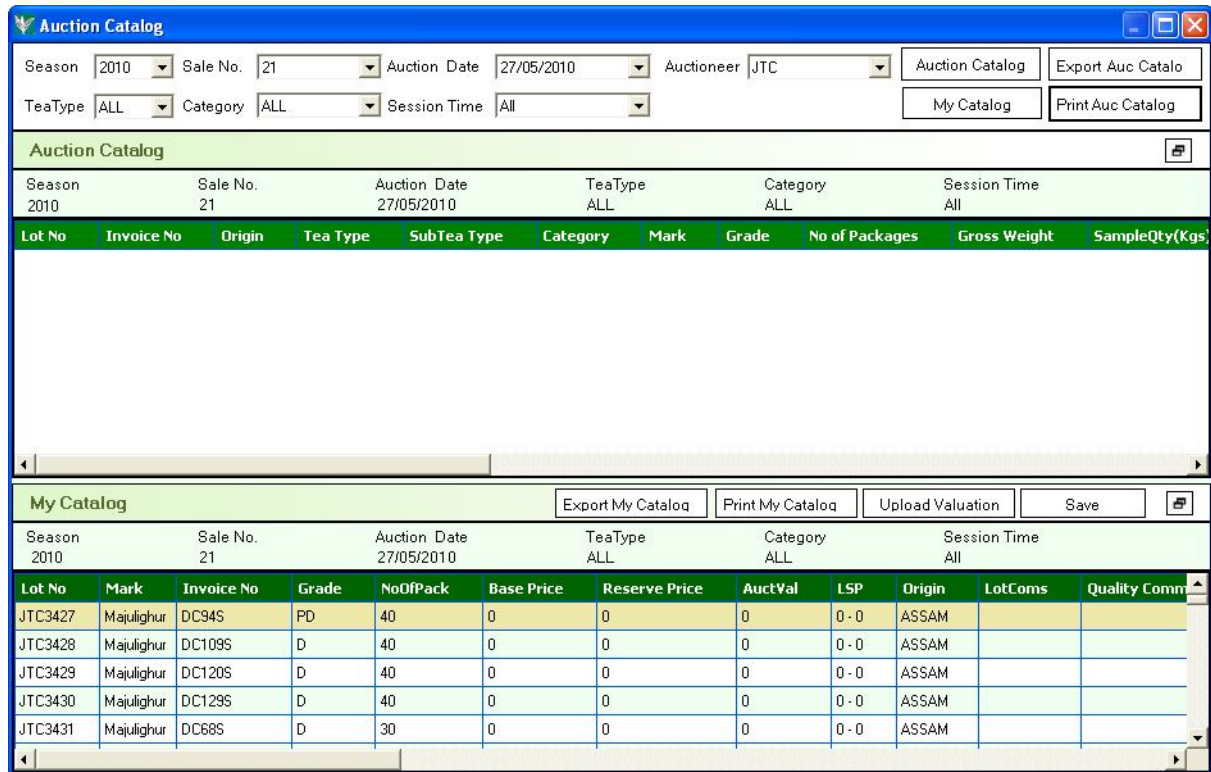
4. **Auctioneer module** displays the **Print Options** screen as shown in the following figure.



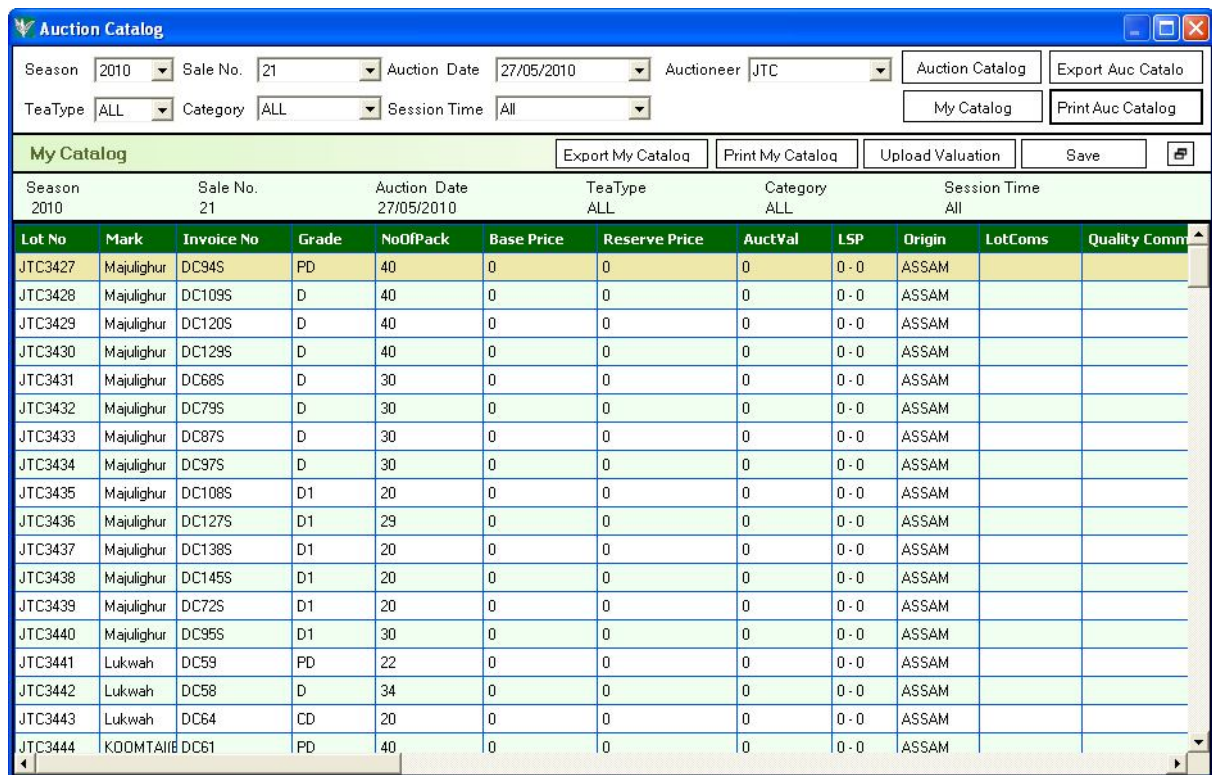
5. Select the required columns to print.
6. Click **OK** button.
7. **Auctioneer module** displays the **Page Setup** screen as shown in the following figure.



8. Setup the Page option as per the requirement, then click **OK** button.
9. **Auctioneer module** displays the **Print Preview** screen as shown in the following figure.



3. Click on **Maximize** button.
4. **Auctioneer** displays **My Catalog** details as shown in the following figure.



5. Click on **Resize** button to reset the earlier settings.
6. Click on **Close** button.

Modifying My Catalog Details

1. Log on to the **e-Auction Auctioneer** application.

On the menu bar, click **Pre Auction** and then select **Auction Catalog**.

Select the appropriate details.

Click on the **Auction Catalog** button.

Auctioneer displays auction catalog details, based on your search criteria.

A sample entry is shown in the following figure.

2. Click on the **My Catalog** button.

3. **Auctioneer** displays My Catalog details as shown in the following figure.

The screenshot shows the 'Auction Catalog' application window. At the top, there are search filters for Season (2010), Sale No. (21), Auction Date (27/05/2010), Auctioneer (JTC), TeaType (ALL), Category (ALL), and Session Time (All). Below the filters are two main sections: 'Auction Catalog' and 'My Catalog'. The 'Auction Catalog' section has a summary row and an empty table with columns: Lot No, Invoice No, Origin, Tea Type, SubTea Type, Category, Mark, Grade, No of Packages, Gross Weight, and SampleQty(Kgs). The 'My Catalog' section has buttons for 'Export My Catalog', 'Print My Catalog', 'Upload Valuation', and 'Save'. It also has a summary row and a table with columns: Lot No, Mark, Invoice No, Grade, NoOfPack, Base Price, Reserve Price, AuctVal, LSP, Origin, LotComs, and Quality Comm. The 'My Catalog' table contains five rows of data.

Season	Sale No.	Auction Date	TeaType	Category	Session Time
2010	21	27/05/2010	ALL	ALL	All

Lot No	Invoice No	Origin	Tea Type	SubTea Type	Category	Mark	Grade	No of Packages	Gross Weight	SampleQty(Kgs)
--------	------------	--------	----------	-------------	----------	------	-------	----------------	--------------	----------------

Season	Sale No.	Auction Date	TeaType	Category	Session Time
2010	21	27/05/2010	ALL	ALL	All

Lot No	Mark	Invoice No	Grade	NoOfPack	Base Price	Reserve Price	AuctVal	LSP	Origin	LotComs	Quality Comm
JTC3427	Majulighur	DC94S	PD	40	0	0	0	0.0	ASSAM		
JTC3428	Majulighur	DC109S	D	40	0	0	0	0.0	ASSAM		
JTC3429	Majulighur	DC120S	D	40	0	0	0	0.0	ASSAM		
JTC3430	Majulighur	DC129S	D	40	0	0	0	0.0	ASSAM		
JTC3431	Majulighur	DC68S	D	30	0	0	0	0.0	ASSAM		

Select the appropriate row from the My Catalog area.

Double click on that row.

4. **Auctioneer** displays Valuation window as shown in the following figure.

Valuation

Sr No. Mark

Base Price Gross Weight

My Valuation Category

Reserved Price Package No

Mark & Packaging Comments SampleQty(Kgs)

Lot Comments Total Package

Quality Comments

Short/Excess Weight

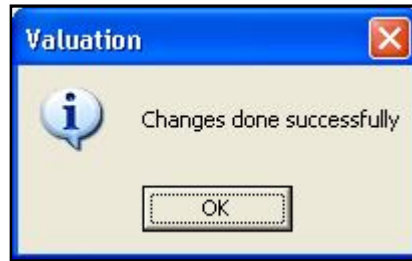
Field	Default Value	Validation	Description
Sr. No.	➤ NA	➤ Non Editable	➤ Displays the serial number.
Mark	➤ NA	➤ Non Editable	➤ Displays the mark.
Base Price	➤ Blank or old value	<ul style="list-style-type: none"> ➤ Editable ➤ Non Mandatory ➤ Numeric with 2 integers after decimal point ➤ Base Price in Decimals i.e. "25.50" will not be accepted if Uniform tick Size is enabled 	<ul style="list-style-type: none"> ➤ Displays the base price set for the auction. ➤ Enter/Modify details, if required. ➤ Base Price in Decimals i.e. "25.50" will not be accepted if Uniform tick Size is enabled
Auctioneer Valuation	➤ Blank or old value	<ul style="list-style-type: none"> ➤ Editable ➤ Non Mandatory ➤ Numeric with 2 integers after decimal point ➤ Auctioneer Valuation in Decimals i.e. "25.50" will not be accepted if Uniform tick Size is enabled 	<ul style="list-style-type: none"> ➤ Displays the valuation price set by the auctioneer. ➤ Enter/Modify details, if required. ➤ Auctioneer Valuation in Decimals i.e. "25.50" will not be accepted if Uniform tick Size is enabled
Reserve Price	➤ Blank or old value	<ul style="list-style-type: none"> ➤ Editable ➤ Non Mandatory ➤ Numeric with 2 integers after decimal 	<ul style="list-style-type: none"> ➤ Displays the reserve price. ➤ Enter/Modify details, if required. ➤ Reserve Price in

Field	Default Value	Validation	Description
		<ul style="list-style-type: none"> point ➤ Reserve Price has to be \geq Base Price and \leq Auctioneer Valuation ➤ Reserve Price in Decimals i.e. "25.50" will not be accepted if Uniform tick Size is enabled 	Decimals i.e. "25.50" will not be accepted if Uniform tick Size is enabled
Mark & Packaging Comments	➤ Blank or old value	<ul style="list-style-type: none"> ➤ Editable ➤ Non Mandatory ➤ Alphanumeric 	➤ Enter the appropriate mark and packaging comments.
Lot comments	➤ Blank or old value	<ul style="list-style-type: none"> ➤ Editable ➤ Non Mandatory ➤ Alphanumeric 	➤ Enter the appropriate lot comments.
Category	➤ Old value	<ul style="list-style-type: none"> ➤ Non Editable 	➤ Displays the category.
Gross Weight	➤ Blank or old value	<ul style="list-style-type: none"> ➤ Editable ➤ Non Mandatory ➤ Numeric with 2 integers after decimal point 	➤ Enter/Modify the gross weight.
Package No	➤ Blank or old value	<ul style="list-style-type: none"> ➤ Editable ➤ Non Mandatory ➤ Series of no in the format X-Y ➤ X has to be \leq Y ➤ (Y-X) can not be $>$ MAP (Invoice) as defined by TAO 	➤ Displays the number of packages.
Sample Qty (Kgs)	➤ Blank or old value	<ul style="list-style-type: none"> ➤ Editable ➤ Non Mandatory ➤ Numeric with 2 integers after decimal point 	<ul style="list-style-type: none"> ➤ Displays the sample qty. ➤ Enter/modify if required.
Total Package	➤ Old value	<ul style="list-style-type: none"> ➤ Non Editable ➤ Auto populated on the basis of No of Packages 	➤ Displays the total package.
Quality Comments	➤ Blank or old value	<ul style="list-style-type: none"> ➤ Editable ➤ Non Mandatory ➤ Alphanumeric 	➤ Enter/Modify the appropriate quality comments.

Select/enter the appropriate details.

Click on the **Submit** button.

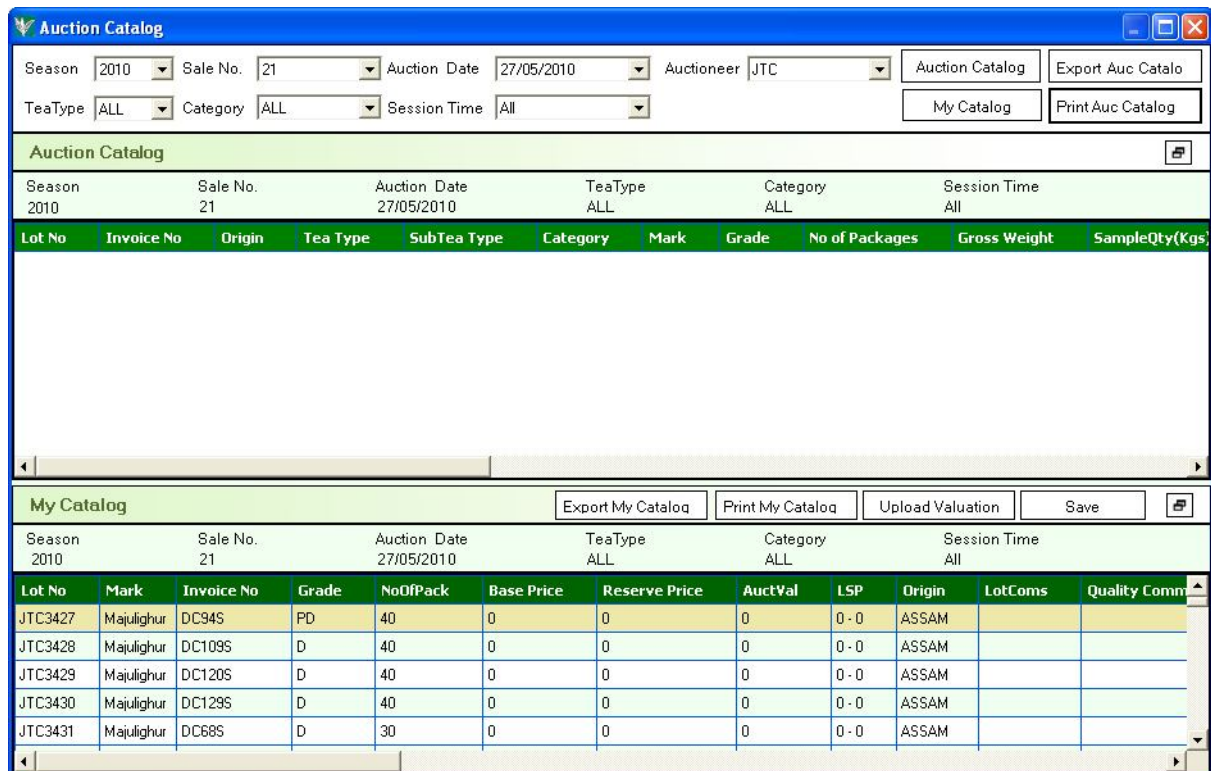
On successful submission, **Auctioneer** displays the message "Changes done successfully, as shown in the following figure.



Upload Valuation in My Catalog

1. Log on to the **e-Auction Auctioneer** application.

On the menu bar, click **Pre Auction** and then select **Pre Auction Catalog**.

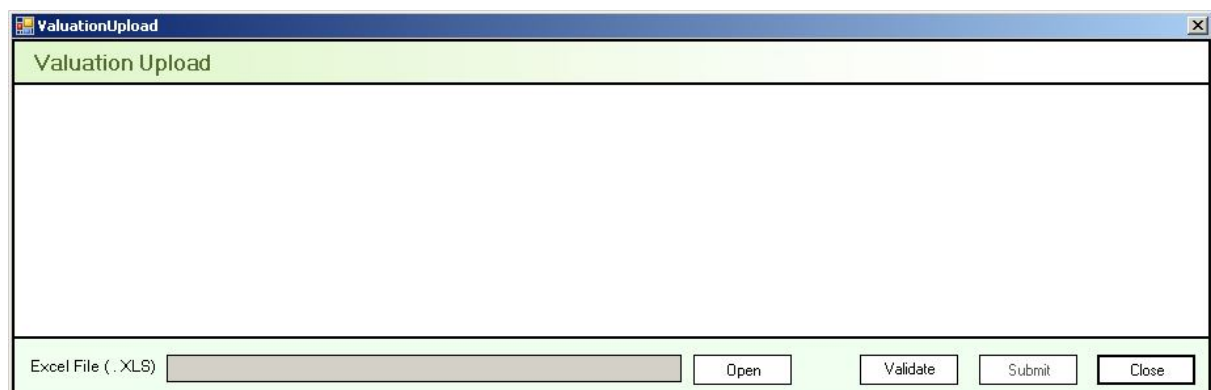


Select the appropriate details.

Click on My Catalog button.

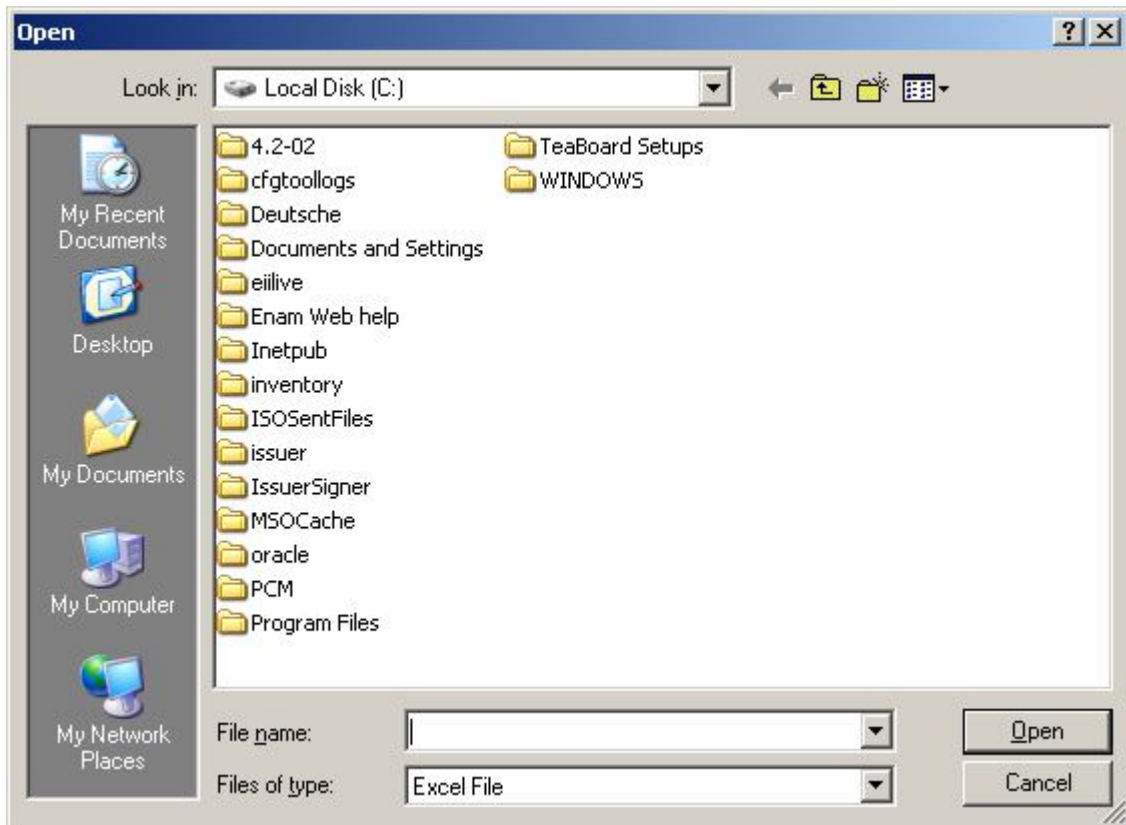
2. Click the **Valuation Upload** button to upload the details.

3. **Auctioneer module** displays the **Valuation Upload** screen as shown in the following figure.

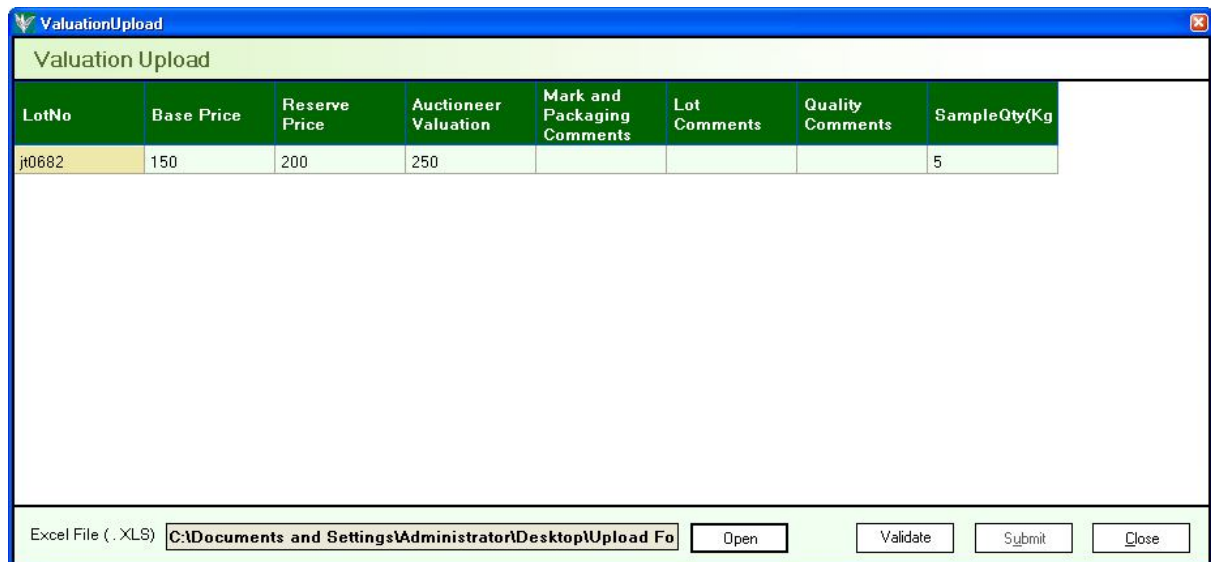


4. Type the path and name of the file to upload or Click **Open** button to locate the file.

5. **Auctioneer module** displays the **Open** dialogue box as shown in the following figure.



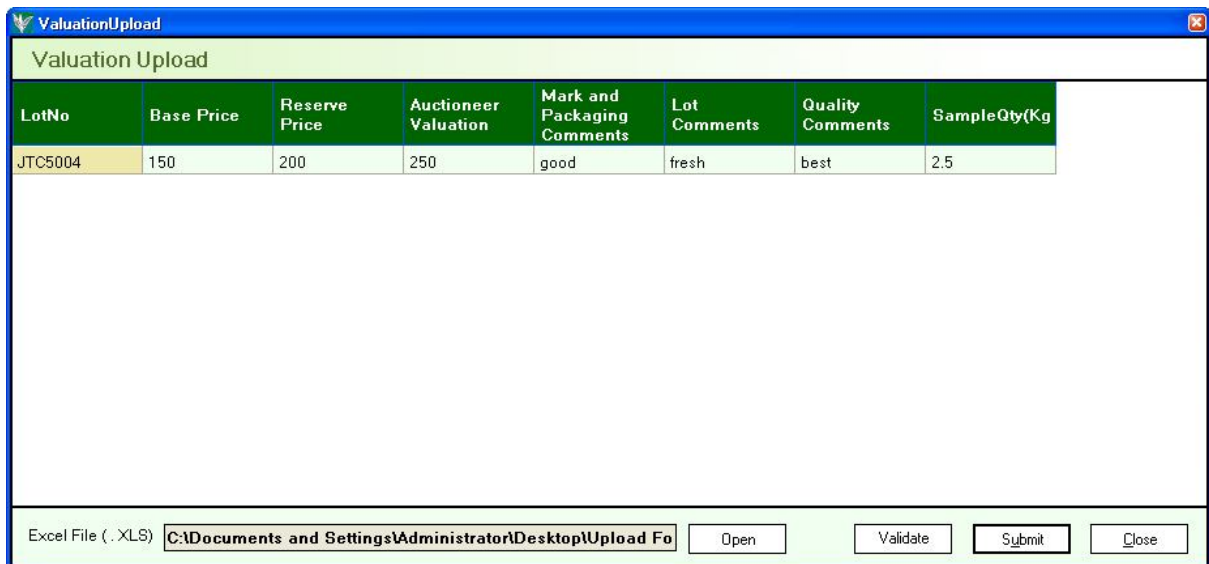
6. Select the file to upload.
7. Click **Open** button.
8. **Auctioneer module** displays the **Valuation Upload** screen as shown in the following figure.



9. Base Price, My Valuation & Reserve Price in Decimals i.e. "25.50" will not be accepted if Uniform Tick Size is enabled.
10. Click the **Validate** button.
11. **Auctioneer module** displays the **Validation Successful** message as shown in the following figure.

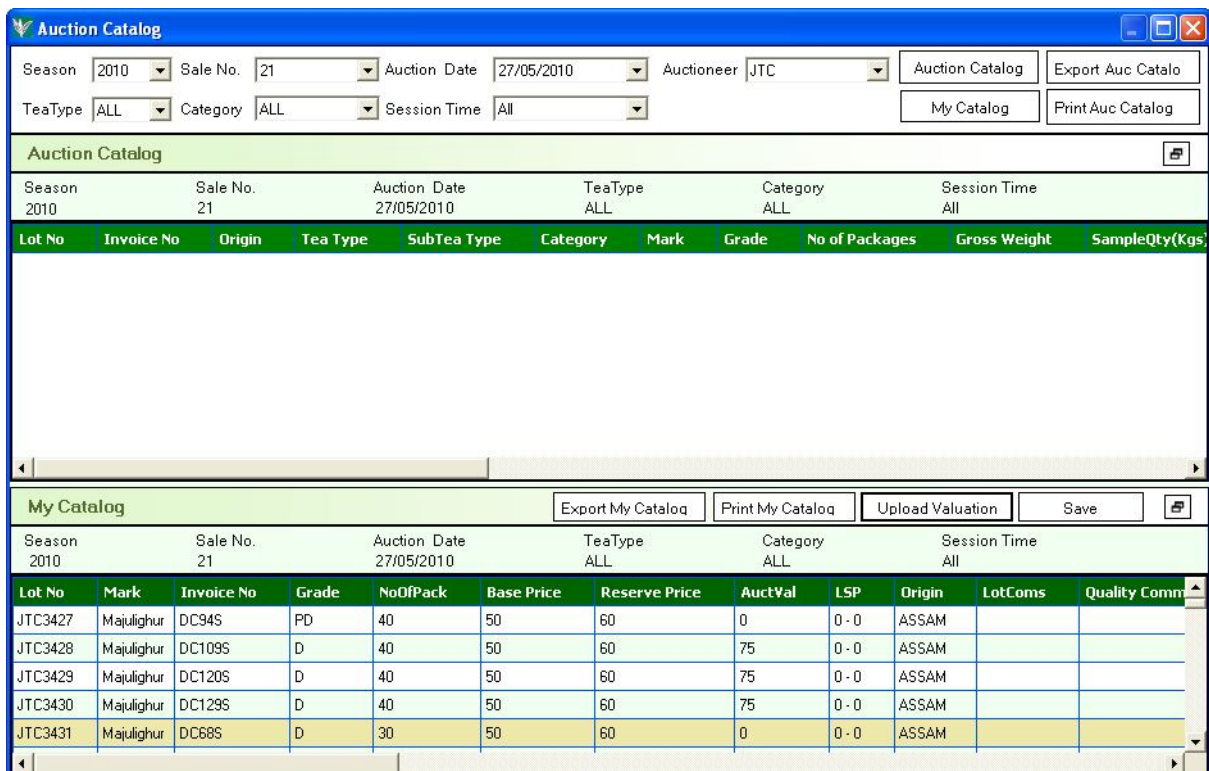


12. Click **OK**. Auction module displays the **Valuation Upload** screen as shown in the following figure.



13. Click the **Submit** button.

14. Auctioneer module displays the **My Catalog** screen as shown in the following figure.



15. Click the **Submit** button.

16. **Auctioneer module** displays the “**Changes Saved Successfully**” message as shown in the following screen.



Lot No Series

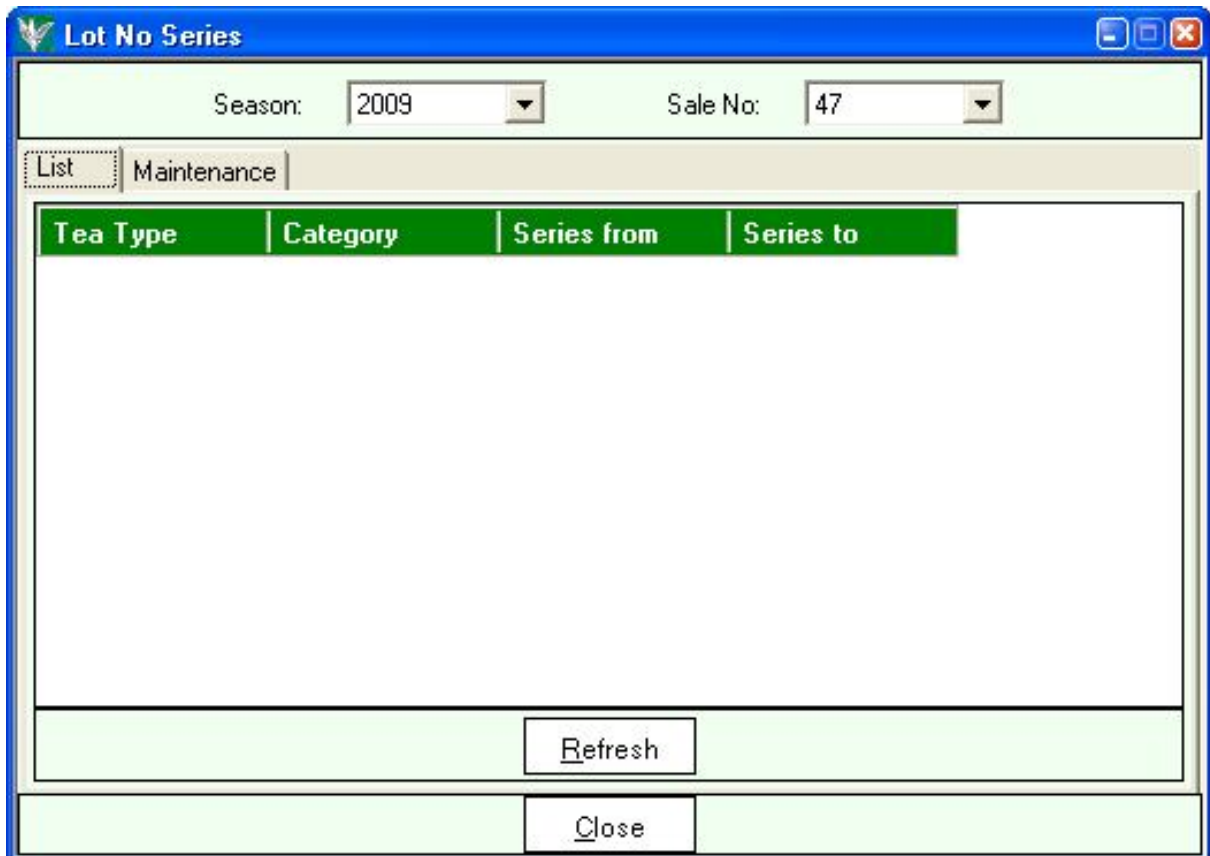
The **Lot No Series Master** option allows auctioneer to Add, Modify and Remove lot series. Series of earlier sale program will be applicable to newly defined sale program if that sale program is defined after series was defined for earlier sale program.

Viewing Lot No Series Details

1. Log on to the **e-Auction Auctioneer** application.

On the menu bar, click **Pre Auction** and then select **Lot No Series**. Or press **CTRL+N**

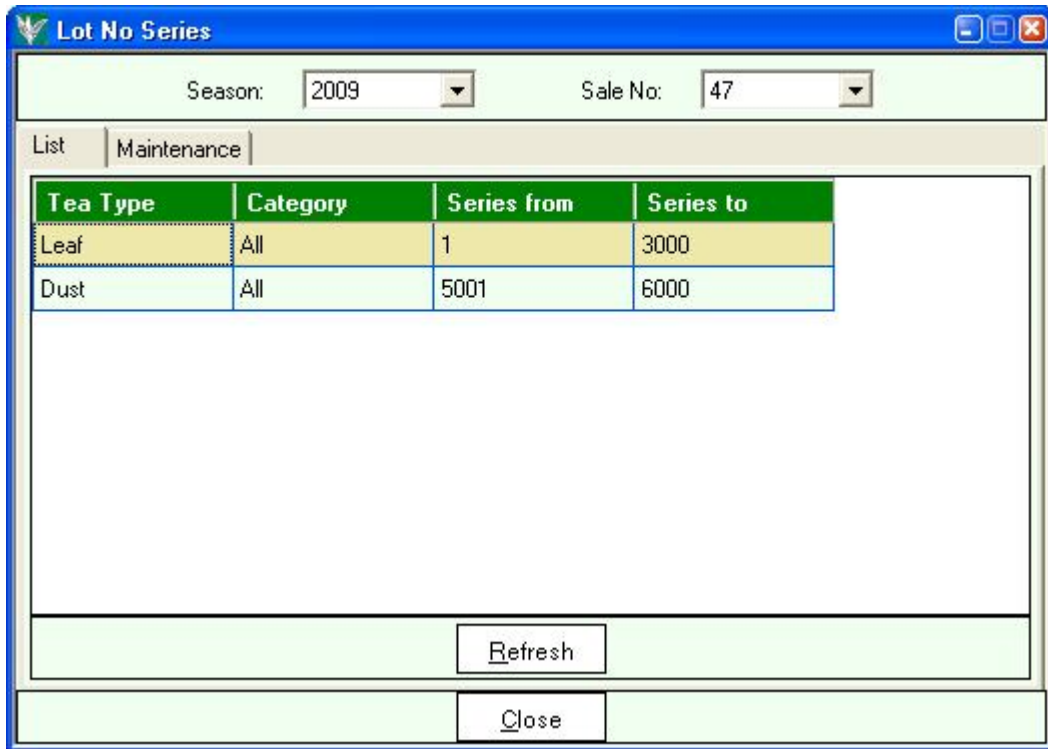
2. **Auctioneer module** displays the **Lot No Series** screen, as shown in the following figure.



Select the appropriate details.

Click on the **Refresh** button.

3. **Auctioneer module** displays **Lot No Series** details as shown in the following figure.



Modifying Lot No Series Details

1. Log on to the **e-Auction Auctioneer** application.

On the menu bar, click **Pre Auction** and then select **Lot No Series**.

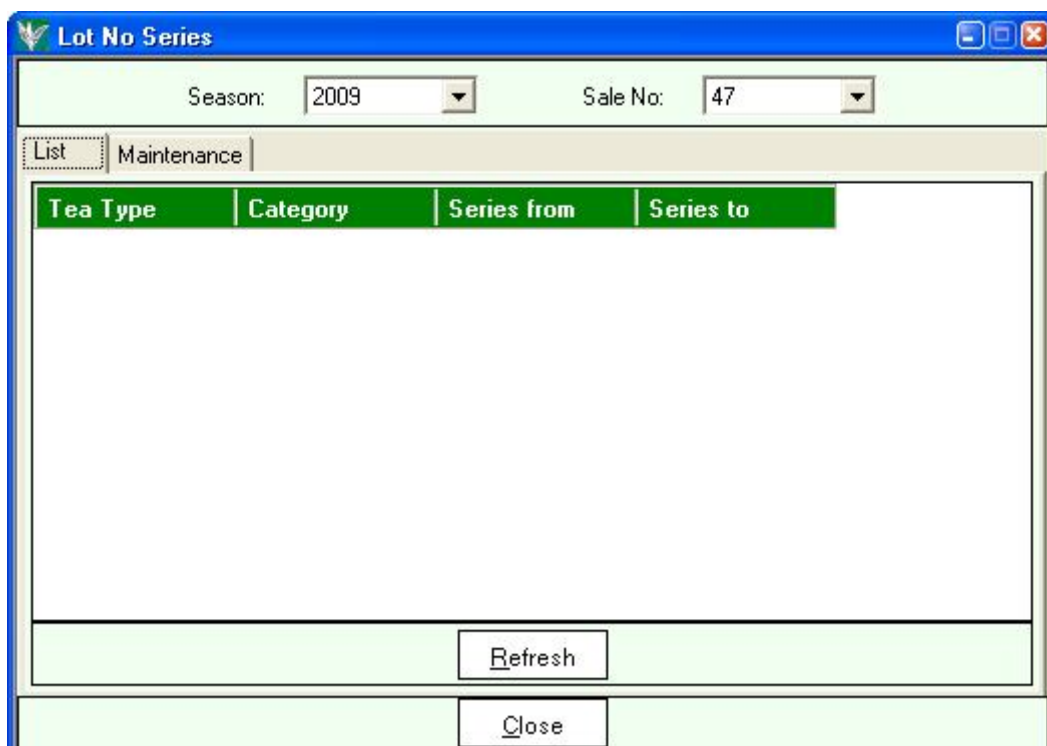
2. **Auctioneer module** displays the **Lot No Series** screen, as shown in the following figure.

Select the appropriate details.

Click on the **Auction Catalog** button.

Auctioneer module displays **Lot No Series** details, based on your search criteria.

A sample entry is shown in the following figure.



- Click on the **Refresh** button.
- Auctioneer module** displays **Lot No Series** as shown in the following figure.

Season: 2009 Sale No: 47

List Maintenance

Tea Type	Category	Series from	Series to
Leaf	All	1	3000
Dust	All	5001	6000

Refresh

Close

Select the appropriate row from the **Lot No Series** area.
 Double click on any **Row** of that record or click on **Maintenance** tab.

- Auctioneer** displays **Lot No Series** details window as shown in the following figure.

Season: 2009 Sale No: 47

List Maintenance

Tea Type	Category	Series from	Series to
Leaf	All	1	4000
Dust	All	5001	7000

Add Modify Submit Remove

Close

Field	Default Value	Validations	Description
Tea Type	➤ As defined in the earlier sale program	➤ Non-Editable	➤ Displays the Tea Type
Category	➤ As defined in the earlier sale program	➤ Non-Editable	➤ Displays the Category
Series From	➤ As defined in the earlier sale program	➤ Editable till lot no generation ➤ Non zero positive integer	➤ Enter proper input
Series To	➤ As defined in the earlier sale program	➤ Editable ➤ Non zero positive integer ➤ Modified Value cannot be less than old value	➤ Enter proper input

Click on **Modify** button.

Enter the appropriate details.

Click on the **Submit** button.

- On successful submission, **Auctioneer** displays the message "Do you want to continue?", as shown in the following figure.
- Click on **Yes** to save the changes else click on No button.
- On successful submission, **Auctioneer** displays the message "Changes done successfully, as shown in the following figure.

Note: Record for a Tea Type and Category will be unique and there will be no overlapping between two different records in a series.

Removing Lot No Series Details

- Log on to the **e-Auction Auctioneer** application.

On the menu bar, click **Pre Auction** and then select **Lot No Series**.

- Auctioneer module** displays the **Lot No Series** screen, as shown in the following figure.

Select the appropriate details.

Click on the **Auction Catalog** button.

Auctioneer module displays **Lot No Series** details, based on your search criteria.

A sample entry is shown in the following figure.

- Click on the **Refresh** button.

- Auctioneer module** displays **Lot No Series** as shown in the following figure.

Select the appropriate row from the **Lot No Series** area.

Double click on that row.

- Auctioneer** displays **Lot No Series** details window as shown in the following figure.

Click on **Modify** button.

Select the record to remove by clicking on the row details will be seen as shown in the following figure.

Tea Type	Category	Series from	Series to
Leaf	All	1	4000
Dust	All	5001	7000

Click on the **Remove** button.

Click on the **Submit** button.

6. On successful submission, **Auctioneer** displays the message "Do you want to continue?", as shown in the following figure.
7. Click on **Yes** to save the changes else click on No button.
8. On successful submission, **Auctioneer** displays the message "Changes done successfully, as shown in the following figure.



5. In the "Maintenance View", an Auctioneer is required to enter the package number(s) for which he wants to enter the Short/Sampling information.
6. The "Short and Sample weight" columns will capture:
 - a. The amount by which the package is short of, and
 - b. The amount of sample taken from the package
7. The Short/Sample Qty can't be greater than the Net Wt. of the package
8. The package number should be among the running chest number, as provided in the invoice, only.
9. The Auctioneer will also be able to upload his Sample and Shortage Details. An Upload button will be made available in the List view.

Following Screen will be displayed to Upload Sample & Shortage Details:

The screenshot shows a software window titled "Sample & Shortage Details". The window contains a large empty rectangular area for file selection. Below this area, there is a file type dropdown menu currently set to "Excel File (. XLS)". To the right of the dropdown are four buttons: "Open", "Validate", "Submit", and "Close".

10. An Auctioneer would be allowed to modify the Sample/Short Qty till a day prior to the Auction day.
11. The Data would be available in the Sample & Shortage Details screen till the Seller's Prompt Date or the Date on which the Lot gets knocked / withdrawn, whichever is later.
12. An Auctioneer would be able to modify the package information by pressing the "**Modify**" button
13. An Auctioneer will only be able to modify the three columns (viz. Package Number, Short Qty and Sample Qty) in the "**Maintenance View**" of the Sample Master.
14. The Sample Qty and the Short Excess weight for a lot would automatically be computed by clubbing the data of all the packages.
15. When a lot is reprinted, the old sampling qty will be available to the auctioneer. An Auctioneer would be able to add more packages for sampling.

Warehouse Bills

Viewing Warehouse Bills

Bill Type	Mark	Warehouse	Warehouse Name	Bill Number	Bill Date	Bill Amount
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The Auctioneer can view the warehouse bills by selecting the below filters

Mark – is a drop down containing all the Marks in the System

Warehouse – is a drop with all warehouses in the system

Status – whether the bill is pending or has been accepted

Bill type – whether the charges are warehouse charges or other charges

The grid will show information or data in the below columns

Bill type, Mark, Warehouse, Warehouse name, bill number, bill date, bill amount, TDS rate, TDS amount, net amount, remark, status.

The user has the option to export this data to excel.

Adding a Warehouse Bill

The screenshot shows a software window titled "Warehouse Bill" with a sub-header "Warehouse Bills". Below the header are two tabs: "List" and "Maintenance". The "Maintenance" tab is active. The form contains the following fields:

- Bill Type: A dropdown menu with "Select" as the current value.
- Mark: A dropdown menu with "AANCHAL" as the current value.
- Warehouse: A dropdown menu with "AMBAR" as the current value.
- AMBAR TEA PVT LTD: A text field containing the company name.
- Bill Date: A date dropdown menu with "24/12/2013" as the current value.
- Remark: A large text area for entering notes.
- Bill Number: A text input field.
- Bill Amount: A text input field.
- TDS Rate: A text input field followed by a percentage sign (%).
- TDS Amount: A text input field.
- Net Amount: A text input field.

At the bottom of the form, there are five buttons: "Add", "Modify", "Submit", "Cancel", and "Upload".

1. In the maintenance screen, click on ADD
2. Select the bill type as warehouse charges or other charges.
3. Select the mark and warehouse.
4. Enter the Bill number, Bill amount, TDS rate, TDS Amount, Net Amount.
5. Select the bill date.
6. Enter remarks (if any).
7. Click on submit.
8. The user can modify the warehouse bill data as well as cancel any changes made.
9. The user can also upload the data using an excel file.

Auction

In this chapter, you will learn about:

- Auction Process
- Change Reserve Price
- View Bid Book
- View Market Depth
- View Summary of Tea Sold
- View Market Summary

About Auction

The users of the system, viz., Auction Admin, Auctioneers, Buyers and Manufacturers will be able to view the active Auction session. The Active Auction Catalog will display the session details, the Active Lots Timer or the MBT Timer. The Active Auction Catalog would display all the lots for which buyer can place bids. The Auction will flash all the lots that are active in the current session.

The session process is explained in detail below:

1. Initially for each session there would be a certain time available called as Minimum Bidding Time (MBT) where buyer's can only place bids and none of the lots shall be knocked down during that period. The timer for the MBT shall also be visible on the right top of the screen till the MBT gets over.

After completion of MBT, certain number of lots (as configured by TAO) shall be identified as active, which are highlighted in red color time duration (as configured by TAO).The timer for the active lots shall also be visible instead of MBT Timer.

At the end of the time duration of active lots, those lots shall be knocked down and new set of active lots shall be identified and highlighted.

2. This process shall continue till the end of the session. At the end, all the lots shall be either sold or unsold.

The screenshot displays the 'e-Auction System, Global Tea brokers(GTB), Coimbatore' interface. At the top, it shows 'Welcome Auctioneer' with 'Active Lots: 00:01:15' and 'Session time remaining: 00:23:14'. Below this, session details include 'Season: 2010', 'Sale No: 19', 'Auction Date: 14/05/2010', and 'Session Time: 3:56 PM-4:27 PM'. The main area is divided into several sections:

- Auction Catalog:** A table listing 10 lots (GTB0037 to GTB0047) with columns for LotNo, Type, CategoryCode, Grade, Mark, Pkgs, BasePrice, Buy Share, HBP, and HBid.
- My Catalog (F1):** A table listing 6 lots (GTB0037 to GTB0046) with similar columns to the Auction Catalog.
- Summary of Tea Sold (F5):** A table with columns for Lot No, Mark, Grade, and No. Of Pkgs.
- Active Lots:** A table listing 4 lots (GTB0048 to GTB0044) with columns for Lot No., Mark, Grade, and Highest Bid.
- Market Summary:** A table showing counts for Active (12 lots, 142 Pkgs), Pending (130 lots, 1455 Pkgs), Sold (0 lots, 0 Pkgs), and UnSold (12 lots, 145 Pkgs), with a Total of 154 lots and 1742 Pkgs.

At the bottom, a legend indicates: Green for 'Met Reserve Price', Red for 'Active Lots', and Blue for 'Broadcast'. The system clock shows 4:03:46 PM.

Season

Season describes the year for which the Sale Program is being defined.

Sale No

This feature helps auctioneer to uniquely identify the sale program.

Auction Date

This feature displays the Auction date for a particular sale program.

Session Time

The session time displays the total session time remaining for bidding on the lots that are yet to be knockdown.

MBT (Minimum Bidding Time)

This message gets displayed when minimum bidding time gets over.

MBT Timer

The MBT timer displays the time remaining for the active cycles to start.

Active Lots Timer

The Active Lots Timer displays the time available for bidding on the active lots during the session for a short period.

Changing Reserve Price

If the auctioneer wishes to change the reserve price for any of his lots during the session, the auctioneer can do so by using **Change Reserve Price** window or by editing the RP column in the My Catalog.

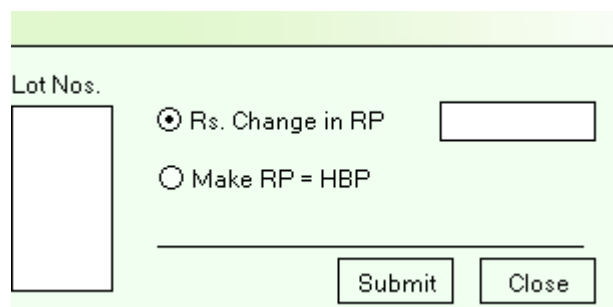
This below section provides a detailed procedure on how to change the reserve price when a live auction session is running.

To change the Reserve Price

1. Select the lot/s from the My Catalog of which reserve price need to be modified.

Click on the **Change Reserve Price** link or press **F7** key.

Auctioneer displays the **Change Reserve Price** pop-up window as shown in the following figure.



Select the required option to change the Reserve Price.

Enter the appropriate value if either of first two options selected.

Click on **Submit**.

On successfully changing the Reserve Price, **Auctioneer** displays the message, **Reserve price changed successfully**, as shown in the following figure.



Reserve Price for a lot can also be modified by editing the RP Column from My Catalog. The RP can be changed either on the upper side or Lower side for the lots which are in "Pending" stage, and for the Active Lots it can be modified only on the Lower side.

The RP can't be changed for the Lots for which the Reserve Price is shown.

The Reserve Price can also be changed by pressing the "RP=HBP" button. This button is present in the My Catalog of the Auctioneer against each lot.

When this button is pressed, the current HBP is set as the Reserve Price for the lot.

Note: Error Messages – Reserve Price cannot be less than Base Price.

Reserve Price should be less than or equal to Auctioneer's Valuation.

Reserve Price cannot be changed once the lot is sold.

Reserve Price cannot be changed once the lot is unsold.

Reserve Price cannot be blank or zero.

Reserve Price cannot be greater than previous reserve price for active lots.

Notifications and Message Area

Most expected messages and notifications:

1. Reserve price changed successfully

E.g.: For Lot no. a10091. New reserve price is 49.50 Rs.

2. Deal confirmation

For Lot No - a10088, Buyer Name - BT, ServerBidNo - 2009021000000031, Deal Price – 99.5 AT - 10/02/2009 9:58:01 AM.

3. Bid confirmation

For Lot No - a10104, Buyer Name - BT, ServerBidNo - 2009021000000039, Bid Price - 50 AT - 10/02/2009 9:59:33 AM.

About Bid Book

In Bid Book, the auctioneer can view the buy share and bid prices placed by the buyers for his lots. Bid Book will display details for a particular Lot Number, Grade, and Mark.

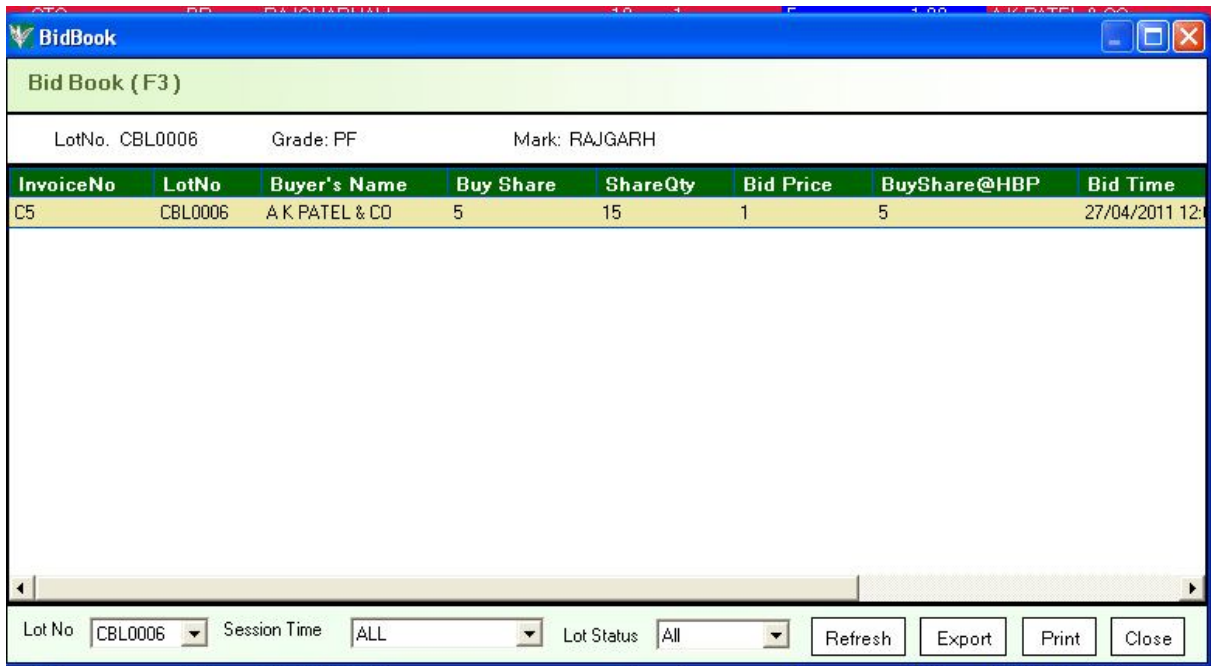
Viewing Bid Book

Bid Book will display the bid details as Invoice No, Lot No, Buy Quantity, Share Qty, Bid Price, Buy Quantity @ HBP, Bid time, Bid Status, Bid status can be options either of Submitted, Confirmed, Cancelled, and Knockdown.

1. Log on to the **e-Auction Auctioneer** application.

On the menu bar, click **Auction** and then select **Bid Book** or **press F3** key, else click [View Bid Book](#) tab on the main screen.

Auctioneer module displays the **Bid Book** screen, as shown in the following figure.

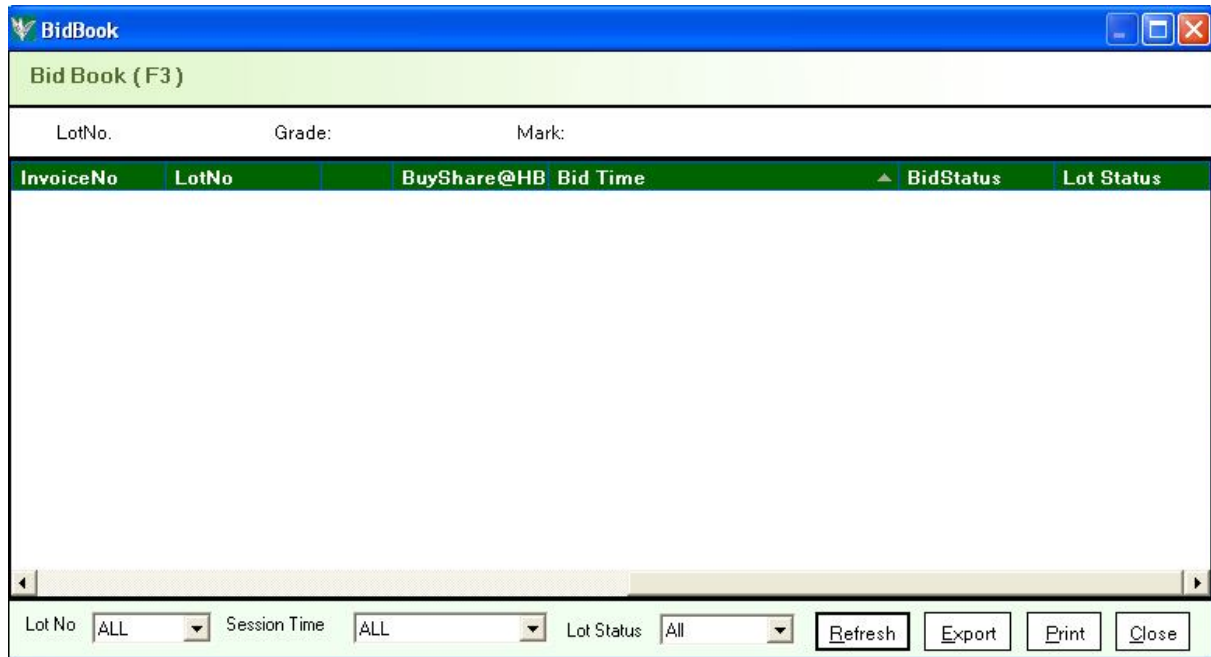


Field	Default Value	Validations	Description
Lot No	➤ ALL	<ul style="list-style-type: none"> ➤ Non Editable ➤ All lot nos. of all the sessions of a sale date 	➤ Select the appropriate lot number from the drop-down list.
Session Time	➤ ALL	<ul style="list-style-type: none"> ➤ Non Editable ➤ All sessions of a sale date 	➤ Select the appropriate session time from the drop-down list.
Lot Status	➤ All	<ul style="list-style-type: none"> ➤ Non Editable 1. Lot Status <ul style="list-style-type: none"> a. Sold b. Unsold c. Pending 	➤ Select the appropriate Lot Status from dropdown list.

Select the appropriate details.

Click on the **Refresh** button.

2. **Auctioneer** displays the bid book details screen as shown in the following figure.



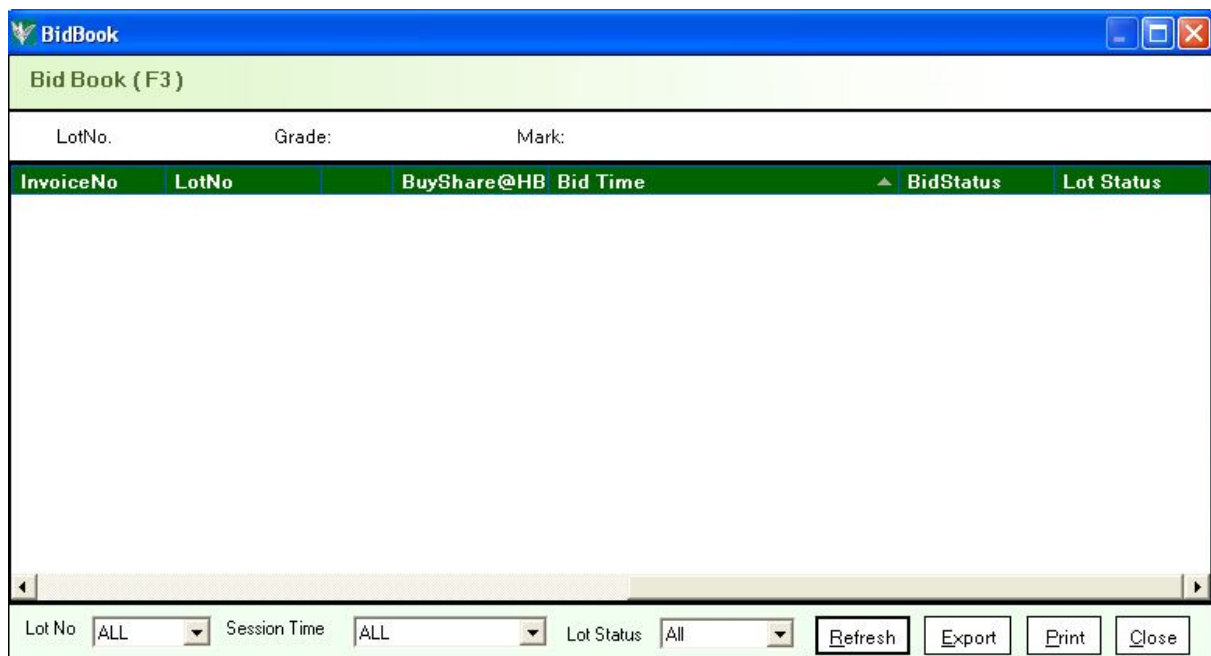
Click the **Close** button to exit from the current screen.

Exporting Bid Book

1. Log on to the **e-Auction Auctioneer** application.

On the menu bar, click **Auction** and then select **Bid Book** or **press F3**, else **click tab** on the main screen.

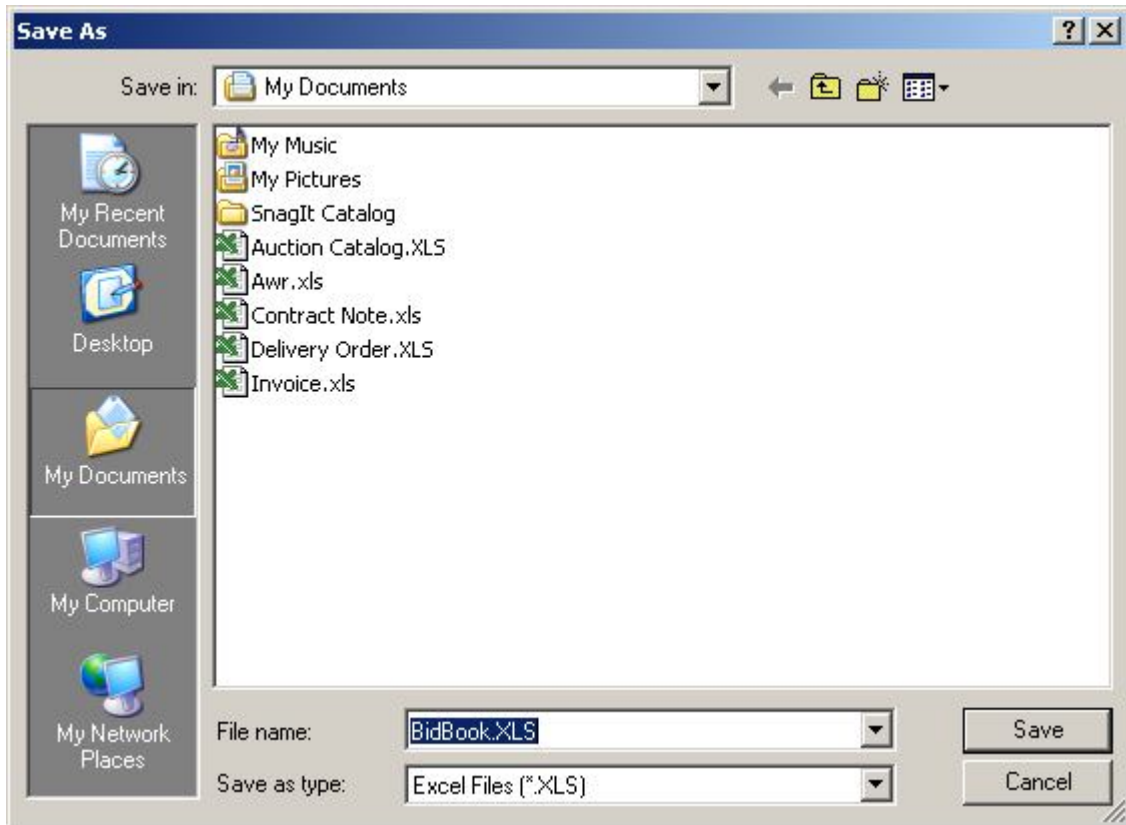
Auctioneer module displays the **Bid Book** screen, as shown in the following figure.



Select the required lot to be exported by double clicking on it.

Click on the **Export** button.

Auctioneer module displays the **Save As** screen as shown in the following figure.



Select the location of your choice from the **Desktop** scroll down bar.

Type the **File** name.

Click on the **Save** button.

Auctioneer module displays the “**Bid Book Exported Successfully**” message as shown in the following figure.



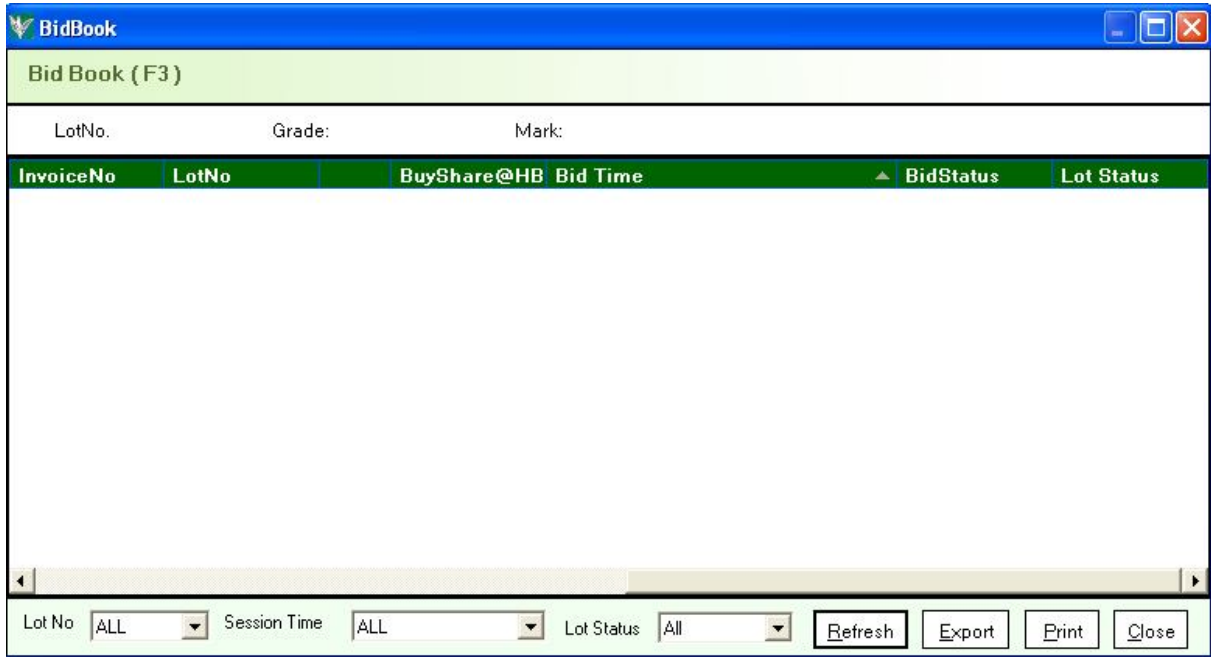
Click the **OK** button to close the message pop up.

Printing Bid Book Details

1. Log on to the **e-Auction Auctioneer** application.

On the menu bar, click **Auction** and then select **Bid Book** or **press F3**, else click **Bid Book** tab on the main screen.

Auctioneer module displays the **Bid Book** screen, as shown in the following figure.



Click the **Print** button to print bid book details.

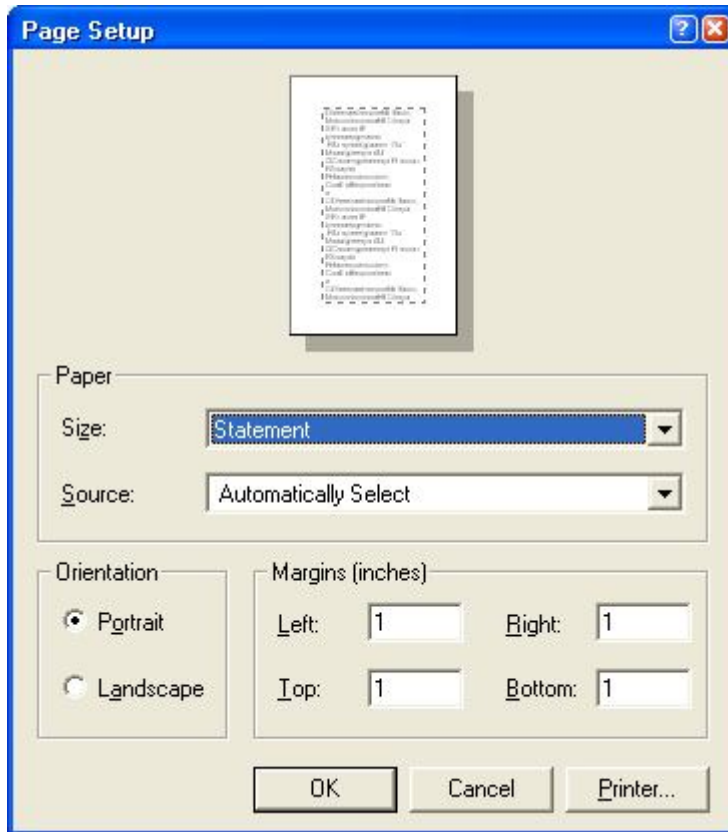
Auctioneer module displays the **Print Options** screen as shown in the following figure.



Select the required columns to print.

Click **OK** button.

Auctioneer module displays the **Page Setup** screen as shown in the following figure.



Setup the Page option as per the requirement, then click **OK** button.

Auctioneer module displays the **Print Preview** screen as shown in the following figure.

Print preview

Kolkata Tea Auction Center

Bid Book

InvoiceNo	LotNo	Grade :	Mark :	Buyer's Name	Buy Share	ShareQty	Bid Price	BuyShare@HBP	Bid Time	BidStatus
1	a10025	bo			10	0	50	0	10/02/2009 9:50:45 AM	Knockdown
1	a10024	bo			10	0	50	0	10/02/2009 9:50:46 AM	Knockdown
1	a10023	bo			10	0	50	0	10/02/2009 9:50:47 AM	Knockdown
1	a10022	bo			10	0	50	0	10/02/2009 9:50:47 AM	Knockdown
1	a10021	bo			10	0	50	0	10/02/2009 9:50:48 AM	Knockdown
1	a10020	bo			10	0	50	0	10/02/2009 9:50:49 AM	Knockdown
1	a10019	bo			10	0	50	0	10/02/2009 9:50:50 AM	Knockdown
1	a10018	bo			10	0	50	0	10/02/2009 9:50:51 AM	Knockdown
1	a10017	bo			10	0	50	0	10/02/2009 9:50:51 AM	Knockdown
1	a10016	bo			10	0	50	0	10/02/2009 9:50:52 AM	Knockdown
1	a10015	bo			10	0	50	0	10/02/2009 9:50:53 AM	Knockdown
1	a10014	bo			10	0	50	0	10/02/2009 9:52:00 AM	Cancelled
1	a10013	bo			10	0	50	0	10/02/2009 9:52:00 AM	Cancelled
1	a10012	bo			10	0	50	0	10/02/2009 9:50:56 AM	Knockdown
1	a10011	bo			10	0	50	0	10/02/2009 9:50:57 AM	Knockdown
1	a10010	bo			10	0	50	0	10/02/2009 9:50:59 AM	Knockdown
1	a10009	bo			10	0	50	0	10/02/2009 9:51:00 AM	Knockdown
1	a10008	bo			10	0	50	0	10/02/2009 9:51:01 AM	Knockdown
1	a10007	bo			10	0	50	0	10/02/2009 9:51:03 AM	Knockdown
1	a10006	bo			10	0	50	0	10/02/2009 9:51:13 AM	Knockdown
1	a10005	bo			10	0	50	0	10/02/2009 9:51:14 AM	Knockdown
1	a10004	bo			10	0	50	0	10/02/2009 9:51:15 AM	Knockdown
1	a10003	bo			10	0	50	0	10/02/2009 9:51:16 AM	Knockdown
1	a10002	bo			10	0	50	0	10/02/2009 9:51:19 AM	Knockdown
1	a10001	bo			10	0	40	0	10/02/2009 9:52:00 AM	Cancelled
3	a10092	bt			10	0	40	0	10/02/2009 9:56:37 AM	Cancelled

The session is running

<< 11:09:10 AM

Click the **Print** icon to print the bid book Details.

Market Depth

About Market Depth

The **Market Depth** displays the bid price and the corresponding aggregated buying shares of top 10 buyers for that lot. Market depth gets updated as and when bids are updated or fresh bids are received.

To view Market Depth

1. Log on to e-Auction Auctioneer application.

Auctioneer module displays the **Auction Catalog** screen as shown in the following figure.

The screenshot shows the 'e-Auction System, Global Tea brokers(GTB), Coimbatore' interface. The top navigation bar includes 'Pre-Auction', 'Auction', 'Post Auction', 'Reports', 'Miscellaneous', 'Help', 'Exit', and 'Window'. The main header displays 'Welcome Auctioneer', 'Active Lots: 00:01:20', 'Session time remaining: 00:19:20', and 'Bid Book'. Below this, it shows 'Season: 2010', 'Sale No: 19', 'Auction Date: 14/05/2010', and 'Session Time: 3:56 PM-4:27 PM'.

The **Auction Catalog** table lists various lots with columns: CategoryCode, Grade, Mark, Pkgs, BasePrice, Buy Share, HBP, HBidder, LSP, and Status. The **My Catalog (F1)** table shows columns: Buy, HBP, HBidder, RP, HBP-RP, AuctValuation, LSP, Status, Modif, and RP=HBP. The **Market Summary** table provides an overview of the auction status:

	No. of Lots	Pkgs
Active	12	160
Pending	106	1144
Sold	0	0
UnSold	36	438
Total	154	1742

A status message at the bottom indicates: 'Reserve price changed successfully for Lotno. GTB0017. New reserve price is 45.00 Rs. Modified By - GTB'. The system clock shows 4:07:40 PM.

Select a lot and Press **F6** button on keyboard to view **Market Depth** details.

Auctioneer module displays the **Market Depth** screen as shown in the following figure.

Market Summary			
	No. of Lots	Pkgs	Kgs
Active	14	189	5911
Pending	12	124	3949
Sold	2	20	420
UnSold	320	3888	134271
Total	348	4221	144551
Avg.Price	150.25		

Field	Description
Active	➤ Displays the number of active lots, pkgs., & Kgs.
Pending	➤ Displays the number of pending lots, pkgs., & Kgs.
Sold	➤ Displays the number of sold lots, pkgs., & Kgs.
Unsold	➤ Displays the number of unsold lots, pkgs., & Kgs.
Total	➤ Displays the total number of lots, pkgs., & Kgs.
AVG Price	➤ Displays the weighted average price of sold lots.
Successful Bidders	➤ Displays the number of successful bidders.

Note: Avg. Price is calculated as (SUM of (No. of Kgs Sold * Deal Price) / SUM of No. of Kgs Sold).

Column Configuration

About Auction Catalog Column Configuration

The **Column Configuration** option allows you to configure the columns of the Auction Catalog as per own requirement.

To work with Auction Catalog column configuration

1. Log on to e-Auction Auctioneer application.

Auctioneer module displays the **Auction Catalog** screen as shown in the following figure.

e-Auction System, Global Tea brokers(GTB), Coimbatore

Pre-Auction Auction Post Auction Reports Miscellaneous Help Exit Window

Welcome Auctioneer Active Lots: 00:01:20 Session time remaining: 00:19:20 Bid Book

Season: 2010 Sale No: 19 Auction Date: 14/05/2010 Session Time: 3:56 PM-4:27 PM

CategoryCode	Grade	Mark	Pkgs	BasePrice	Buy Share	HBP	HBidder	LSP	Status
CTC	BOP	CHE...	10	45	10	45.00		52.00 - 52.00	Active
CTC	BOPS	CHE...	10	45	10	45.00		52.00 - 52.00	Active
CTC	BOPS	CHE...	10	45	10	45.00		52.00 - 52.00	Active
CTC	BP	CHE...	15	45	15	45.00		.00 - .00	Active
CTC	BP	CHE...	15	45	15	45.00		.00 - .00	Active
CTC	BP	CHE...	15	45	15	45.00		.00 - .00	Active
CTC	BPS	CHE...	15	45	0	0		52.00 - 52.00	Active
CTC	BPS	CHE...	15	45	0	0		52.00 - 52.00	Active
CTC	BPS	CHE...	15	45	0	0		52.00 - 52.00	Active
CTC	BPSM	CHE...	10	45	0	0		52.00 - 52.00	Active
CTC	BPSM	CHE...	15	45	0	0		52.00 - 52.00	Active

Lot No	Mark	Grade	No. Of Pkgs.
GTB0024	CHERAMB...	BOPF	
GTB0023	CHERAMB...	BPSM	
GTB0022	CHERAMB...	BPSM	
GTB0021	CHERAMB...	BPS	
GTB0020	CHERAMB...	BPS	

Buy	HBP	HBidder	RP	HBP-RP	AuctValuation	LSP	Status	Modif	RP=HBP
10	45.00		45	0.00	65	52.00 - 52.00	Active	GTB	RP=HBP
10	45.00		45	0.00	65	52.00 - 52.00	Active	GTB	RP=HBP
10	45.00		55	-10.00	65	52.00 - 52.00	Active	GTB	RP=HBP
15	45.00		45	0.00	65	.00 - .00	Active	GTB	RP=HBP
15	45.00		45	0.00	65	.00 - .00	Active	GTB	RP=HBP
15	45.00		55	-10.00	65	.00 - .00	Active	GTB	RP=HBP
0	0		55		65	52.00 - 52.00	Active	GTB	RP=HBP
0	0		55		65	52.00 - 52.00	Active	GTB	RP=HBP
0	0		55		65	52.00 - 52.00	Active	GTB	RP=HBP
0	0		55		65	52.00 - 52.00	Active	GTB	RP=HBP
0	0		55		65	52.00 - 52.00	Active	GTB	RP=HBP

	No. of Lots	Pkgs
Active	12	160
Pending	106	1144
Sold	0	0
UnSold	36	438
Total	154	1742

Reserve price changed successfully for Lotno. GTB0017. New reserve price is 45.00 Rs. Modified By - GTB

4:07:40 PM

Select a column and then click **Right Hand** side button of the mouse. **Auctioneer module** displays the screen as shown in the following figure.

e-Auction System, Global Tea brokers(GTB), Coimbatore

Pre-Auction Auction Post Auction Reports Miscellaneous Help Exit Window

Welcome Auctioneer Active Lots: 00:01:41 Session time remaining: 00:17:41 Bid Book

Season: 2010 Sale No: 19 Auction Date: 14/05/2010 Session Time: 3:56 PM-4:27 PM

CategoryCode	Grade	Mark	Pkgs	BasePrice	Buy Share	HBP	HBidder	LSP	Status
CTC	BOPL	HIRI...	8	45	0	0		54.00 - 54.00	Active
CTC	BOP	HIRI...	8	45	0	0		57.00 - 57.00	Active
CTC	BP	HIRI...	12	45	0	0		53.00 - 53.00	Active
CTC	BOPF	HIRI...	11	45	0	0		.00 - .00	Active
CTC	BOPL	MOT...	12	45	0	0		.00 - .00	Active
CTC	BOP	MOT...	10	45	0	0		.00 - .00	Active
CTC	BP	MOT...	18	45	0	0		.00 - .00	Active
CTC	BOPF	MOT...	14	45	0	0		.00 - .00	Active
CTC	BOPF	MOT...	14	45	0	0		.00 - .00	Active
CTC	BOP	CHE...	10	45	0	0		52.00 - 52.00	Active
CTC	BOP	CHE...	10	45	10	45.00	A.M.S.T...	52.00 - 52.00	Sold

Lot No	Mark	Grade	No. Of Pkgs.
GTB0013	CHERAM...	BOP	10
GTB0014	CHERAM...	BOPS	10
GTB0016	CHERAM...	BP	15
GTB0017	CHERAM...	BP	15

Buy	HBP	HBidder	RP	HBP-RP	AuctValuation	LSP	Status	Modif	RP=HBP
0	0		55		65	.00 - .00	Active	GTB	RP=HBP
0	0		55		65	.00 - .00	Active	GTB	RP=HBP
0	0		55		65	.00 - .00	Active	GTB	RP=HBP
0	0		55		65	.00 - .00	Active	GTB	RP=HBP
0	0		55		65	.00 - .00	Active	GTB	RP=HBP
0	0		55		65	.00 - .00	Active	GTB	RP=HBP
0	0		55		65	.00 - .00	Active	GTB	RP=HBP
0	0		55		65	.00 - .00	Active	GTB	RP=HBP
10	45.00	A.M.S. Te...	45	0.00	65	52.00 - 52.00	Sold	GTB	RP=HBP
10	45.00	A.M.S. Te...	45	0.00	65	52.00 - 52.00	Sold	GTB	RP=HBP
10	45.00		55	-10.00	65	52.00 - 52.00	Unsold	GTB	RP=HBP

	No. of Lots	Pkgs
Active	12	129
Pending	94	1015
Sold	4	50
UnSold	44	548
Total	154	1742

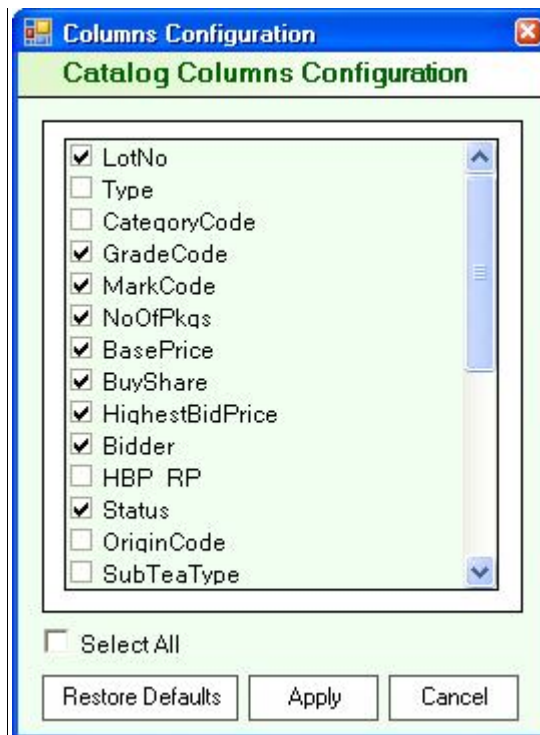
Reserve price changed successfully for Lotno. GTB0017. New reserve price is 45.00 Rs. Modified By - GTB

4:09:19 PM

Click **Remove** option to remove a particular column from the list.

Click **Add/Remove** button to add columns.

Auctioneer module displays the screen as shown in the following figure.



Click on the required **Column Name Check Box** to add it to the columns.

Click on **Restore Defaults** button, if you want set default columns.

Click **Apply** button.

All the columns added shall be visible on the auction catalog screen

Click **Cancel** button to exit from the current screen.

About My Catalog Column Configuration

The **Column Configuration** option allows you to configure the column parameters of the Auction Catalog as per auctioneer requirement.

To work with My Catalog column configuration

1. Log on to e-Auction Auctioneer application.

Auctioneer module displays the Auction Catalog screen.

Select a column and then click **Right Hand** side button of the mouse.

Auctioneer module displays the screen as shown in the following figure.

e-Auction System, Global Tea brokers(GTB), Coimbatore

Welcome Auctioneer Active Lots : 00:01:25 Session time remaining : 00:17:25 Bid Book

Season : 2010 Sale No : 19 Auction Date : 14/05/2010 Session Time : 3:56 PM-4:27 PM

CategoryCode	Grade	Mark	Pkgs	BasePrice	Buy Share	HBP	HBidder	LSP	Status
CTC	BOPL	HIRI...	8	45	0	0		54.00 - 54.00	Active
CTC	BOP	HIRI...	8	45	0	0		57.00 - 57.00	Active
CTC	BP	HIRI...	12	45	0	0		53.00 - 53.00	Active
CTC	BOPF	HIRI...	11	45	0	0		.00 - .00	Active
CTC	BOPL	MOT...	12	45	0	0		.00 - .00	Active
CTC	BOP	MOT...	10	45	0	0		.00 - .00	Active
CTC	BP	MOT...	18	45	0	0		.00 - .00	Active
CTC	BOPF	MOT...	14	45	0	0		.00 - .00	Active
CTC	BOPF	MOT...	14	45	0	0		.00 - .00	Active
CTC	BOP	CHE...	10	45	0	0		52.00 - 52.00	Active
CTC	BOP	CHE...	10	45	10	45.00	A.M.S. T...	52.00 - 52.00	Sold

Summary of Tea Sold (F5)

Lot No	Mark	Grade	No.Of Pkgs.
GTB0013	CHERAM...	BOP	10
GTB0014	CHERAM...	BOPS	10
GTB0016	CHERAM...	BP	15
GTB0017	CHERAM...	BP	15

Active Lots

Lot No.	Mark	Grade	Highest Bid
GTB0012	CHERAMB...	BOP	
GTB0011	MOTHER L...	BOPF	
GTB0010	MOTHER L...	BOPF	
GTB0009	MOTHER L...	BP	
GTB0008	MOTHER L...	BOP	

Market Summary

	No. of Lots	Pkgs
Active	12	129
Pending	94	1015
Sold	4	50
UnSold	44	548
Total	154	1742

Reserve price changed successfully for Lotno. GTB0017. New reserve price is 45.00 Rs. Modified By - GTB

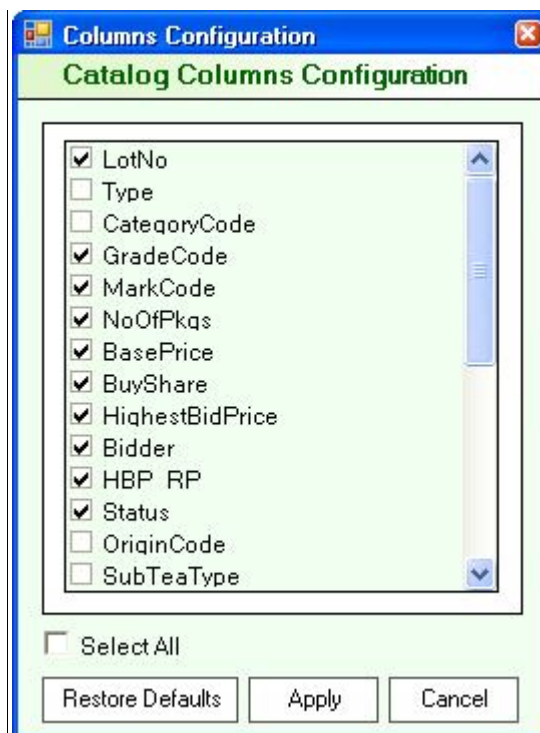
Met Reserve Price - Active Lots - Broadcast

4:09:34 PM

Click **Remove** option to remove a particular column from the list.

Click **Add/Remove** button to add columns.

Auctioneer module displays the screen as shown in the following figure.



Click on the required **Column Name Check Box** to add it to the columns.

Click on **Restore Defaults** button, if you want set default columns.

Click **Apply** button.

All the columns added shall be visible on the auction catalog screen.

Click **Cancel** button to exit from the current screen.

Color Indicators

The Buyer module contains several colors to indicate various states of lots during the auction.

These colors are signified as follows:

1. RED: The lots with Red background are **Active Lots**. These lots would be either sold or unsold at the end of the Active Lots Cycle.
A screen shot depicting the above is attached below:

e-Auction System, Global Tea brokers(GTB), Coimbatore

Pre-Auction Auction Post Auction Reports Miscellaneous Help Exit Window

Welcome Auctioneer Active Lots : 00:01:42 Session time remaining : 00:15:42 Bid Book

Season : 2010 Sale No : 19 Auction Date : 14/05/2010 Session Time : 3:56 PM-4:27 PM

My Catalog (F1) Change Reserve Price [F7]

LotNo	Grade	Mark	Pkgs	BasePrice	Buy Share	HBP	HBidder	RP	HBP-RP	AuctValuation	LSP	Status	Modif	RP=HBP
GTB0114	BPSM	HIRIB...	11	45	0	0		55	65	.00-.00	.00-.00	Active	GTB	RP=HBP
GTB0115	BP	CHER...	15	45	0	0		55	65	.00-.00	.00-.00	Active	GTB	RP=HBP
GTB0116	BP	CHER...	15	45	0	0		55	65	.00-.00	.00-.00	Active	GTB	RP=HBP
GTB0117	BP	CHER...	15	45	0	0		55	65	.00-.00	.00-.00	Active	GTB	RP=HBP
GTB0118	BP	CHER...	15	45	0	0		55	65	.00-.00	.00-.00	Active	GTB	RP=HBP
GTB0119	BP	CHER...	10	45	0	0		55	65	.00-.00	.00-.00	Active	GTB	RP=HBP
GTB0120	BP	CHER...	15	45	0	0		55	65	.00-.00	.00-.00	Active	GTB	RP=HBP
GTB0001	PEKOE	HIRIB...	7	45	0	0		55	65	.00-.00	.00-.00	Unsold	GTB	RP=HBP
GTB0002	SBOP	HIRIB...	5	45	0	0		55	65	.00-.00	.00-.00	Unsold	GTB	RP=HBP
GTB0003	BOPL	HIRIB...	8	45	0	0		55	65	54.00-54.00		Unsold	GTB	RP=HBP
GTB0004	BOP	HIRIB...	8	45	0	0		55	65	57.00-57.00		Unsold	GTB	RP=HBP
GTB0005	BP	HIRIB...	12	45	0	0		55	65	53.00-53.00		Unsold	GTB	RP=HBP
GTB0006	BOPF	HIRIB...	11	45	0	0		55	65	.00-.00	.00-.00	Unsold	GTB	RP=HBP
GTB0007	BOPL	MOT...	12	45	0	0		55	65	.00-.00	.00-.00	Unsold	GTB	RP=HBP
GTB0008	BOP	MOT...	10	45	0	0		55	65	.00-.00	.00-.00	Unsold	GTB	RP=HBP
GTB0009	BP	MOT...	18	45	0	0		55	65	.00-.00	.00-.00	Unsold	GTB	RP=HBP
GTB0010	BOPF	MOT...	14	45	0	0		55	65	.00-.00	.00-.00	Unsold	GTB	RP=HBP
GTB0011	BOPF	MOT...	14	45	0	0		55	65	.00-.00	.00-.00	Unsold	GTB	RP=HBP
GTB0012	BOP	CHER...	10	45	0	0		55	65	52.00-52.00		Unsold	GTB	RP=HBP
GTB0013	BOP	CHER...	10	45	10	45.00	A.M.S. Tea Traders	45	0.00	65	52.00-52.00	Sold	GTB	RP=HBP
GTB0014	BOPS	CHER...	10	45	10	45.00	A.M.S. Tea Traders	45	0.00	65	52.00-52.00	Sold	GTB	RP=HBP
GTB0015	BOPS	CHER...	10	45	10	45.00		55	-10.00	65	52.00-52.00	Unsold	GTB	RP=HBP
GTB0016	BP	CHER...	15	45	15	45.00	A.M.S. Tea Traders	45	0.00	65	.00-.00	Sold	GTB	RP=HBP
GTB0017	BP	CHER...	15	45	15	45.00	A.M.S. Tea Traders	45	0.00	65	.00-.00	Sold	GTB	RP=HBP
GTB0018	BP	CHER...	15	45	15	45.00		55	-10.00	65	.00-.00	Unsold	GTB	RP=HBP

Reserve price changed successfully for Lotno. GTB0017. New reserve price is 45.00 Rs. Modified By - GTB

- Met Reserve Price - Active Lots - Broadcast

<< 4:11:17 PM

2. BLUE: The Lots having the broadcast (BQ and HBP) in Blue color indicates that the lot contains bids and the Buyer is not the highest bidder for that lot. An example of the above is shown below:

e-Auction System, Global Tea brokers(GTB), Coimbatore

Pre-Auction Auction Post Auction Reports Miscellaneous Help Exit Window

Welcome Auctioneer Active Lots : 00:00:51 Session time remaining : 00:14:51 Bid Book

Season : 2010 Sale No : 19 Auction Date : 14/05/2010 Session Time : 3:56 PM-4:27 PM

My Catalog (F1) Change Reserve Price [F7]

LotNo	Grade	Mark	Pkgs	BasePrice	Buy Share	HBP	HBidder	RP	HBP-RP	AuctValuation	LSP	Status	Modif	RP-HBP
GTB0109	BOPF	STAR...	9	45	9	45.00		55	-10.00	65	.00-.00	Active	GTB	RP=HBP
GTB0110	BOPF	STAR...	9	45	9	45.00		55	-10.00	65	.00-.00	Active	GTB	RP=HBP
GTB0111	PEKDE	HIRIB...	8	45	8	45.00		55	-10.00	65	.00-.00	Active	GTB	RP=HBP
GTB0112	BOP	HIRIB...	10	45	0	0		55		65	57.00-57.00	Active	GTB	RP=HBP
GTB0113	BOPS	HIRIB...	9	45	0	0		55		65	.00-.00	Active	GTB	RP=HBP
GTB0114	BPSM	HIRIB...	11	45	0	0		55		65	.00-.00	Active	GTB	RP=HBP
GTB0115	BP	CHER...	15	45	0	0		55		65	.00-.00	Active	GTB	RP=HBP
GTB0116	BP	CHER...	15	45	0	0		55		65	.00-.00	Active	GTB	RP=HBP
GTB0117	BP	CHER...	15	45	0	0		55		65	.00-.00	Active	GTB	RP=HBP
GTB0118	BP	CHER...	15	45	0	0		55		65	.00-.00	Active	GTB	RP=HBP
GTB0119	BP	CHER...	10	45	0	0		55		65	.00-.00	Active	GTB	RP=HBP
GTB0120	BP	CHER...	15	45	0	0		55		65	.00-.00	Active	GTB	RP=HBP
GTB0001	PEKDE	HIRIB...	7	45	0	0		55		65	.00-.00	Unsold	GTB	RP=HBP
GTB0002	SBOP	HIRIB...	5	45	0	0		55		65	.00-.00	Unsold	GTB	RP=HBP
GTB0003	BOPL	HIRIB...	8	45	0	0		55		65	54.00-54.00	Unsold	GTB	RP=HBP
GTB0004	BOP	HIRIB...	8	45	0	0		55		65	57.00-57.00	Unsold	GTB	RP=HBP
GTB0005	BP	HIRIB...	12	45	0	0		55		65	53.00-53.00	Unsold	GTB	RP=HBP
GTB0006	BOPF	HIRIB...	11	45	0	0		55		65	.00-.00	Unsold	GTB	RP=HBP
GTB0007	BOPL	MOT...	12	45	0	0		55		65	.00-.00	Unsold	GTB	RP=HBP
GTB0008	BOP	MDT...	10	45	0	0		55		65	.00-.00	Unsold	GTB	RP=HBP
GTB0009	BP	MOT...	18	45	0	0		55		65	.00-.00	Unsold	GTB	RP=HBP
GTB0010	BOPF	MDT...	14	45	0	0		55		65	.00-.00	Unsold	GTB	RP=HBP
GTB0011	BOPF	MOT...	14	45	0	0		55		65	.00-.00	Unsold	GTB	RP=HBP
GTB0012	BOP	CHER...	10	45	0	0		55		65	52.00-52.00	Unsold	GTB	RP=HBP
GTB0013	BOP	CHER...	10	45	10	45.00	A.M.S. Tea Traders	45	0.00	65	52.00-52.00	Sold	GTB	RP=HBP

Reserve price changed successfully for Lotno. GTB0017. New reserve price is 45.00 Rs. Modified By - GTB

- Met Reserve Price - Active Lots - Broadcast

<< 4:12:08 PM

3. TURQUOISE: The Lots having the Status column highlighted in the Turquoise color indicates that the Lot has met or exceeded the Reserve Price and will be sold after the Active Cycle gets over. This indicator is visible only for the Active Lots. An example of the above is depicted below in the Screenshot:

e-Auction System, Global Tea brokers(GTB), Coimbatore

Pre-Auction Auction Post Auction Reports Miscellaneous Help Exit Window

Welcome Auctioneer Active Lots : 00:00:22 Session time remaining : 00:14:22 Bid Book

Season : 2010 Sale No : 19 Auction Date : 14/05/2010 Session Time : 3:56 PM-4:27 PM

My Catalog (F1) [Change Reserve Price \(F7\)](#)

LotNo	Grade	Mark	Pkgs	BasePrice	Buy Share	HBP	HBidder	RP	HBP-RP	AuctValuation	LSP	Status	Modif	RP=HBP
GTB0109	BOPF	STAR...	9	45	9	45.00		45	0.00	65	.00-.00	Active	GTB	RP=HBP
GTB0110	BOPF	STAR...	9	45	9	45.00		55	-10.00	65	.00-.00	Active	GTB	RP=HBP
GTB0111	PEKOE	HIRIB...	8	45	8	45.00		45.00	0.00	65	.00-.00	Active	GTB	RP=HBP
GTB0112	BOP	HIRIB...	10	45	0	0		55		65	57.00-57.00	Active	GTB	RP=HBP
GTB0113	BOPS	HIRIB...	9	45	0	0		55		65	.00-.00	Active	GTB	RP=HBP
GTB0114	BPSM	HIRIB...	11	45	0	0		55		65	.00-.00	Active	GTB	RP=HBP
GTB0115	BP	CHER...	15	45	0	0		55		65	.00-.00	Active	GTB	RP=HBP
GTB0116	BP	CHER...	15	45	0	0		55		65	.00-.00	Active	GTB	RP=HBP
GTB0117	BP	CHER...	15	45	0	0		55		65	.00-.00	Active	GTB	RP=HBP
GTB0118	BP	CHER...	15	45	0	0		55		65	.00-.00	Active	GTB	RP=HBP
GTB0119	BP	CHER...	10	45	0	0		55		65	.00-.00	Active	GTB	RP=HBP
GTB0120	BP	CHER...	15	45	0	0		55		65	.00-.00	Active	GTB	RP=HBP
GTB0001	PEKOE	HIRIB...	7	45	0	0		55		65	.00-.00	Unsold	GTB	RP=HBP
GTB0002	SBOP	HIRIB...	5	45	0	0		55		65	.00-.00	Unsold	GTB	RP=HBP
GTB0003	BOPL	HIRIB...	8	45	0	0		55		65	54.00-54.00	Unsold	GTB	RP=HBP
GTB0004	BOP	HIRIB...	8	45	0	0		55		65	57.00-57.00	Unsold	GTB	RP=HBP
GTB0005	BP	HIRIB...	12	45	0	0		55		65	53.00-53.00	Unsold	GTB	RP=HBP
GTB0006	BOPF	HIRIB...	11	45	0	0		55		65	.00-.00	Unsold	GTB	RP=HBP
GTB0007	BOPL	MOT...	12	45	0	0		55		65	.00-.00	Unsold	GTB	RP=HBP
GTB0008	BOP	MOT...	10	45	0	0		55		65	.00-.00	Unsold	GTB	RP=HBP
GTB0009	BP	MOT...	18	45	0	0		55		65	.00-.00	Unsold	GTB	RP=HBP
GTB0010	BOPF	MOT...	14	45	0	0		55		65	.00-.00	Unsold	GTB	RP=HBP
GTB0011	BOPF	MOT...	14	45	0	0		55		65	.00-.00	Unsold	GTB	RP=HBP
GTB0012	BOP	CHER...	10	45	0	0		55		65	52.00-52.00	Unsold	GTB	RP=HBP
GTB0013	BOP	CHER...	10	45	10	45.00	A.M.S. Tea Traders	45	0.00	65	52.00-52.00	Sold	GTB	RP=HBP

Reserve price changed successfully for Lotno. GTB0111. New reserve price is 45.00 Rs. Modified By - GTB

■ - Met Reserve Price
 ■ - Active Lots
 ■ - Broadcast

<< 4:12:38 PM

4. The legend is also placed in the Buyer's Module at the bottom of the screen. The screen shot is as attached below:

■ - Met Reserve Price
 ■ - Active Lots
 ■ - Broadcast

<< 11:19:59 AM

Post Auction

In this chapter, you will learn about the following reports:

- Deal Book
- Contract Notes
- Delivery Order
- Account sale
- Unsold Lots
- Bid History

Overview

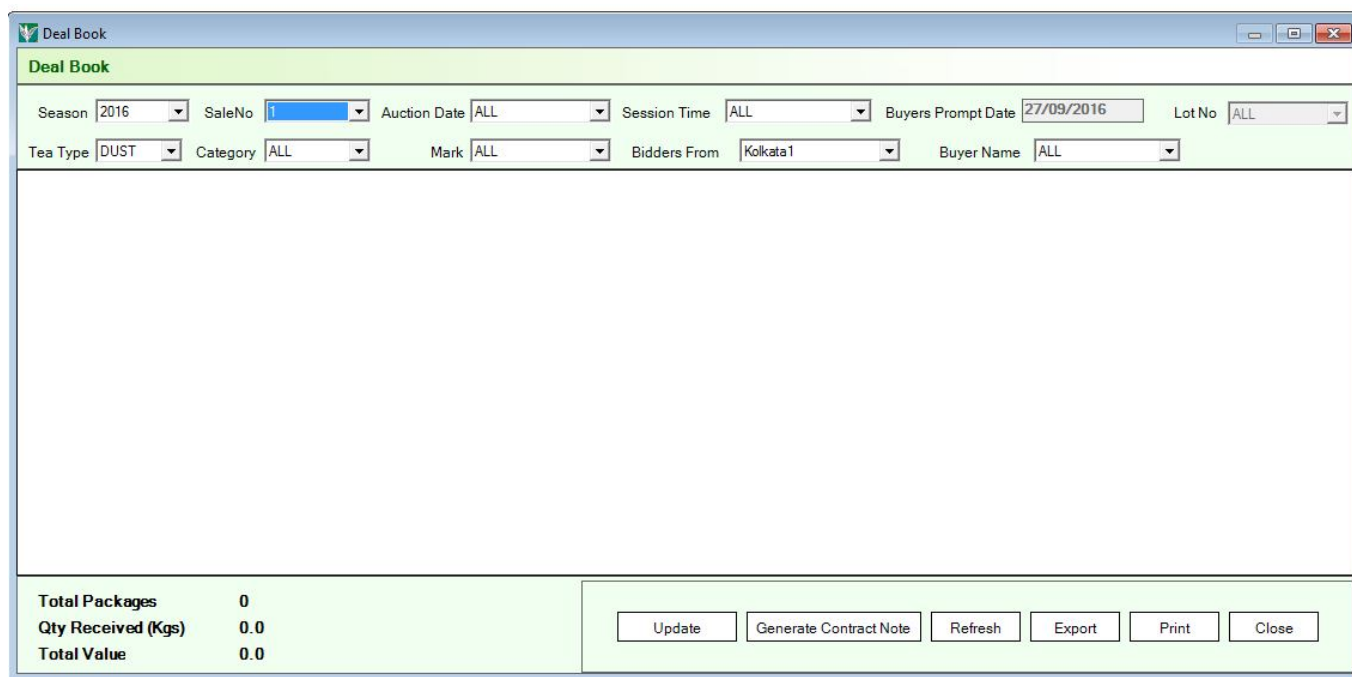
The post-auction process comprises of the activities that are performed on and / or after the date of auction. These activities are related to the delivery process.

Deal Book

The auctioneer will be able to view the deals generated for his lots. In Deal Book, auctioneer can view the deals confirmed in favour of a particular buyer. The Auctioneer can generate Contract Notes from the Deal Book either for all the records or for selective one.

Viewing Deal Book Details

1. Log on to the **e-Auction Auctioneer** application.
On the menu bar, click **Post Auction** and then select **Deal Book** or press **Ctrl+D** key.
2. **Auctioneer module** displays the **Deal Book** screen, as shown in the following figure.



Field	Default Value	Description
Season	➤ Current Year	➤ Select the appropriate season from the drop down box.
Sale No	➤ Running or a sale program which completed yesterday	➤ Select the appropriate Sale Number from the drop down box.
Tea Type	➤ As per the sale program defined by TAO	➤ Select the appropriate tea type from the drop-down list. ➤ Options viz. Leaf, Dust.
Category	➤ CTC	➤ Select the appropriate category from the drop-down list. ➤ Options viz. CTC, Orthodox, Darjeeling, Oolong, Green.
Auction Date	➤ First Sale Date of a Sale Program	➤ Select the appropriate date of auction from the drop down box.
Session Time	➤ ALL	➤ Select the appropriate session

Field	Default Value	Description
		time from the drop-down list. ➤ All the sessions defined on the selected sale date along with option, ALL will be available for selection.
Mark	➤ ALL	➤ Select the appropriate mark from the drop-down list. ➤ All the marks defined by TAO along with option ALL will be available for selection.
Buyer Name	➤ ALL	➤ Select the appropriate buyer name from the drop-down list. ➤ All the buyer names defined by TAO along with option ALL will be available for selection.
Buyers Prompt Date	➤ Date corresponding to the Sale Date	➤ Displays the buyers prompt date.
Lot No	➤ ALL	➤ Select the appropriate lot number from the drop-down list. ➤ The entire lot nos. offered in all of the sessions defined for the auctioneer along with option ALL will be available for selection.
Bidders from	➤ Logged in auction centre	➤ Select the appropriate auction centre from where the buyer has bid in the centre

3. Select the appropriate details.
4. Click on the **Refresh** button.
5. **Auctioneer module** displays the Deal Book screen as shown in the following figure. Deal Book will also display Total Packages, Quantity Received(Kgs) & Total Value as shown below.

Deal Book

Season: 2016 SaleNo: 1 Auction Date: ALL Session Time: ALL Buyers Prompt Date: 27/09/2016 Lot No: ALL

Tea Type: DUST Category: ALL Mark: ALL Bidders From: Kolkata1 Buyer Name: ALL

LotNo	Mark	Grade	QtyReceived	InvoiceNo	Buyer Chestage Allowance	VAT Deposit	DealPrice	DealNo	DealTime	BuyerName	TotalPackages	Total GrossWt (Kgs)	SampleQty()
ABL0041	VK1	FP	5000	163	0.00	0.00	50	15223779	06/09/2016 6:12:00 PM	Viral Buyer Kolkata 1	10	5100	0
ABL0042	VK1	FP	5000	164	0.00	0.00	50	15223778	06/09/2016 6:12:00 PM	Viral Buyer Kolkata 1	10	5100	0
ABL0043	VK2	FP	5000	165	0.00	0.00	50	15223777	06/09/2016 6:12:00 PM	Viral Buyer Kolkata 1	10	5100	0
ABL0044	VK2	FP	5000	166	0.00	0.00	50	15223776	06/09/2016 6:12:00 PM	Viral Buyer Kolkata 1	10	5100	0
ABL0045	VK1	FP	5000	167	0.00	0.00	50	15223775	06/09/2016 6:12:00 PM	Viral Buyer Kolkata 1	10	5100	0
ABL0046	VK1	FP	5000	168	0.00	0.00	50	15223774	06/09/2016 6:11:00 PM	Viral Buyer Kolkata 1	10	5100	0
ABL0047	VK2	FP	5000	169	0.00	0.00	50	15223773	06/09/2016 6:11:00 PM	Viral Buyer Kolkata 1	10	5100	0
ABL0048	VK2	FP	5000	170	0.00	0.00	50	15223772	06/09/2016 6:11:00 PM	Viral Buyer Kolkata 1	10	5100	0
ABL0049	VK1	FP	5000	171	0.00	0.00	50	15223771	06/09/2016 6:11:00 PM	Viral Buyer Kolkata 1	10	5100	0
ABL0050	VK1	FP	5000	172	0.00	0.00	50	15223770	06/09/2016 6:11:00 PM	Viral Buyer Kolkata 1	10	5100	0

Total Packages: 100
Qty Received (Kgs): 50000
Total Value: 2500000

Update Generate Contract Note Refresh Export Print Close

Deal Book

Season: 2016 SaleNo: 1 Auction Date: ALL Session Time: ALL Buyers Prompt Date: 27/09/2016 Lot No: ALL

Tea Type: DUST Category: ALL Mark: ALL Bidders From: Kolkata1 Buyer Name: ALL

BuyerName	TotalPackages	Total GrossWt (Kgs)	SampleQty(Kgs)	Short/Excess Wt (Kgs)	Category	SubType	Within State	Export	Inter State	Preference	CNSStatus	SessionType	Bidder From
00 PM Viral Buyer Kolkata 1	10	5100	0	0	CTC	Dust	10	0	0	1	Generated	Normal	Kolkata1
00 PM Viral Buyer Kolkata 1	10	5100	0	0	CTC	Dust	10	0	0	1	Generated	Normal	Kolkata1
00 PM Viral Buyer Kolkata 1	10	5100	0	0	CTC	Dust	10	0	0	1	Generated	Normal	Kolkata1
00 PM Viral Buyer Kolkata 1	10	5100	0	0	CTC	Dust	10	0	0	1	Generated	Normal	Kolkata1
00 PM Viral Buyer Kolkata 1	10	5100	0	0	CTC	Dust	10	0	0	1	Generated	Normal	Kolkata1
00 PM Viral Buyer Kolkata 1	10	5100	0	0	CTC	Dust	10	0	0	1	Generated	Normal	Kolkata1
00 PM Viral Buyer Kolkata 1	10	5100	0	0	CTC	Dust	10	0	0	1	Generated	Normal	Kolkata1
00 PM Viral Buyer Kolkata 1	10	5100	0	0	CTC	Dust	10	0	0	1	Generated	Normal	Kolkata1
00 PM Viral Buyer Kolkata 1	10	5100	0	0	CTC	Dust	10	0	0	1	Generated	Normal	Kolkata1
00 PM Viral Buyer Kolkata 1	10	5100	0	0	CTC	Dust	10	0	0	1	Generated	Normal	Kolkata1

Total Packages: 100
Qty Received (Kgs): 50000
Total Value: 2500000

Update Generate Contract Note Refresh Export Print Close

- Auctioneer has the facility to add charges for Buyer Chestage Allowance and VAT Deposit.
- Buyer Chestage Allowance** and **VAT Deposit** columns are displayed in **orange** color.
- The value entered in **Buyer Chestage Allowance** will be **deducted** from Buyer's Final Amount in **Tax Invoice**.
- The **VAT Deposit** can be **levied** by the Auctioneer to the **newly registered Buyer(s)** which will be reflected in Buyer's **Tax Invoice**.
- After entering the values in the above two mentioned columns, click on **Update** button to update the data in the **Deal Book**.
- However, the above two columns are **applicable** only for **North Auction Center's** (i.e. Kolkata, Guwahati, Siliguri & Jalpaiguri).
- Those columns are **not applicable** for **South Auction Center's** (i.e. Cochin, Coonoor & Coimbatore).
- Click the **Close** button to exit from the current screen.

Generating Contract Note

The auctioneer has to generate contract notes for the deals generated on an auction date.

1. Log on to the **e-Auction Auctioneer** application.

On the menu bar, click **Post Auction** and then select **Deal Book**.

2. **Auctioneer module** displays the **Deal Book** screen, as shown in the following figure.

The screenshot shows the 'Deal Book' application window. At the top, there are several filter dropdowns: Season (2016), SaleNo (1), Auction Date (ALL), Session Time (ALL), Buyers Prompt Date (27/09/2016), Lot No (ALL), Tea Type (DUST), Category (ALL), Mark (ALL), Bidders From (Kolkata1), and Buyer Name (ALL). Below the filters is a large empty table area. At the bottom left, there is a summary section with the following values: Total Packages: 0, Qty Received (Kgs): 0.0, Total Value: 0.0. At the bottom right, there are buttons for Update, Generate Contract Note, Refresh, Export, Print, and Close.

3. Select the appropriate details in their respective fields.

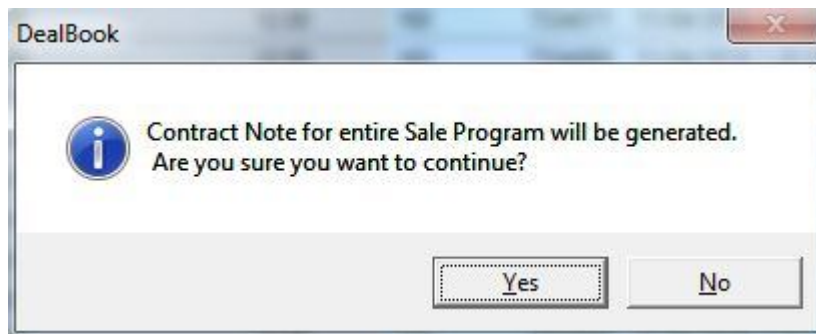
4. Click on the **Refresh** button.

5. **Auctioneer** displays the **Deal Book** page, as shown in the following figure.

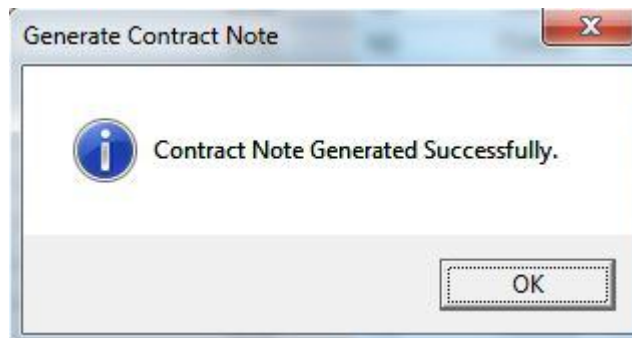
The screenshot shows the 'Deal Book' application window after refreshing. The filter dropdowns are the same as in the previous screenshot. The table below the filters is now populated with 10 rows of deal data. At the bottom left, the summary section shows: Total Packages: 100, Qty Received (Kgs): 50000, Total Value: 2500000. At the bottom right, the buttons are the same as in the previous screenshot.

LotNo	Mark	Grade	QtyReceived	InvoiceNo	Buyer Chestage Allowance	VAT Deposit	DealPrice	DealNo	DealTime	BuyerName	TotalPackages	Total GrossWt (Kgs)	SampleQty(t)
ABL0041	VK1	FP	5000	163	0.00	0.00	50	15223779	06/09/2016 6:12:00 PM	Viral Buyer Kolkata 1	10	5100	0
ABL0042	VK1	FP	5000	164	0.00	0.00	50	15223778	06/09/2016 6:12:00 PM	Viral Buyer Kolkata 1	10	5100	0
ABL0043	VK2	FP	5000	165	0.00	0.00	50	15223777	06/09/2016 6:12:00 PM	Viral Buyer Kolkata 1	10	5100	0
ABL0044	VK2	FP	5000	166	0.00	0.00	50	15223776	06/09/2016 6:12:00 PM	Viral Buyer Kolkata 1	10	5100	0
ABL0045	VK1	FP	5000	167	0.00	0.00	50	15223775	06/09/2016 6:12:00 PM	Viral Buyer Kolkata 1	10	5100	0
ABL0046	VK1	FP	5000	168	0.00	0.00	50	15223774	06/09/2016 6:11:00 PM	Viral Buyer Kolkata 1	10	5100	0
ABL0047	VK2	FP	5000	169	0.00	0.00	50	15223773	06/09/2016 6:11:00 PM	Viral Buyer Kolkata 1	10	5100	0
ABL0048	VK2	FP	5000	170	0.00	0.00	50	15223772	06/09/2016 6:11:00 PM	Viral Buyer Kolkata 1	10	5100	0
ABL0049	VK1	FP	5000	171	0.00	0.00	50	15223771	06/09/2016 6:11:00 PM	Viral Buyer Kolkata 1	10	5100	0
ABL0050	VK1	FP	5000	172	0.00	0.00	50	15223770	06/09/2016 6:11:00 PM	Viral Buyer Kolkata 1	10	5100	0

6. Select the appropriate combinations for which you want to generate the contract note.
7. Click on the Generate Contract Note button.
8. A warning message will be displayed as shown below.



9. On successful generation of the contract note, **Auctioneer** displays the “**Contract Note Generated Successfully**” message as shown in the following figure.



Note: Contract Note can be generated till buyers prompt date of selected sale date. Contract Note will be generated for the particular Tea Type, Category and other selected parameters. Data will be available till last buyers prompt date of a sale program.

Contract Notes

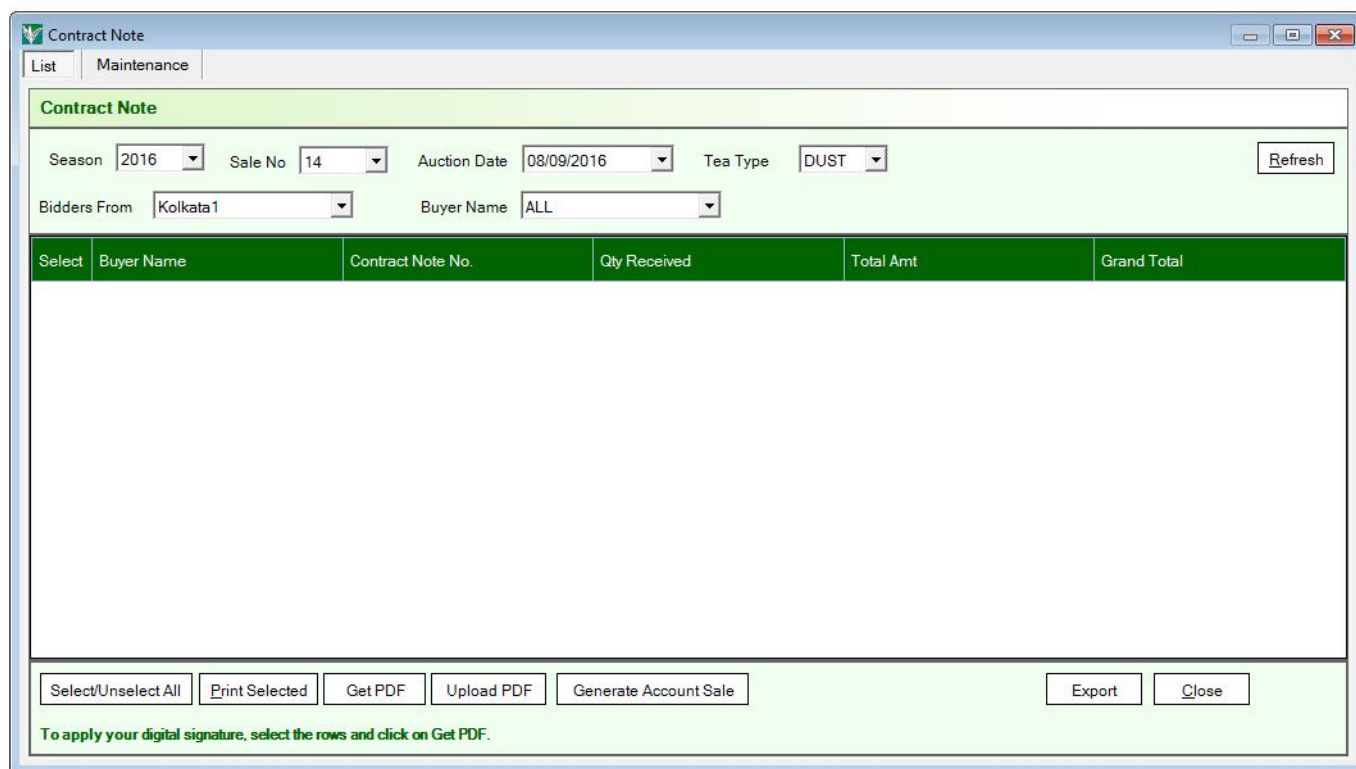
Auctioneer can view the Contract Notes of all the buyers which he can generate using the deal book. Auctioneer can select the appropriate season, sale number, buyer name, and the payment status. You have to change the payment status and generate delivery order. The Auctioneer can generate Delivery Orders from the Contract Note Screen either for all the records or for selective one. Delivery Orders can be generated only when the Contract Note has been generated for a particular lot.

Viewing Contract Notes

1. Log on to the **e-Auction Auctioneer** application.

On the menu bar, click **Post Auction** and then select **Contract Notes** or press F10 key.

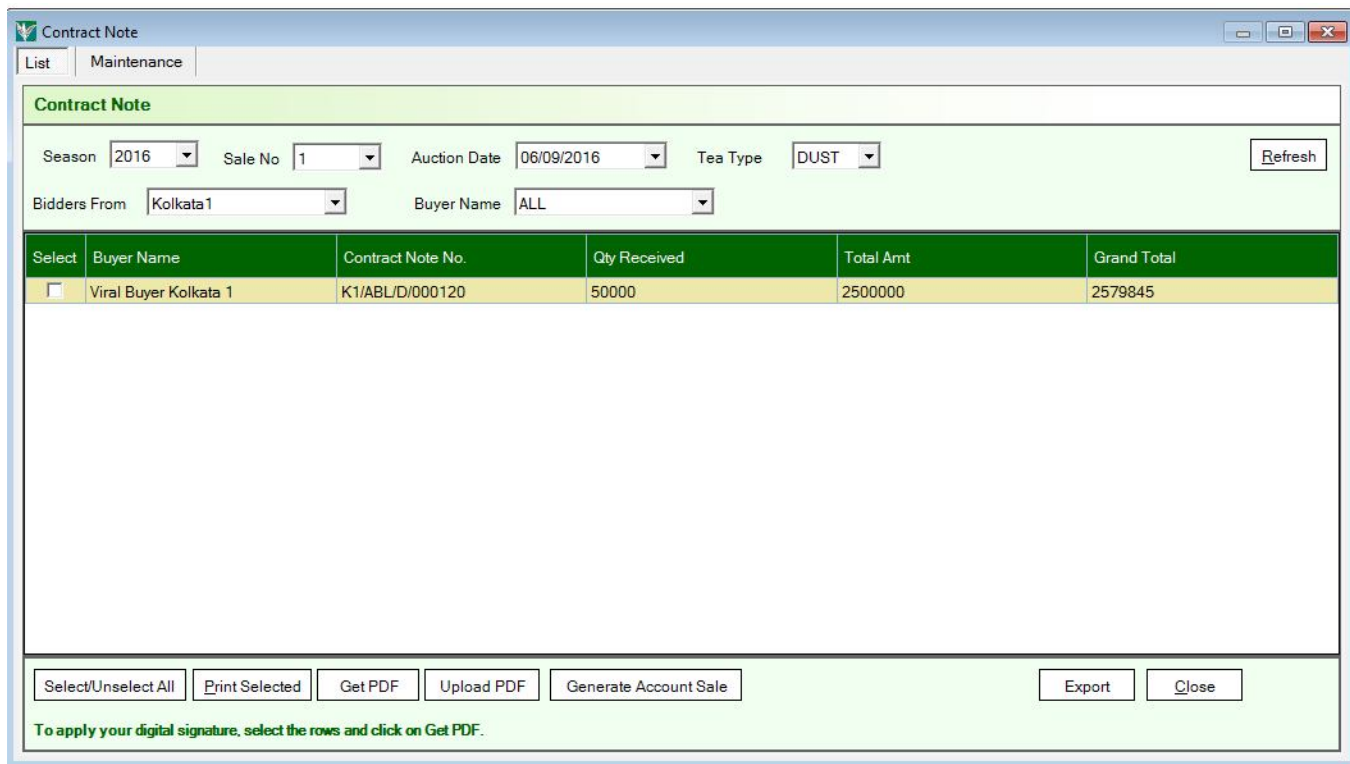
2. **Auctioneer module** displays the **Contract Notes** screen, as shown in the following figure.



Field	Default Value	Description
Season	➤ Current Year	➤ Select the appropriate season from the drop-down list.
Sale No	➤ First Sale No. when arranged in ascending order.	<ul style="list-style-type: none"> ➤ Select the appropriate sale number from the drop-down list. ➤ All Sale Nos. for which sellers prompt date is not over
Auction Date	➤ Latest Sale Date of a Sale Program	➤ Select the appropriate date of auction from the drop down box.
Tea Type	➤ As per the sale program defined by TAO	<ul style="list-style-type: none"> ➤ Select the appropriate tea type from the drop-down list. ➤ Options viz. Leaf, Dust.
Bidders From	➤ Logged in auction centre	➤ Select the appropriate auction centre from where the buyer has bid in the centre
Buyer Name	➤ ALL	<ul style="list-style-type: none"> ➤ Select the appropriate buyer name from the drop-down list. ➤ All buyer names defined by TAO along with option ALL

3. Select the appropriate details.

- Click on the **Refresh** button.
- Auctioneer module** displays the Contract Notes screen as shown in the following figure.



Contract Note

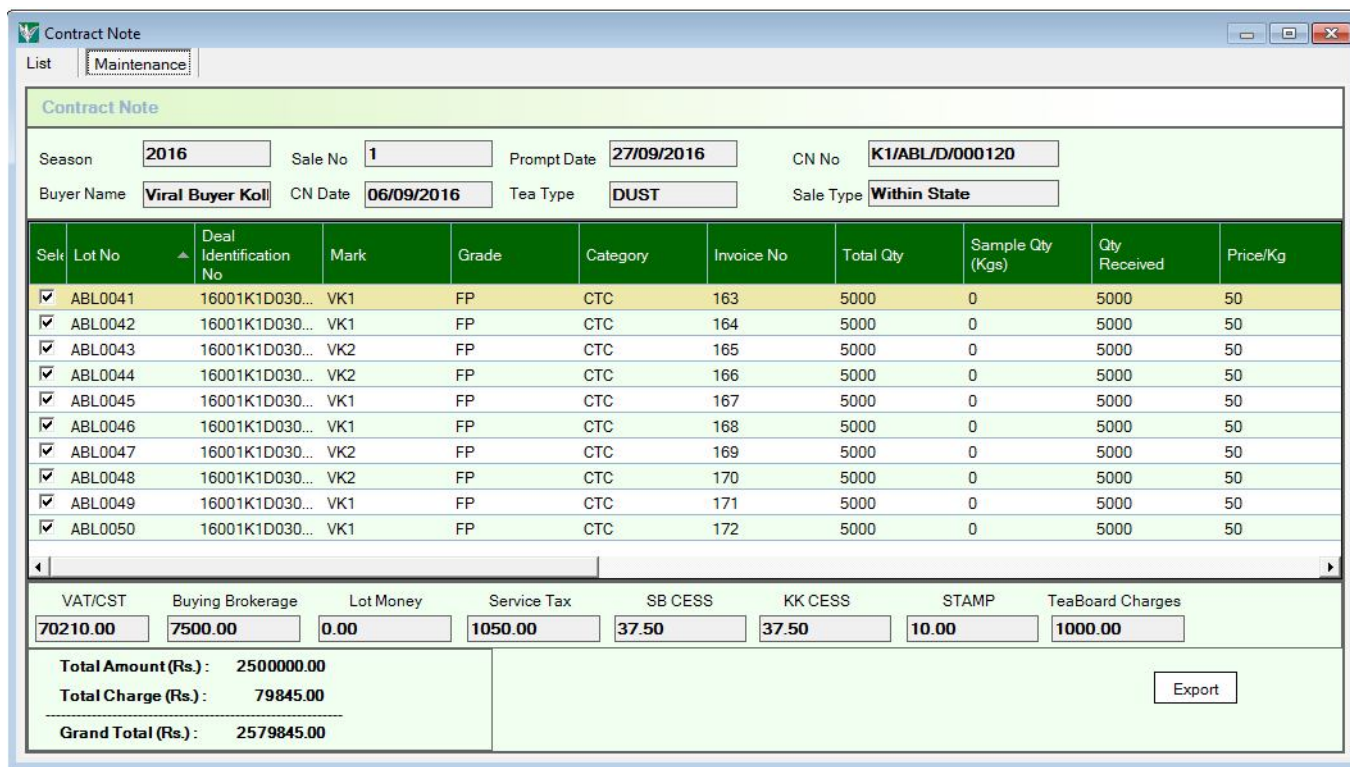
Season: 2016, Sale No: 1, Auction Date: 06/09/2016, Tea Type: DUST, Bidders From: Kolkata1, Buyer Name: ALL

Select	Buyer Name	Contract Note No.	Qty Received	Total Amt	Grand Total
<input checked="" type="checkbox"/>	Viral Buyer Kolkata 1	K1/ABL/D/000120	50000	2500000	2579845

Buttons: Select/Unselect All, Print Selected, Get PDF, Upload PDF, Generate Account Sale, Export, Close

To apply your digital signature, select the rows and click on Get PDF.

- Select the required row to view **Contract Note** details, and then click **Maintenance** tab or Double click on that particular record.
- Auctioneer module** displays the Contract Notes Maintenance screen as shown in the following figure.



Contract Note

Season: 2016, Sale No: 1, Prompt Date: 27/09/2016, CN No: K1/ABL/D/000120, Buyer Name: Viral Buyer Koll, CN Date: 06/09/2016, Tea Type: DUST, Sale Type: Within State

Selk	Lot No	Deal Identification No	Mark	Grade	Category	Invoice No	Total Qty	Sample Qty (Kgs)	Qty Received	Price/Kg
<input checked="" type="checkbox"/>	ABL0041	16001K1D030...	VK1	FP	CTC	163	5000	0	5000	50
<input checked="" type="checkbox"/>	ABL0042	16001K1D030...	VK1	FP	CTC	164	5000	0	5000	50
<input checked="" type="checkbox"/>	ABL0043	16001K1D030...	VK2	FP	CTC	165	5000	0	5000	50
<input checked="" type="checkbox"/>	ABL0044	16001K1D030...	VK2	FP	CTC	166	5000	0	5000	50
<input checked="" type="checkbox"/>	ABL0045	16001K1D030...	VK1	FP	CTC	167	5000	0	5000	50
<input checked="" type="checkbox"/>	ABL0046	16001K1D030...	VK1	FP	CTC	168	5000	0	5000	50
<input checked="" type="checkbox"/>	ABL0047	16001K1D030...	VK2	FP	CTC	169	5000	0	5000	50
<input checked="" type="checkbox"/>	ABL0048	16001K1D030...	VK2	FP	CTC	170	5000	0	5000	50
<input checked="" type="checkbox"/>	ABL0049	16001K1D030...	VK1	FP	CTC	171	5000	0	5000	50
<input checked="" type="checkbox"/>	ABL0050	16001K1D030...	VK1	FP	CTC	172	5000	0	5000	50

VAT/CST	Buying Brokerage	Lot Money	Service Tax	SB CESS	KK CESS	STAMP	TeaBoard Charges
70210.00	7500.00	0.00	1050.00	37.50	37.50	10.00	1000.00

Total Amount (Rs.): 2500000.00
Total Charge (Rs.): 79845.00
Grand Total (Rs.): 2579845.00

Buttons: Export

- Click the **Close** button to exit from the current screen.

Field	Description
Season	➤ Displays the season details.
Sale No	➤ Displays the sale no.
Prompt Date	➤ Displays the prompt date.
CN No	➤ Displays the CN number.
Buyer Name	➤ Displays the Buyer name.
CN Date	➤ Displays the CN Date.
Tea Type	➤ Displays the Tea Type. .
Sale Type	➤ Displays the Sale Type

Exporting Contract Note Details

1. Log on to the **e-Auction Auctioneer** application.

On the menu bar, click **Post Auction** and then select **Contract Notes**.

2. **Auctioneer module** displays the **Contract Notes** screen, as shown in the following figure.

The screenshot shows a web application window titled "Contract Note". It has a menu bar with "List" and "Maintenance". Below the menu bar, there is a search and filter section with the following fields: Season (2016), Sale No (1), Auction Date (06/09/2016), Tea Type (DUST), Bidders From (Kolkata1), and Buyer Name (ALL). A "Refresh" button is located to the right of these fields. Below the filters is a table with the following data:

Select	Buyer Name	Contract Note No.	Qty Received	Total Amt	Grand Total
<input type="checkbox"/>	Viral Buyer Kolkata 1	K1/ABL/D/000120	50000	2500000	2579845

At the bottom of the window, there is a toolbar with the following buttons: "Select/Unselect All", "Print Selected", "Get PDF", "Upload PDF", "Generate Account Sale", "Export", and "Close". A note at the bottom left of the window states: "To apply your digital signature, select the rows and click on Get PDF."

3. Select the required lot to be exported by double clicking on it.

4. **Auctioneer module** displays the **Contract Note Details** screen, as shown in the following figure.

Contract Note

List Maintenance

Contract Note

Season: 2016 Sale No: 1 Prompt Date: 27/09/2016 CN No: K1/ABL/D/000120

Buyer Name: Viral Buyer Koll CN Date: 06/09/2016 Tea Type: DUST Sale Type: Within State

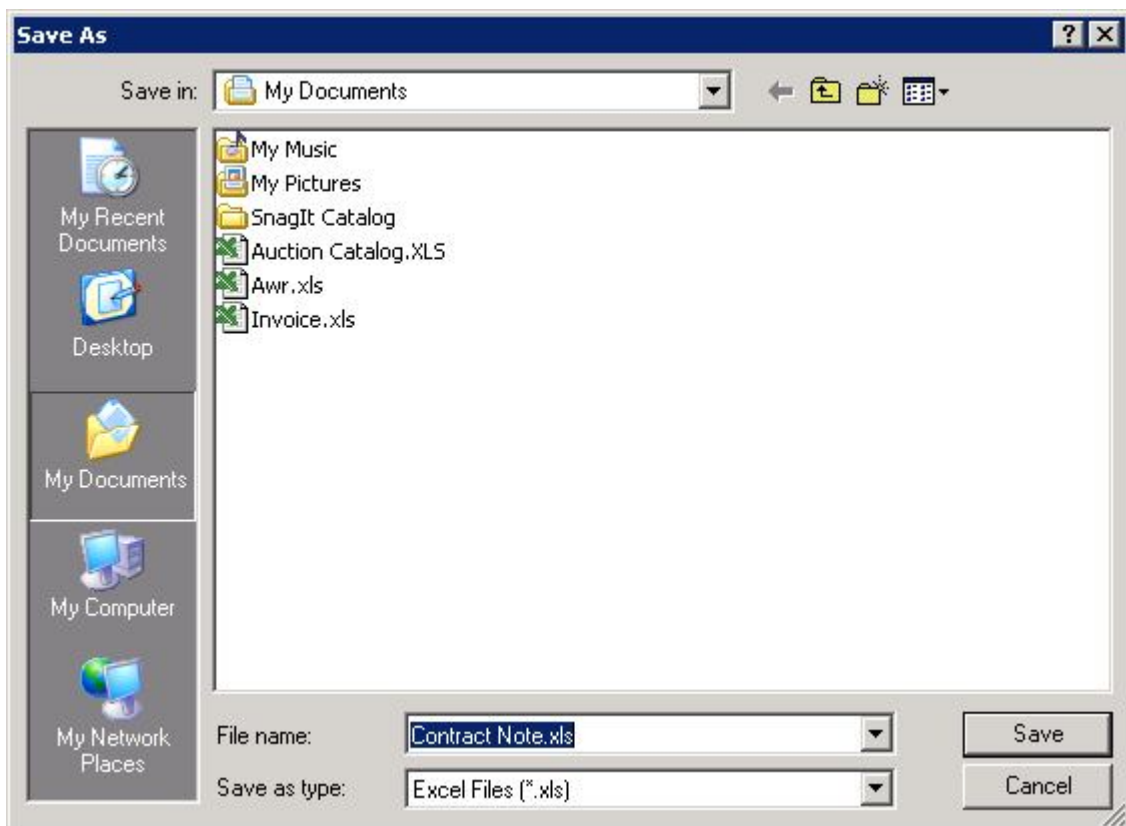
Sels	Lot No	Deal Identification No	Mark	Grade	Category	Invoice No	Total Qty	Sample Qty (Kgs)	Qty Received	Price/Kg
<input checked="" type="checkbox"/>	ABL0041	16001K1D030...	VK1	FP	CTC	163	5000	0	5000	50
<input checked="" type="checkbox"/>	ABL0042	16001K1D030...	VK1	FP	CTC	164	5000	0	5000	50
<input checked="" type="checkbox"/>	ABL0043	16001K1D030...	VK2	FP	CTC	165	5000	0	5000	50
<input checked="" type="checkbox"/>	ABL0044	16001K1D030...	VK2	FP	CTC	166	5000	0	5000	50
<input checked="" type="checkbox"/>	ABL0045	16001K1D030...	VK1	FP	CTC	167	5000	0	5000	50
<input checked="" type="checkbox"/>	ABL0046	16001K1D030...	VK1	FP	CTC	168	5000	0	5000	50
<input checked="" type="checkbox"/>	ABL0047	16001K1D030...	VK2	FP	CTC	169	5000	0	5000	50
<input checked="" type="checkbox"/>	ABL0048	16001K1D030...	VK2	FP	CTC	170	5000	0	5000	50
<input checked="" type="checkbox"/>	ABL0049	16001K1D030...	VK1	FP	CTC	171	5000	0	5000	50
<input checked="" type="checkbox"/>	ABL0050	16001K1D030...	VK1	FP	CTC	172	5000	0	5000	50

VAT/CST	Buying Brokerage	Lot Money	Service Tax	SB CESS	KK CESS	STAMP	TeaBoard Charges
70210.00	7500.00	0.00	1050.00	37.50	37.50	10.00	1000.00

Total Amount (Rs.): 2500000.00
Total Charge (Rs.): 79845.00
Grand Total (Rs.): 2579845.00

Export

- Click on the **Export** button.
- Auctioneer module** displays the **Save As** screen as shown in the following figure.



- Select the location of your choice from the **Desktop** scroll down bar.
- Type the **File** name.
- Click on the **Save** button.
- Auctioneer module** displays the "**Contract Note Exported Successfully**" message as shown in the following figure.



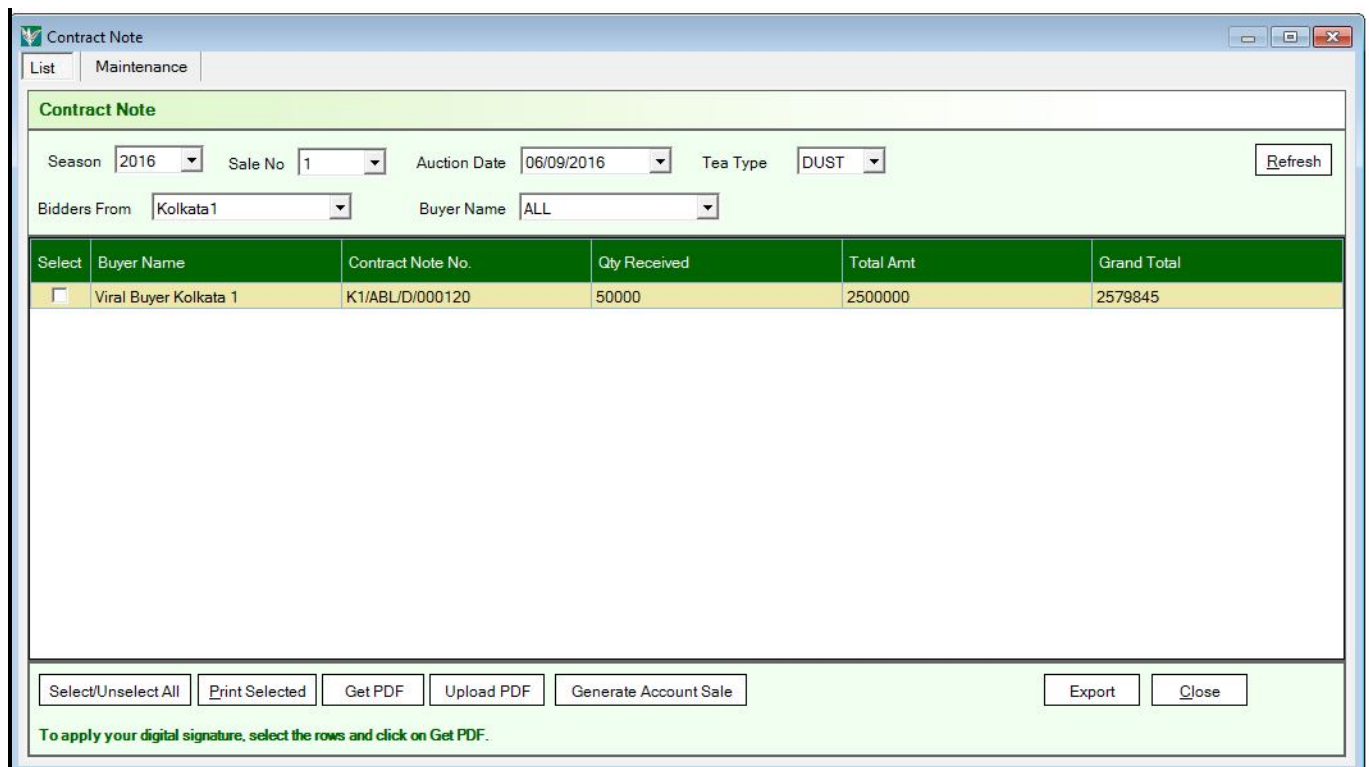
11. Click the **OK** button to export the contract note details.

Printing Contract Note Details

1. Log on to the **e-Auction Auctioneer** application.

On the menu bar, click **Post Auction** and then select **Contract Notes**.

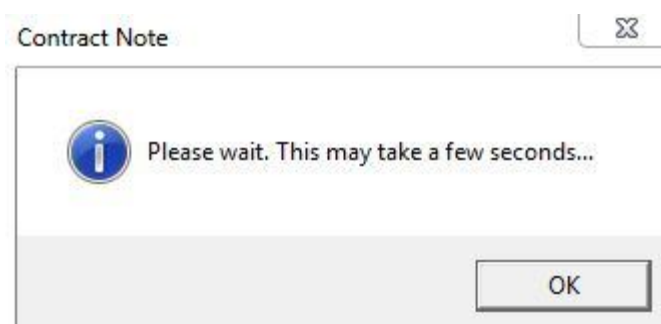
2. **Auctioneer module** displays the **Contract Notes** screen, as shown in the following figure.



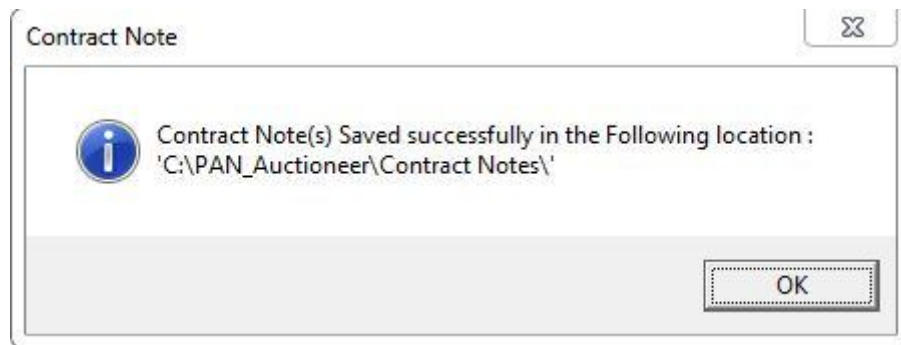
3. Select the required lot(s) for Contract Note(s) to be printed by selecting the checkbox(es).

4. Click the **Get PDF** button to print invoice details.

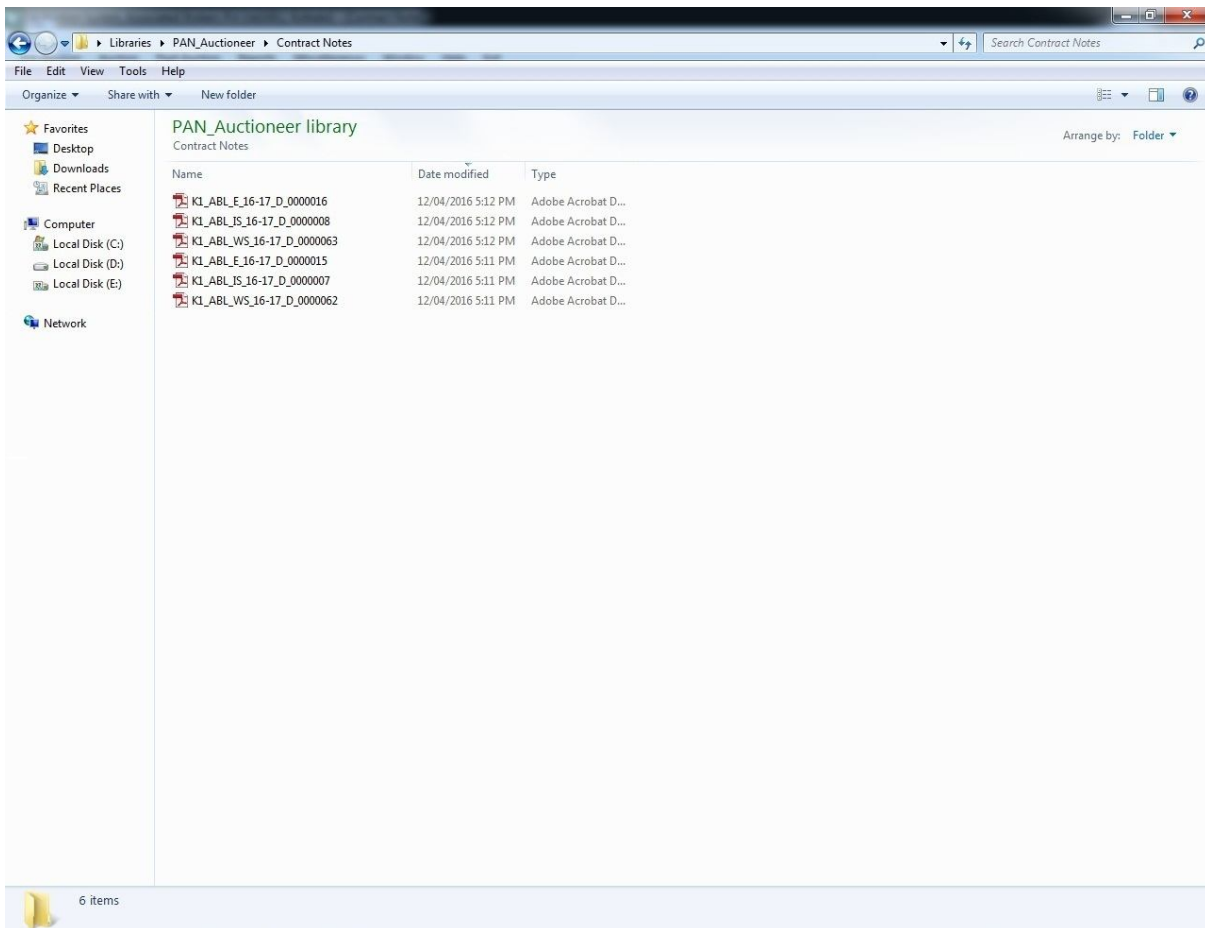
5. A pop up message box will be displayed as shown below.



6. Click on **OK** button.
7. Then a success message will be displayed as shown in the following figure.



8. The PDF(s) will be saved in the following location, '**C:\PAN_Auctioneer\Contract Notes**' as shown below.



9. Print Contract Note Format will vary Auction Centre wise.

Digital Signature on ContractNote

1. The broker will be able to apply his digital signature to the Delivery orders, Tax invoices & Account Sales.
2. Once the broker has digitally signed the documents the broker & buyer will be allowed to download the digitally signed Delivery orders, Account sales & Tax Invoices.

Upload PDF

1. Log on to the **e-Auction Auctioneer** application.

On the menu bar, click **Post Auction** and then select **Contract Notes**.

2. **Auctioneer module** displays the **Contract Notes** screen, as shown in the following figure.

The screenshot shows the 'Contract Note' application window. At the top, there are tabs for 'List' and 'Maintenance'. Below the title bar, there are several filters: 'Season' (2016), 'Sale No' (1), 'Auction Date' (06/09/2016), 'Tea Type' (DUST), 'Bidders From' (Kolkata1), and 'Buyer Name' (ALL). A 'Refresh' button is located to the right of these filters. Below the filters is a table with the following data:

Select	Buyer Name	Contract Note No.	Qty Received	Total Amt	Grand Total
<input type="checkbox"/>	Viral Buyer Kolkata 1	K1/ABL/D/000120	50000	2500000	2579845

At the bottom of the window, there are buttons for 'Select/Unselect All', 'Print Selected', 'Get PDF', 'Upload PDF', 'Generate Account Sale', 'Export', and 'Close'. A note at the bottom left states: 'To apply your digital signature, select the rows and click on Get PDF.'

3. Select the required lot(s) for Contract Note(s) to be printed by selecting the checkbox(es).

4. Click the **upload PDF** button to upload invoice details.

The screenshot shows the 'Contract Note' application window with a 'File Uploader' dialog box open. The dialog box contains the following text:

```
Uploading K1_ABL_D_000120_BuyerCopy.pdf
Uploading K1_ABL_D_000120_TransportCopy.pdf
Process Completed.
```

The dialog box has a 'Close' button at the bottom right. In the background, the 'Contract Note' window is visible, showing the same table as in the previous screenshot, but with the checkbox for 'Viral Buyer Kolkata 1' selected. The 'Upload PDF' button is highlighted in the bottom toolbar.

5. Below is the sample for Cochin Centre

Tax Invoice

Global Tea Brokers

Address Line 1 Address Line 2, Kochi

Phone : 0484-2666244
 VAT Reg. No : VAT GTB CH
 Service Tax Reg. No : STR GTB CH
 CST Reg. No : CST GTB CH
 E-mail : glbcb@xyz.com
 PAN No : PAN GTB CH
 CIN No : CIN GTB CH
 FSSAI No : FSSAI GTB CH

Viral Buyer Kolkata 1

Head Office Address VCH Mumbai CH

VAT Reg. No : KVK1
 Bill No : CO/GTB/D/000111
 Sale No : 11
 Date of Sale : 01/09/2016
 Prompt Date : 10/10/2016
 PAN No : PAN VK1

Ke GST state Value Added Tax Rules, 2005
 [See rule 58(1D)] TAX INVOICE [Form No. 8]
 Tea Schedules III-128(k) Commodity Code: 2101-20-20
 [Dark Brewing Black Tea]

Dear Sir/Madam,

We have pleasure in confirming the PURCHASE by you of the following lots for Within State sales of tea under Sales condition ex-godowns

Lot No.	Grade	Warehouse	CHST	Net Wt.	TOT. NET	Invoice No	MARK	Service Tax	Sample Wt.	
Deal ID No.	GP Date	GP No	Tot value	Gn. Wt	Price/Kg	Short Wt	SB CESS	KK CESS	TB Chgs	NET AMT
				BRKRGE	VAT	Lot Money				
GTB0001	FP	Viral CH WH1	1	500.00	1400.00	123	VIRAL MARK 1 (Viral Factory One)	0.28		50.00
16011CHD0067638	18/03/2015	127	224000.00	510.00	0.00	8960.00	160.00	0.01	28.00	212990.00
GTB0002	FP	Viral CH WH2	4	500.00	1900.00	124	VIRAL MARK 2 (Viral Factory Two)	0.28		50.00
16011CHD0067641	18/03/2015	127	104000.00	510.00	0.00	1040.00	160.00	0.01	18.00	107080.00
GTB0003	FP	Viral CH WH1	2	500.00	900.00	125	VIRAL MARK 1 (Viral Factory One)	0.28		50.00
16011CHD0067644	18/03/2015	127	144000.00	510.00	0.00	5760.00	160.00	0.01	18.00	149780.00
GTB0004	FP	Viral CH WH1	5	500.00	2400.00	129	VIRAL MARK 1 (Viral Factory One)	0.28		50.00
16011CHD0067647	18/03/2015	127	184000.00	510.00	0.00	15160.00	160.00	0.01	48.00	199410.00
GTB0005	FP	Viral CH WH2	7	500.00	3400.00	130	VIRAL MARK 2 (Viral Factory Two)	0.28		50.00
16011CHD0067650	18/03/2015	127	544000.00	510.00	0.00	5440.00	160.00	0.01	68.00	549510.00

Deal ID No.	GPNo	Tot value	BRKRGE	VAT	Lot Money	Short WT	KK CESS	TB Chgs	NET AMT
TOTAL		1600000.00	21.00		10000.00		1.40		250.00
			0.00	38,560.00	10.00	250.00	0.05	200.00	1638771.50

B.O.E (₹ RUPEES SIXTEEN LAKHS THIRTY-EIGHT THOUSAND SEVEN HUNDRED SEVENTY-ONE AND FIFTY PAISA ONLY)

WE HEREBY CERTIFY THAT GOOD MENTIONED IN THIS INVOICE IS WARRANTED TO BE OF THE NATURE AND QUALITY IT PURPORTS TO BE.

As per the directive issued by the Tea Board, Vide circular No.12(18)/LC/2010 dated 12-01-2015 we reproduce the declaration given in the garden invoice(s) of the Producer/ Manufacturer-Seller of the teas covered by this Tax Invoice

Certified that all the particulars shown in the above tax invoice are true and correct in all respects and the goods on which the tax charged and collected are in accordance with the provision of KVAT Act 2003 and the rules made there under. My/our Registration under KVAT Act 2003 is valid as on the date of this Bill

The Teas in the above invoices were made from Green Leaf which have only used PPFs as recommended in the Plant Protection Code and have not used any chemicals and pesticides banned in India. In the event of detection of any banned pesticides or chemicals and their residues are beyond the prescribed limit, Tea Board is free to take appropriate action as per the provisions of the Tea Marketing (Central) Order, 2003.

Global Tea Brokers

BROKER

Digitally signed by Test1 Certificate
Date: 2016.09.08 11:41:55 +05:30
Reason:
Location:

6. Below is the sample for South Centre (Coimbatore & Coonoor)

Tax Invoice

To:
Viral Buyer Kolkata 1
Head Office Address VCB Mumbai CB

Viral Factory Owner
Factory Owner Address, Mumbai PO

TIN No.: FactoryTIN1
Tea Board RC No.: RC-26271
PAN No.: FaciPAN 1
PSSAI No.: Factory PSSAI 1
The Commodity code under TN-VAT 2137

Global Tea Brokers

Coimbatore
Sale No.: 9
Date: 01/09/2016
Debit Note No.: 50690
PAN No.: PAN GTB CB
CIN No.: CIN GTB CB
Service Tax Reg. No.: STR GTB CB

TIN No.: TN VK1
VAT Reg No.: TN VK1
Tea Board Regn. No.: KULB-26371
PAN No.: PAN VK1
Mark: VCB1
Sale Type: Within State

Sale No	Date	Prompt Date	Bill No.	Pages
9	01/09/2016	30/10/2016	CB/GTB/D/000025	1

To:
Viral Buyer Kolkata 1
Coimbatore

Lol No.	Grade	Pkg	Net Kg	Gross Kg	Total Net Kgs	Price/Kg	Value	VAT%	TB Cess	Total Value	GP Details			Sample	Warehouse Name	Lol No.	Lol	Service Tax	SB Cess	DM Amount
											GP No	GP Date	GP Kgs							
GTB0001	FP	*4	500.00	510.00	1900.00	160.00	104000.00	12160.00	38.00	116,198.00	127	18/03/2015	580000.00	50.00	Viral CB WH1	GTB0001	2.00	0.28	0.01	2.30
16009CHD03067551 123																				
GTB0003	FP	*4	500.00	510.00	1900.00	160.00	104000.00	12160.00	38.00	116,198.00	127	18/03/2015	580000.00	50.00	Viral CB WH1	GTB0003	2.00	0.28	0.01	2.30
16009CHD03067557 125																				
GTB0004	FP	*4	500.00	510.00	1900.00	160.00	104000.00	12160.00	38.00	116,198.00	127	18/03/2015	580000.00	50.00	Viral CB WH1	GTB0004	2.00	0.28	0.01	2.30
16009CHD03067560 129																				
Total:					5700.00		912000.00	16480.00	114.00	948,594.00	Grand Total:			948,600.90	Total Amt:					6.90

* Includes Sample Chest/Bag

Sale proceeds to be made in favour of the Settlement Bank

We hereby certify that the goods mentioned in this invoice is warranted to be of the nature and quality it purports to be.

The teas in the above invoices were made from Green Leaves which have only used PPFs as recommended in the Plant Protection Code and have not used any chemicals/pesticides banned in India. In the event of detection of any banned pesticides or chemicals and their residues are beyond the prescribed limit, the Tea Board is free to take appropriate action as per the provisions of the Tea Marketing (Control) Order 2003.

For and on behalf of: Viral Factory Owner

For: Global Tea Brokers

E & O.E.
Authorized Broker
Global Tea Brokers

Authorized Signatory

Digitally signed by Test 1 Certificate
Date: 2016.09.06 14:30:43 +05:30
Reason:
Location:

7. Below is the sample for North Centre(Kolkata1,Guwahati Dust, Leaf & Siliguri)

Buyer Copy

Tax Invoice

Buyer Copy

J Thomas & Co Pvt Ltd

11, R N MUKHERJEE ROAD , KOLKATA

A TOSH & SONS (INDIA) LIMITED

P-32 & 33, INDIA EXCHANGE PLACE KOLKATA

Phone : 033-40264747
VAT Reg. No : 19200164093
Service Tax Reg. No : AABCJ2851QST005
E-mail : kolkata@jthomas.in
CST Reg. No. : 19200164093
PAN No : JTGHF7815G
CIN No : 18740178546
FSSAI No : 14526870004581

VAT Reg. No : 19500560095
Bill No : K1/JTC/D/000007
Sale No : 14
Date of Sale : 08/09/2016
Prompt Date : 21/09/2016
PAN No : BERFY4651D

Dear Sir/Madam,

You have purchased the following teas from Kolkata1 auction for Within State sales.

Lot No	Grade	Warehouse	GR WT	Net Wt	Total Net Kgs	Price/kg	Invoice No	Service Tax	Sample Wt.	
Deal Id No.	GP Date	Total Value	Chst	VAT	Stmp	Sample Chst	MARK	KK CESS	Short Wt.	
	GP No		Brkrge			CH.ALL	VAT. DEP	SB CESS	TB Chgs	Nett Amt
JTC0301	FP	APEEJAY TEA LTD	510.00	500.00	4900.00	80.00	273	164.64		50.00
	18/03/2015		10			1	MANI (Jallan Mani Tea Co. Pvt. Ltd.)	5.88		50.00
16014K1D03067745	127	392,000.00	1,176.00	3931.76	1.00	0.00	0.00	5.88	98.00	397,383.16
JTC0302	FP	BAZALONI GROUP LTD	510.00	500.00	4900.00	100.00	274	205.80		50.00
	18/03/2015		10			2	BHADRA (BHADRA TEA FACTORY)	7.35		50.00
16014K1D03067746	127	490,000.00	1,470.00	4914.70	1.00	0.00	0.00	7.35	98.00	496,704.20
JTC0303	FP	INTERNATIONAL BLENDING &	510.00	500.00	4900.00	120.00	275	205.80		50.00
	18/03/2015		10			3	ACHABAM (ACHABAM TEA ESTATE)	7.35		50.00
16014K1D03067747	127	588,000.00	1,470.00	23578.80	1.00	0.00	0.00	7.35	98.00	613,368.30
JTC0304	FP	APEEJAY TEA LTD	510.00	500.00	4900.00	80.00	276	164.64		50.00
	18/03/2015		10			4	MANI (Jallan Mani Tea Co. Pvt. Ltd.)	5.88		50.00

100.00

67.62

500.00

4704000.00

13524.00

88,449.90

10.00

0.00

0.00

67.62

980.00

4,808,992.50

E & O.E. (₹ FORTY-EIGHT LAKHS EIGHT THOUSAND NINE HUNDRED NINETY-TWO AND FIFTY PAISA ONLY)

TERMS & CONDITIONS AS PER CTTA RULES SUBJECT TO RECEIPT OF APPROPRIATE STD. FORM LICENSE RECEIPT NO F003111 OF 1976/77.

AS DECLARED BY THE PRODUCER/MANUFACTURER - SELLER, IT IS HEREBY CERTIFIED THAT THE FOOD MENTIONED IN THIS INVOICE IS WARRANTED TO BE OF THE NATURE AND QUALITY IT PURPORTS TO BE & CONFORMS TO THE REQUIREMENTS OF THE FOOD SAFETY & STANDARDS ACT 2006 & REGULATIONS MADE THERE UNDER.

AS PER DIRECTIVE ISSUED BY THE TEA BOARD, VIDE CIRCULAR NO. 12(18)/LC/2010/2462 DATED 12-01-2015 WE REPRODUCE THE DECLARATION GIVEN IN THE GARDEN INVOICE(S) OF THE PRODUCER/MANUFACTURER-SELLER OF TEAS COVERED BY THIS TAX INVOICE:

"THE TEAS IN THE ABOVE INVOICES WERE MADE FROM GREEN LEAF WHICH HAVE ONLY USED PPFs AS RECOMMENDED IN PLANT PROTECTION CODE AND HAVE NOT USED ANY CHEMICALS AND PESTICIDES BANNED IN INDIA. IN THE EVENT OF DETECTION OF

J Thomas & Co Pvt Ltd
BROKER

Digitally signed by Test1 Certificate
Date: 2016.09.08 11:36:30 +05:30
Reason:
Location:

Duplicate Copy

Tax Invoice

Duplicate Copy

J Thomas & Co Pvt Ltd

11, R N MUKHERJEE ROAD , KOLKATA

A TOSH & SONS (INDIA) LIMITED

P-32 & 33, INDIA EXCHANGE PLACE KOLKATA

Phone : 033-40264747
VAT Reg. No : 19200164093
Service Tax Reg. No : AABCJ2851QST005
E-mail : kolkata@jthomas.in
CST Reg. No. : 19200164093
PAN No : JTGHF7815G
CIN No : 18740178546
FSSAI No : 14526870004581

VAT Reg. No : 19500560095
Bill No : K1/JTC/D/000007
Sale No : 14
Date of Sale : 08/09/2016
Prompt Date : 21/09/2016
PAN No : BERFY4651D

Dear Sir/Madam,

You have purchased the following teas from Kolkata1 auction for Within State sales.

Lot No	Grade GP Date	Warehouse	GR WT Chst	Net Wt	Total Net Kgs	Price/kg	Invoice No	Service Tax	Sample Wt.
Deal Id No.	GP No	Total Value	Brkrge	VAT	Stmp	Sample Chst CH.ALL	MARK VAT. DEP	KK CESS SB CESS TB Chgs	Short Wt. Nett Amt
JTC0301	FP 18/03/2015	APEEJAY TEA LTD	510.00 10	500.00	4900.00	80.00 1	273 MANI (Jallan Mani Tea Co. Pvt. Ltd.)	164.64 5.88	50.00 50.00
16014K1D03067745	127	392,000.00	1,176.00	3931.76	1.00	0.00	0.00	5.88 98.00	397,383.16
JTC0302	FP 18/03/2015	BAZALONI GROUP LTD	510.00 10	500.00	4900.00	100.00 2	274 BHADRA (BHADRA TEA FACTORY)	205.80 7.35	50.00 50.00
16014K1D03067746	127	490,000.00	1,470.00	4914.70	1.00	0.00	0.00	7.35 98.00	496,704.20
JTC0303	FP 18/03/2015	INTERNATIONAL BLENDING &	510.00 10	500.00	4900.00	120.00 3	275 ACHABAM (ACHABAM TEA ESTATE)	205.80 7.35	50.00 50.00
16014K1D03067747	127	588,000.00	1,470.00	23578.80	1.00	0.00	0.00	7.35 98.00	613,368.30
JTC0304	FP 18/03/2015	APEEJAY TEA LTD	510.00 10	500.00	4900.00	80.00 4	276 MANI (Jallan Mani Tea Co. Pvt. Ltd.)	164.64 5.88	50.00 50.00

	100.00						57.62	300.00
4704000.00	13524.00	88,449.90	10.00	0.00	0.00	67.62	980.00	4,808,992.50

E & O.E. (₹ FORTY-EIGHT LAKHS EIGHT THOUSAND NINE HUNDRED NINETY-TWO AND FIFTY PAISA ONLY)

TERMS & CONDITIONS AS PER CTTA RULES SUBJECT TO RECEIPT OF APPROPRIATE STD FORM LICENSE RECEIPT NO F003111 OF 1976/77.

AS DECLARED BY THE PRODUCER/MANUFACTURER - SELLER, IT IS HEREBY CERTIFIED THAT THE FOOD MENTIONED IN THIS INVOICE IS WARRANTED TO BE OF THE NATURE AND QUALITY IT PURPORTS TO BE & CONFORMS TO THE REQUIREMENTS OF THE FOOD SAFETY & STANDARDS ACT 2006 & REGULATIONS MADE THERE UNDER.

AS PER DIRECTIVE ISSUED BY THE TEA BOARD, VIDE CIRCULAR NO. 12(18)/LC/2010/2462 DATED 12-01-2015 WE REPRODUCE THE DECLARATION GIVEN IN THE GARDEN INVOICE(S) OF THE PRODUCER/MANUFACTURER-SELLER OF TEAS COVERED BY THIS TAX INVOICE:

"THE TEAS IN THE ABOVE INVOICES WERE MADE FROM GREEN LEAF WHICH HAVE ONLY USED PPFS AS RECOMMENDED IN PLANT PROTECTION CODE AND HAVE NOT USED ANY CHEMICALS AND PESTICIDES BANNED IN INDIA. IN THE EVENT OF DETECTION OF

J Thomas & Co Pvt Ltd
BROKER

Digitally signed by Test1 Certificate
Date: 2016.09.08 11:36:29 +05:30
Reason:
Location:

Original Copy

Tax Invoice

Original Copy

J Thomas & Co Pvt Ltd

11, R. N. MUKHERJEE ROAD , KOLKATA

A TOSH & SONS (INDIA) LIMITED

P-32 & 33, INDIA EXCHANGE PLACE KOLKATA

Phone : 033-40264747
VAT Reg. No : 19200164093
Service Tax Reg. No : AABCJ2851QST005
E-mail : kolkata@jthomas.in
CST Reg. No. : 19200164093
PAN No : JTGHF7815G
CIN No : 18740178546
FSSAI No : 14526870004581

VAT Reg. No : 19500560095
Bill No : K1/JTC/D/000007
Sale No : 14
Date of Sale : 08/09/2016
Prompt Date : 21/09/2016
PAN No : BERFY4651D

Dear Sir/Madam,

You have purchased the following teas from Kolkata1 auction for Within State sales.

Lot No	Grade	Warehouse	GR WT	Net Wt	Total	Net Kgs	Price/kg	Invoice No	Service Tax	Sample Wt.
Deal Id No.	GP Date	Total Value	Chst	VAT	Stamp	Sample Chst	MARK	KK CESS	TB Chgs	Short Wt.
	GP No		Brkrge			CH.ALL	VAT. DEP	SB CESS		Nett Amt
JTC0301	FP	APEEJAY TEA LTD	510.00	500.00	4900.00	80.00	273	164.64		50.00
	18/03/2015		10			1	MANI (Jallan Mani Tea Co. Pvt. Ltd.)	5.88		50.00
16014K1D03067745	127	392,000.00	1,176.00	3931.76	1.00	0.00	0.00	5.88	98.00	397,383.16
JTC0302	FP	BAZALONI GROUP LTD	510.00	500.00	4900.00	100.00	274	205.80		50.00
	18/03/2015		10			2	BHADRA (BHADRA TEA FACTORY)	7.35		50.00
16014K1D03067746	127	490,000.00	1,470.00	4914.70	1.00	0.00	0.00	7.35	98.00	496,704.20
JTC0303	FP	INTERNATIONAL BLENDING &	510.00	500.00	4900.00	120.00	275	205.80		50.00
	18/03/2015		10			3	ACHABAM (ACHABAM TEA ESTATE)	7.35		50.00
16014K1D03067747	127	588,000.00	1,470.00	23578.80	1.00	0.00	0.00	7.35	98.00	613,368.30

4704000.00 13524.00 88,449.90 10.00 0.00 0.00 67.62 980.00 4,808,992.50

E & O.E. (₹ FORTY-EIGHT LAKHS EIGHT THOUSAND NINE HUNDRED NINETY-TWO AND FIFTY PAISA ONLY)

TERMS & CONDITIONS AS PER CTTA RULES SUBJECT TO RECEIPT OF APPROPRIATE STD FORM LICENSE RECEIPT NO F003111 OF 1976/77.

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AS PER DIRECTIVE ISSUED BY THE TEA BOARD, VIDE CIRCULAR NO. 12(18)/LC/2010/2462 DATED 12-01-2015 WE REPRODUCE THE DECLARATION GIVEN IN THE GARDEN INVOICE(S) OF THE PRODUCER/MANUFACTURER-SELLER OF TEAS COVERED BY THIS TAX INVOICE:

"THE TEAS IN THE ABOVE INVOICES WERE MADE FROM GREEN LEAF WHICH HAVE ONLY USED PPS AS RECOMMENDED IN PLANT PROTECTION CODE AND HAVE NOT USED ANY CHEMICALS AND PESTICIDES BANNED IN INDIA. IN THE EVENT OF DETECTION OF

J Thomas & Co Pvt Ltd
BROKER

Digitally signed by Test1 Certificate
Date: 2016.09.08 11:36:26 +05:30
Reason:
Location:

Transport Copy

Tax Invoice

Transport Copy

J Thomas & Co Pvt Ltd

11, R N MUKHERJEE ROAD , KOLKATA

A TOSH & SONS (INDIA) LIMITED

P-32 & 33, INDIA EXCHANGE PLACE KOLKATA

Phone : 033-40264747
VAT Reg. No : 19200164093
Service Tax Reg. No : AABCJ2851QST005
E-mail : kolkata@jthomas.in
CST Reg. No. : 19200164093
PAN No : JTGHF7815G
CIN No : 18740178546
FSSAI No : 14526870004581

VAT Reg. No : 19500560095
Bill No : K1/JTC/D/000007
Sale No : 14
Date of Sale : 08/09/2016
Prompt Date : 21/09/2016
PAN No : BERFY4651D

Dear Sir/Madam,

You have purchased the following teas from Kolkata1 auction for Within State sales.

Lot No	Grade GP Date	Warehouse	GR WT Chst	Net Wt	Total Net Kgs	Price/kg	Invoice No	Service Tax	Sample Wt.
Deal Id No.	GP No	Total Value	Bkrgge	VAT	Stmp	Sample Chst CH.ALL	MARK VAT. DEP	KK CESS SB CESS	Short Wt. TB Chgs Nett Amt
JTC0301	FP 18/03/2015	APEEJAY TEA LTD	510.00 10	500.00	4900.00	80.00 1	273 MANI (Jallan Mani Tea Co. Pvt. Ltd.)	164.64 5.88	50.00 50.00
16014K1D03067745	127	392,000.00	1,176.00	3931.76	1.00	0.00	0.00	5.88	98.00 397,383.16
JTC0302	FP 18/03/2015	BAZALONI GROUP LTD	510.00 10	500.00	4900.00	100.00 2	274 BHADRA (BHADRA TEA FACTORY)	205.80 7.35	50.00 50.00
16014K1D03067746	127	490,000.00	1,470.00	4914.70	1.00	0.00	0.00	7.35	98.00 496,704.20
JTC0303	FP 18/03/2015	INTERNATIO NAL BLENDING &	510.00 10	500.00	4900.00	120.00 3	275 ACHABAM (ACHABAM TEA ESTATE)	205.80 7.35	50.00 50.00
16014K1D03067747	127	588,000.00	1,470.00	23578.80	1.00	0.00	0.00	7.35	98.00 613,368.30

4704000.00 13524.00 88,449.90 10.00 0.00 0.00 67.62 980.00 4,808,992.50

E & O.E. (₹ FORTY-EIGHT LAKHS EIGHT THOUSAND NINE HUNDRED NINETY-TWO AND FIFTY PAISA ONLY)

TERMS & CONDITIONS AS PER CTTA RULES SUBJECT TO RECEIPT OF APPROPRIATE STD FORM LICENSE RECEIPT NO F003111 OF 1976/77.

AS DECLARED BY THE PRODUCER/MANUFACTURER - SELLER, IT IS HEREBY CERTIFIED THAT THE FOOD MENTIONED IN THIS INVOICE IS WARRANTED TO BE OF THE NATURE AND QUALITY IT PURPORTS TO BE & CONFORMS TO THE REQUIREMENTS OF THE FOOD SAFETY & STANDARDS ACT 2006 & REGULATIONS MADE THERE UNDER.

AS PER DIRECTIVE ISSUED BY THE TEA BOARD, VIDE CIRCULAR NO. 12(18)/LC/2010/2462 DATED 12-01-2015 WE REPRODUCE THE DECLARATION GIVEN IN THE GARDEN INVOICE(S) OF THE PRODUCER/MANUFACTURER-SELLER OF TEAS COVERED BY THIS TAX INVOICE:

"THE TEAS IN THE ABOVE INVOICES WERE MADE FROM GREEN LEAF WHICH HAVE ONLY USED PPFS AS RECOMMENDED IN PLANT PROTECTION CODE AND HAVE NOT USED ANY CHEMICALS AND PESTICIDES BANNED IN INDIA. IN THE EVENT OF DETECTION OF

J Thomas & Co Pvt Ltd
BROKER

Digitally signed by Test1 Certificate
Date: 2016.09.08 11:36:31 +05:30
Reason:
Location:

Delivery Order

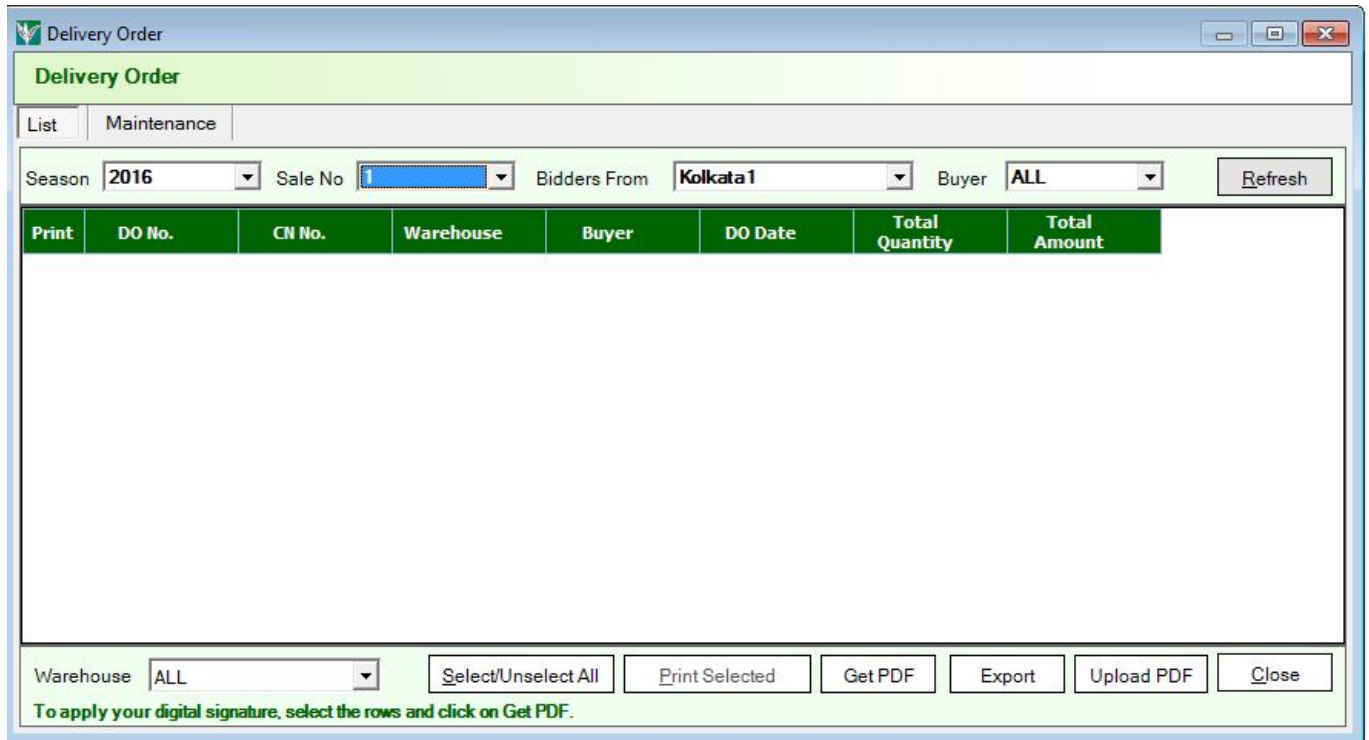
The Auctioneer can view Delivery Orders for all the deals to be given to the Buyers. Using this option Auctioneer can view the Delivery Order by selecting the appropriate season, sale number, and buyer. Auctioneer can also view the delivery order by selecting the appropriate warehouse.

Viewing Delivery Order

1. Log on to the **e-Auction Auctioneer** application.

On the menu bar, click **Post Auction** and then select **Delivery Order** or press F11 key.

2. **Auctioneer module** displays the **Delivery Order** screen, as shown in the following figure.



Delivery Order

List Maintenance

Season 2016 Sale No 1 Bidders From Kolkata1 Buyer ALL Refresh

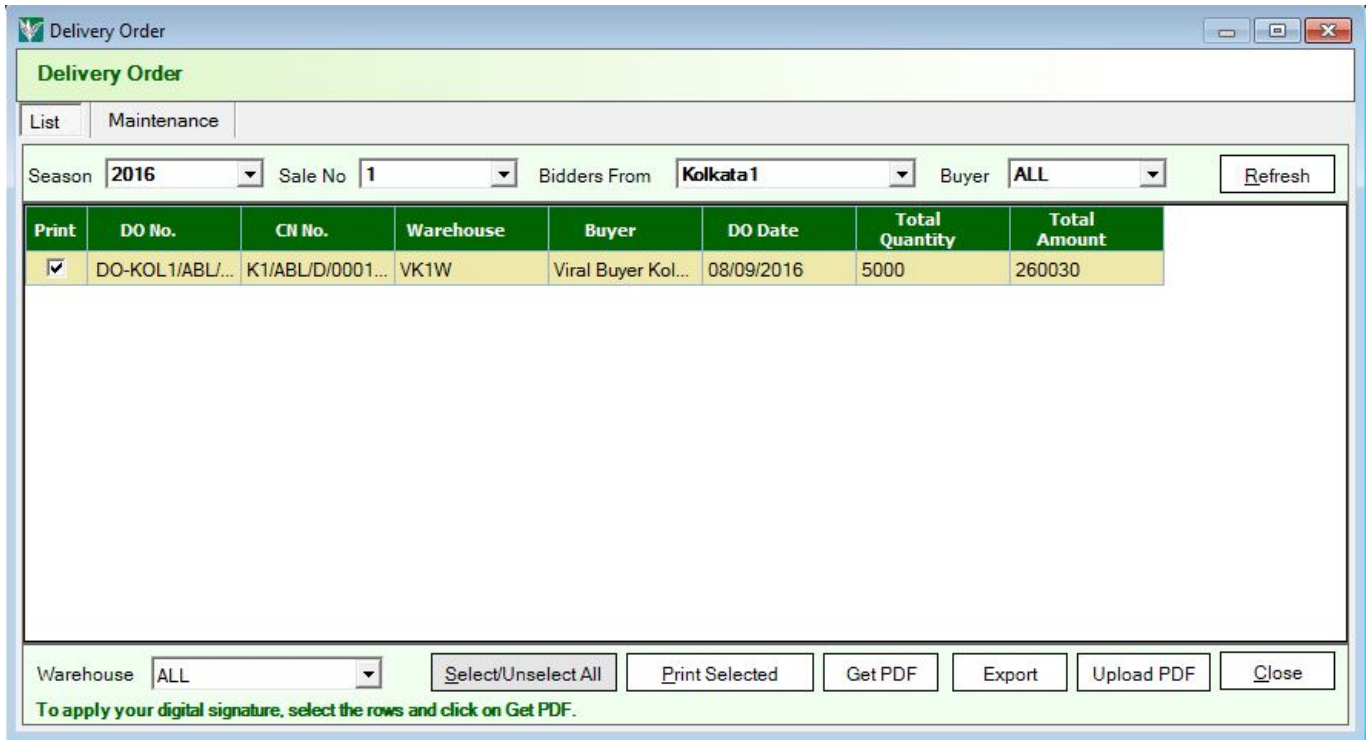
Print	DO No.	CN No.	Warehouse	Buyer	DO Date	Total Quantity	Total Amount
-------	--------	--------	-----------	-------	---------	----------------	--------------

Warehouse ALL Select/Unselect All Print Selected Get PDF Export Upload PDF Close

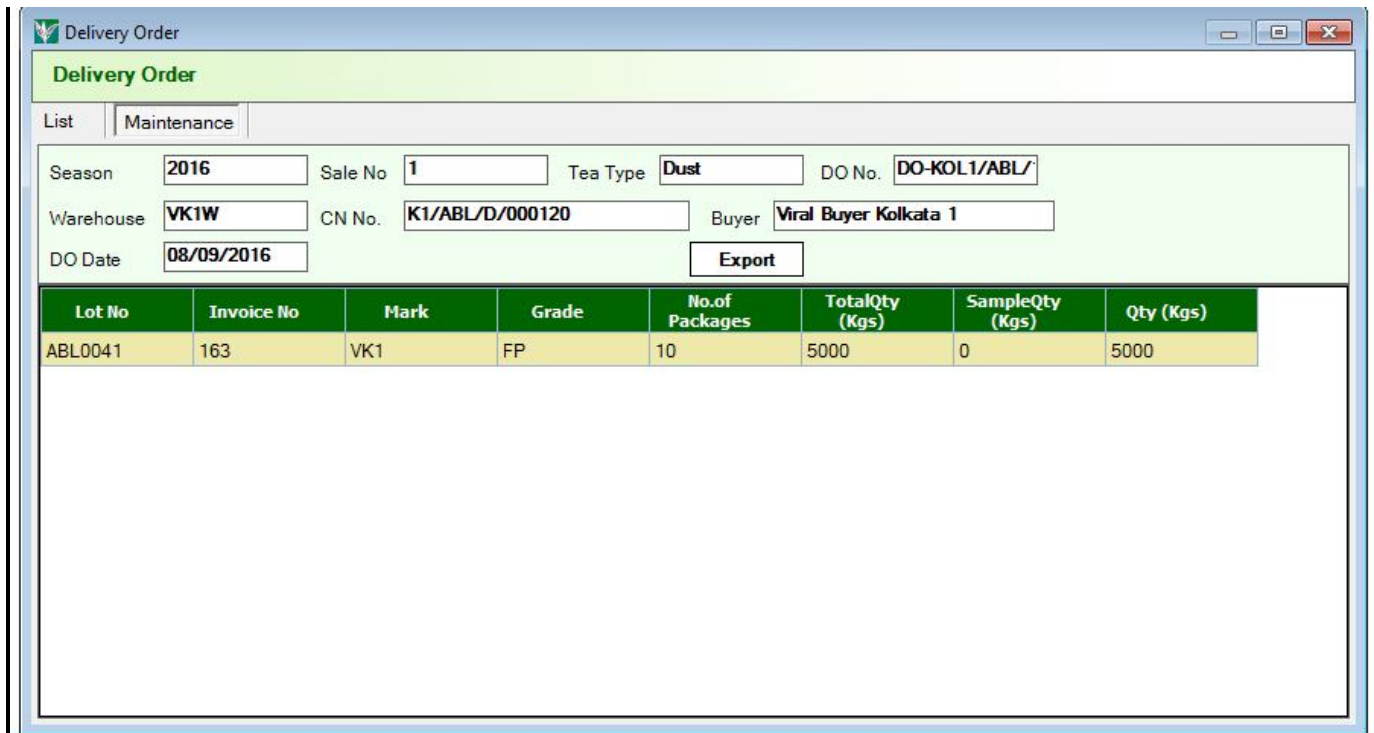
To apply your digital signature, select the rows and click on Get PDF.

Field	Default Value	Description
Season	➤ Current year	➤ Select the appropriate season from the drop-down list.
Sale No	➤ First Sale No when arranged in ascending order	➤ Select the appropriate sale number from the drop-down list. ➤ All the sale programs for which sellers prompt date is not over.
Bidders From	➤ Logged in auction centre	➤ Select the appropriate auction centre from where the buyer has bid in the centre
Buyer	➤ ALL	➤ Select the appropriate buyer name from the drop-down list. ➤ All Buyer names defined by TAO along with option ALL

3. Select the appropriate details.
4. Click on the **Refresh** button.
5. **Auctioneer module** displays the Delivery Order screen as shown in the following figure.



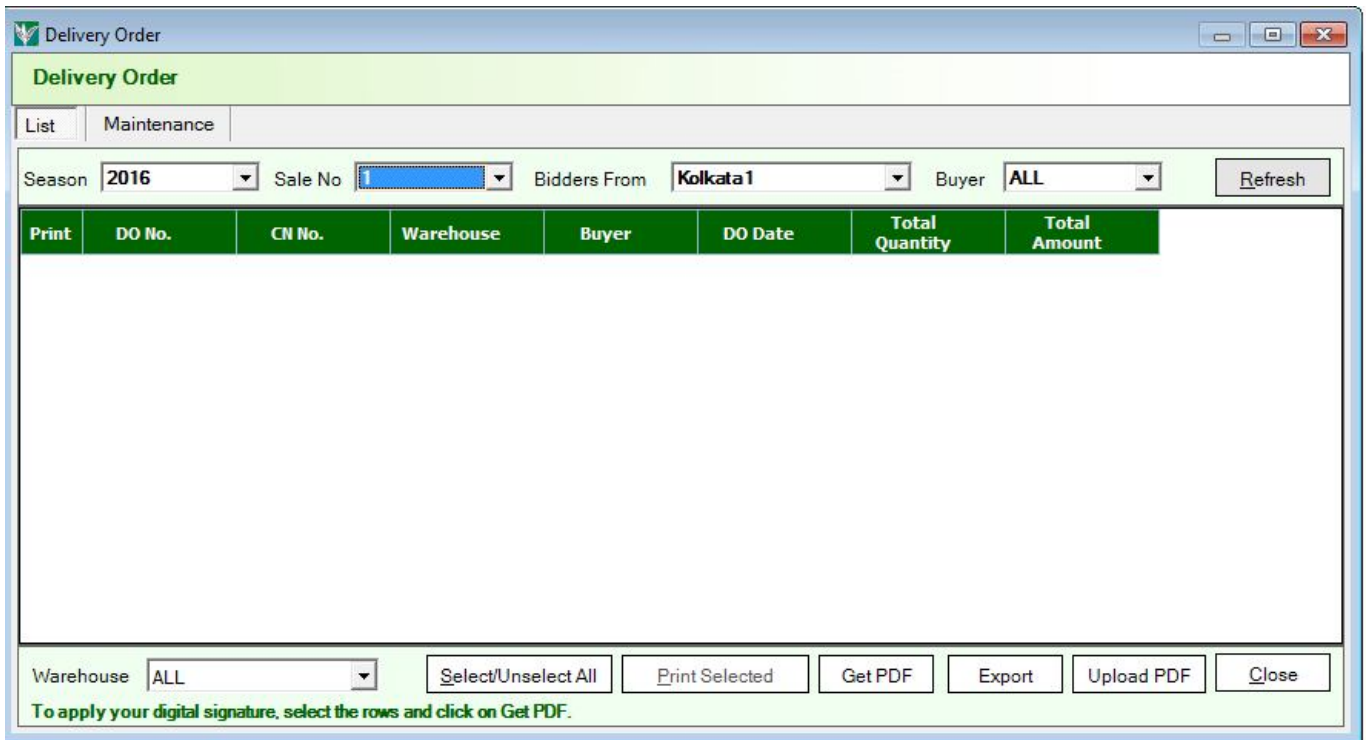
6. Select the required row to view **Delivery Order** details, and then click **Maintenance** tab or Double click on that particular record.
7. **Auctioneer module** displays the Delivery Order Maintenance screen as shown in the following figure.



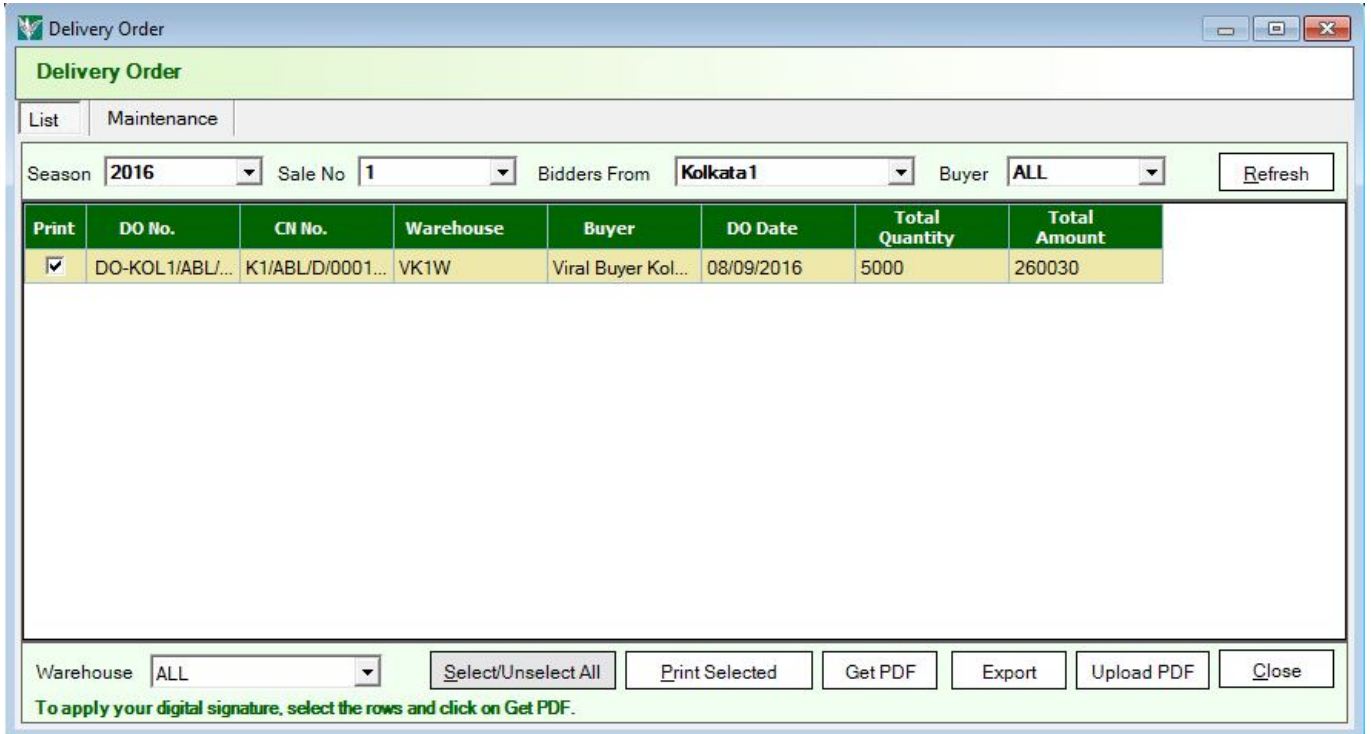
8. Click the **Close** button to exit from the current screen.

Exporting Delivery Order Details

1. Log on to the **e-Auction Auctioneer** application.
On the menu bar, click **Post Auction** and then select **Delivery Order**.
2. **Auctioneer module** displays the **Delivery Order** screen, as shown in the following figure.



3. Select the appropriate details.
4. Click on the **Refresh** button.
5. **Auctioneer module** displays the Delivery Order screen as shown in the following figure.



6. Select the row & click on Maintenance tab to view the details of the delivery order as below.

Delivery Order

List | Maintenance

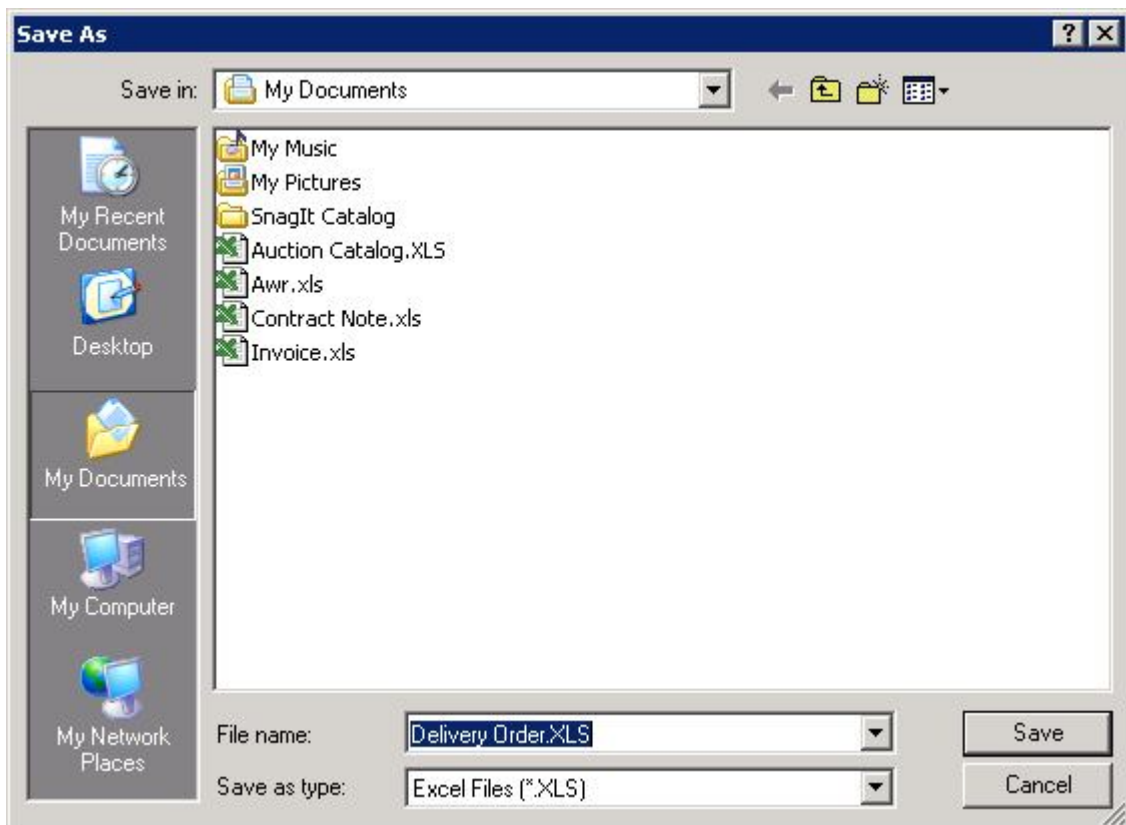
Season: 2016 Sale No: 1 Tea Type: Dust DO No: DO-KOL1/ABL/

Warehouse: VK1W CN No: K1/ABL/D/000120 Buyer: Viral Buyer Kolkata 1

DO Date: 08/09/2016 **Export**

Lot No	Invoice No	Mark	Grade	No.of Packages	TotalQty (Kgs)	SampleQty (Kgs)	Qty (Kgs)
ABL0041	163	VK1	FP	10	5000	0	5000

- Click the **Export** button to export the details.
- Auctioneer module** displays the **Save As** screen as shown in the following figure.



- Select the location of your choice from the **Desktop** scroll down bar.
- Type the **File** name.
- Click on the **Save** button.
- Auctioneer module** displays the "**Delivery Order Exported Successfully**" message as shown in the following figure.



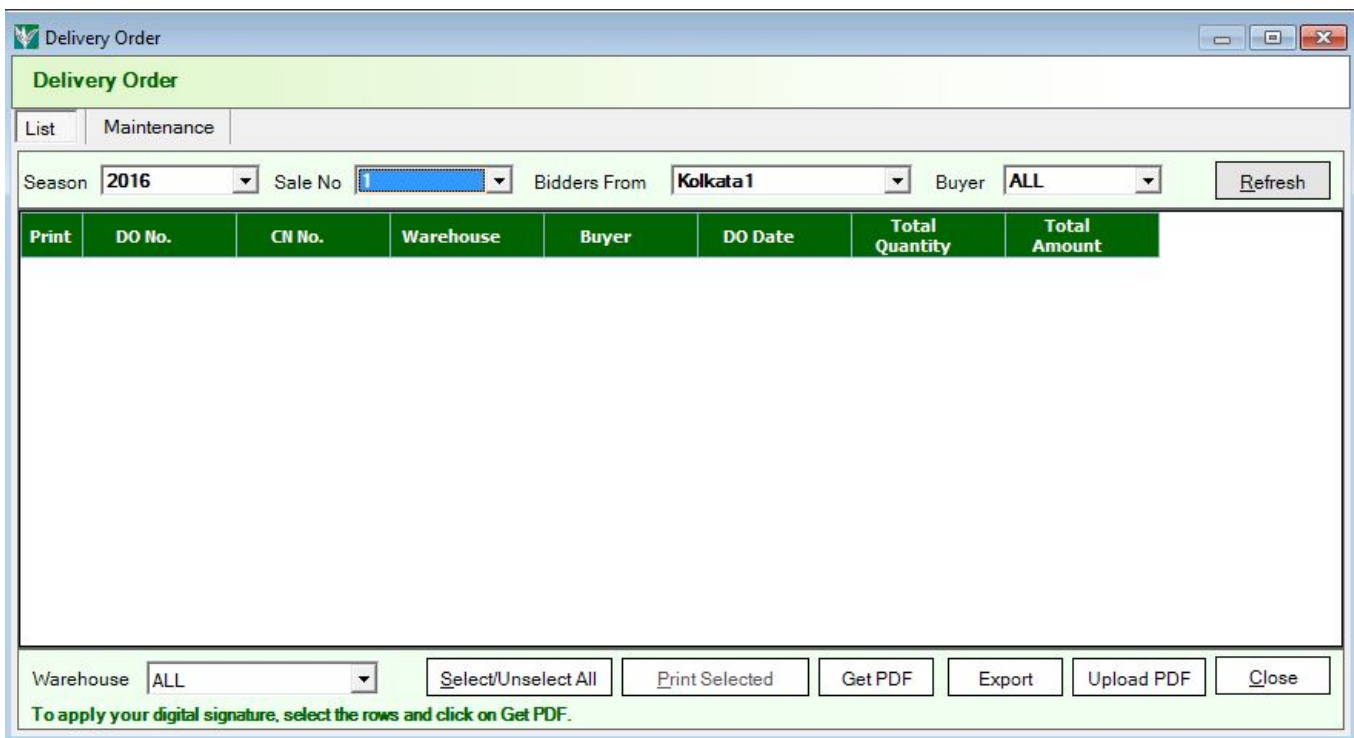
13. Click the **OK** button to export the Delivery Order details.

Printing Delivery Order Details

1. Log on to the **e-Auction Auctioneer** application.

On the menu bar, click **Post Auction** and then select **Delivery Order**.

2. **Auctioneer module** displays the **Delivery Order** screen, as shown in the following figure.



Select the appropriate details.

Click on the **Refresh** button.

3. **Auctioneer module** displays the Delivery Order screen as shown in the following figure.

Delivery Order

Delivery Order

List Maintenance

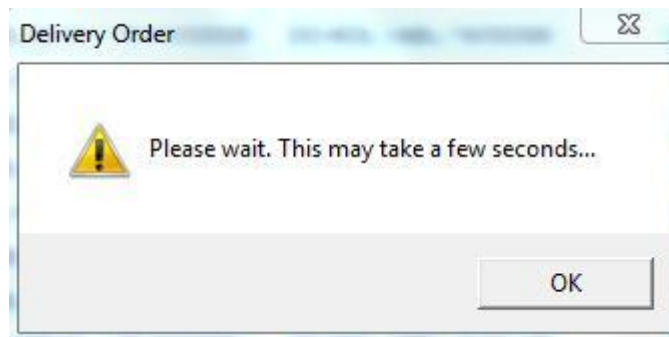
Season **2016** Sale No **1** Bidders From **Kolkata1** Buyer **ALL** Refresh

Print	DO No.	CN No.	Warehouse	Buyer	DO Date	Total Quantity	Total Amount
<input checked="" type="checkbox"/>	DO-KOL1/ABL/...	K1/ABL/D/0001...	VK1W	Viral Buyer Kol...	08/09/2016	5000	260030

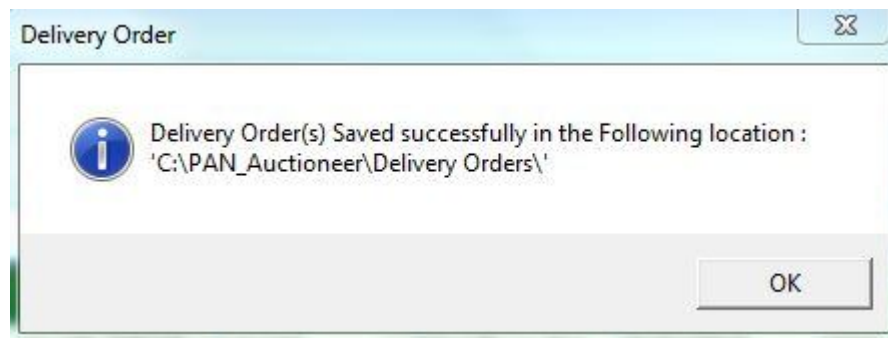
Warehouse **ALL** Select/Unselect All Print Selected Get PDF Export Upload PDF Close

To apply your digital signature, select the rows and click on Get PDF.

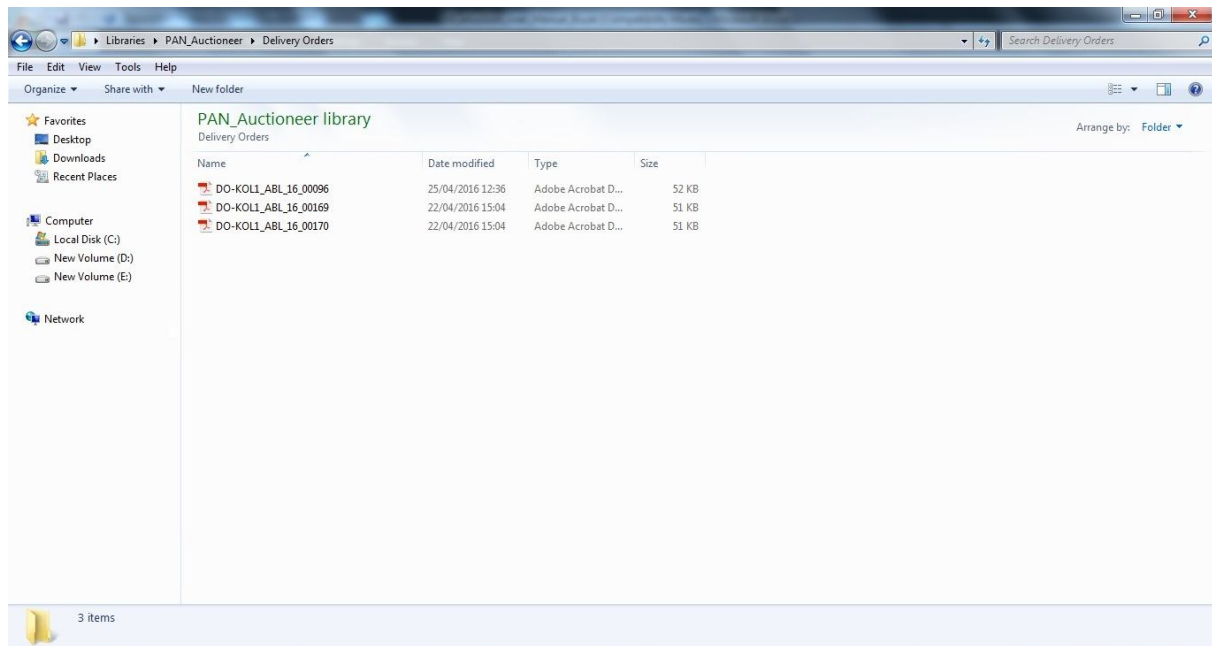
- Select the required lot for Delivery Orders to be printed by clicking on the checkboxes provided or click on Select/Unselect All button to print all the Delivery Orders at a time.
- Click the **Get PDF** button to print Delivery Order(s).
- A pop up will appear as:



- Click on OK button.
- A message box will be displayed as:



- Delivery Orders saved will be displayed in the following folder.

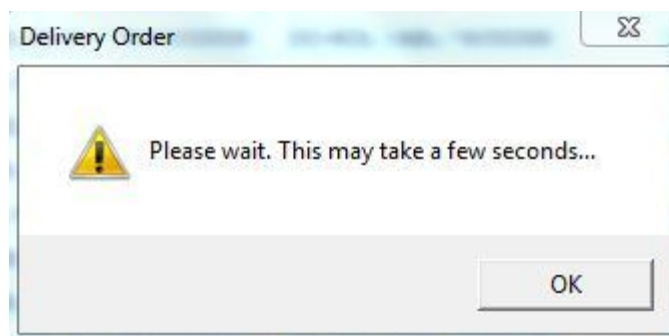


Digital Signature for DeliveryOrder

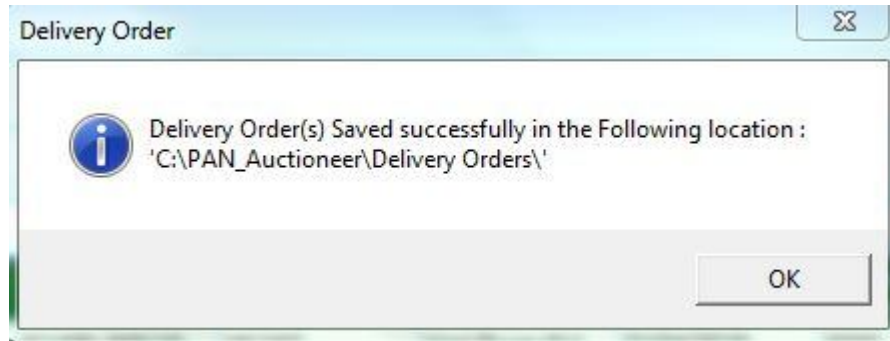
1. The broker will be able to apply his digital signature to the Delivery orders, Tax invoices & Account Sales.
2. Once the broker has digitally signed the documents the broker & buyer will be allowed to download the digitally signed Delivery orders, Account sales & Tax Invoices.

GetPDF

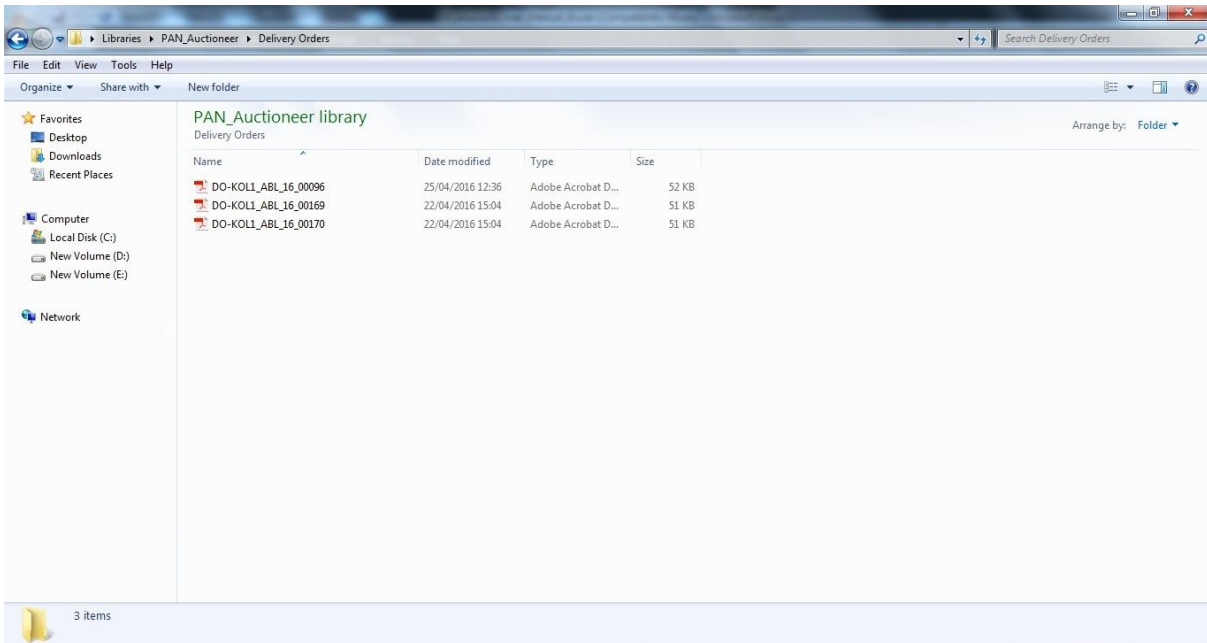
1. Click the **Get PDF** button to Delivery Order(s).
2. A pop up will appear as:



3. Click on OK button.
4. A message box will be displayed as:



5. Delivery Orders saved will be displayed in the following folder.



Upload PDF

1. Log on to the **e-Auction Auctioneer** application.

On the menu bar, click **Post Auction** and then select **Delivery Order**.

2. **Auctioneer module** displays the **Delivery Order** screen, as shown in the following figure.

The screenshot shows the 'Delivery Order' window with the following filters: Season: 2016, Sale No: (empty), Bidders From: Kolkata1, Buyer: ALL. The table below the filters is empty.

Print	DO No.	CN No.	Warehouse	Buyer	DO Date	Total Quantity	Total Amount
-------	--------	--------	-----------	-------	---------	----------------	--------------

Warehouse: ALL

Buttons: Select/Unselect All, Print Selected, Get PDF, Export, Upload PDF, Close

To apply your digital signature, select the rows and click on Get PDF.

3. Select the appropriate details.
4. Click on the Refresh button.
5. **Auctioneer module** displays the Delivery Order screen as shown in the following figure.

The screenshot shows the 'Delivery Order' window with the following filters: Season: 2016, Sale No: 1, Bidders From: Kolkata1, Buyer: ALL. The table below the filters contains one row of data.

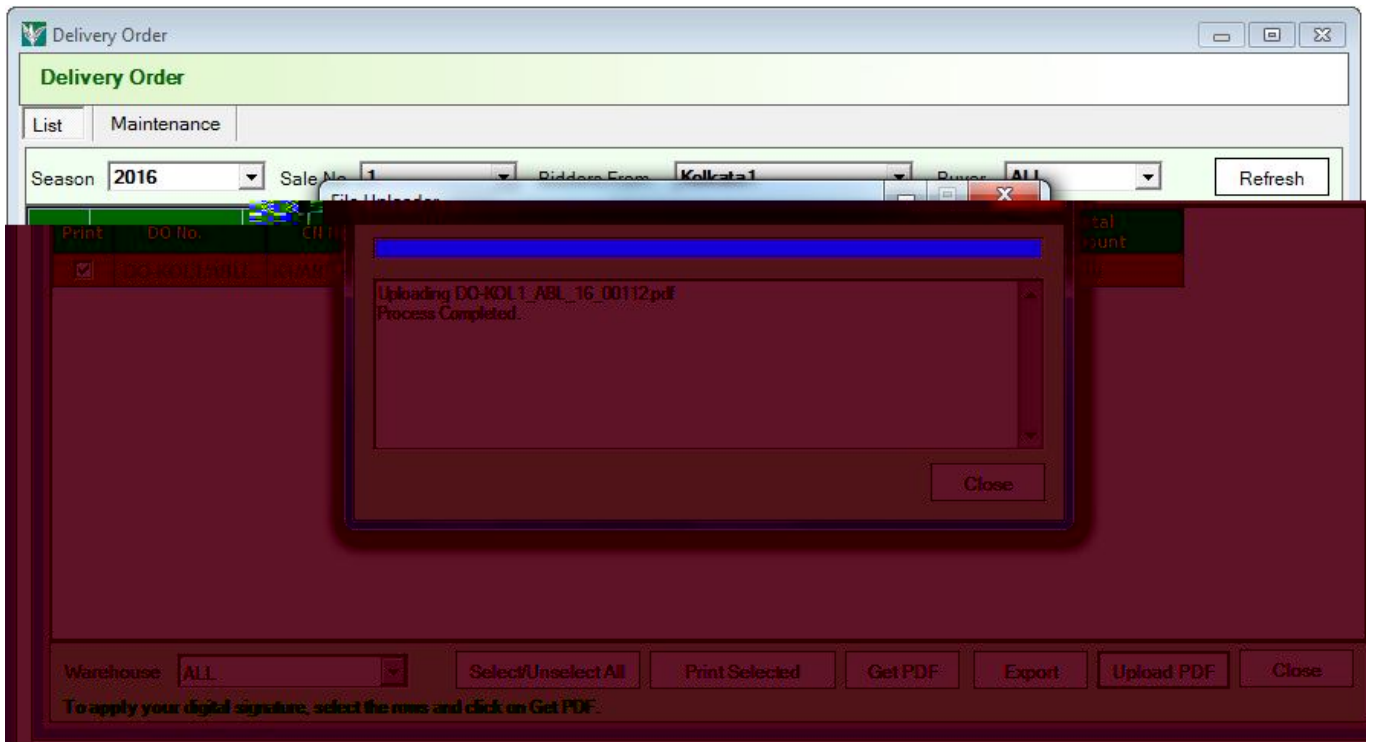
Print	DO No.	CN No.	Warehouse	Buyer	DO Date	Total Quantity	Total Amount
<input checked="" type="checkbox"/>	DO-KOL1/ABL/...	K1/ABL/D/0001...	VK1W	Viral Buyer Kol...	08/09/2016	5000	260030

Warehouse: ALL

Buttons: Select/Unselect All, Print Selected, Get PDF, Export, Upload PDF, Close

To apply your digital signature, select the rows and click on Get PDF.

6. Select the required lot for Delivery Orders to be printed by clicking on the checkboxes provided or click on Select/Unselect All button to upload all the Delivery Orders at a time.
7. Click the **upload pdf** button to print Delivery Order(s).



8. Delivery Order Format will vary Auction Centre wise.

9. Below is the sample for Cochin Centre.

Delivery Order																				
Broker																				
Global Tea Brokers																				
Address Line 1 Address Line 2, Kochi																				
CIN No: CIN GTB CH																				
VAT Reg No: VAT GTB CH																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Sale No</th> <th style="width: 15%;">Sale Date</th> <th style="width: 15%;">Prompt Date</th> <th style="width: 15%;">Bill No.</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">11</td> <td style="text-align: center;">01/09/2016</td> <td style="text-align: center;">30/10/2016</td> <td style="text-align: center;">CO/GTB/D/000133</td> </tr> </tbody> </table>							Sale No	Sale Date	Prompt Date	Bill No.	11	01/09/2016	30/10/2016	CO/GTB/D/000133						
Sale No	Sale Date	Prompt Date	Bill No.																	
11	01/09/2016	30/10/2016	CO/GTB/D/000133																	
<p>To,</p> <p>Viral CH WH1</p> <p>VCHW Address 1 VCHW Address 2 Mumbai WH One</p> <p>Please deliver the under mentioned tea to M/s Viral Buyer Kolkata 1</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Lot No</th> <th style="width: 10%;">Invoice No.</th> <th style="width: 15%;">Estate/Mark</th> <th style="width: 10%;">Grade</th> <th style="width: 10%;">Bags/Chest</th> <th style="width: 15%;">Net Kg Chest/Bags</th> <th style="width: 10%;">Total Net Kgs</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">GTB0001</td> <td style="text-align: center;">123</td> <td style="text-align: center;">VIRAL MARK 1</td> <td style="text-align: center;">FP</td> <td style="text-align: center;">3</td> <td style="text-align: center;">*500.00</td> <td style="text-align: center;">1400.00</td> </tr> </tbody> </table>							Lot No	Invoice No.	Estate/Mark	Grade	Bags/Chest	Net Kg Chest/Bags	Total Net Kgs	GTB0001	123	VIRAL MARK 1	FP	3	*500.00	1400.00
Lot No	Invoice No.	Estate/Mark	Grade	Bags/Chest	Net Kg Chest/Bags	Total Net Kgs														
GTB0001	123	VIRAL MARK 1	FP	3	*500.00	1400.00														
D.O. No : DO-KOC /GTB/16/00052				Date of Issue : 01/09/2016																
* Includes Sample Chest/Bags																				
Deal Identification No : 16011CHD03067638																				
Global Tea Brokers																				

Digitally signed by Test1 Certificate
Date: 2016.09.08 11:42:36 +05:30
Reason:
Location:

10. Below is the sample for South Centre (Coimbatore & Coonoor)

Delivery Order						
Seller Viral Factory Owner Factory Owner Address, Mumbai FO TIN : FactoryTIN1			Broker Global Tea Brokers Address Line 1 Address Line 2, Coimbatore CIN No: CIN GTB CB VAT Reg No: VAT GTB CB			
Sale No	Sale Date	Prompt Date	Bill No.	DO No.		
9	01/09/2016	30/10/2016	CB/GTB/D/000025	DO-CBE /GTB/16/00022		
To, Viral CB WH1 VCBW Address 1 VCBW Address 2 Mumbai WH One Please deliver the under mentioned tea to M/s Viral Buyer Kolkata 1						
Lot No.	Invoice No.	Estate/Mark	Grade	Bags/Chest	Net Kg Chest/Bags	Total Net Kgs.
GTB0001	123	VIRAL MARK 1	FP	4	*500.00	1900.00
Deal Identification No : 16009CMD03067551			Date of Issue : 01/09/2016		For and on behalf of Viral Factory Owner	
* Includes Sample Chest/Bags				Authorized Broker		

Digitally signed by Test1 Certificate
 Date: 2016.09.06 14:31:14 +05:30
 Reason:
 Location:

11. Below is the sample for North Centers (Kolkata1, Guwahati Dust, Guwahati Leaf & Siliguri)

Delivery Order							
Broker J Thomas & Co Pvt Ltd 11, R N MLKHERJEE ROAD , KOLKATA				D.O No : DO-KOLI/JTC/16/00006			
CIN No : 18740178546				Sale No : 14			
VAT Reg No : 19200164093				Sale Date : 08/09/2016			
TO THE SUPERINTENDENT, APEEJAY TEA LTD 47, HIDE ROAD EXTENSION KOLKATA 700088 KOLKATA				Prompt Date : 21/09/2016			
Please deliver the following packages of tea to the undernoted Buyer or his/her order on valid endorsement							
Buyer : A TOSH & SONS (INDIA) LIMITED				TNGST :			
Deal Identification No : 16014K1D03067754							
Lot No.	Mark	Grade	No. of Pkgs.	Gross Wt./Pkg	Sample/Shortage Chest No. & Weight	Package Type	Package Size
Invoice No.			Total Nett Wt.	Nett Wt./Pkg.			
JTC0350 597	HANI	FP	10 4900.00	510.00 500.00	D01-D10 10 - 400.00	Paper sacks	27x21x11
Note A DUPLICATE DELIVERY ORDER WILL NOT BE ISSUED EXCEPT IN STRICT ACCORDANCE WITH CITA RULES			Total	Total No. of Pkgs 10	Total Wt (Sum of all) : 4900.00		
			Total No. of Pkgs (In words) : Ten				
Revenue Stamp	Issue subject to rules and regulations of Kolkata Tea Auction Center			J Thomas & Co Pvt Ltd			
Digitally signed by Test1 Certificate Date: 2016.09.08 11:40:29 +05:30 Reason: Location:							

Unsold Lots

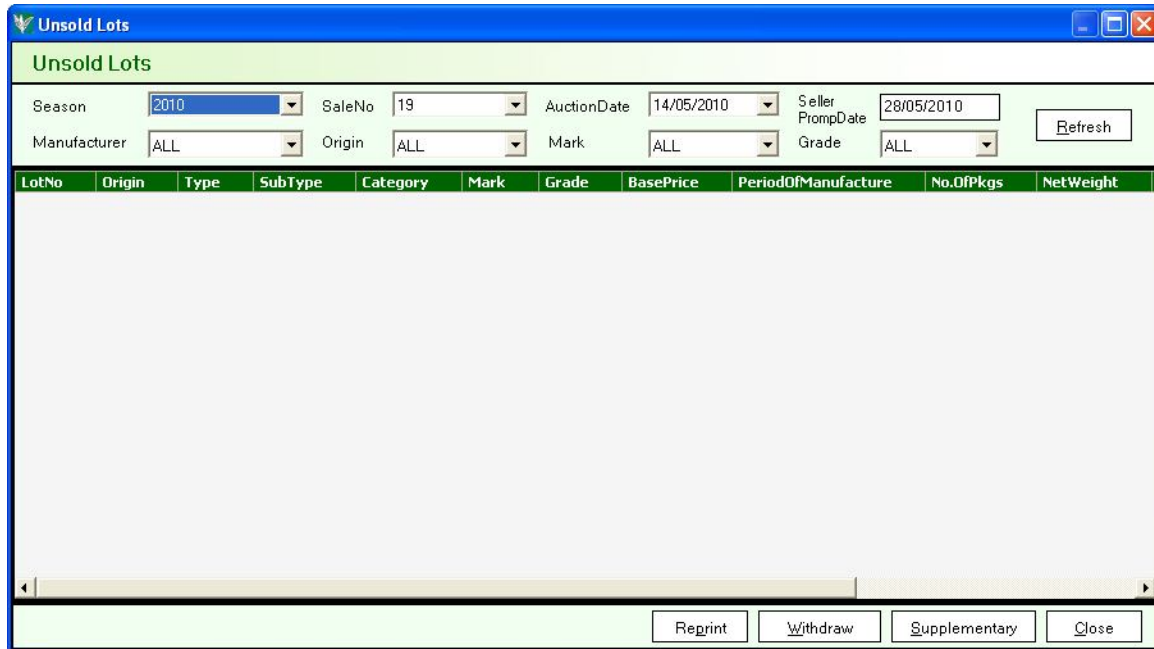
Lots, which did not receive even a single bid or received bids below the reserve price, would be termed as unsold lots. Unsold Lots can be viewed by selecting the appropriate season, sale number, auction date, auctioneer, and tea type. User can withdraw, supplement or reprint such lots.

Viewing Unsold Lots

1. Log on to the **e-Auction Auctioneer** application.

On the menu bar, click **Post Auction** and then select **Unsold Lots** or press **F12** key.

2. **Auctioneer module** displays the **Unsold Lots** screen, as shown in the following figure.



Field	Default Value	Description
Season	➤ Year of last completed or currently running Sale Program	◆ Displays the season.
Sale No	➤ Last completed or currently running Sale No	➤ Displays the sale number. ➤ All the sale programs for which sellers prompt date is not over.
Auction Date	➤ First Auction Date of selected sale program.	➤ Select the appropriate auction date from the drop down list. ➤ All the Auction Dates defined in the selected Sale No.
Seller Prompt Date	➤ Seller prompt date corresponding to the selected auction date.	➤ Displays the Seller Prompt Date
Manufacturer	➤ ALL	➤ Select the appropriate manufacturer from the drop-down list. ➤ All Manufacturer names defined by TOA along with option ALL
Origin	➤ ALL	➤ Select the appropriate tea origin from the drop-down list. ➤ All Origin names defined by TOA along with option ALL
Mark	➤ ALL	➤ Select the appropriate mark from the drop-down list. ➤ All Mark names defined by TOA

Field	Default Value	Description
		along with option ALL
Grade	➤ ALL	<ul style="list-style-type: none"> ➤ Select the appropriate grade from the drop-down list. ➤ All Grade names defined by TOA along with option ALL

3. Select the appropriate details.
4. Click on the Refresh button.
5. Auctioneer module displays the unsold lots page based on your search criteria.
6. A sample entry is shown in the following figure.

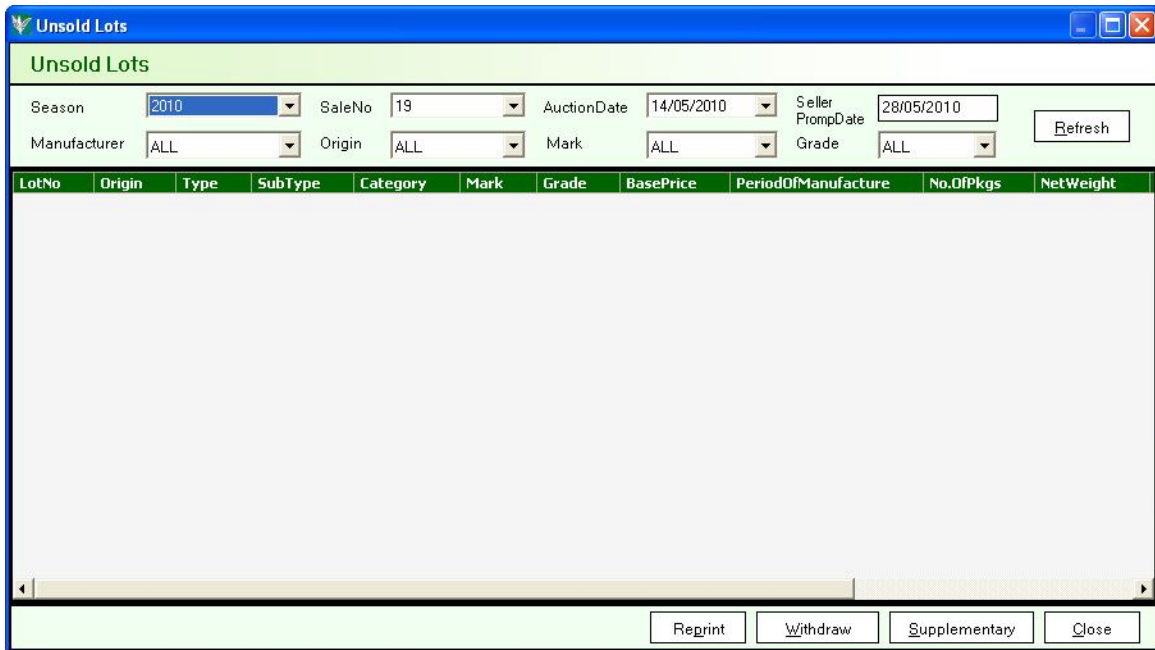
LotNo	Origin	Type	SubType	Category	Mark	Grade	BasePrice	PeriodOfManufacture	No.OfPkgs	NetWeight
GTB1125	Nilgiris	DUST	Dust	CTC	AMBICA...	RD1	45	-	11	35
GTB1126	Nilgiris	DUST	Dust	CTC	AMBICA...	RD1	45	-	13	35
GTB1127	Nilgiris	DUST	Dust	CTC	AMBICA...	RD1	45	-	10	35
GTB1128	Nilgiris	DUST	Dust	CTC	AMBICA...	RD1	45	-	15	35
GTB1129	Nilgiris	DUST	Dust	CTC	AMBICA...	RD1	45	-	15	35
GTB1130	Nilgiris	DUST	Dust	CTC	AMBICA...	RD1	45	-	10	35
GTB1131	Nilgiris	DUST	Dust	CTC	AMBICA...	RD1	45	-	15	33
GTB1132	Nilgiris	DUST	Dust	ORTHODOX	TigerHill	FD	45	-	15	35
GTB1133	Nilgiris	DUST	Dust	ORTHODOX	TigerHill	FD	45	-	15	35
GTB1134	Nilgiris	DUST	Dust	ORTHODOX	TigerHill	FD	45	-	12	35
GTB1135	Nilgiris	DUST	Dust	ORTHODOX	TigerHill	FD	45	-	12	35
GTB1136	Nilgiris	DUST	Dust	ORTHODOX	TigerHill	SPL DUST	45	-	15	35
GTB1137	Nilgiris	DUST	Dust	ORTHODOX	TigerHill	SPL DUST	45	-	15	35
GTB1138	Nilgiris	DUST	Dust	ORTHODOX	TigerHill	SPL DUST	45	-	15	35

Note: Data will be available till sellers prompt date of a corresponding auction date.

Withdrawing Unsold Lots

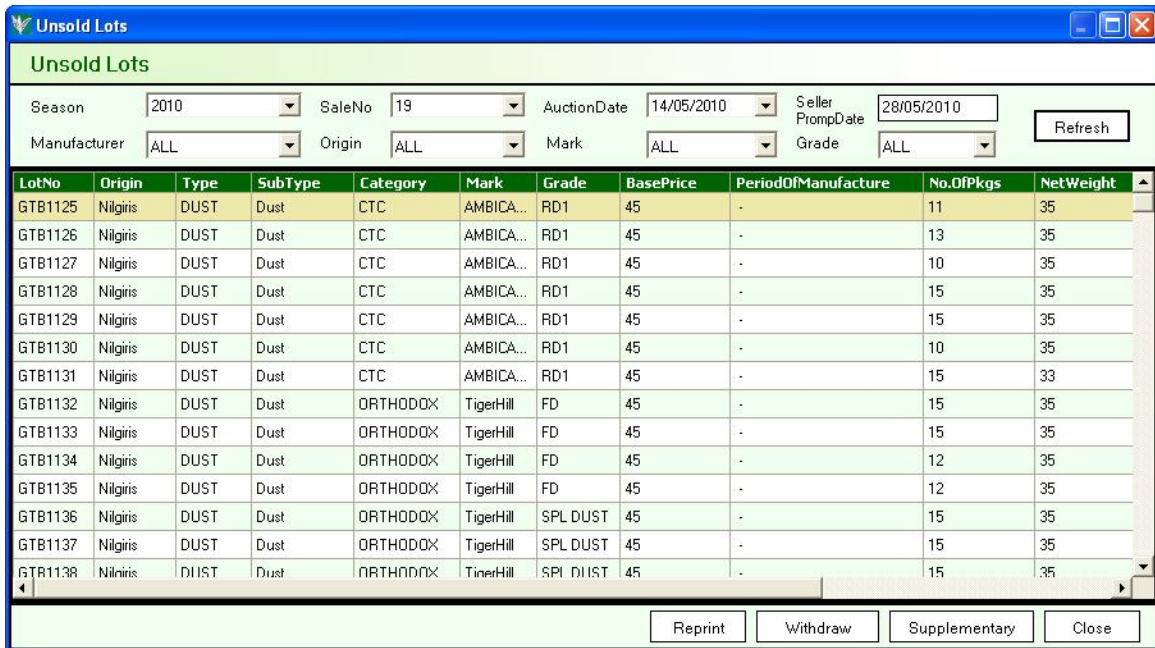
If the auctioneer wants to withdraw the unsold lots and remove them completely from the auction process, the auctioneer would withdraw those lots.

1. Log on to the **e-Auction Auctioneer** application.
On the menu bar, click **Post Auction** and then select **Unsold Lots**.
2. **Auctioneer module** displays the **Unsold Lots** screen, as shown in the following figure.



Select the appropriate details.
Click on the **Refresh** button.

3. **Auctioneer module** displays the Unsold Lots screen shown in the following figure.



Select the appropriate lot that you want to withdraw.

4. **Auctioneer module** highlights the selected lot, as shown in the following figure.

Unsold Lots

Season: 2010 SaleNo: 19 AuctionDate: 14/05/2010 Seller PrompDate: 28/05/2010
 Manufacturer: ALL Origin: ALL Mark: ALL Grade: ALL Refresh

LotNo	Origin	Type	SubType	Category	Mark	Grade	BasePrice	PeriodOfManufacture	No.OfPkgs	NetWeight
GTB1125	Nilgiris	DUST	Dust	CTC	AMBICA...	RD1	45	-	11	35
GTB1126	Nilgiris	DUST	Dust	CTC	AMBICA...	RD1	45	-	13	35
GTB1127	Nilgiris	DUST	Dust	CTC	AMBICA...	RD1	45	-	10	35
GTB1128	Nilgiris	DUST	Dust	CTC	AMBICA...	RD1	45	-	15	35
GTB1129	Nilgiris	DUST	Dust	CTC	AMBICA...	RD1	45	-	15	35
GTB1130	Nilgiris	DUST	Dust	CTC	AMBICA...	RD1	45	-	10	35
GTB1131	Nilgiris	DUST	Dust	CTC	AMBICA...	RD1	45	-	15	33
GTB1132	Nilgiris	DUST	Dust	ORTHODOX	TigerHill	FD	45	-	15	35
GTB1133	Nilgiris	DUST	Dust	ORTHODOX	TigerHill	FD	45	-	15	35
GTB1134	Nilgiris	DUST	Dust	ORTHODOX	TigerHill	FD	45	-	12	35
GTB1135	Nilgiris	DUST	Dust	ORTHODOX	TigerHill	FD	45	-	12	35
GTB1136	Nilgiris	DUST	Dust	ORTHODOX	TigerHill	SPL DUST	45	-	15	35
GTB1137	Nilgiris	DUST	Dust	ORTHODOX	TigerHill	SPL DUST	45	-	15	35
GTB1138	Nilgiris	DUST	Dust	ORTHODOX	TigerHill	SPL DUST	45	-	15	35

Reprint Withdraw Supplementary Close

- Click on the **Withdraw** button.
- Auctioneer** displays the message, **Are you sure you want to withdraw the lot(s)?** as shown in the following figure.

Unsold Lots

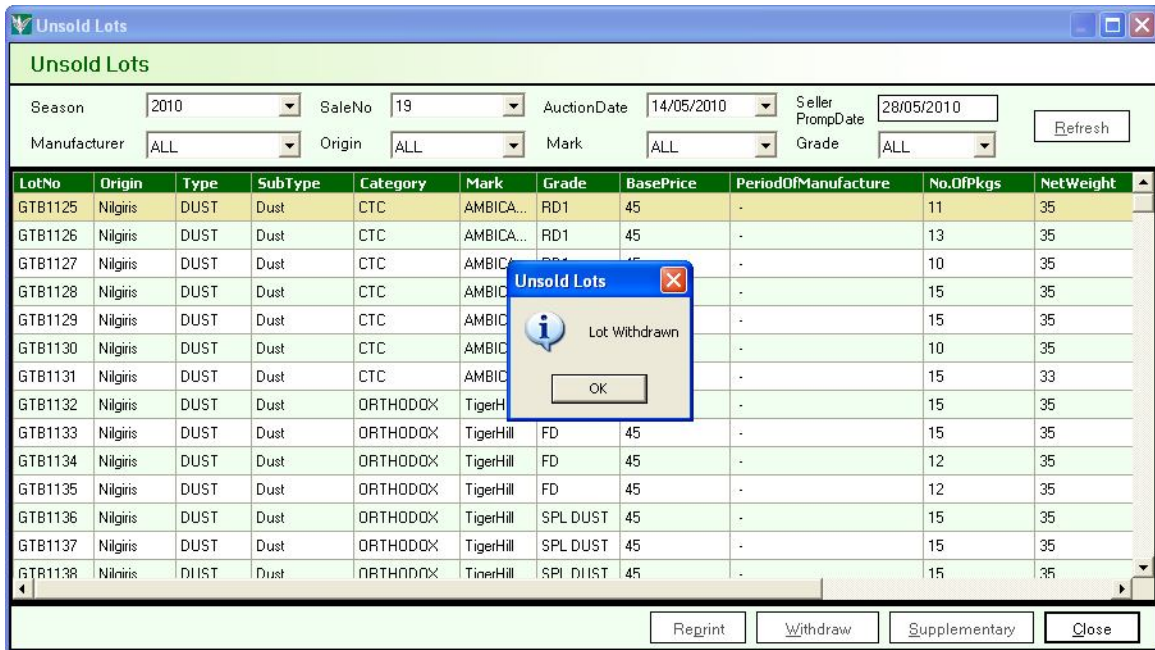
Season: 2010 SaleNo: 19 AuctionDate: 14/05/2010 Seller PrompDate: 28/05/2010
 Manufacturer: ALL Origin: ALL Mark: ALL Grade: ALL Refresh

LotNo	Origin	Type	SubType	Category	Mark	Grade	BasePrice	PeriodOfManufacture	No.OfPkgs	NetWeight
GTB1125	Nilgiris	DUST	Dust	CTC	AMBICA...	RD1	45	-	11	35
GTB1126	Nilgiris	DUST	Dust	CTC	AMBICA...	RD1	45	-	13	35
GTB1127	Nilgiris	DUST	Dust	CTC	AMBICA...	RD1	45	-	10	35
GTB1128	Nilgiris	DUST	Dust	CTC	AMBICA...	RD1	45	-	15	35
GTB1129	Nilgiris	DUST	Dust	CTC	AMBICA...	RD1	45	-	15	35
GTB1130	Nilgiris	DUST	Dust	CTC	AMBICA...	RD1	45	-	10	35
GTB1131	Nilgiris	DUST	Dust	CTC	AMBICA...	RD1	45	-	15	33
GTB1132	Nilgiris	DUST	Dust	ORTHODOX	TigerHill	FD	45	-	15	35
GTB1133	Nilgiris	DUST	Dust	ORTHODOX	TigerHill	FD	45	-	15	35
GTB1134	Nilgiris	DUST	Dust	ORTHODOX	TigerHill	FD	45	-	12	35
GTB1135	Nilgiris	DUST	Dust	ORTHODOX	TigerHill	FD	45	-	12	35
GTB1136	Nilgiris	DUST	Dust	ORTHODOX	TigerHill	SPL DUST	45	-	15	35
GTB1137	Nilgiris	DUST	Dust	ORTHODOX	TigerHill	SPL DUST	45	-	15	35
GTB1138	Nilgiris	DUST	Dust	ORTHODOX	TigerHill	SPL DUST	45	-	15	35

TeaBoard: Are you sure you want to withdraw the lot(s)?
 Yes No

Reprint Withdraw Supplementary Close

- Click **Yes** to withdraw.
- On successful withdrawal of the lot(s), **Auctioneer** displays the message **Lot Withdrawn**, as shown in the following figure.



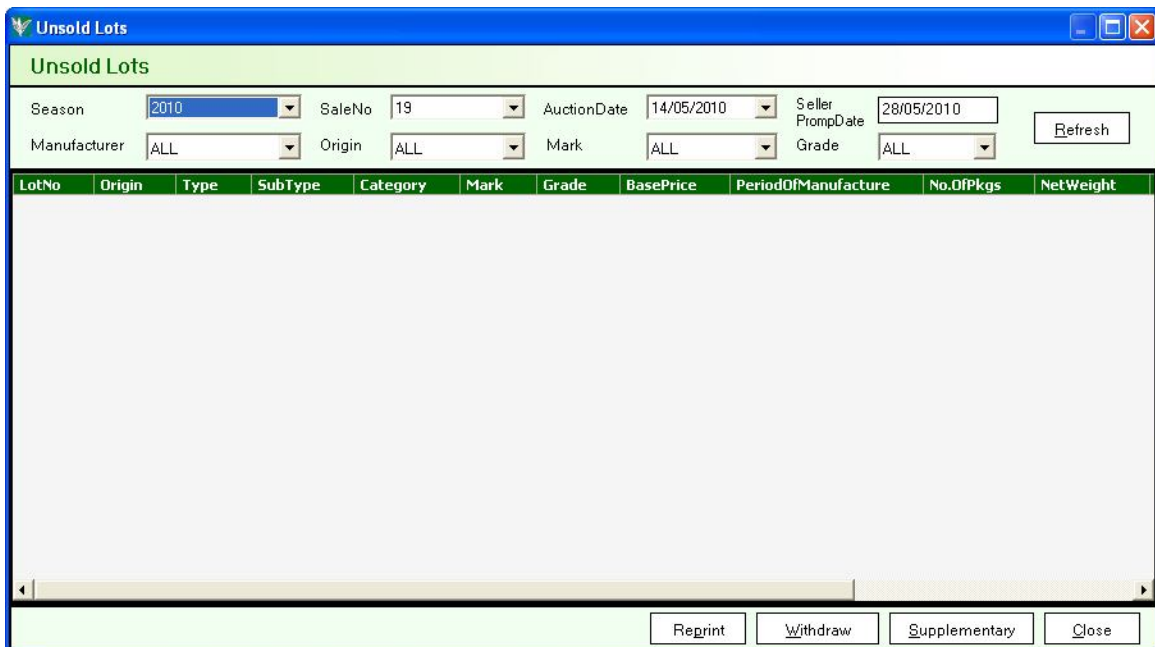
Supplementing Unsold Lots

If the Auctioneer wants to bring in an unsold lot back into the auction process for the very next sale program, he would mark the lots as supplement.

1. Log on to the **e-Auction Auctioneer** application.

On the menu bar, click **Post Auction** and then select **Unsold Lots**.

2. **Auctioneer module** displays the **Unsold Lots** screen, as shown in the following figure.



Select the appropriate details.

Click on the **Refresh** button.

3. **Auctioneer** displays the unsold lots screen as shown in the following figure.

Unsold Lots

Season: 2010 SaleNo: 19 AuctionDate: 14/05/2010 Seller PrompDate: 28/05/2010
 Manufacturer: ALL Origin: ALL Mark: ALL Grade: ALL Refresh

LotNo	Origin	Type	SubType	Category	Mark	Grade	BasePrice	PeriodOfManufacture	No.OfPkgs	NetWeight
GTB1125	Nilgiris	DUST	Dust	CTC	AMBICA...	RD1	45	-	11	35
GTB1126	Nilgiris	DUST	Dust	CTC	AMBICA...	RD1	45	-	13	35
GTB1127	Nilgiris	DUST	Dust	CTC	AMBICA...	RD1	45	-	10	35
GTB1128	Nilgiris	DUST	Dust	CTC	AMBICA...	RD1	45	-	15	35
GTB1129	Nilgiris	DUST	Dust	CTC	AMBICA...	RD1	45	-	15	35
GTB1130	Nilgiris	DUST	Dust	CTC	AMBICA...	RD1	45	-	10	35
GTB1131	Nilgiris	DUST	Dust	CTC	AMBICA...	RD1	45	-	15	33
GTB1132	Nilgiris	DUST	Dust	ORTHODOX	TigerHill	FD	45	-	15	35
GTB1133	Nilgiris	DUST	Dust	ORTHODOX	TigerHill	FD	45	-	15	35
GTB1134	Nilgiris	DUST	Dust	ORTHODOX	TigerHill	FD	45	-	12	35
GTB1135	Nilgiris	DUST	Dust	ORTHODOX	TigerHill	FD	45	-	12	35
GTB1136	Nilgiris	DUST	Dust	ORTHODOX	TigerHill	SPL DUST	45	-	15	35
GTB1137	Nilgiris	DUST	Dust	ORTHODOX	TigerHill	SPL DUST	45	-	15	35
GTB1138	Nilgiris	DUST	Dust	ORTHODOX	TigerHill	SPL DUST	45	-	15	35

Reprint Withdraw Supplementary Close

Select the appropriate lot that you want to supplement.

- Auctioneer** highlights the selected lot and displays the message, **Are you sure you want to supplement the lot(s)?** as shown in the following figure.

Unsold Lots

Season: 2010 SaleNo: 19 AuctionDate: 14/05/2010 Seller PrompDate: 28/05/2010
 Manufacturer: ALL Origin: ALL Mark: ALL Grade: ALL Refresh

LotNo	Origin	Type	SubType	Category	Mark	Grade	BasePrice	PeriodOfManufacture	No.OfPkgs	NetWeight
GTB1125	Nilgiris	DUST	Dust	CTC	AMBICA...	RD1	45	-	11	35
GTB1126	Nilgiris	DUST	Dust	CTC	AMBICA...	RD1	45	-	13	35
GTB1127	Nilgiris	DUST	Dust	CTC	AMBICA...	RD1	45	-	10	35
GTB1128	Nilgiris	DUST	Dust	CTC	AMBICA...	RD1	45	-	15	35
GTB1129	Nilgiris	DUST	Dust	CTC	AMBICA...	RD1	45	-	15	35
GTB1130	Nilgiris	DUST	Dust	CTC	AMBICA...	RD1	45	-	10	35
GTB1131	Nilgiris	DUST	Dust	CTC	AMBICA...	RD1	45	-	15	33
GTB1132	Nilgiris	DUST	Dust	ORTHODOX	TigerHill	FD	45	-	15	35
GTB1133	Nilgiris	DUST	Dust	ORTHODOX	TigerHill	FD	45	-	15	35
GTB1134	Nilgiris	DUST	Dust	ORTHODOX	TigerHill	FD	45	-	12	35
GTB1135	Nilgiris	DUST	Dust	ORTHODOX	TigerHill	FD	45	-	12	35
GTB1136	Nilgiris	DUST	Dust	ORTHODOX	TigerHill	SPL DUST	45	-	15	35
GTB1137	Nilgiris	DUST	Dust	ORTHODOX	TigerHill	SPL DUST	45	-	15	35
GTB1138	Nilgiris	DUST	Dust	ORTHODOX	TigerHill	SPL DUST	45	-	15	35

Unsold Lots

Are you sure you want to supplement the lot(s)?

Yes No

Reprint Withdraw Supplementary Close

Click **Yes**.

On successful supplement of the lot(s), **Auctioneer** displays the message **Lot Moved as Supplement**, with other lot details, as shown in the following figure.

Note: Lot will be supplemented only if current and required sale programs are defined for same tea type. If publishing date of required sale program is over but sessions are yet to be defined, lot/s will not be supplemented.

Select the appropriate details.

Click on the **Refresh** button.

4. **Auctioneer module** displays the Unsold Lots screen as shown in the following figure.

LotNo	Origin	Type	SubType	Category	Mark	Grade	BasePrice	PeriodOfManufacture	No.OfPkgs	NetWeight
GTB1125	Nilgiris	DUST	Dust	CTC	AMBICA...	RD1	45	-	11	35
GTB1126	Nilgiris	DUST	Dust	CTC	AMBICA...	RD1	45	-	13	35
GTB1127	Nilgiris	DUST	Dust	CTC	AMBICA...	RD1	45	-	10	35
GTB1128	Nilgiris	DUST	Dust	CTC	AMBICA...	RD1	45	-	15	35
GTB1129	Nilgiris	DUST	Dust	CTC	AMBICA...	RD1	45	-	15	35
GTB1130	Nilgiris	DUST	Dust	CTC	AMBICA...	RD1	45	-	10	35
GTB1131	Nilgiris	DUST	Dust	CTC	AMBICA...	RD1	45	-	15	33
GTB1132	Nilgiris	DUST	Dust	ORTHODOX	TigerHill	FD	45	-	15	35
GTB1133	Nilgiris	DUST	Dust	ORTHODOX	TigerHill	FD	45	-	15	35
GTB1134	Nilgiris	DUST	Dust	ORTHODOX	TigerHill	FD	45	-	12	35
GTB1135	Nilgiris	DUST	Dust	ORTHODOX	TigerHill	FD	45	-	12	35
GTB1136	Nilgiris	DUST	Dust	ORTHODOX	TigerHill	SPL DUST	45	-	15	35
GTB1137	Nilgiris	DUST	Dust	ORTHODOX	TigerHill	SPL DUST	45	-	15	35
GTB1138	Nilgiris	DUST	Dust	ORTHODOX	TigerHill	SPL DUST	45	-	15	35

Select the appropriate lot that you want to reprint.

Click on the **Reprint** button.

5. **Auctioneer module** displays the reprint window, as shown in the following figure.

LotNo	Origin	Type	SubType	Category	Mark	Grade
JTC3052	ASSAM	DUST	Dust	CTC	Desam	PD

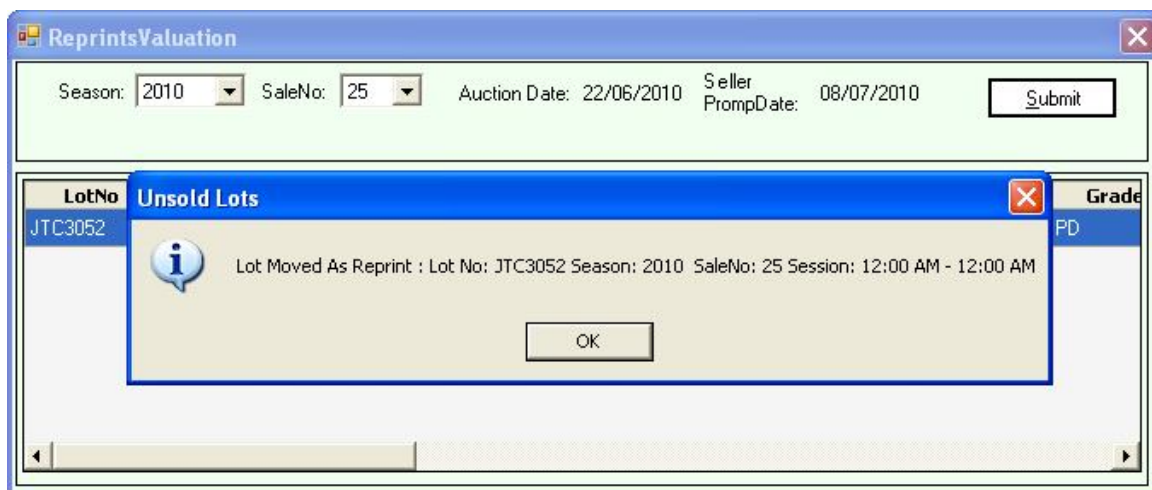
Click on the **Submit** button.

6. **Auctioneer** displays the **Reprint Valuation** window, with a message, **Are you sure you want to Reprint the lot (s)?** as shown in the following figure.



Click **Yes** to reprint.

On successful reprint of the selected lot(s), **Auctioneer** displays the message **Lot Moved as Reprint**, with other lot details, as shown in the following figure.



Note: Lot will be reprinted only if current and required sale programs are defined for same tea type.

Viewing Bid History

About Bid History

The "Bid History" report would enable a user to get top 10 Bids for each lot irrespective of whether it's Sold or Unsold.

Viewing Bid History

1. Log on to **e-Auction Auctioneer** application.
2. On the menu bar, click **Post Auction** and then select **Bid History**.
3. **Auctioneer module** displays the **Bid History** screen as shown in the following figure.

Bid History

Auctioneer: SCC Session Time: 6:42 PM - 7:05 PM Refresh Print

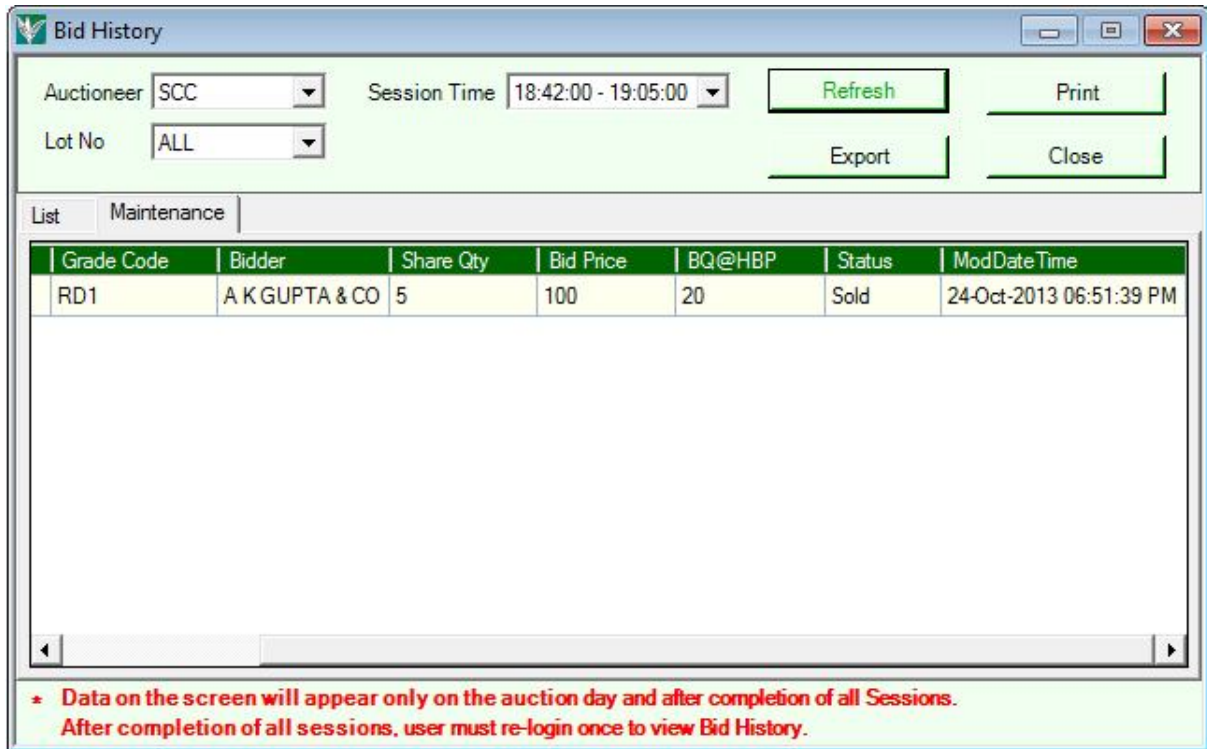
Lot No: ALL Export Close

LotNo	MarkCode	GradeCode	Status
SCC3017	TARAJULIE	RD1	Sold

* Data on the screen will appear only on the auction day and after completion of all Sessions. After completion of all sessions, user must re-login once to view Bid History.

Field	Description
Session Time	➤ Select the appropriate session time from the drop-down list.
Lot No.	➤ Select the appropriate Lot No. from the drop down list.
Auctioneer	➤ Select the appropriate auctioneer from the drop-down list.

4. Enter the proper details.
5. Click **Refresh** button to view the delivery order details.
6. **Auctioneer module** displays the refreshed grid list with Bid History details as shown in the following screen.



7. The screen will contain two tabs, namely List and Maintenance.
8. The List tab would populate all the Lots for the session, whereas the Maintenance tab would contain the Bid History for the selected Lot.
9. Double click a Lot in the List Tab; its Bid history would be opened in Maintenance tab.
10. The Report would populate data only on the Auction Date.
11. The Report will be enabled only after all the sessions for the active sale date have been completed for the corresponding Auction Centre.
12. Bid Price entered in Decimals will also be displayed in Bid History.

Account Sale

About Account Sale

Account Sale is a report or a statement that shows the price at which the teas are sold, expenses incurred by the broker on behalf of the seller, broker's commission and the net balance payable to the seller.

The seller gets necessary information regarding the gross sales proceeds, expenses paid by the broker and the commissions of the broker from this statement i.e. account sales. Seller then records this information in his books of accounts.

Note: For North auction centres (i.e. Kolkata, Guwahati, Siliguri and Jalpaiguri) it is called as Account Sale; whereas for South auction centres (i.e. Cochin, Coonoor and Coimbatore) it is called as Sale cum Debit Note.

Viewing Account Sale

1. Log on to **e-Auction Auctioneer** application.
2. On the menu bar, click **Post Auction** and then select **Account Sale**.
3. **Auctioneer module** displays the **Account Sale** screen as shown in the following figure.

Account Sale

Account Sale

List Maintenance

Mark ALL Seller ALL Refresh

Season 2016 Sale No 13 Export

Select	A/c Sale No.	Seller	Mark	Category	Tea Type

Upload Charges Select/Unselect All Print Selected Charges Template Close

* Click on download charges template to get an Excel for upload of Seller Charges

Field	Description
Mark	➤ Select the appropriate Mark from the drop-down list.
Seller	➤ Select the appropriate Seller from the drop down list.
Season	➤ Select the appropriate Season from the drop-down list.
Sale No	➤ Select the appropriate Sale No from the drop-down list.

4. Enter the proper details.
5. Click **Refresh** button to view the delivery order details.
6. **Auctioneer module** displays the refreshed grid list with Account Sale details as shown in the following screen.
7. Below is the format of Account Sale for North Auction Centers (i.e. Kolkata, Guwahati, Siliguri and Jalpaiguri)

Account Sale

Account Sale

List Maintenance

Mark ALL Seller ALL Refresh

Season 2016 Sale No 13 Export

Select	A/c Sale No.	Seller	Mark	Category	Tea Type
<input type="checkbox"/>	K1/JTC/OLG/D/09-02/16-...	ACHABAM TEA ESTATE	Achabam	OOLONG	Dust
<input type="checkbox"/>	K1/JTC/CTC/L/09-02/16-1...	ACHABAM TEA ESTATE	Achabam	CTC	Leaf
<input type="checkbox"/>	K1/JTC/OLG/D/09-02/16-...	BHADRA TEA FACTORY	BHADRA	OOLONG	Dust
<input type="checkbox"/>	K1/JTC/CTC/L/09-02/16-1...	BHADRA TEA FACTORY	BHADRA	CTC	Leaf
<input type="checkbox"/>	K1/JTC/OLG/D/09-02/16-...	Jallan Mani Tea Co. Pvt. Ltd.	MANI	OOLONG	Dust
<input type="checkbox"/>	K1/JTC/CTC/L/09-02/16-1...	Jallan Mani Tea Co. Pvt. Ltd.	MANI	CTC	Leaf

Upload Charges Select/Unselect All Print Selected Charges Template Close

* Click on download charges template to get an Excel for upload of Seller Charges

8. Below is the format of Sale cum Debit Note for South Auction Centers (i.e. Cochin, Coonor and Coimbatore)

Sale Cum Debit Note

Sale Cum Debit Note

List Maintenance

Mark: ALL Seller: ALL Refresh

Season: 2016 Sale No: 10 Export

Select	Debit Note No.	Seller	Mark	Category	Tea Type	Sale Date
<input type="checkbox"/>	CO/GTB/CTC/L/09-01/16-17/00001	Viral Factory One	VCH1	CTC	Leaf	03/09/2016
<input type="checkbox"/>	CO/GTB/CTC/L/09-01/16-17/00002	Viral Factory Two	VCH2	CTC	Leaf	03/09/2016

Upload Charges Select/Unselect All Print Selected Charges Template Close

* Click on download charges template to get an Excel for upload of Seller Charges

9. Account sale will be generated sale date wise post the generation of the contract notes for that sale date.
10. That means the Account Sales can be generated any time during the sale program even if the contract notes for all deals have not been generated and only for a particular sale date have been generated.
11. It has two grids, namely List View and Maintenance View.
12. The Maintenance View will display the following details as shown below.

Sale Cum Debit Note

List | Maintenance

Debit Note No. Seller

Mark: Category: Tea Type:

Season: Sale No: Sale Date:

Tax Invoice No.	Buyer	Bags	Invoice Kg	Sample Kg	Net Kg	Value	Gross Value Rs.	TeaBoard Charges
CO/GTB/L/000...	wdw	100	50000	500	49000	6860000	6860000	980

PILS	<input type="text" value="0.00"/>	Withdrawn Charges	<input type="text" value="0.00"/>	TB Charges	<input type="text" value="980.00"/>
Seller Chestage Allowance	<input type="text" value="0.00"/>	Warehouse Charges	<input type="text" value="0.00"/>	Gross Amount	<input type="text" value="6860000.00"/>
SPTF Recovery	<input type="text" value="0.00"/>	Other Warehouse Charges	<input type="text" value="0.00"/>	Charges	<input type="text" value="980.00"/>
Debit Note Charges	<input type="text" value="0.00"/>	Freight Charges	<input type="text" value="0.00"/>	Net Amount	<input type="text" value="6859020.00"/>

13. The Auctioneer can add the Seller Charges here or can upload from the List View.

Note: Account Sale or Sale cum Debit Note can be generated only if the Contract Notes of all the buyers are generated.

Generating Account Sale

1. Log on to **e-Auction Auctioneer** application.
2. On the menu bar, click **Post Auction** and then select **Contract Note**.
3. **Auctioneer module** displays the **Contract Note** screen as shown in the following figure.

Contract Note

List Maintenance

Contract Note

Season: 2016 Sale No: 10 Auction Date: 03/09/2016 Tea Type: DUST Refresh

Bidders From: Cochin Buyer Name: ALL


Select	Buyer Name	Contract Note No.	Qty Received	Total Amt	Grand Total
<input checked="" type="checkbox"/>	wdw	CO/GTB/D/000128	68600	9604000	9824924.2

Select/Unselect All Print Selected Get PDF Upload PDF Generate Sale Cum Debit Note Export Close

Note: For North Auction Centers, the button name will be Generate Account Sale and for South Auction Centers; the button name will be Generate Sale Cum Debit Note.

- Click on Generate Account Sale / Sale cum Debit Note button.
- A pop up will be displayed as shown in the following figure for North and South Auction Centers respectively.


Generate Sale Cum Debit Note

 Generate Sale Cum Debit Note for sale no : 10 and sale date : 03/09/2016, Do you want to continue?

Yes No

- Click on Yes button.
- A success message pop up will be displayed as shown in the following figure.

Contract Note

 Generated successfully

OK

- Click on OK.

Adding Seller Charges

1. Open Account Sale window.
2. Select appropriate data from the dropdowns and click on Refresh.
3. The refreshed grid will be displayed as shown in the following figure.

The screenshot shows a software window titled "Sale Cum Debit Note". At the top, there are two tabs: "List" (selected) and "Maintenance". Below the tabs, there are four dropdown menus: "Mark" (set to "ALL"), "Seller" (set to "ALL"), "Season" (set to "2016"), and "Sale No" (set to "10"). To the right of these dropdowns are two buttons: "Refresh" and "Export".

Select	Debit Note No.	Seller	Mark	Category	Tea Type
<input type="checkbox"/>	CO/GTB/ORX/D/09-01/16...	Viral Factory Three	VCH3	ORTHODOX	Dust
<input type="checkbox"/>	CO/GTB/CTC/D/09-01/16...	Viral Factory One	VCH1	CTC	Dust
<input type="checkbox"/>	CO/GTB/CTC/D/09-01/16...	Viral Factory Two	VCH2	CTC	Dust

At the bottom of the window, there are five buttons: "Upload Charges", "Select/Unselect All", "Print Selected", "Charges Template", and "Close". Below these buttons, there is a red text note: "* Click on download charges template to get an Excel for upload of Seller Charges".

4. Double click on any row for which the charges are to be added.
5. It will be navigated to the Maintenance View as shown.

Sale Cum Debit Note

List | Maintenance

Debit Note No. Seller

Mark Category Tea Type

Season Sale No Sale Date

Tax Invoice No.	Buyer	Bags	Invoice Kg	Sample Kg	Net Kg	Value	Gross Rs
CO/GTB/D/000...	K1WBC	5	2500	0	2500	350000	350000
CO/GTB/D/000...	K1WBC	5	2500	50	2400	336000	336000
CO/GTB/D/000...	K1C	5	2500	0	2500	350000	350000
CO/GTB/D/000...	K1C	5	2500	50	2400	336000	336000

PILS Withdrawn Charges TB Charges

Seller Chestage Allowance Warehouse Charges Gross Amount

SPTF Recovery Other Warehouse Charges Charges

Debit Note Charges Freight Charges Net Amount

* Click on download charges template to get an Excel for upload of Seller Charges

6. **Initially** the **charges** field at the bottom (between Total and Net Amount) will be **zero**.
7. Also the **Export**, **Print** and **Get PDF** button will be **enabled** only if the **charges are submitted**.
8. Now click on **Charges** button.
9. It will display the window as shown in the following figure.

Add Charges

Seller Charges

PILS

Seller Chestage Allowance

SPTF Recovery

Debit Note Charges

Withdrawn charges

Freight Charges

Remarks

Warehouse Charges

Warehouse Charges ...

Other Warehouse Charges ...

Total Charges 0.00

Gross Amount 1372000.00

Net Amount 1371804.00

10. Enter the Seller Charges amount.
11. Auctioneer can also add the Warehouse Charges by clicking on the ellipse (...) button.
12. It will display the following screen as shown.

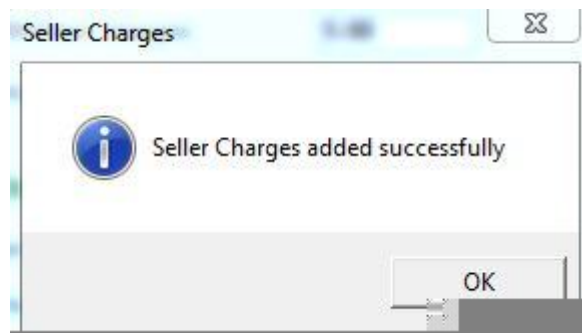
Select	Number	Warehouse	Amount	TDS Rate	TDS Amount	Net Amount
<input checked="" type="checkbox"/>	12042016M1Ty1...	VGLW	10	10	1.00	9.00
<input type="checkbox"/>	12042016M1Ty1...	VGLW2	20	10	2.00	18.00
<input type="checkbox"/>	12042016M1Ty1...	VGLW3	30	10	3.00	27.00
<input type="checkbox"/>	12042016M1Ty2...	VGLW	10	10	1.00	9.00
<input type="checkbox"/>	12042016M1Ty2...	VGLW2	20	10	2.00	18.00
<input type="checkbox"/>	12042016M1Ty2...	VGLW3	30	10	3.00	27.00

Total 9.00

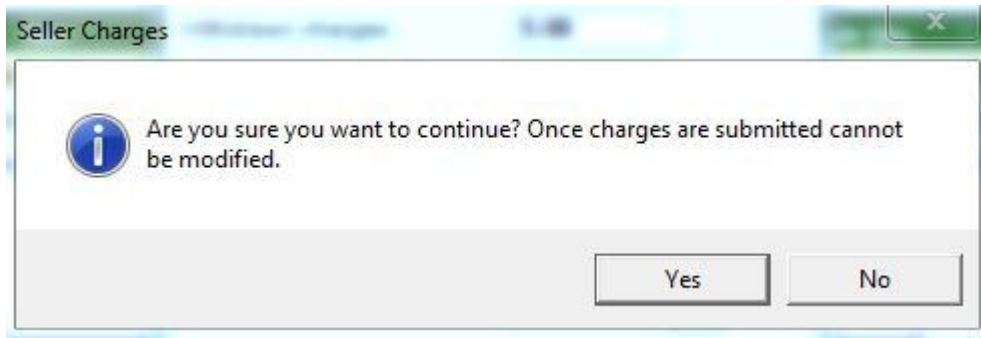
13. Warehouse Charges window will populate the data which were added / uploaded in the Pre Auction stage in the warehouse bills by the auctioneer.
14. Warehouse charges will be auto-selected.
15. The user can unselect the bills not intended for the particular account sale.
16. After the charges are entered, either click on **Save** button or **Submit** button.

Note: If **Save** button is clicked then auctioneer **can add/modify/delete** the charges later on also **before submitting**. But if **Submit** button is clicked; then auctioneer **won't be able to add/modify/delete** the charges later on.

17. After Save button is clicked, it will display the following message as shown.

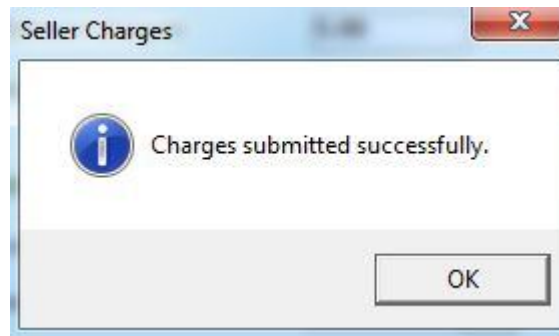


18. After saving, click on **Submit** button (auctioneer can **also** click on **Submit** button **without saving** if he or she does not wish to add/modify/delete the charges later on).
19. After Submit button is clicked, it will display the following warning message as shown.



20. Click on Yes button.

21. The system will display the following screen as shown.



22. After the charges are submitted, the Refreshed grid in the Maintenance View will be displayed as shown below for North and South auction centers respectively.

Account Sale

List

A/c Sale No. Seller

Mark Category Tea Type

Season Sale No Sale Date

Lot No.	Size	Invoice No.	Grade	Packages	Sample Qty.	Short Wt.	Net Wt.	Price Value	TeaBoard Charges
ABL0001	27x21x11	123	FP	10	50	50	4900	160	0
ABL0002	27x21x11	124	FP	10	50	50	4900	160	0
ABL0003	27x21x11	125	FP	10	50	50	4900	160	0

PILS	<input type="text" value="1.00"/>	Withdrawn Charges	<input type="text" value="5.00"/>	TB Charges	<input type="text" value="294.00"/>
Seller Chestage Allowance	<input type="text" value="2.00"/>	Warehouse Charges	<input type="text" value="54.00"/>	Total	<input type="text" value="2352000.00"/>
Seller Other Charges	<input type="text" value="3.00"/>	Other Warehouse Charges	<input type="text" value="72.00"/>	Charges	<input type="text" value="420.00"/>
Debit Note Charges	<input type="text" value="4.00"/>	Freight Charges	<input type="text" value="6.00"/>	Net Amount	<input type="text" value="2351853.00"/>

Sale Cum Debit Note

List | Maintenance

Debit Note No: Seller:

Mark: Category: Tea Type:

Season: Sale No: Sale Date:

Tax Invoice No.	Buyer	Bags	Invoice Kg	Sample Kg	Net Kg	Value	VAT	Gross Value Rs.	TeaBoard Charges
CO/GTB/E/16-1...	Viral Buyer Kol...	9	4500	0	4500	720000	93600	813600	90
CO/GTB/S/16-...	Viral Buyer Kol...	9	4500	0	4500	720000	50400	770400	90
CO/GTB/W/S/16...	Viral Buyer Kol...	12	6000	150	5700	912000	127680	1039680	114

PILS	<input type="text" value="0.00"/>	Withdrawn Charges	<input type="text" value="0.00"/>	TB Charges	<input type="text" value="294.00"/>
Seller Chestage Allowance	<input type="text" value="0.00"/>	Warehouse Charges	<input type="text" value="54.00"/>	Total	<input type="text" value="2623680.00"/>
Seller Other Charges	<input type="text" value="0.00"/>	Other Warehouse Charges	<input type="text" value="72.00"/>	Charges	<input type="text" value="420.00"/>
Debit Note Charges	<input type="text" value="0.00"/>	Freight Charges	<input type="text" value="0.00"/>	Net Amount	<input type="text" value="2623260.00"/>

23. The Charges filed will now reflect the charges as entered or uploaded by the auctioneer.

Download Charges template

1. Download charges template will be provided where the broker will be able to download the account sale nos. in a excel sheet. In addition, the seller charges will also be present as headers.
2. Charges template will be as follows in the following figure:

Steps to be followed are:

1. Click on Charges template from the sale cum debit note /account sales

Sale Cum Debit Note

List | Maintenance

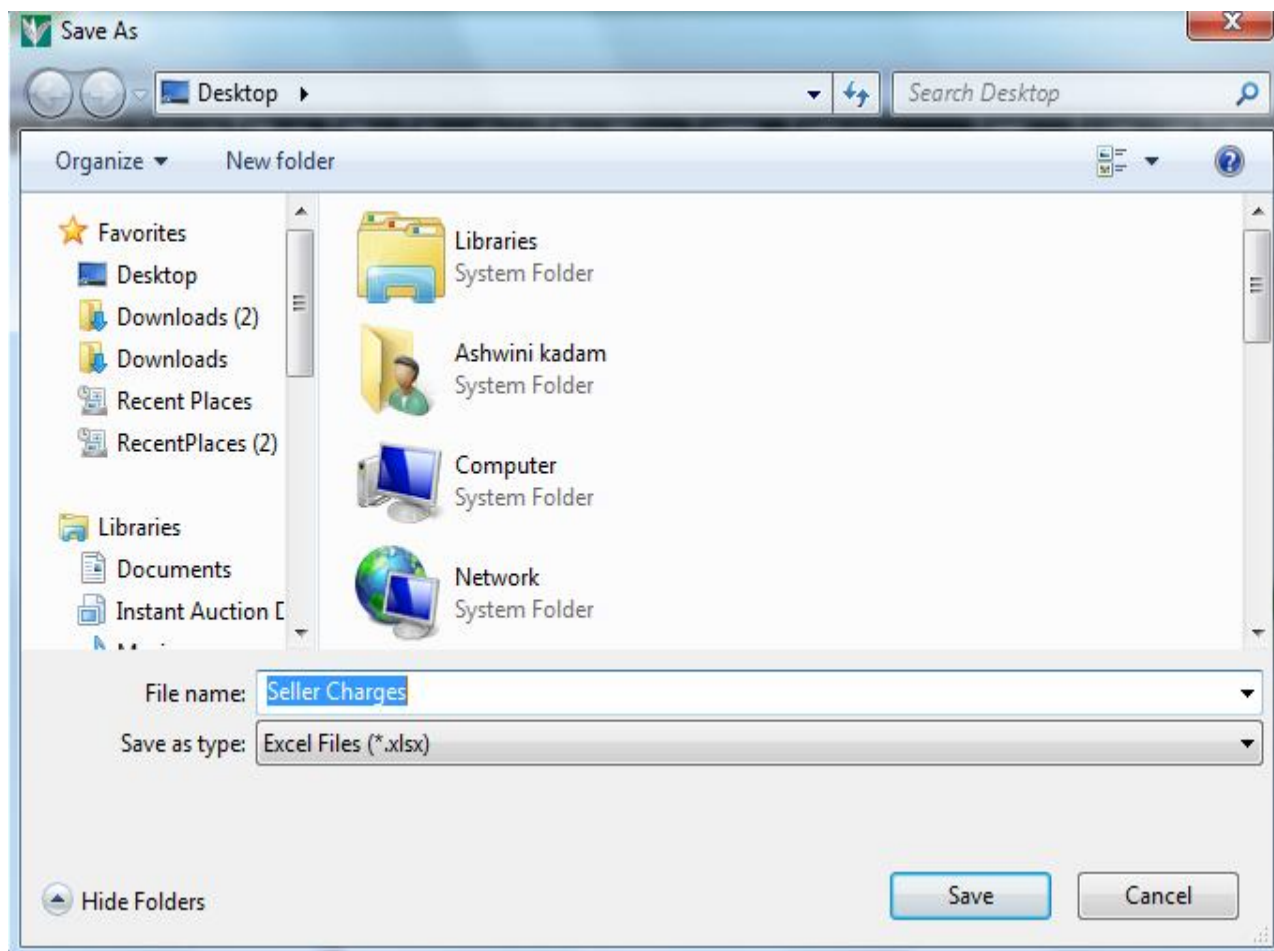
Mark: Seller:

Season: Sale No:

Select	Debit Note No.	Seller	Mark	Category	Tea Type
<input type="checkbox"/>	CO/GTB/ORX/D/09-01/16...	Viral Factory Three	VCH3	ORTHODOX	Dust
<input type="checkbox"/>	CO/GTB/CTC/D/09-01/16...	Viral Factory One	VCH1	CTC	Dust
<input type="checkbox"/>	CO/GTB/CTC/D/09-01/16...	Viral Factory Two	VCH2	CTC	Dust

* Click on download charges template to get an Excel for upload of Seller Charges

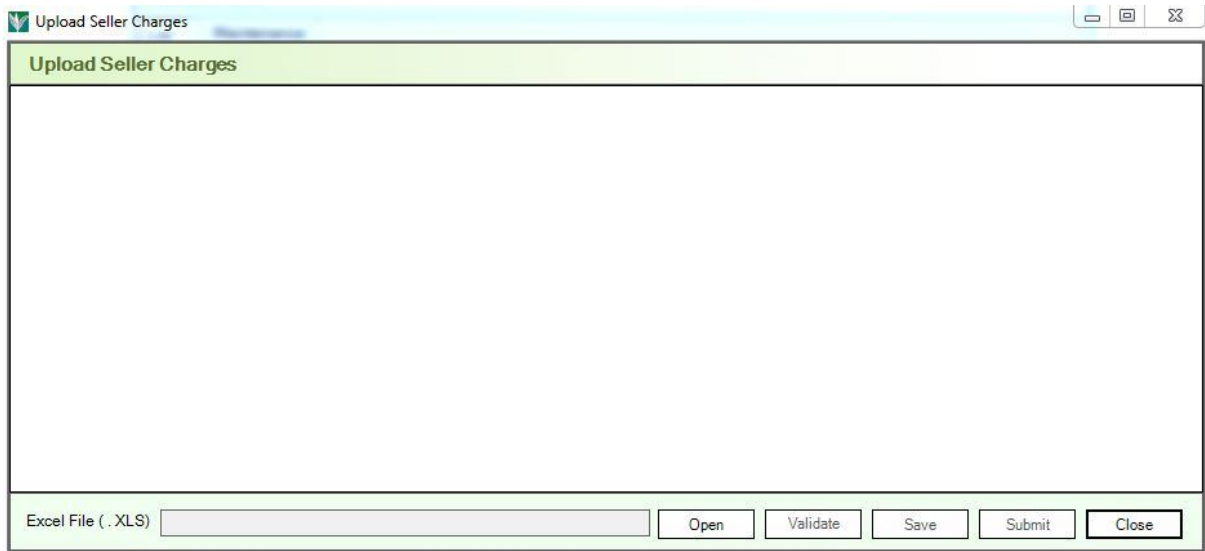
2. Selection of charges template will display a window to save the seller charges template in excel format.



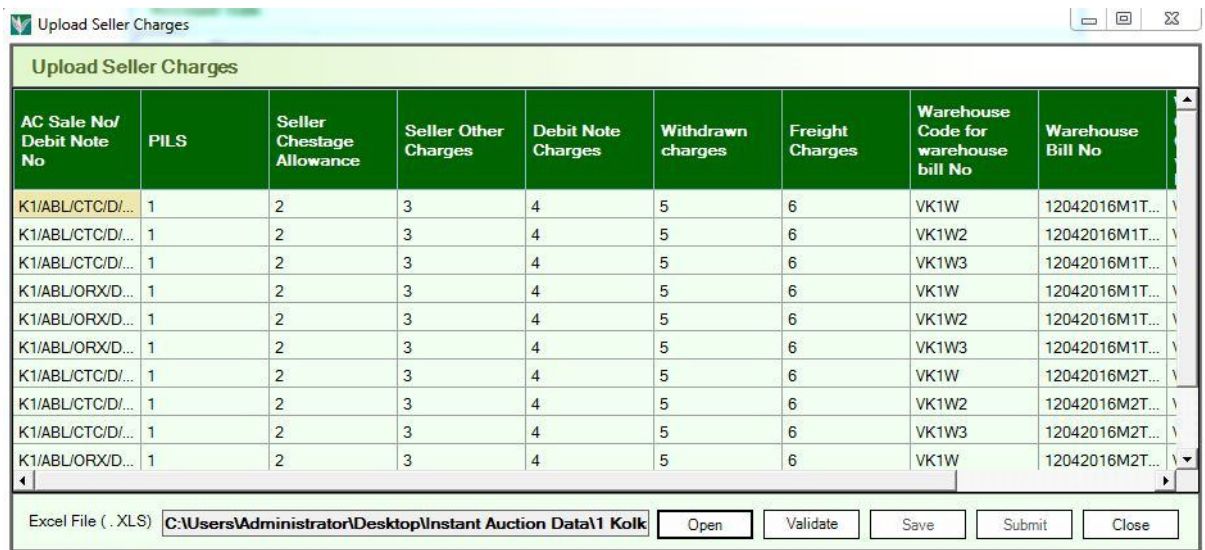
3. The broker will enter the respective seller charges into the excel sheet and upload back into the system account sale wise through the upload charges button.
4. The broker will be able to view these charges (already populated) on the seller charges screen and will be able to modify.
5. In case the broker wishes to submit these charges into the system he can do so by selecting all the account sales and clicking on the submit button on the list view screen of the account sale.
6. This Download charges template will be accessible from the list view screen of the account sale.

Uploading Seller Charges

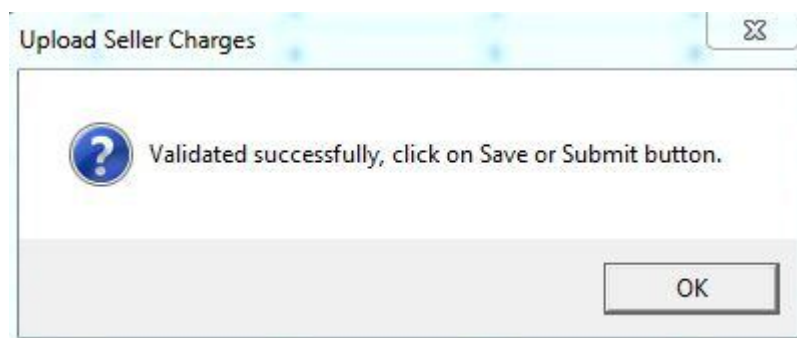
1. Alternatively, auctioneer can also upload the Seller Charges in a pre defined excel file format.
2. Open Account Sale window.
3. Click on **Upload Charges** button.
4. The system will display the following screen as shown below.



5. Click on **Open** button.
6. Select the appropriate file.
7. The screen will be loaded with the data as shown.



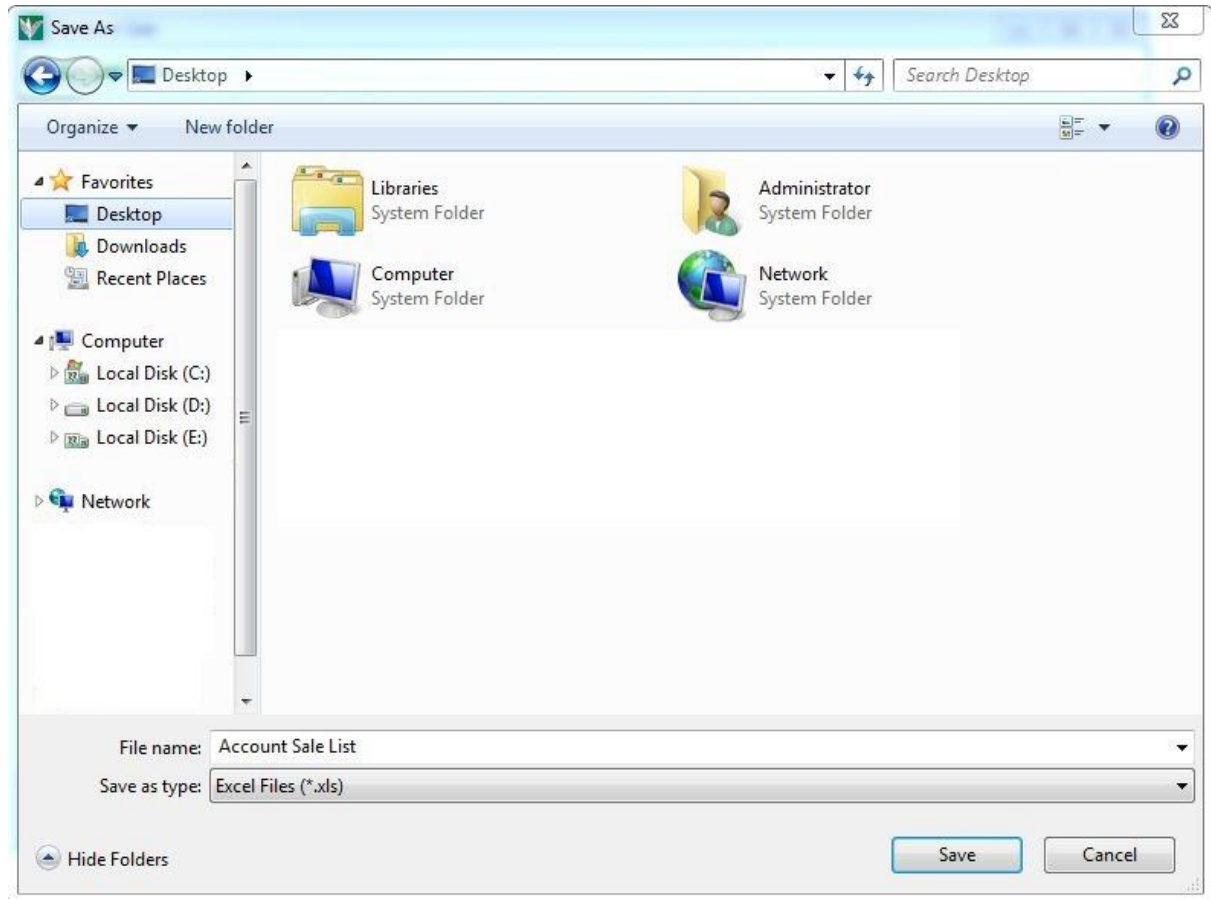
8. Click on **Validate** button.
9. Validation successful message will be displayed as shown.



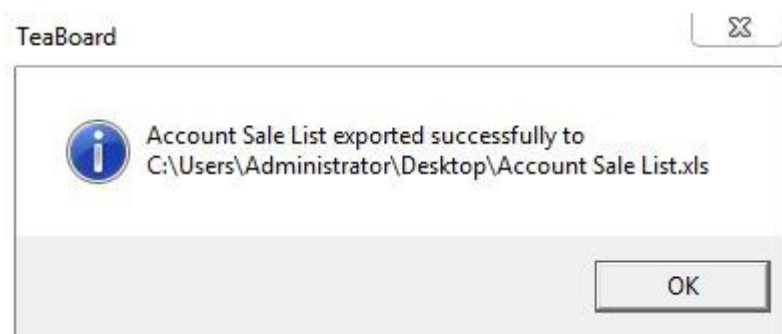
10. Click on **OK** button.
11. Then either click on Save or Submit button.

Exporting Account Sale Details

1. Log on to the **e-Auction Auctioneer** application.
2. On the menu bar, click **Post Auction** and then select **Account Sale**.
3. Select the appropriate details.
4. Click on the **Refresh** button.
5. Click the **Export** button to export the details.
6. **Auctioneer module** displays the **Save As** screen as shown in the following figure.



7. Select the location of your choice from the **Desktop** scroll down bar.
8. Type the **File** name.
9. Click on the **Save** button.
10. **Auctioneer module** displays the message as shown in the following figure.

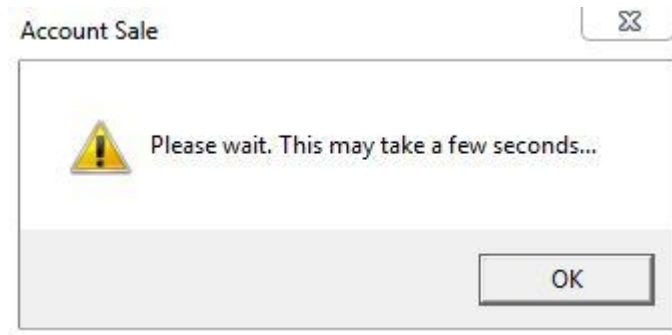


11. Click the **OK** button to export the details.

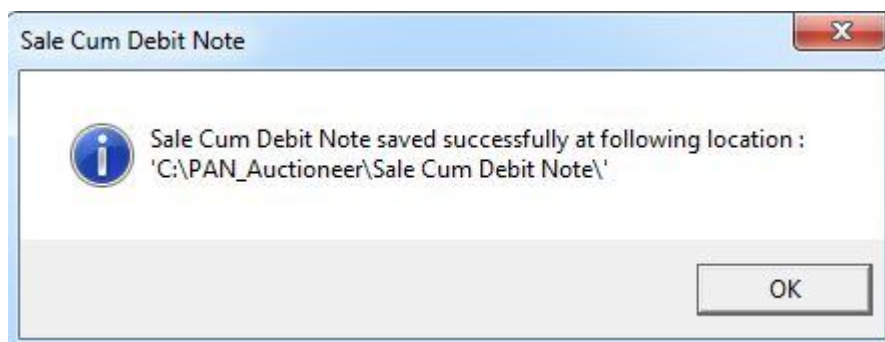
Printing Account Sale Details

1. Log on to the **e-Auction Auctioneer** application.

2. On the menu bar, click Post Auction and then select Account Sale.
3. Select the appropriate details.
4. Click on the Refresh button.
5. Click on Select checkbox (es) to select various Account Sale or Sale cum Debit Note to be printed from List View.
6. Click on Print Selected button.
7. The system will display a pop up message as shown below.

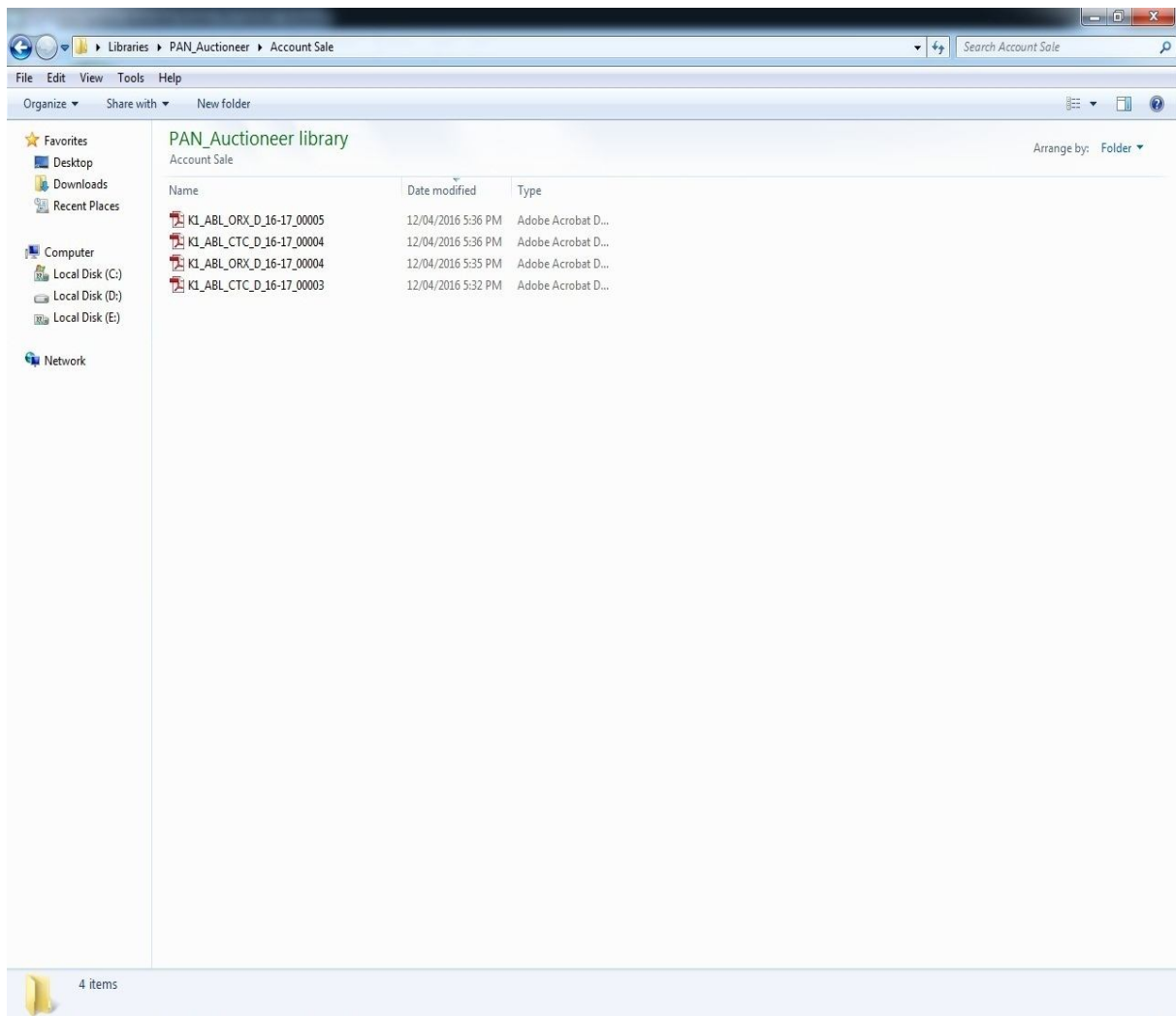


8. Click on OK.
9. Select the appropriate option to print the report.
10. Alternatively, it can also be printed from Maintenance View.
11. Select the row to be printed and go to Maintenance View.
12. Click on Get PDF button.
13. The system will display the following pop up message for Account Sale and Sale cum Debit Note as shown below respectively.

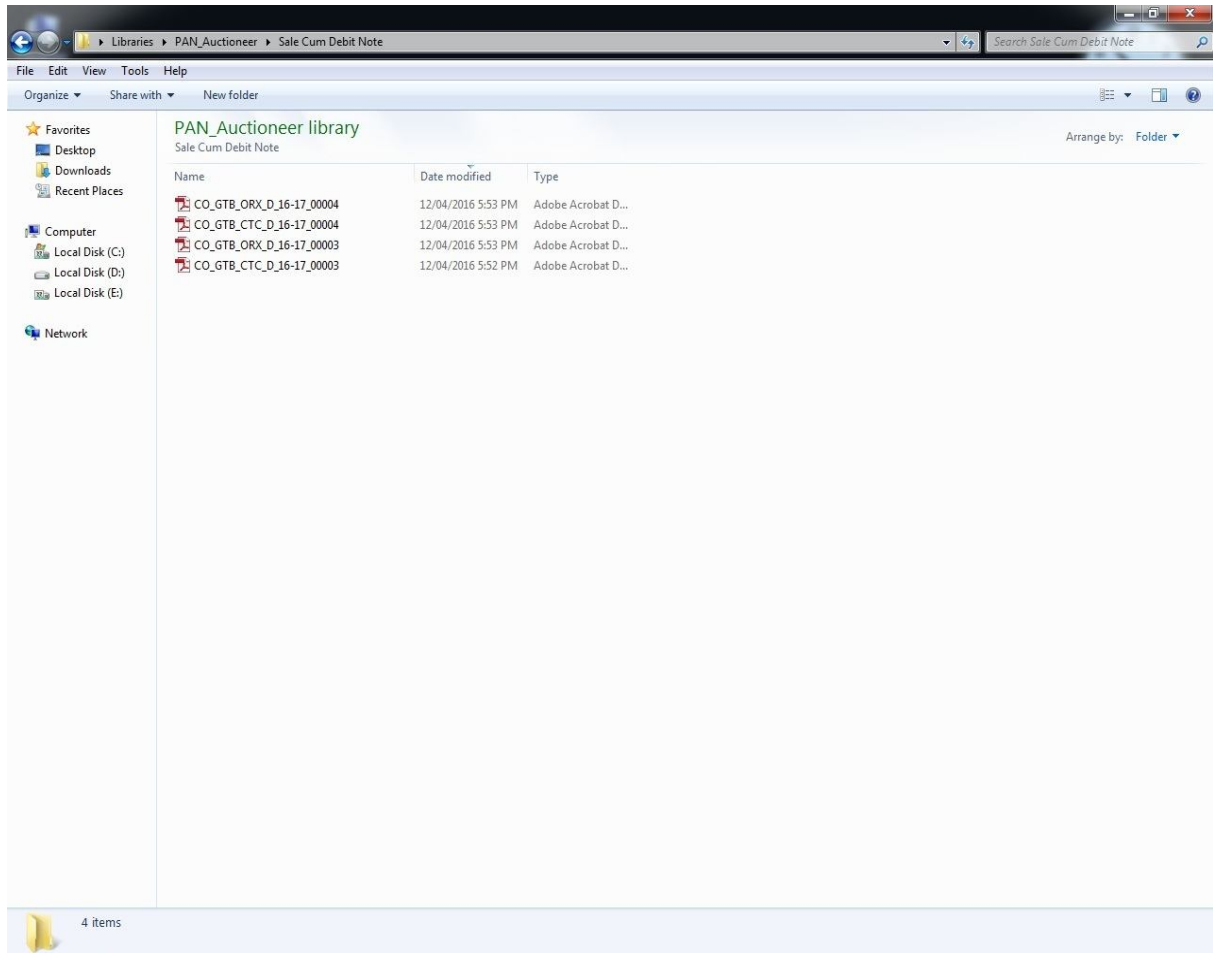


14. Click on OK button.
15. The PDF will be saved in their respective paths as shown below.

16. For North auction centers, PDFs will be saved in the above mentioned location in screenshot for Account Sale.
17. The folder is displayed as shown below.



18. For South auction centers, PDFs will be saved in the above mentioned location in screenshot for Sale cum Debit Note.
19. The folder is displayed as shown below.



Note: Print functionalities will be **activated only** for those account sales whose **charges** are **submitted**. To print the report, user needs to **close** the Account Sale or Sale cum Debit Note **window** after **submitting** the **charges**; and **reopen** the **window** from Post Auction menu.

20. For applying digital signature, the auctioneer will connect his dongle and then click on get pdf in the maintenance screen of that account sale.
21. The Digitally signed account sale/sale cum debit note will be available in the same folder mentioned above.
22. The auctioneer can upload the digitally signed account sale and make it available for the buyer to download.
23. Below is the Print Preview for Cochin Centre

Sale Summary Cum Debit Note

Global Tea Brokers

Viral Factory One

Address Line 1 Address Line 2 Kochi

Factory 1 Address Mumbai F One

PAN No : PAN GTB CH
CIN No : CIN GTB CH
VAT No : VAT GTB CH
T.I.N. No.: TIN GTB CH
S.T. No.: STR GTB CH

PAN No : FactPAN 1
Sale No.: 11
A/c Sale No.: CO/GTB/CTC/D/09-01/16-17/00015
Date : 01/09/2016
Prompt : 31/10/2016
Season : 2016

Account Sales of Tea sold by us
 at Cochin Auction
Mark : VCH1

Lot No.	Size	Invoice No.	Grade	Pkgs	Sample Qty	Short Wt.	Net Wt.	Price/Kg	Value
GTB0001	27x21x11	123	FP	10	50.00	50.00	4900.00	160.00	784000.00
GTB0003	27x21x11	125	FP	10	50.00	50.00	4900.00	160.00	784000.00
GTB0004	27x21x11	129	FP	10	50.00	50.00	4900.00	160.00	784000.00

Broker Name : Global Tea Brokers

Seller Name : Viral Factory One

A/c Sale No : CO/GTB/CTC/D/09-01/16-17/00015

Lot No.	Size	Invoice No.	Grade	Pkgs	Sample Qty	Short Wt.	Net Wt.	Price/Kg	Value
Total				30	150.00	150.00	14700.00		235200.00

Deductible Charges

Brokerage @ 1.00 %	23520.00
Service Charges @ 1.00 %	147.00
Print/Inspection	0.00
Re-Inspection	0.00
Warehouse & OtherWarehouse Chgs	300.00
Freight Charges	6.00
Other Charges *	9.00
PILS	1.00
Seller Chestage Allowance	2.00
SPTF Recovery	3.00
Lot Money	6.00
Service Tax @ 14.00 %	3314.22
Teaboard Charges	294.00
Swach Bharat Cess @ 0.50 %	118.38
Krishi Kalyan Cess @ 0.50 %	118.38

Total Deductions

27838.98

Add : TDS on Warehouse Bills

50.00

Net Proceeds (Rounded Off)(-0.02)

2,324,211.00

₹ **(Twenty-Three Lakhs Twenty-Four Thousand Two Hundred Eleven Only)**

* Other Charges includes Debit Note Charges and Withdrawn Charges

WE CERTIFY THAT TEAS ARE SPECIFIED IN OUR REGISTRATION CERTIFICATE AND THE TEAS AS PER THIS ACCOUNT SALE HAVE BEEN SOLD BY US TO DEALERS AUTHORISED UNDER THEIR REGISTRATION CERTIFICATE TO PURCHASE TEA FOR RESALE.

Digitally signed by Test1 Certificate
 Date: 2016.09.08 11:42:21 +05:30
 Reason:
 Location:

24. Below is the Print Preview for South Centre (Coimbatore & Coonor)

Sale Summary Cum Debit Note

M/s.
Viral Factory One
 Factory 1 Address: Mumbai F One

Global Tea Brokers (Coimbatore)

Address Line 1 Address Line 2
 Coimbatore

TIN No. FactoryTIN1
T.B.RC No. RC-26271
PAN No. FactPAN 1

CIN No. CIN GTB CB
PAN No. PAN GTB CB
Service Tax Reg. No. STR GTB CB
Email Id. gtbbcb@xyz.com

Mark :		Sale No.	Date	Prompt	Debit Note No.		Total Pages		
VCB1		9	01/09/2016	31/10/2016	CB/GTB/CTQ/D/09-01/16-17/00005		2		
Tax Invoice	Buyer Name	Bags	Invoice Kg	Sample Kg	Netkg	Value	VAT	Gross Value	Short Wt
CB/GTB/D/000025	Viral Buyer Kalkata 1	12	6000.00	150.00	5700.00	912000.00	16480.00	948480.00	150.00
CB/GTB/D/000026	Viral Buyer Kalkata 1	9	4500.00	0.00	4500.00	720000.00	0.00	720000.00	0.00
CB/GTB/D/000027	Viral Buyer Kalkata 1	9	4500.00	0.00	4500.00	720000.00	0.00	720000.00	0.00

Tax Invoice	Buyer Name	Bags	Invoice Kg	Sample Kg	Netkg	Value	VAT	Gross Value	Short Wt	
	Total	10	15000.00	150.00	14700.00	2352000.00	36480.00	2388480.00	150.00	
	Brokerage @ 1.00%	Service Charges	Lot Money	Service Tax	SB Cess	KK Cess	Warehouse Charges	TeaBoard Charges	Total Deductions	Amount Payable
	23520.00	147.00	6.00	1114.22	118.38	118.38	250.00	294.00	27767.98	2360712.02

For Global Tea Brokers
(Coimbatore)

Authorised Signatory

Digitally signed by Test1 Certificate
Date: 2016.09.06 14:29:40 +05:30
Reason:
Location:

25. Below is the Print format for North Centre(Kolkata1,Guwahati Dust, Leaf & Siliguri)

Account Sale Note									
Thomas & Co Pvt Ltd					ACHABAM TEA ESTATE				
11, R N MUKHERJEE ROAD KOLKATA					Poddar Rd Kolkata				
PAN No : JTGHF7815G					PAN No : BRFTG4973H				
CIN No : 18740178546					Sale No.: 14				
VAT No : 19200164093					A/c Sale No.: K1/JTC/CTC/D/09-07/16-17/00001				
T.I.N. No.: 18745649654					Date : 08/09/2016				
S.T. No.: AABCJ2851QST005					Prompt : 21/09/2016				
Account Sales of Tea sold by us at Kolkata1 Auction					Season : 2016				
Mark : Achabam									
Lot No.	Size	Invoice No.	Grade	Pkgs	Sample Qty	Short Wt.	Net Wt.	Price/Kg	Value
JTC0303	27x21x11	275	FP	10	50.00	50.00	4900.00	120.00	588000.00
JTC0306	27x21x11	278	FP	10	50.00	50.00	4900.00	120.00	588000.00
JTC0309	27x21x11	281	FP	10	50.00	50.00	4900.00	120.00	588000.00
JTC0312	27x21x11	284	FP	10	50.00	50.00	4900.00	120.00	588000.00
JTC0315	27x21x11	287	FP	10	50.00	50.00	4900.00	120.00	588000.00
JTC0346	27x21x11	593	FP	10	50.00	50.00	4900.00	80.00	392000.00
JTC0349	27x21x11	596	FP	10	50.00	50.00	4900.00	80.00	392000.00

Broker Name : J Thomas & Co Pvt Ltd

Seller Name : ACHABAM TEA ESTATE

A/c Sale No: K1/JTC/CTC/D/09-07/16-17/00001

Lot No.	Size	Invoice No.	Grade	Pkgs	Sample Qty	Short Wt.	Net Wt.	Price/Kg	Value
				Total	70	350.00	350.00	34300.00	3724000.00

Deductible Charges

Brokerage @ 1.00 %	37240.00
Service Charges	0.00
Print/Inspection @ 60.00 Paise/Lot	9.80
Re-Inspection @ 25.00 Paise/Lot	16.00
Warehouse & Other Warehouse Chgs	0.00
Freight Charges	0.00
Other Charges *	0.00
PILS	0.00
Seller Chestage Allowance	0.00
SPTF Recovery	0.00
Lot Money	0.00
Service Tax @ 14.00 %	5217.21
Teaboard Charges	686.00
Swach Bharat Cess @ 0.50 %	186.32
Krishi Kalyan Cess @ 0.50 %	186.32

Total Deductions 43541.65

Add : TDS on Warehouse Bills 0.00

Net Proceeds (Rounded Off)(-0.35) 3,680,458.00

₹ (Thirty-Six Lakhs Eighty Thousand Four Hundred Fifty-Eight Only)

* Other Charges includes Debit Note Charges and Withdrawn Charges

WE CERTIFY THAT TEAS ARE SPECIFIED IN OUR REGISTRATION CERTIFICATE AND THE TEAS AS PER THIS ACCOUNT SALE HAVE BEEN SOLD BY US TO DEALERS AUTHORISED UNDER THEIR REGISTRATION CERTIFICATE TO PURCHASE TEA FOR RESALE.

J Thomas & Co Pvt Ltd

Digitally signed by Test1 Certificate
Date: 2016.09.08 11:37:22 +05:30
Reason:
Location:

Reports

In this chapter, you will learn about the following reports:

- Post Auction Catalog Report
- Auctioneer Tasting and Valuation Report
- Auction Catalog Summary
- Fresh Arrival (Month Wise)
- Fresh Arrival (Production Wise)
- Tea Available
- Lots Removed From Kutcha Catalog
- Buyer Purchase Abstract
- Manufacturer Sale Abstract
- Knockdown Lots
- Unsold Lots
- Auction Price List
- Monthly Sale
- Historical Prices
- Lots Pending Delivery
- Lot Types
- Sales Average Report
- Pay-In Pay-Out Details

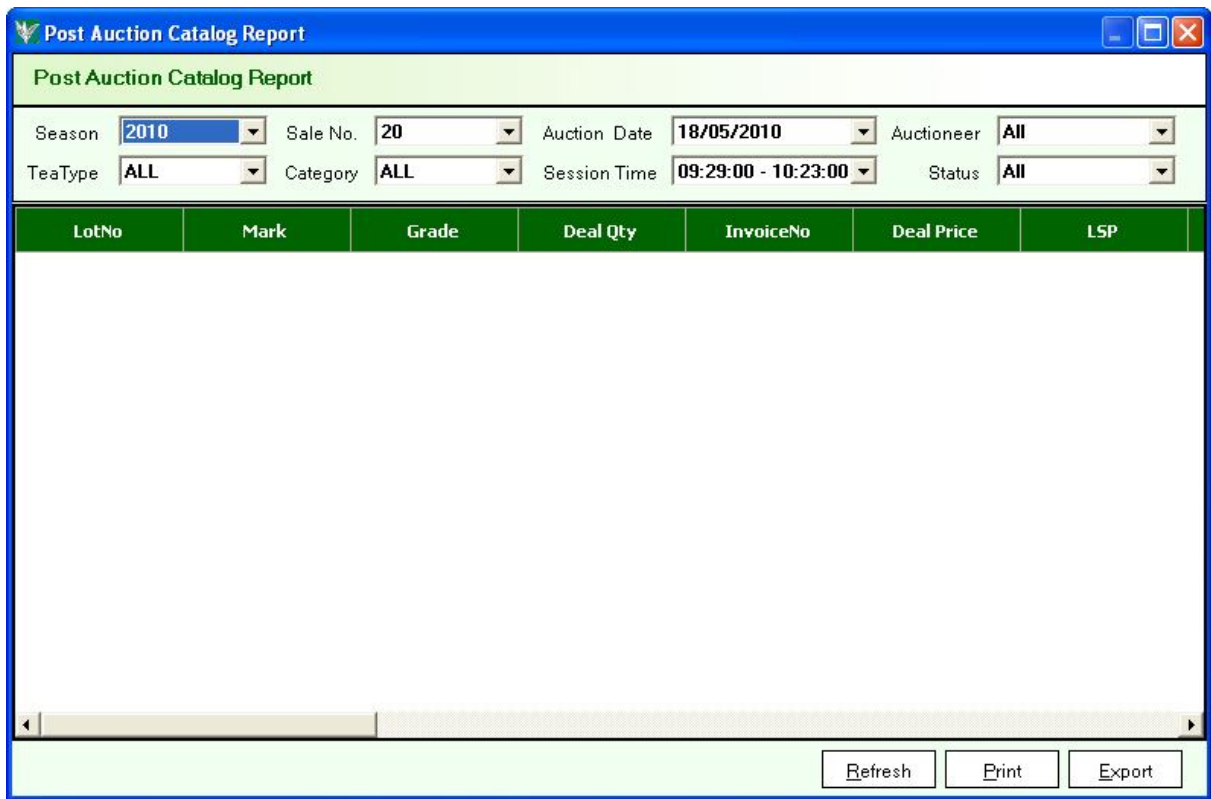
Post Auction Catalog Report

Post Auction Catalog report displays the post auction details of all lots offered on a particular sale date by all auctioneers. For example, Buyer name, Deal Price, Deal Quantity, and Lot Status etc.

Viewing Post Auction Catalog Report

This section provides a detailed procedure on how to view post auction catalog report.

1. Log on to **e-Auction Auctioneer** application.
2. On the menu bar, click **Reports** and then select **Post Auction Catalog Report**.
3. **Auctioneer module** displays the **Post Auction Catalog** Report screen as shown in the following figure.



Field	Default Value	Description
Season	➤ Current Year	➤ Select the appropriate season from the drop-down list.
Sale No	➤ First defined sale no of the season	<ul style="list-style-type: none"> ➤ Select the appropriate sale number from the drop-down list. ➤ All defined sale nos. of the season as defined by TAO.
Auction Date	➤ First auction date of default sale no	<ul style="list-style-type: none"> ➤ Select the appropriate auction date from the drop-down list. ➤ All sale dates of selected sale no as defined by TAO
Auctioneer	➤ ALL	<ul style="list-style-type: none"> ➤ Select the appropriate auctioneer from the drop-down list. ➤ All the auctioneer names along with option All.

Field	Default Value	Description
Tea Type	➤ ALL	<ul style="list-style-type: none"> ➤ Select the appropriate tea type from the drop-down list. ➤ Options viz. Leaf, Dust along with options All.
Category	➤ ALL	<ul style="list-style-type: none"> ➤ Select the appropriate category from the drop-down list. ➤ Options viz. CTC, Orthodox, Darjeeling, Oolong, and Green along with option All.
Session Time	➤ First auction session of default auction date	<ul style="list-style-type: none"> ➤ Select the appropriate session time from the drop-down list. ➤ All sessions of selected sale date as defined by TAO
Status	➤ ALL	<ul style="list-style-type: none"> ➤ Select the appropriate lot status from the drop-down list. ➤ Options viz. sold, unsold along with option All.

Select the appropriate details.

Click on the **Refresh** button.

Auctioneer module displays the post auction catalog report based on your search criteria.

A sample entry is shown in the following figure.

The screenshot shows a window titled "Post Auction Catalog Report" with a search filter section and a data table. The search filters are: Season: 2010, Sale No.: 19, Auction Date: 12/05/2010, Auctioneer: All, TeaType: ALL, Category: ALL, Session Time: 08:37:00 - 09:31:00, Status: All. The table below contains the following data:

LotNo	Mark	Grade	Deal Qty	InvoiceNo	Deal Price	LSP	Auctioneer Valuation	Buyer Name
JTC3001	Borbam	PD	10	DC71	144	144 - 151	152	A K PATEL & CO
JTC3001	Borbam	PD	10	DC71	144	144 - 151	152	MADHU JAYANTI INTERNATIONAL LTD
JTC3002	Borbam	D	20	DC68	147	150 - 150	158	MADHU JAYANTI INTERNATIONAL LTD
JTC3003	Borbam	D1	15	DC109	130	125 - 125	128	KESARIA & CO
JTC3003	Borbam	D1	25	DC109	130	125 - 125	128	C I LIMITED
JTC3004	Borbam	D1	15	DC92	128	125 - 125	130	KESARIA & CO
JTC3004	Borbam	D1	15	DC92	128	125 - 125	130	MADHU JAYANTI INTERNATIONAL LTD
JTC3004	Borbam	D1	10	DC92	128	125 - 125	130	D DAYALBHAI & CO
JTC3005	Borbam	CD	10	DC105	140	150 - 152	156	MADHU JAYANTI INTERNATIONAL LTD
JTC3005	Borbam	CD	10	DC105	140	150 - 152	156	TATA TEA LTD
JTC3006	Lamabari	PD	10	DC35	130	0 - 0	136	A K PATEL & CO
JTC3006	Lamabari	PD	10	DC35	130	0 - 0	136	KESARIA & CO
JTC3007	Lamabari	PD	10	DC46	128	0 - 0	134	A K PATEL & CO
JTC3007	Lamabari	PD	10	DC46	128	0 - 0	134	C I LIMITED

At the bottom of the window, there are three buttons: Refresh, Print, and Export.

Note: Details of a session will be displayed on completion of that session.

Auctioneer Tasting and Valuation Report

Auctioneer's Tasting and Valuation Report displays the lots published for a particular sale program with the valuations and comments made by the auctioneer for each lot. For example, Auctioneer's valuation, Mark and packaging comments, etc.

Viewing Auctioneer Tasting and Valuation Report

This section provides a detailed procedure on how to view auctioneer tasting and valuation report.

1. Log on to **e-Auction Auctioneer** application.
2. On the menu bar, click Reports and then select Auctioneer's Tasting and Valuation Report.
3. **Auctioneer module** displays the **Auctioneer's Tasting and Valuation Report** screen as shown in the following figure.

Auctioneer	Mark/Grade	Tea Type	Category	Base Price	Auctioneer Valuation	Reserve Price	Mark & Packag Comments
------------	------------	----------	----------	------------	----------------------	---------------	------------------------

Field	Description
Season	➤ Select the appropriate season from the drop-down list.
Sale No	➤ Select the appropriate sale number from the drop-down list.
Auction Date	➤ Select the appropriate auction date from the drop-down list.
Tea Type	➤ Select the appropriate tea type from the drop-down list.
Category	➤ Select the appropriate category from the drop-down list.
Auctioneer	➤ Select the appropriate auctioneer from the drop-down list.

Select/enter the appropriate details.

Click on the **Refresh** button.

Auctioneer module displays the auctioneer tasting and valuation report based on your search criteria.

A sample entry is shown in the following figure.

Auctioneer Tasting and Valuation Report

Auctioneer Tasting And Valuation

Season: 2008 Sale No: 1 Auction Date: 24/08/2008
 Tea Type: ALL Category: ALL Auctioneer: All

Auctioneer	Mark/Grade	Tea Type	Category	Base Price	Auctioneer Valuation	Reserve Price	Mark & Pac Comme
p1	BEV/BOP	LEAF	CTC	10	0		
p1	BHGLD/FP	LEAF	GREEN	30	0		
p1	HASPA/BOP	LEAF	OOLONG	40	0		
p1	TEE/FBOP	LEAF	DARJEELING	20	0		
p2	BEV/FBOP	LEAF	DARJEELING	100	0	110	
p2	BEV/FP	LEAF	ORTHODOX	50	0	60	
p2	BHGLD/BOP	LEAF	CTC	60	0	70	
p2	BHGLD/FBOP	LEAF	DARJEELING	70	0	80	
p2	HASPA/FBOP	LEAF	OOLONG	90	0	100	

Refresh Print Export

Auction Catalog Summary

In the Auction Catalog Summary report, you can view the report by selecting the appropriate season, sale number, and auction date.

Viewing Auction Catalog Summary

1. Log on to **e-Auction Auctioneer** application.
2. On the menu bar, click **Reports** and then select **Auction Catalog Summary Report**.
3. **Auctioneer module** displays the **Auction Catalog Summary** Report screen as shown in the following figure.

Auction Catalog Offerings/Summary

Auction Catalog Summary

Season: 2008 Sale No: ALL Auction Date: All

Sale No	Auction Date	Tea Type	Category	Packages	Quantity (Kgs)
---------	--------------	----------	----------	----------	----------------

Refresh Print Export

Field	Description
Season	➤ Select the appropriate season from the drop-down list.
Sale No	➤ Select the appropriate sale number from the drop-down list.
Auction Date	➤ Select the appropriate auction date from the drop-down list.

Select/enter the appropriate details.

Click on the **Refresh** button.

Auctioneer module displays the auction catalog summary report based on your search criteria.

A sample entry is shown in the following figure.

The screenshot shows a window titled "Auction Catalog Offerings/Summary". Inside, there is a section titled "Auction Catalog Summary" with three dropdown menus: "Season" set to "2008", "Sale No" set to "ALL", and "Auction Date" set to "All". Below these is a table with the following data:

Sale No	Auction Date	Tea Type	Category	Packages	Quantity (Kgs)
1	24/08/2008	LEAF	CTC	200	3000
1	24/08/2008	LEAF	DARJEELING	300	4900
1	24/08/2008	LEAF	GREEN	200	3100
1	24/08/2008	LEAF	OOLONG	200	2400
1	24/08/2008	LEAF	ORTHODOX	200	2800

At the bottom of the window, there are three buttons: "Refresh", "Print", and "Export".

Fresh Arrival (Month Wise)

Fresh arrivals report is based on the tea production entered by the manufacturers, month-wise. In the fresh arrivals report, you can view the report by selecting the appropriate season.

Viewing Fresh Arrival (Month Wise)

1. Log on to **e-Auction Auctioneer** application.
2. On the menu bar, click **Reports** and then select **Fresh Arrival (Month Wise)**.
3. **Auctioneer module** displays the **Fresh Arrival (Month Wise)** Report screen as shown in the following figure.

Fresh Arrivals based on Tea Production

Month wise Fresh Arrival of Tea

Season: 2009

Month	Leaf		Dust		Total	
	Packages	Qty (Kgs)	Packages	Qty (Kgs)	Packages	
January	1102	19480	810	16000	1912	354
February	0	0	100	2000	100	200

Refresh Print Export

Field	Description
Season	➤ Select the appropriate season from the drop-down list.

Select the appropriate details.

Click on the **Refresh** button.

Auctioneer displays the fresh arrival (month wise) report, based on your search criteria.

A sample entry is shown in the following figure.

Fresh Arrivals based on Tea Production

Month wise Fresh Arrival of Tea

Season: 2008

Month	Leaf		Dust		Total	
	Packages	Qty (Kgs)	Packages	Qty (Kgs)	Packages	
August	850	12400	122	1922	972	143
July	700	10250	100	500	800	102
June	100	1500	100	1000	200	250

Refresh Print Export

Fresh Arrival (Production Wise)

Fresh Arrival displays the data with respect to tea production by all the manufacturers for a particular month or for the whole season.

Viewing Fresh Arrival (Production Wise) Report

1. Log on to **e-Auction Auctioneer** application.
2. On the menu bar, click **Reports** and then select **Fresh Arrival (Production Wise)**.
3. **Auctioneer module** displays the **Fresh Arrival (Production Wise)** Report screen as shown in the following figure.

Manufacturer	Origin	Mark	Grade	Quantity (Kgs)	Date of Manufacturer
--------------	--------	------	-------	----------------	----------------------

Field	Description
Season	➤ Select the appropriate season from the drop-down list.
Month	➤ Select the appropriate month from the drop-down list.

Select/enter the appropriate details.

Click on the **Refresh** button.

Auctioneer module displays the fresh arrival (production wise) report based on your search criteria.

A sample entry is shown in the following figure.

Fresh Arrivals based on Tea Production

Production wise Fresh Arrival of Tea

Season: 2008 Month: All

Manufacturer	Origin	Mark	Grade	Quantity (Kgs)	Date of Manufacturer
gsm	Uttaranchal-Nilgiri...	HASPAN	BOP	1500	15/06/2008
vr	Tamil Nadu-Kany...	BHGLD	FBOP	500	11/07/2008
rp	Kerala-Kozhikode...	BEV	FP	1000	06/08/2008

Refresh Print Export

Tea Available

The auction sessions for all auction dates in a sale program and the time duration of each session will be defined based on the quantity of tea available for sale. In the Tea Available summary report, you can view the report by selecting the appropriate season, sale number, and auction date.

Viewing Tea Available

1. Log on to **e-Auction Auctioneer** application.
2. On the menu bar, click **Reports** and then select **Tea Available**.
3. **Auctioneer module** displays the **Tea Available** Report screen as shown in the following figure.

Field	Description
Season	➤ Select the appropriate season from the drop-down list.
Sale No	➤ Select the appropriate sale number from the drop-down list.
Auction Date	➤ Select the appropriate auction date from the drop-down list.
Tea Type	➤ Select the appropriate tea type from the drop-down list.
Mark	➤ Select the appropriate mark from the drop-down list.
Auctioneer	➤ Select the appropriate auctioneer from the drop-down list.

Select/enter the appropriate details.

Click on the **Refresh** button.

Auctioneer module displays the tea available report based on your search criteria.

A sample entry is shown in the following figure.

Auctioneer	Manufacturer	Tea Type	Mark	Grade	Origin	Packages	Quality (Kg)
p1	rp	LEAF	BEV	BOP	Kerala-Kozhikode-Nauti	450	42.5
p1	rp	LEAF	BEV	FBOP	Kerala-Kozhikode-Nauti	550	60
p1	rp	LEAF	BEV	FP	Kerala-Kozhikode-Nauti	550	43
p2	rp	LEAF	BEV	BOP	Kerala-Kozhikode-Nauti	900	85
p2	rp	LEAF	BEV	FBOP	Kerala-Kozhikode-Nauti	1100	120
p2	rp	LEAF	BEV	FP	Kerala-Kozhikode-Nauti	1100	86

Lots Removed From Kutcha Catalog

The Kutcha Catalog would be created automatically for each Sale Program. The catalog would be updated for all those AWRs made available until the catalog closing date for that Sale Program. The Kutcha Catalog would have the list of all the invoices and its corresponding lots from the AWR mapped to a Sale Program.

In the lots removed from Kutcha Catalog, you can view the report by selecting the appropriate season, sale number, and auction date.

Viewing Lots Removed From Kutcha Catalog

1. Log on to **e-Auction Auctioneer** application.
2. On the menu bar, click **Reports** and then select **Lots Removed from Kutcha Catalog**.
3. **Auctioneer module** displays the **Lots Removed from Kutcha Catalog** Report screen as shown in the following figure.

Field	Description
Season	➤ Select the appropriate season from the drop-down list.
Sale No	➤ Select the appropriate sale number from the drop-down list.
Auction Date	➤ Select the appropriate auction date from the drop-down list.

Select/enter the appropriate details.

Click on the **Refresh** button.

Auctioneer module displays the lots removed from Kutcha catalog report based on your search criteria.

A sample entry is shown in the following figure.

Lot Removed From Kutcha Catalog

Lots Removed From Kutcha Catalog

Season 2009 Sale No 15 Auction Date 13/04/2009

LotNo	InvoiceNo	Mark	Grade	Packages	Quantity (Kgs)
JT0005	CN185	MAVUK...	GD	11	385
JT0014	1182	TINYPR...	PD	10	400

Refresh Print Export

Buyer Purchase Abstract

You can view the Buyer Purchase Abstract by selecting the appropriate season, sale number, and auction date.

Viewing Buyer Purchase Abstract

1. Log on to **e-Auction Auctioneer** application.
2. On the menu bar, click **Reports** and then select **Buyers Purchase Abstract**.
3. **Auctioneer module** displays the **Buyers Purchase Abstract** Report screen as shown in the following figure.

Buyers Purchase Abstract

Season: 2009 Sale No: 15 Auction Date: 13/04/2009
 Tea Type: All Category: ALL Buyer: A.S.Baliga Agenc

LotNo	InvoiceNo	Buyer	Mark	Grade	Category	Packag
-------	-----------	-------	------	-------	----------	--------

Refresh Print Export

Field	Description
Season	➤ Select the appropriate season from the drop-down list.
Sale No	➤ Select the appropriate sale number from the drop-down list.
Auction Date	➤ Select the appropriate auction date from the drop-down list.
Tea Type	➤ Select the appropriate tea type from the drop-down list.
Category	➤ Select the appropriate category from the drop-down list.
Buyer	➤ Select the appropriate buyer from the drop-down list.

1. Select/enter the appropriate details.
2. Click on the Refresh button.
3. Auctioneer module displays the buyer purchase abstract report based on your search criteria.
4. A sample entry is shown in the following figure.

Buyer	Period of Manufacture	Mark	Grade	Category	Packages	Quant
s1	27/07/2008 - 31...	BEV	FBOP	DARJEELING	100	1500
s1	06/08/2008 - 18...	BHGLD	FBOP	DARJEELING	100	1700
TOTAL						

Manufacturer Sale Abstract

The Manufacturer Sale Abstract can be viewed by selecting the appropriate season, sale number, and the auction date.

Viewing Manufacturer Sale Abstract

1. Log on to **e-Auction Auctioneer** application.
2. On the menu bar, click **Reports** and then select **Manufacture Sale Abstract**.
3. **Auctioneer module** displays the **Manufacturer Sale Abstract** report, as shown in the following figure.

Field	Description
Season	➤ Select the appropriate season from the drop-down list.
Sale No	➤ Select the appropriate sale number from the drop-down list.
Auction Date	➤ Select the appropriate auction date from the drop-down list.
Tea Type	➤ Select the appropriate tea type from the drop-down list.
Category	➤ Select the appropriate category from the drop-down list.
Manufacturer	➤ Select the appropriate manufacturer from the drop-down list.

Select/enter the appropriate details.

Click on the **Refresh** button.

Auctioneer module displays the manufacturer sale abstract report based on your search criteria.

A sample entry is shown in the following figure.

Manufacturer Sale Abstract Please Wait ...

Season: 2008 Sale No: 1 Auction Date: 24/08/2008
 Tea Type: LEAF Category: ALL Manufacturer: ALL

Manufacturer	Period of Manufacture	Mark	Grade	Category	Packages	Quant
ip	27/07/2008 - 31...	BEV	FBOP	DARJEELING	100	150000

Refresh Print Export

Knockdown Lots

The knockdown will start on completion of the Bidding Time for the active lots (as configured by the Admin). All the bids received for the lots will be arranged and knocked down. The system can automatically knockdown the lots which have met or exceeded the Reserve Price. In the Knockdown Lots, you can view the report by selecting the appropriate season, sale number, auction date, and auctioneer.

Viewing Knockdown Lots

1. Log on to **e-Auction Auctioneer** application.
2. On the menu bar, click **Reports** and then select **Knockdown Lots**.
3. **Auctioneer module** displays the **Knockdown Lots** report, as shown in the following figure.

Knockdown Lots (Qty)

Knockdown Lots (Qty)

Season: 2010 Sale No: 21 Auction Date: 27/05/2010

Tea Type: All Mark: ALL

LotNo	Mark	Grade	Quantity	InvoiceNo	knockdownPrice	Buyer
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Refresh Print Export

Select/enter the appropriate details.

Click on the **Refresh** button.

Auctioneer module displays the knockdown lots report based on your search criteria.

A sample entry is shown in the following figure.

Knockdown Lots (Qty)

Knockdown Lots (Qty)

Season: 2010 Sale No: 17 Auction Date: 26/04/2010

Tea Type: All Mark: ALL

LotNo	Mark	Grade	Quantity	InvoiceNo	knockdownPrice	Buyer
JTC0001	Borbam	BOP	522	C15	144	MADHU JAYANTI INTERNATIONAL LTD
JTC0002	Borbam	BOP	280	C28	162	GUJARAT TEA PROCESSORS & PACKERS L
JTC0002	Borbam	BOP	280	C28	162	JAMNADAS TRIBHOVANDAS & CO
JTC0003	Borbam	BOP	560	C39	162	GUJARAT TEA PROCESSORS & PACKERS L
JTC0003	Borbam	BOP	560	C39	162	JAMNADAS TRIBHOVANDAS & CO
JTC0004	Borbam	BOPSM	465	C14	154	JAMNADAS TRIBHOVANDAS & CO
JTC0004	Borbam	BOPSM	155	C14	154	SARAF TEA AGENCY
JTC0005	Borbam	BOPSM	600	C27	165	GUJARAT TEA PROCESSORS & PACKERS L
JTC0005	Borbam	BOPSM	450	C27	165	MSP CORPORATION
JTC0005	Borbam	BOPSM	150	C27	165	SHIBA SHAKTI BHANDER

Refresh Print Export

Unsold Lots

Lots, which did not receive even a single bid or received bids below the reserve price, are termed as unsold lots. Unsold Lots report can be viewed by selecting the appropriate season, sale number, auction date, auctioneer, and tea type.

Viewing Unsold Lots

1. Log on to **e-Auction Auctioneer** application.
2. On the menu bar, click **Reports** and then select **Unsold Lots**.
3. **Auctioneer module** displays the **Unsold Lots** report, as shown in the following figure.

Season	Sale No	Auction Date	Tea Type	Mark
2010	21	27/05/2010	All	ALL

LotNo	Mark	Grade	Quantity	InvoiceNo	Packages
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Refresh Print Export

Field	Description
Season	➤ Select the appropriate season from the drop-down list.
Sale No	➤ Select the appropriate sale number from the drop-down list.
Auction Date	➤ Select the appropriate auction date from the drop-down list.
Tea Type	➤ Select the appropriate tea type from the drop-down list.
Mark	➤ Select the appropriate mark from the drop-down list.

Select/enter the appropriate details.

Click on the **Refresh** button.

Auctioneer module displays the unsold lots report based on your search criteria.

A sample entry is shown in the following figure.

LotNo	Mark	Grade	Quantity	InvoiceNo	Packages
JTC0006	Borbam	BPS	420	C17	15
JTC0014	Borsapori	BPS	250	C71	10
JTC0042	Silonibari	BP	444	C16	12
JTC0043	Silonibari	BP	620	C23	20
JTC0054	Hokonguri	BP	540	C1	20
JTC0055	Hokonguri	BP	1160	C8	40
JTC0062	Deohall	BPS	440	UK48	20
JTC0081	Halem	BP	1080	C86307H	30
JTC0090	Koomsong	PF	2320	C13169H	80
JTC0091	Attareekhat	BQP	1110	C01376H	30
JTC0094	Attareekhat	BP	780	C01387H	20

Auction Price List

Auction Price List displays to the manufacturer at what price the lots are available for a particular sale date and what lots have been knocked down. Auction Price List displays the average auction price for each lot separately which has been sold.

In the Auction Price List, you can view the report by selecting the appropriate season, sale number, auction date, and session time.

Viewing Auction Price List

1. Log on to **e-Auction Auctioneer** application.
2. On the menu bar, click **Reports** and then select **Auction Price List**.
3. **Auctioneer module** displays the **Auction Price List** report, as shown in the following figure.

Field	Description
Season	➤ Displays the Season here.
Sale No	➤ Select the appropriate sale number from the drop-down list.
Auction Date	➤ Select the appropriate auction date from the drop-down list.
Auctioneer	➤ Select the appropriate auctioneer from the drop-down list.
Session Time	➤ Select the appropriate session time from the drop-down list.

Select/enter the appropriate details.

Click on the **Refresh** button.

Auctioneer module displays the auction price list report based on your search criteria.

A sample entry is shown in the following figure.

LotNo	Mark	Grade	InvoiceNo	Packages	Quantity	AuctVal	Auction Price	Buyer
ABL0001	Lengrai	BOP	C12	15	510	148	132	M K CORPORATION
ABL0002	Lengrai	BOP	C18	15	510	148	127	M K SHAH EXPORTS L
ABL0003	Lengrai	BOPSM	C15	15	540	154	137	M K CORPORATION
ABL0004	Lengrai	BOPSM	C17	10	360	154	136	SREE JAGADAMBA TEA
ABL0005	Lengrai	BOPSM	C9	15	525	156	138	RUDRA TEA HOUSE
ABL0006	Lengrai	BP	C13	10	320	156	137	Tata Tea Ltd
ABL0007	Lengrai	OF	C10	10	360	152	138	GOENKA BROTHERS
ABL0008	Lengrai	OF	C16	10	370	152	132	GIRDHARILAL MOHANI
ABL0009	Narayanpur	BOP	C7	10	330	164	144	SHREE GANESH TRAD
ABL0010	Fulbari	BOP	C5	5	175	124	122	Tata Tea Ltd

Monthly Sale

Monthly Sales displays the details of lots sold category-wise on monthly basis or for the entire season.

In the Monthly Sales, you can view the report by selecting the appropriate season and month.

Viewing Monthly Sales

This section provides a detailed procedure on how to view monthly sales report.

1. Log on to **e-Auction Auctioneer** application.
2. On the menu bar, click **Reports** and then select **Monthly Sales**.
3. **Auctioneer module** displays the **Monthly Sales** report, as shown in the following figure.

Monthwise/Categorywise Sold Quantity

Season: 2008 Month: All

Refresh Print Export

Field	Description
Season	➤ Select the appropriate season from the drop-down list.
Month	➤ Select the appropriate month from the drop-down list.

Select/enter the appropriate details.

Click on the **Refresh** button.

Auctioneer displays the monthly sale report based on your search criteria.

A sample entry is shown in the following figure.

Monthwise/Categorywise Sold Quantity

Season: 2008 Month: All

Month	GREEN			Total		
	Packages	Quantity(Kgs)	Price	Packages	Quantity(Kgs)	Price
August	15000	227000	181.3334	15000	227000	181.3334

Refresh Print Export

Historical Prices

Historical Prices displays the details of the prices at which the available lots have been sold in the past sale programs. In the Historical Prices report, you can view the report by selecting the appropriate season, sale number, auction date, and session time.

Viewing Historical Prices

1. Log on to **e-Auction Auctioneer** application.
2. On the menu bar, click **Reports** and then select **Historical Prices**.
3. **Auctioneer module** displays the **Historical Prices** report, as shown in the following figure.

Historical Prices of tea in Past Sale Programs

Season: 2009 Sale No: 15 Auction Date: 13/04/2009

Tea Type: All Grade: ALL Mark: ALL

Period of Manufacture	Mark	Grade	Packages	Quantity	Avg Auction Price

Refresh Print Export

Field	Description
Season	➤ Select the appropriate season from the drop-down list.
Sale No	➤ Select the appropriate sale number from the drop-down list.
Auction Date	➤ Select the appropriate auction date from the drop-down list.
Tea Type	➤ Select the appropriate tea type from the drop-down list.
Grade	➤ Select the appropriate grade from the drop-down list.
Mark	➤ Select the appropriate mark from the drop-down list.

Select/enter the appropriate details.

Click on the **Refresh** button.

Auctioneer module displays the historical prices report based on your search criteria.

A sample entry is shown in the following figure.

Historical Prices of tea in Past Sale Programs

Season: 2009 Sale No: 15 Auction Date: 13/04/2009
 Tea Type: All Grade: ALL Mark: ALL

Period of Manufacture	Mark	Grade	Packages	Quantity	Avg Auction Price
20/03/2009 - 21...	HIGHLANDROYAL	FD	5	270	99
20/03/2009 - 21...	WINMORE	FD	10	540	89
20/03/2009 - 21...	CARADYGOODY	PD	10	350	78
20/03/2009 - 21...	CHULIKA	PD	5	250	81
20/03/2009 - 21...	DAVERASHOLA...	RD	10	540	84
20/03/2009 - 21...	MUKOTTUMUDI	RD	15	450	93
20/03/2009 - 21...	PANDIARCLONAL	SRD	10	480	82

Refresh Print Export

Lots Pending Delivery

Lots Pending Delivery Report displays those lots that are pending to be delivered.

Viewing Lots Pending Delivery

1. Log on to **e-Auction Auctioneer** application.
2. On the menu bar, click **Reports** and then select **Lots Pending Delivery**.
3. **Auctioneer module** displays the **Lots Pending Delivery** report, as shown in the following figure.

Field	Description
Season	➤ Select the appropriate season from the drop-down list.
Sale No	➤ Select the appropriate sale number from the drop-down list.
Auction Date	➤ Select the appropriate auction date from the drop-down list.
Warehouse	➤ Select the appropriate warehouse from the drop-down list.

Select/enter the appropriate details.

Click on the **Refresh** button.

Auctioneer displays the lots pending delivery report based on your search criteria.

A sample entry is shown in the following figure.

Buyer	Period of Manufacture	Mark	Grade	Packages	Quantity	CN N
R002	01/08/2008 - 15...	BHGLD	FP	50000	50	8

Lot Types

Lot Types display the status of each lot published in the forthcoming auction catalog. In the Lot Types report, you can view the report by selecting the appropriate season, sale number, and auction date.

Viewing Lot Types

1. Log on to **e-Auction Auctioneer** application.
2. On the menu bar, click **Reports** and then select **Lots Types**.
3. **Auctioneer module** displays the **Lots Types** report, as shown in the following figure.

Field	Description
Season	➤ Select the appropriate season from the drop-down list.
Sale No	➤ Select the appropriate sale number from the drop-down list.
Auction Date	➤ Select the appropriate auction date from the drop-down list.
Auctioneer	➤ Select the appropriate auctioneer from the drop-down list.

Select/enter the appropriate details.

Click on the **Refresh** button.

Auctioneer module displays the lot types report based on your search criteria.

A sample entry is shown in the following figure.

LotNo	Mark	Grade	Packages	Quantity	Status
CM0001	NAGAMALLAYM	RD	10	480	Fresh
CM0002	TATAMALA	RD	10	540	Fresh
CM0003	TATAMALA	SRD	10	540	Fresh
CM0004	CHINNAR	RD	10	540	Fresh
CM0005	CHINNAR	SRD	10	540	Fresh
CM0006	CHINNAR	SFD	10	540	Fresh
CM0007	CHINNAR	GD	5	270	Fresh
CM0008	CHIDAMBARAMC	PD	10	540	Fresh
CM0009	SURIANALLE	SRD	9	486	Fresh
CM0010	SURIANALLE	FD	10	540	Fresh
CTPL0002	SALISBURY	RD	5	235	Fresh

Sale Average Report

Sales Average Report displays the average sales for a particular season. In the Sales Average Report, you can view the report by selecting the appropriate season and month.

Viewing Sale Average Report

1. Log on to **e-Auction Auctioneer** application.
2. On the menu bar, click **Reports** and then select **Sale Average Report**.
3. **Auctioneer module** displays the **Sale Average Report**, as shown in the following figure.

The screenshot shows a web application window titled "Sale Average". At the top, there are two dropdown menus: "Season" with "2010" selected and "Month" with "January" selected. Below these is a table with the following headers: "Month", "Category", "Mark", "Grade", "Packages", "Quantity", and "Avg Price". The table body is empty. At the bottom right of the window, there are three buttons: "Refresh", "Print", and "Export".

Field	Description
Season	➤ Select the appropriate season from the drop-down list.
Month	➤ Select the appropriate month from the drop-down list.

Select/enter the appropriate details.

Click on the **Refresh** button.

Auctioneer displays the sale average report based on your search criteria.

A sample entry is shown in the following figure.

Month	Category	Mark	Grade	Packages	Quantity	Avg Price
January	CTC	ABHISHEK	BP	40	1000	97
January	CTC	ABHISHEK	D	60	1560	89
January	CTC	Achabam	BOP	85	2550	79.65
January	CTC	Achabam	BOPSM	20	600	115.5
January	CTC	Achabam	BP	30	960	105
January	CTC	Achabam	BPS	80	2240	75.75
January	CTC	Achabam	D1	110	3630	76.73
January	CTC	Achabam	SD	50	1650	75.5
January	CTC	ADARSH	BOPSM(GOLD)	40	1040	89
January	CTC	Addabarrie	CD1	20	940	93
January	CTC	Addabarrie	D1	20	840	91

PayIn PayOut Details

PayIn PayOut Report displays the amount paid by the Buyer and the amounts received by the Seller, Auctioneer and Warehouse(s) for a particular Deal ID. In the PayIn PayOut Report, you can view the report by selecting the appropriate season and sale no and other selection criteria like auction date, buyer and seller.

Viewing PayIn PayOut Details

1. Log on to **e-Auction Auctioneer** application.
2. On the menu bar, click **Reports** and then select **PayIn PayOut Details**.
3. **Auctioneer module** displays the **PayIn PayOut Details**, as shown in the following figure.

Field	Description
Season	➤ Select the appropriate season from the drop-down list.
Sale No	➤ Select the appropriate sale no from the drop-down list.
Auction Date	➤ Select the appropriate auction date from the drop-down list.
Buyer	➤ Select the appropriate buyer from the drop-down list.
Seller	➤ Select the appropriate seller from the drop-down list.

1. Select/enter the appropriate details.
2. Click on the Refresh button.
3. Auctioneer displays the payin payout report based on your search criteria.
4. A sample entry is shown in the following figure.

Column headers	Description
DealIdNumber	➤ DealIdNumber will be unique for every bid.
AccountSaleNumber	➤ According to the dealIdNumber Account sale number will be available.
ContractNoteNumber	➤ According to the dealIdNumber Contract no will be available.
Buyername	➤ According to the dealIdNumber BuyerName will be available
Buyer EntityCode	➤ Unique entity code generated by e-auction system for every buyer
AmountPaidByBuyer	➤ Amount paid to buyer will be available.
SellerName	➤ According to the dealIdNumber SellerName will be available
SellerEntityCode	➤ Unique entity code generated by e-auction system for every seller
AmountPaidToSeller	➤ Amount paid to seller will be available.
AuctioneerEntityCode	➤ Unique entity code generated by e-auction system for every auctioneer
AmountPaidToAuctioneer	➤ Amount paid to auctioneer will be available
WarehouseName	➤ According to the accountsalenumbr Warehouse name will be available

WarehouseEntityCode	➤ Unique entity code generated by e-auction system for every warehouse
AmountPaidToWarehouse	➤ Amount paid to warehouse will be available.
TeaBoardBuyerCharges	➤ TeaBoard administrative charges for buyer
TeaBoardSellerCharges	➤ TeaBoard administrative charges for seller
TeaBoardAuctioneerCharges	➤ TeaBoard administrative charges for auctioneer
TDSOnBuyingBrokerage	➤ TDS amount deductible from the buyer payable

e-Auction System, Associated Brokers Pvt Ltd(ABL), Kolkata1 - [Pay-In Pay-Out Details]

Pre-Auction Auction Pgst Auction Reports Miscellaneous Window Help Exit

Pay-In Pay-Out Details

Season: 2016 Sale No: 1 Auction Date: All
 Buyer: ALL Seller: ALL

DealIDNumber	AccountSaleNumber	Contract/NoteNumber	BuyerName	Buyer EntityCode	AmountPaidByBuyer	SellerName	Seller EntityCode	AmountPaidToSeller	Auctioneer EntityCode
16001K1D03067280	K1/ABL/CTC/D/08-29/16-17/00033	K1/ABL/D/000107	Viral Buyer Kolkata 1	B014577	104368.00	Viral Factory One	S009786	98789.77	AP000007
16001K1D03067281	K1/ABL/CTC/D/08-29/16-17/00033	K1/ABL/D/000108	Viral Buyer Kolkata 1	B014577	75267.26	Viral Factory One	S009786	74087.27	AP000007
16001K1D03067282	K1/ABL/CTC/D/08-29/16-17/00033	K1/ABL/D/000109	Viral Buyer Kolkata 1	B014577	77524.01	Viral Factory One	S009786	74087.27	AP000007
16001K1D03067280	K1/ABL/CTC/D/08-29/16-17/00033	K1/ABL/D/000107	Viral Buyer Kolkata 1	B014577	104368.00	Viral Factory One	S009786	98789.77	AP000007
16001K1D03067281	K1/ABL/CTC/D/08-29/16-17/00033	K1/ABL/D/000108	Viral Buyer Kolkata 1	B014577	75267.26	Viral Factory One	S009786	74087.27	AP000007
16001K1D03067282	K1/ABL/CTC/D/08-29/16-17/00033	K1/ABL/D/000109	Viral Buyer Kolkata 1	B014577	77524.01	Viral Factory One	S009786	74087.27	AP000007

* Data on this screen will appear only after submission of pay-out details by the settlement bank.

Refresh Print Export

Met Reserve Price Active Lots Broadcast << 16:05:54

e-Auction System, Associated Brokers Pvt Ltd(ABL), Kolkata1 - [Pay-In Pay-Out Details]

Pre-Auction Auction Pgst Auction Reports Miscellaneous Window Help Exit

Pay-In Pay-Out Details

Season: 2016 Sale No: 1 Auction Date: All
 Buyer: ALL Seller: ALL

AmountPaidToAuctioneer	WarehouseName	Warehouse EntityCode	AmountPaidToWarehouse	TeaBoard Buyer Charges	TeaBoard Seller Charges	TeaBoard Auctioneer Charges	TDSOnBuyingBrokerage
5458.23	Viral K1 WH2	W000736	0.00	40.00	40.00	40.00	30.00
1089.99	Viral K1 WH2	W000736	0.00	30.00	30.00	30.00	22.50
3346.74	Viral K1 WH2	W000736	0.00	30.00	30.00	30.00	22.50
5458.23	Viral K1 WH2	W000736	0.00	40.00	40.00	40.00	30.00
1089.99	Viral K1 WH2	W000736	0.00	30.00	30.00	30.00	22.50
3346.74	Viral K1 WH2	W000736	0.00	30.00	30.00	30.00	22.50

* Data on this screen will appear only after submission of pay-out details by the settlement bank.

Refresh Print Export

Met Reserve Price Active Lots Broadcast << 16:06:04

Note: The **sum** of amount receivable by **Seller, Auctioneer, Warehouse** and **TeaBoard** charges should be equal to the **sum** payable by **Buyer**.

The data will appear only after the submission of pay-out details by the settlement bank.
A note is been provided at the bottom of the screen marked with asterisk(*) in red fonts.
