

# e-Auction User Manual

## *Admin*

Version 53.0

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# Content

<b><i>About this Guide</i></b> .....	<b>8</b>
Purpose of this Guide .....	8
Typographical Conventions .....	8
How to Get in Touch.....	9
Documentation Support .....	9
NSEIT Support Team.....	9
<b><i>Getting Started</i></b> .....	<b>10</b>
Logging on to e-Auction.....	11
Changing Password .....	12
Logging out from e-Auction.....	13
Interface .....	14
Common Features.....	15
Sorting Columns in Grids .....	15
<b><i>Maintaining Masters</i></b> .....	<b>16</b>
Maintaining Category Master .....	17
Viewing Category Details.....	17
Maintaining Mark Master .....	17
Viewing Mark Master Details.....	17
Adding Mark Master Details .....	19
Modifying Mark Master Details .....	21
Maintaining Grade Master .....	23
Viewing Grade Master Details.....	23
Adding Grade Master Details .....	25
Modifying Grade Master Details .....	27
Maintaining Warehouse Master .....	29
Viewing Warehouse Master Details.....	30
Adding Warehouse Master Details .....	32
Modifying Warehouse Master Details .....	36
Maintaining Manufacturer Mapping.....	39
Viewing Manufacturer Mapping Details .....	40
Create Manufacturer Mapping Details .....	42
Modifying Manufacturer Mapping Details.....	47
Maintaining Consignee Master .....	49

---

Viewing Consignee Master Details.....	50
Adding Consignee Master Details .....	51
Modifying Consignee Master Details .....	55
<b>Maintaining Buyer Master .....</b>	<b>57</b>
Viewing Buyer Master .....	58
Adding Buyer Master Details.....	60
Modifying Buyer Master Details.....	68
Adding Buyer Associate Details .....	72
<b>Maintaining Auctioneer Master .....</b>	<b>77</b>
Viewing Auctioneer Master Details.....	77
Adding Auctioneer Master Details .....	80
Modifying Auctioneer Master Details .....	84
<b>Maintaining Sale Program Master.....</b>	<b>88</b>
Viewing Sale Program Master Details .....	88
Adding Sale Program Master Details.....	89
Modifying Sale Program Master Details.....	93
<b>Maintaining Auction Session Master .....</b>	<b>98</b>
Viewing Auction Session Master Details.....	98
Adding Auction Session Master Details.....	99
Modifying Auction Session Master Details.....	102
<b>Maintaining Charge Master.....</b>	<b>105</b>
Viewing Charge Master Details for Buyers .....	105
Adding Charge Master Details for Buyers.....	107
Modifying Charges Master Details for Buyers .....	110
Viewing Charge Master Details for Sellers.....	112
Adding Charge Master Details for Sellers.....	113
Modifying Charges Master Details for Sellers .....	115
Viewing Charge Master Details for Warehouse .....	117
Adding Charge Master Details for Warehouse.....	119
To add charge master details.....	119
Modifying Charges Master Details for Warehouse .....	121
Configurable Parameters.....	124
<b><i>Pre Auction.....</i></b>	<b><i>128</i></b>
Maintaining Invoice Details .....	128
Viewing Invoice List .....	128
Printing Invoice Details .....	130
Exporting Invoice Details.....	135
Maintaining AWR Details.....	137

Viewing AWR Details .....	138
Printing AWR Details .....	139
Exporting AWR Details .....	141
Maintaining Auction Catalog .....	143
Viewing Auction Catalog Details.....	143
Exporting Auction Catalog Details.....	145
Maintain Pre Auction Status Report.....	147
Viewing Pre Auction Status Report.....	147
<b>Auction .....</b>	<b>150</b>
Viewing Live Auction .....	150
Viewing Bid Book .....	152
Viewing Market Depth .....	153
Summary of Tea Sold .....	154
Auctioneer Wise Market Summary.....	155
Market Summary .....	157
Column Configuration .....	158
<b>Post Auction.....</b>	<b>161</b>
Viewing Deal Book .....	161
Deal Cancellation .....	163
Viewing Contract Note.....	166
Viewing Delivery Order.....	168
Viewing Bid History.....	171
<b>Report .....</b>	<b>173</b>
Common Features in Report .....	174
Printing a Report.....	174
Exporting a Report.....	175
Post Auction Catalog Report .....	178
Viewing Post Auction Catalog Report.....	178
Auctioneer's tasting Cum Valuation Report .....	181
Viewing Auctioneer's Tasting Cum Valuation Report .....	181
Auction Catalog Summary .....	183
Viewing Auction Catalog Summary .....	183
Fresh Arrivals (Monthly Wise).....	185
Viewing Fresh Arrivals (Monthly Wise) .....	185
Fresh Arrivals (Based On Tea Production) .....	187
Viewing Fresh Arrivals (Based On Tea Production) Report.....	187

---

Tea Available.....	189
Viewing Tea Available.....	189
Lots Removed From Kutcha Catalog.....	191
Viewing Lots Removed from Kutcha Catalog.....	191
Buyers Purchase Abstract.....	193
Viewing Buyers Purchase Abstract.....	193
Manufacturer Sale Abstract.....	195
Viewing Manufacturer Sale Abstract.....	195
Knockdown Lots.....	197
Viewing Knockdown Lots.....	197
Unsold Lots.....	199
Viewing Unsold Lots.....	199
Auction Price List.....	201
Viewing Auction Price List.....	201
Monthly Sales (TTA Wise).....	203
Viewing Monthly Sales (TTA Wise).....	203
Historical Prices.....	205
Viewing Historical Prices.....	205
Lots Pending Delivery.....	207
Viewing Lots Pending Delivery.....	207
Lot Types.....	209
Viewing Lot Types.....	209
Sales Average Report.....	211
Viewing Sales Average Report.....	211
Buyer Outstanding Payment Details.....	213
Viewing Buyer Outstanding Payment Details.....	213
Manufacturer Details.....	215
Viewing Manufacturer Details.....	215
Bill Contract Summary.....	217
Viewing Bill Contract Summary.....	217
Bank DO Register.....	219
Viewing Bank DO Register.....	219
<b>Miscellaneous.....</b>	<b>222</b>
Notifications.....	223
Viewing Notifications.....	223
Viewing System Messages.....	224
Publish Catalog.....	226

Viewing Publishing Catalog..... 226

# About this Guide

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## *Purpose of this Guide*

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

## *Typographical Conventions*

Before you start, it is important to understand the typographical conventions used in this guide:

<b>This</b>	<b>Represents</b>
<b>Bold</b>	Menus, menu options, screen names, section names, button names and links.
CAPS	Keys on the keyboard and the product name.

**Table 1**

---

**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 onto e-Auction system
- Changing Password
- Logging out of e-Auction system
- E-Auction Interface
- Common Features

## Logging on to e-Auction

The **Login** option facilitates you to log on to e-Auction application.

### ➤ To Log on to e-Auction

1. On the **Start** menu, point to **Programs**, and then click **TAO**.
2. **e-Auction** displays the **Admin Login** screen.




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Figure 1

Field	Description
User Name	<ul style="list-style-type: none"> <li>◆ Enter the appropriate user or the login name.</li> <li>◆ This field is alphanumeric.</li> <li>◆ This field is mandatory.</li> </ul>
Password	<ul style="list-style-type: none"> <li>◆ Enter the appropriate password.</li> </ul>

Field	Description
	<ul style="list-style-type: none"> <li>◆ This field is alphanumeric and requires minimum eight characters with one character being alphabetic, one being numeric and one being a special character.</li> <li>◆ This field is mandatory.</li> </ul>

3. Enter the appropriate information in the relevant fields.
4. Click the **Login** button to log into the **Admin** module.
5. On successful login, e-Auction displays the following screen.

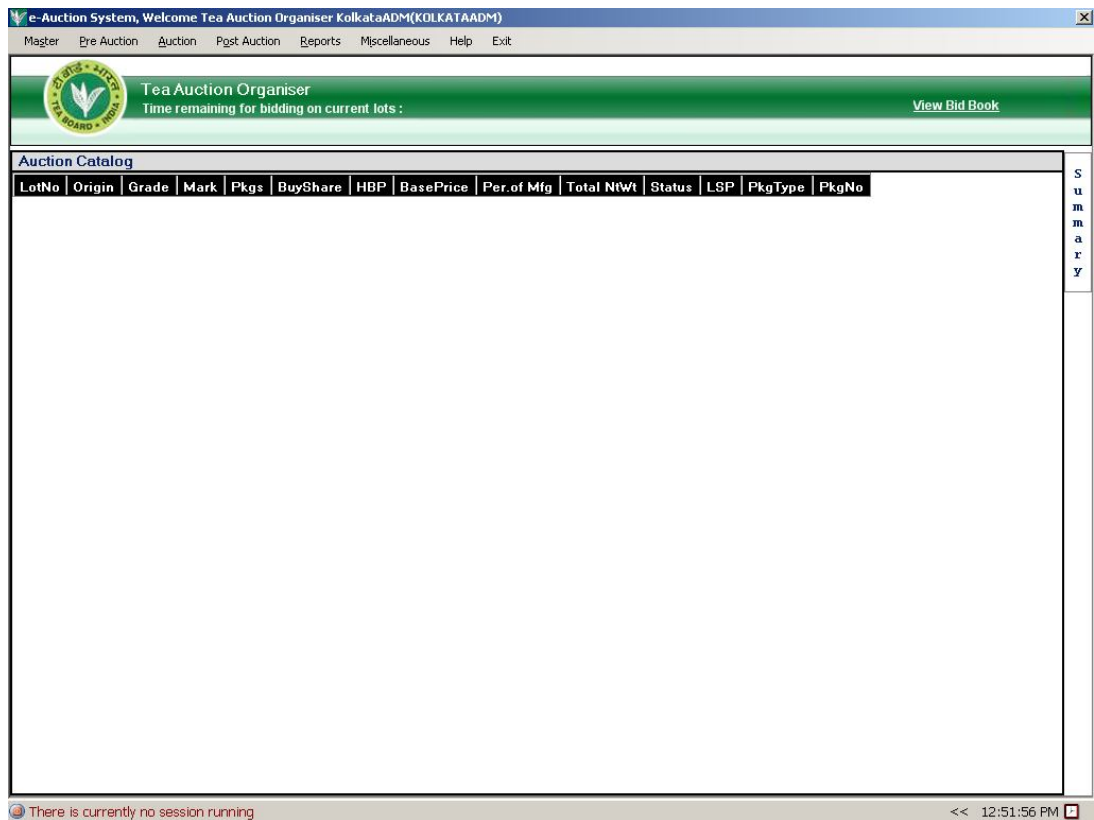


Figure 2

## Changing Password

The **Change Password** option facilitates you to change your password. The **Change Password** screen is also invoked when you log on to the application for the first time.

### ➤ To change your password

1. Log on to **e-Auction Admin application**.
2. On the menu bar, click **Miscellaneous** and then select **Change Password**.

3. **Admin module** displays the **Change Password** screen as shown in the following figure.

Figure 3

Field	Description
<b>Old Password</b>	◆ Type your current password. This password should be same as entered while logging on to e-Auction
<b>New Password</b>	◆ Type the new password.
<b>Confirm Password</b>	◆ Retype the new password to confirm the password.

4. Click **Update Password** button to save the new password.
5. e-Auction displays **Password Change Successfully** message as shown in the following figure

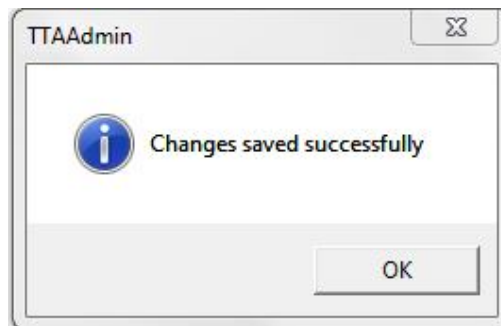


Figure 4

## Logging out from e-Auction

The **Exit** option facilitates you to log out from the e-Auction.

### ➤ To log out from the e-Auction

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

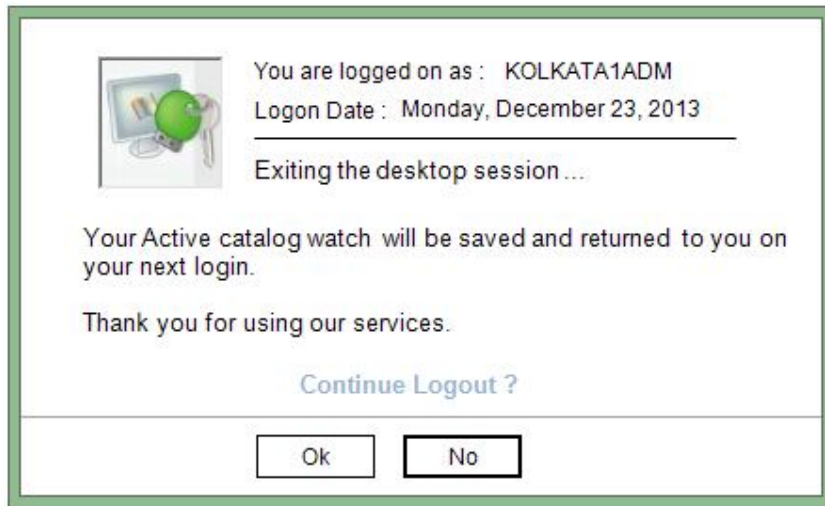


Figure 5

3. Click **OK** to log out from the e-Auction.
4. **e-Auction** logs you out from the application.

## Interface

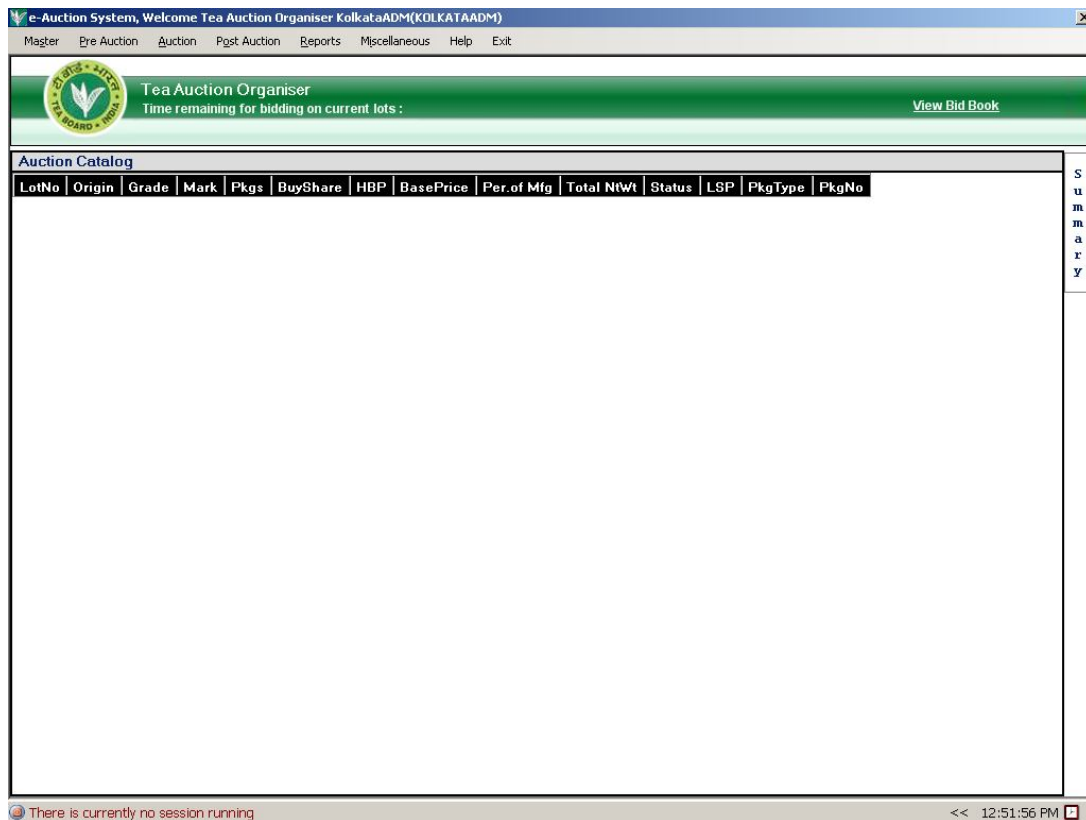


Figure 6

## *Common Features*

### **Sorting Columns in Grids**

**Sorting** is a method of arranging the information in a column in ascending or descending order. While working with grids, you can change grid records in ascending/descending orders column wise.

# Maintaining Masters

---

*In this chapter, you will learn how to:*

The Master Maintenance allows the Auction Admin to create, activate, suspend and / or inactive users, grades, mark, etc as per requirements. The following are the masters / users can be registered in the system:

- Maintain Category Master
- Maintain Mark Master
- Maintain Grade Master
- Maintain Warehouse Master
- Maintain Manufacturer Mapping
- Maintain Consignee Master
- Maintain Buyer Master
- Maintain Auctioneer Master
- Maintain Sale Program Master
- Maintain Auction Session Master
- Maintaining Charges Master
- Configurable Parameters
- Mapping to Bidding Buyers

## Maintaining Category Master

The **Category Master** allows you to view the details like Category, Tea Type and Sub Type.

### Viewing Category Details

➤ **To view a category details**

1. Log on to **e-Auction Admin application**.
2. On the menu bar, click **Masters** and then select **Category Master**.
3. **Admin module** displays the **Category Master** screen as shown in the following figure.

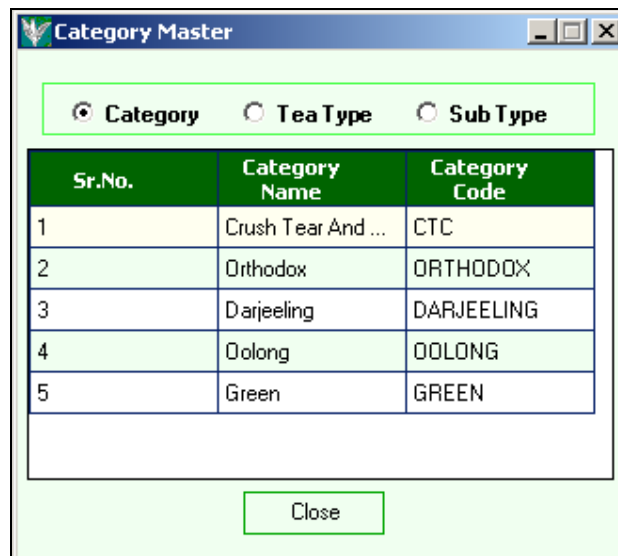


Figure 7

4. Select **Category**, **Tea Type** or **Sub Type**, as per your requirement to view their respective details.
5. Click **Close** button to exit from the current screen.

## Maintaining Mark Master

The **Mark Master** allows you to define Marks. The Auction Admin can also inactive a Mark anytime before the Catalog Closing Date in which case lots belonging to the inactive mark would not be available in the Auction Catalog.

### Viewing Mark Master Details

➤ **To view mark master details**

1. Log on to **e-Auction Admin application**.

- On the menu bar, click **Masters** and then select **Mark Master**.
- Admin module** displays the **Mark Master** screen as shown in the following figure.

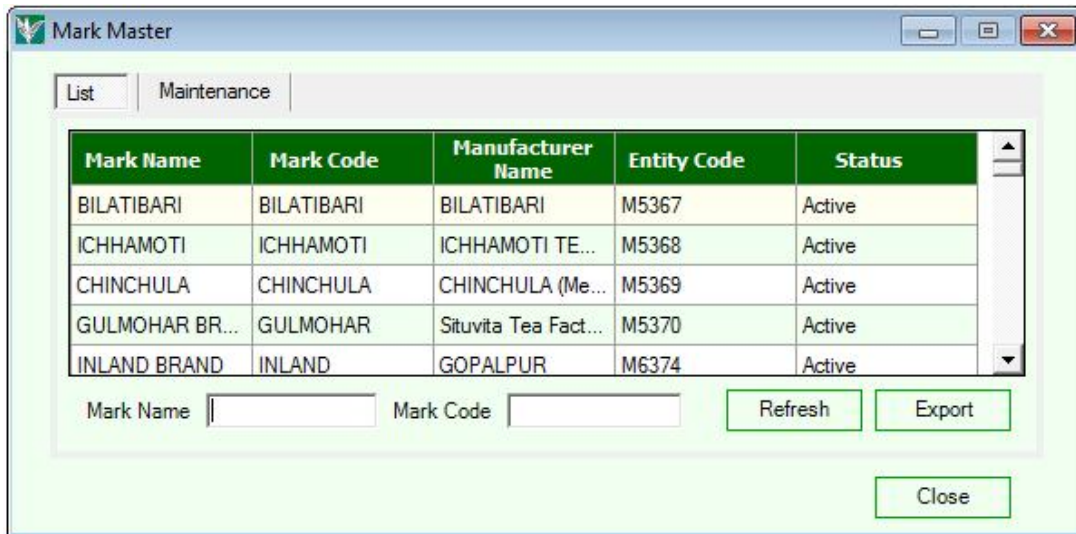


Figure 8

Field	Description
Mark Name	Type the mark name in this text box.
Mark Code	Type the mark code in this text box.

- Enter the appropriate details.
- Click **Refresh** button to view the mark details.
- Admin module** displays the refreshed grid list with respective mark details as shown in the following screen.



Figure 9



Figure 10

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

## Adding Mark Master Details

### ➤ To add mark master details

1. Log on to **e-Auction Admin** application.
2. On the menu bar, click **Masters** and then select **Mark Master**.
3. **Admin module** displays the **Mark Master** screen as shown in the following figure.



Figure 11

4. Click **Maintenance** tab.

5. **Admin module** displays the **Mark Master** screen as shown in the following figure.

The screenshot shows the 'Mark Master' window with the 'List' dropdown set to 'Maintenance'. The form contains the following data:

- Mark Name: BILATIBARI
- Manufacturer: BILATIBARI
- Mark Code: BILATIBARI
- Entity Code: M5367

At the bottom, there are radio buttons for 'Active' (selected) and 'Inactive'. Below these are buttons for 'Add', 'Modify', 'Save', and 'Cancel'. A legend indicates that an asterisk (\*) denotes a 'Mandatory field'. A 'Close' button is located at the bottom right.

Figure 12

6. Click **Add** button to add mark details.
7. **Admin module** displays the **Mark Master** screen as shown in the following figure.

This screenshot shows the 'Mark Master' window with the 'List' dropdown set to 'Maintenance'. The form fields are empty:

- Mark Name: [Empty text box]
- Manufacturer: [Empty dropdown menu]
- Mark Code: [Empty text box]
- Entity Code: [Empty text box]

The 'Active' radio button is selected. The 'Add', 'Modify', 'Save', and 'Cancel' buttons are visible. A legend indicates that an asterisk (\*) denotes a 'Mandatory field'. A 'Close' button is located at the bottom right.

Figure 13

Field	Description
Mark Name *	◆ Type the mark name in this text box.
Mark Code *	◆ Type the mark code in this text box.
Manufacturer *	◆ Select the appropriate option from the

Field	Description
	drop-down list.
<b>Entity Code *</b>	◆ Auto generated by the system.
<b>Active/Inactive</b>	◆ Select the Active/Inactivate option as per your requirement.

8. Enter the appropriate details.
9. Click **Save** button to save the mark details.
10. **Admin module** displays the **Changes Saved Successfully** message as shown in the following figure.

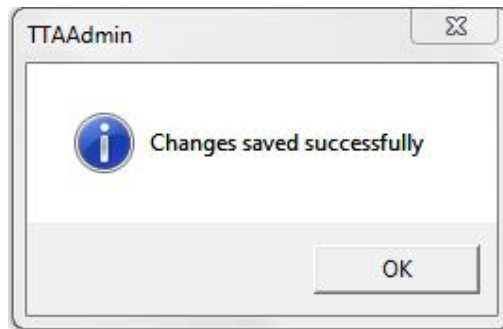


Figure 14

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

## Modifying Mark Master Details

### ➤ To modify mark master details

1. Log on to **e-Auction Admin application**.
2. On the menu bar, click **Masters** and then select **Mark Master**.
3. **Admin module** displays the **Mark Master** screen as shown in the following figure.



Figure 15

4. Select the mark details you want to modify.
5. Click **Maintenance** tab.
6. **Admin module** displays the **Mark Master** screen as shown in the following figure.

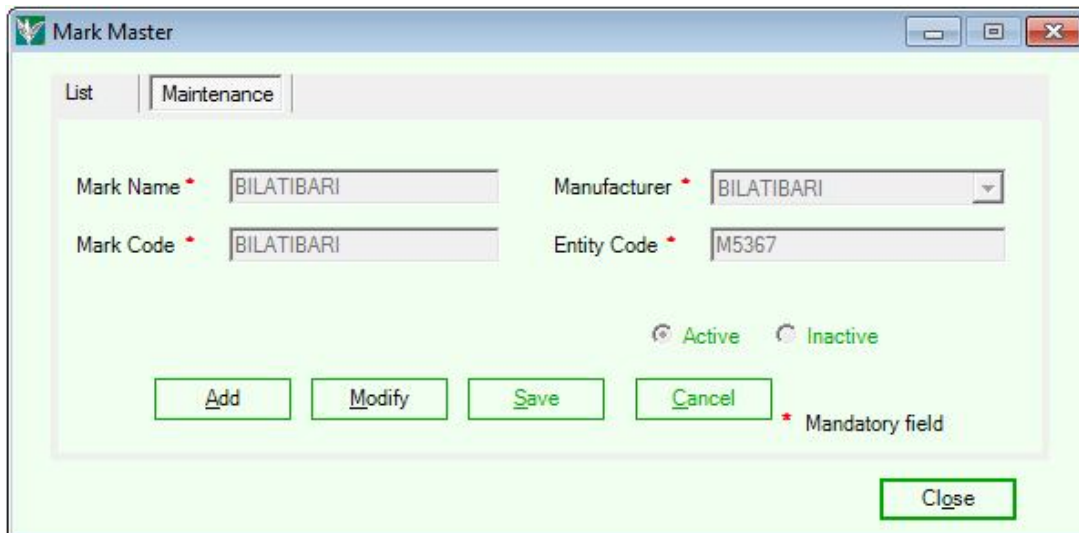


Figure 16

7. Click **Modify** button to update the mark details
8. **Admin module** displays the **Mark Master** screen as shown in the following figure.

Figure 17

9. Modify the required details.
10. Click **Save** button to save the mark details.
11. **Admin module** displays the **Changes Saved successfully** message as shown in the following figure.

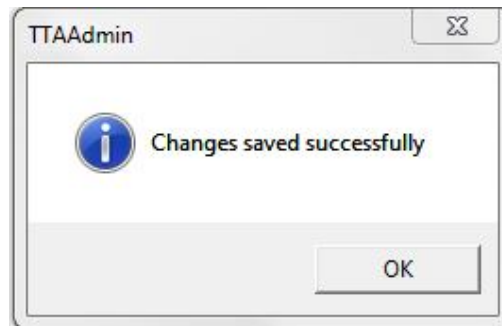


Figure 18

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

## Maintaining Grade Master

The **Grade Master** allows Auction Admin to define the grades those should be common across TTAs. The Auction Admin can also deactivate a Grade anytime before the Catalog Closing Date in which case, the lots belonging to the inactive Grade would not be available in the Auction catalog.

## Viewing Grade Master Details

➤ To view grade master details

1. Log on to **e-Auction Admin application**.

2. On the menu bar, click **Masters** and then select **Grade Master**.
3. **Admin module** displays the **Grade Master** screen as shown in the following figure.

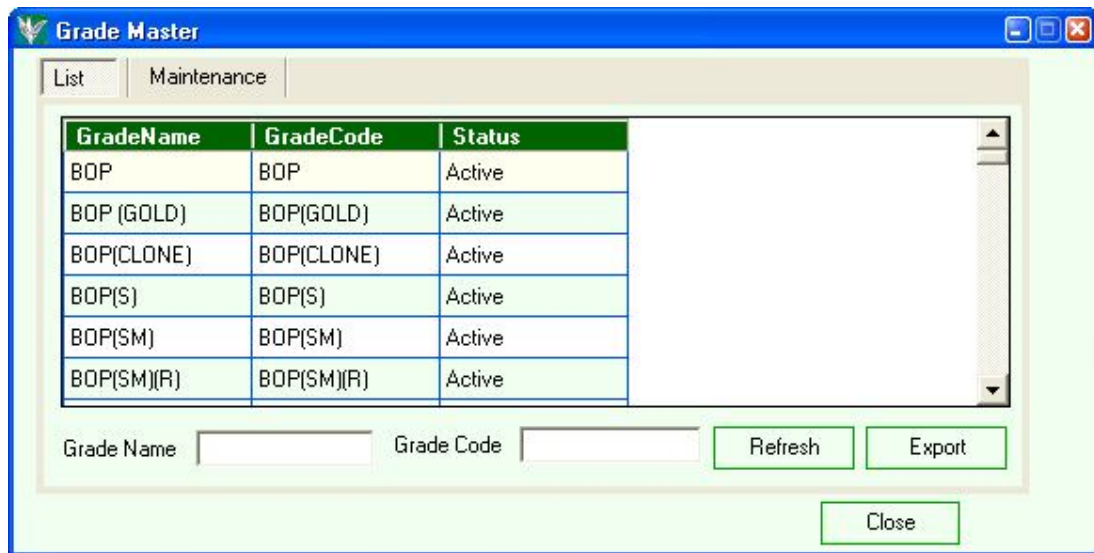


Figure 19

Field	Description
Grade Name	◆ Type the grade name in this text box.
Grade Code	◆ Type the grade code in this text box.

4. Enter the appropriate details.
5. Click **Refresh** button to view the grade details.
6. **Admin module** displays the refreshed grid list with respective grade details as shown in the following screen.

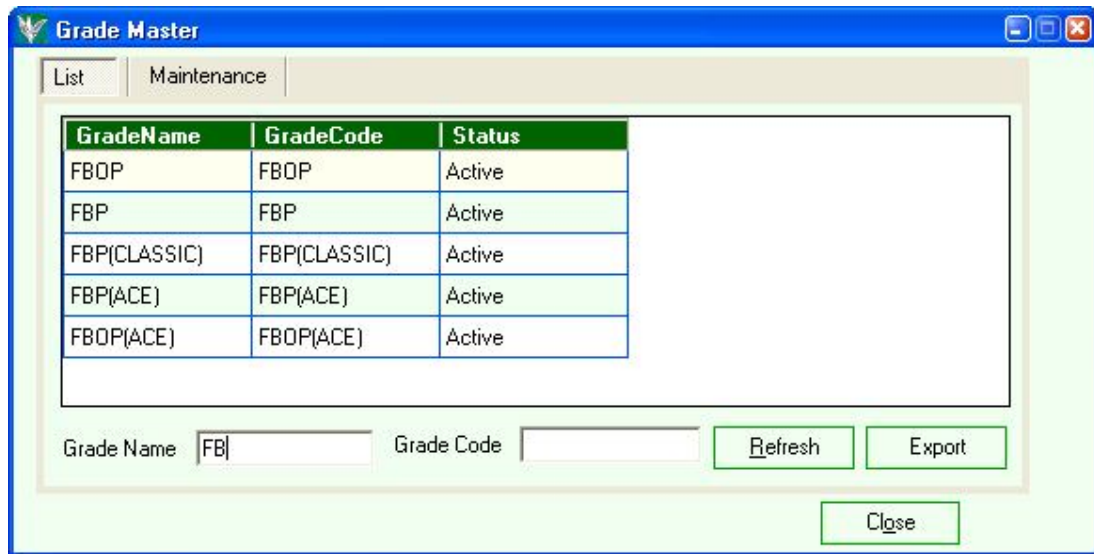


Figure 20

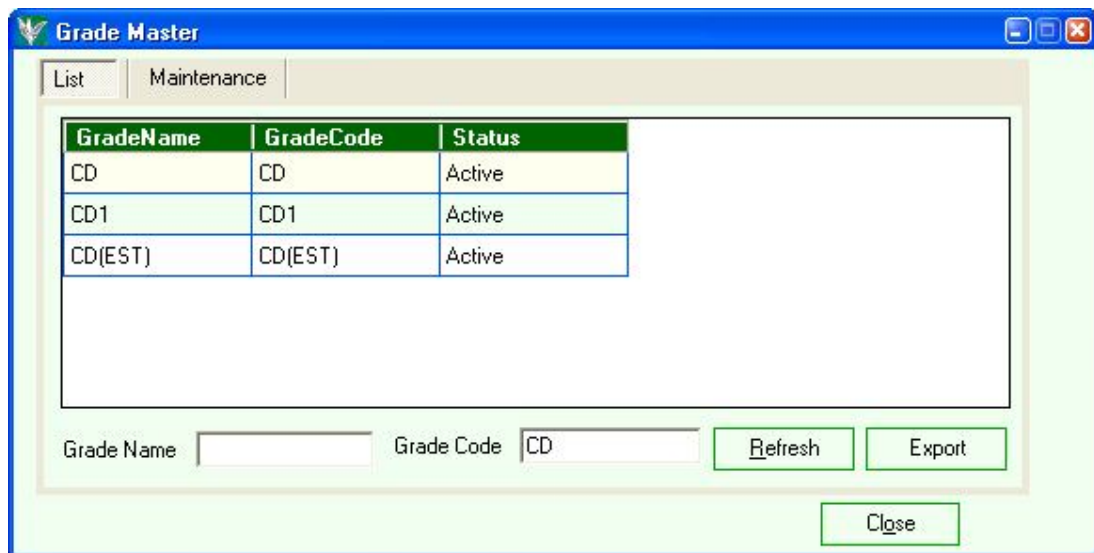


Figure 21

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

## Adding Grade Master Details

### ➤ To add grade master details

1. Log on to **e-Auction Admin application**.
2. On the menu bar, click **Masters** and then select **Grade Master**.
3. **Admin module** displays the **Grade Master** screen as shown in the following figure.

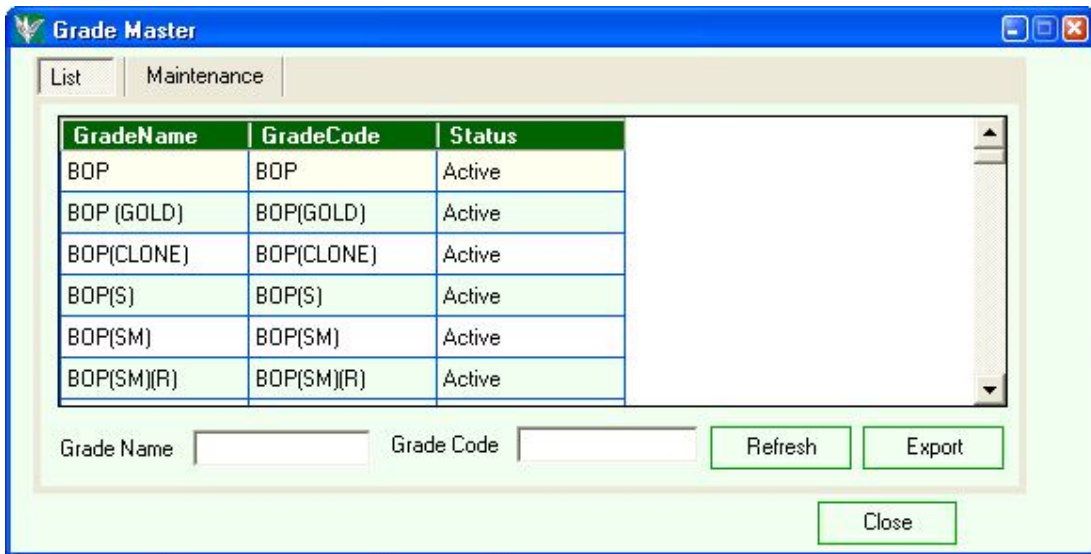


Figure 22

4. Click **Maintenance** tab.
5. **Admin module** displays the **Grade Master** screen as shown in the following figure.

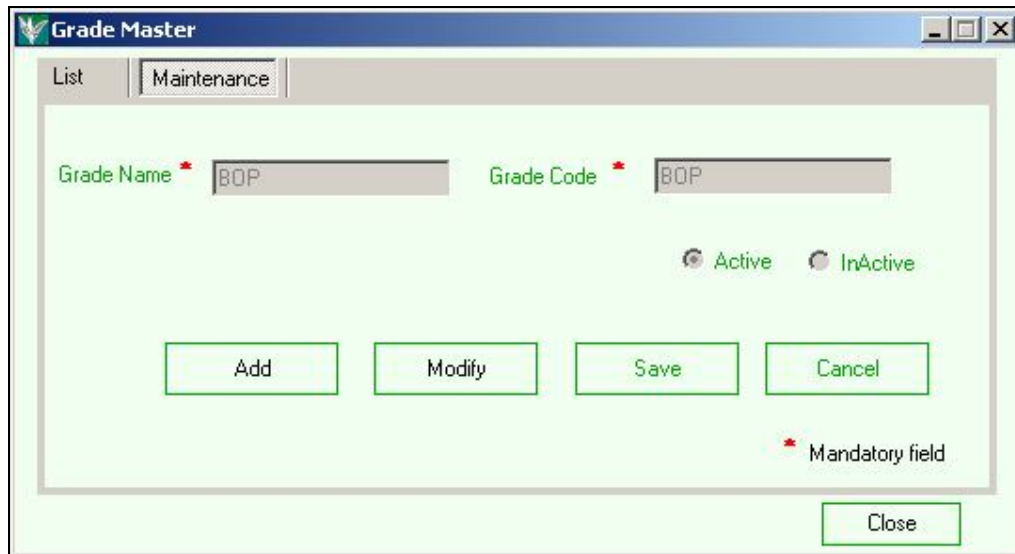


Figure 23

6. Click **Add** button to add grade details.
7. **Admin module** displays the **Grade Master** screen as shown in the following figure.

Figure 24

Field	Description
Grade Name *	◆ Type the grade name in this text box.
Grade Code *	◆ Type the grade code in this text box.

8. Enter the appropriate details.
9. Click **Save** button to save the grade details.
10. **Admin module** displays the **Changes Saved Successfully** message as shown in the following figure.

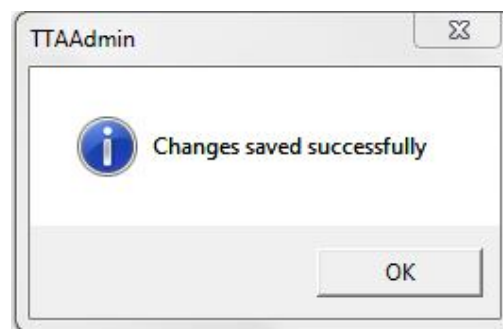


Figure 25

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

## Modifying Grade Master Details

### ➤ To modify grade master details

1. Log on to **e-Auction Admin application**.
2. On the menu bar, click **Masters** and then select **Grade Master**.

3. **Admin module** displays the **Grade Master** screen as shown in the following figure.

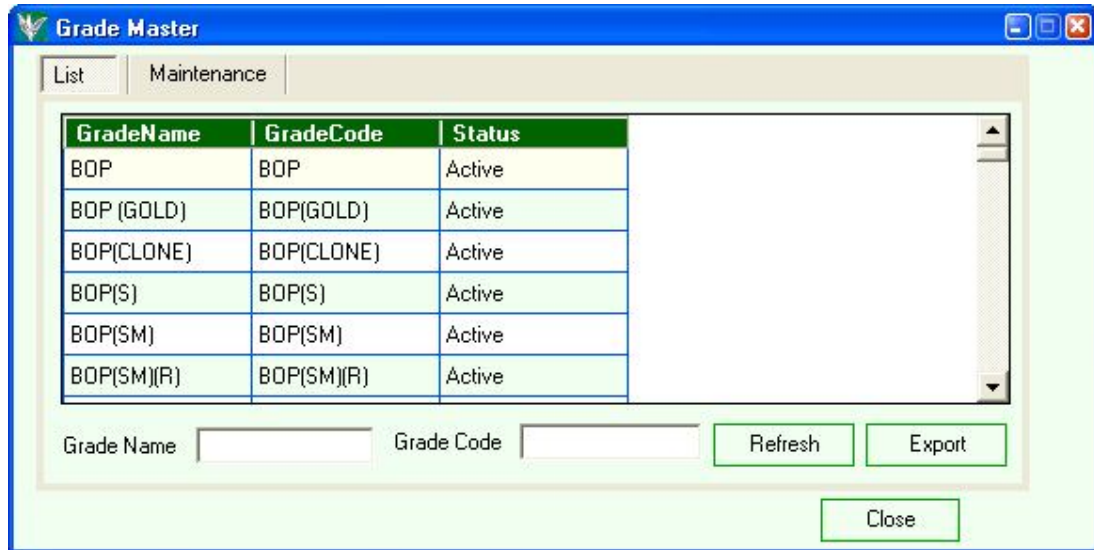


Figure 26

4. Select the grade details you want to modify.
5. Click **Maintenance** tab.
6. **Admin module** displays the **Grade Master** screen as shown in the following figure.

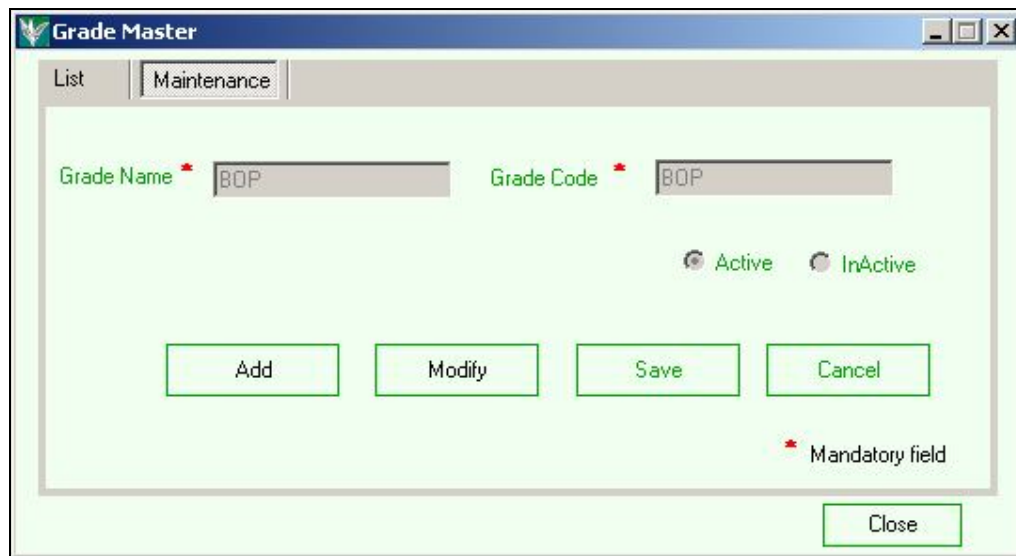


Figure 27

7. Click **Modify** button to update the grade details
8. **Admin module** displays the **Grade Master** screen as shown in the following figure.

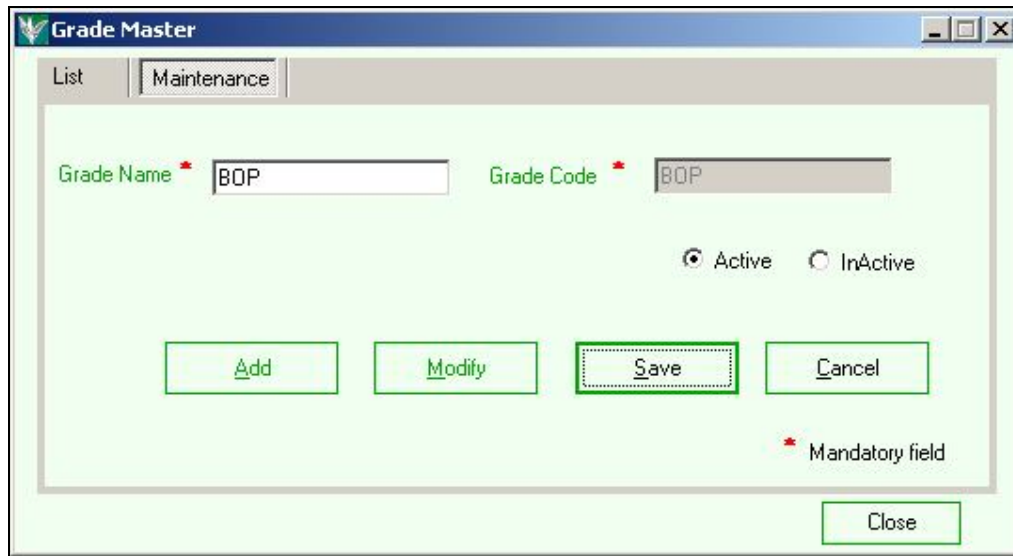


Figure 28

9. Modify the required details.
10. Click **Save** button to save the grade details.
11. **Admin module** displays the **Changes Saved successfully** message as shown in the following figure.

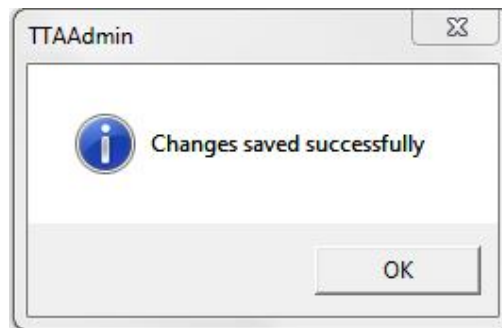


Figure 29

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

## Maintaining Warehouse Master

The **Warehouse Master** allows Auction Admin to register and save all the details of warehouses. This would include warehouses, within the jurisdiction of the TTA as well as those owned by the Manufacturers. Each entity should be uniquely identified within the entity type within each Auction Organizer. The Admin can activate, deactivate or suspend a warehouse in the system. Inactive warehouse will be allowed to only login and view data and suspended warehouse would not be allowed to login.

## Viewing Warehouse Master Details

➤ To view warehouse details

1. Log on to **e-Auction Admin application**.
2. On the menu bar, click **Masters** and then select **Warehouse Master**.
3. **Admin module** displays the **Warehouse Master** screen as shown in the following figure.

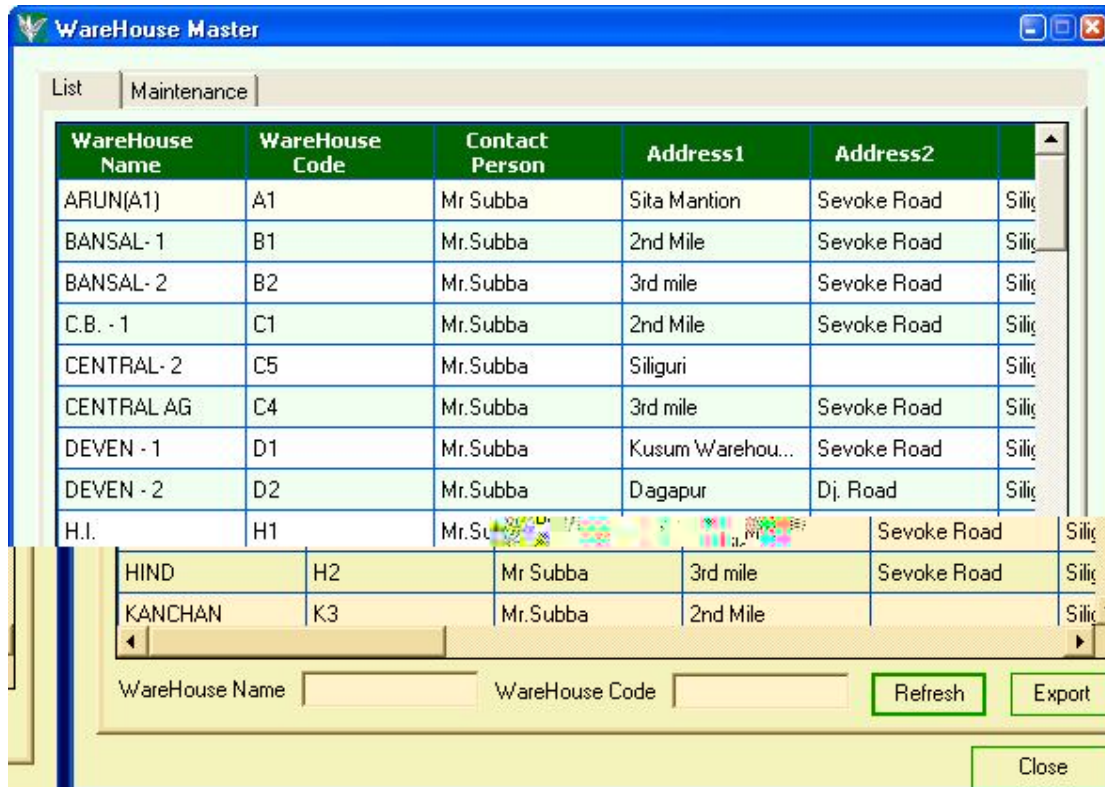


Figure 30

Field	Description
Warehouse Name	◆ Type the warehouse name in this text box.
Warehouse Code	◆ Type the warehouse code in this text box.

4. Enter the appropriate details.
1. Click **Refresh** button to view the warehouse details.
2. **Admin module** displays the refreshed grid list with respective warehouse details as shown in the following screen.

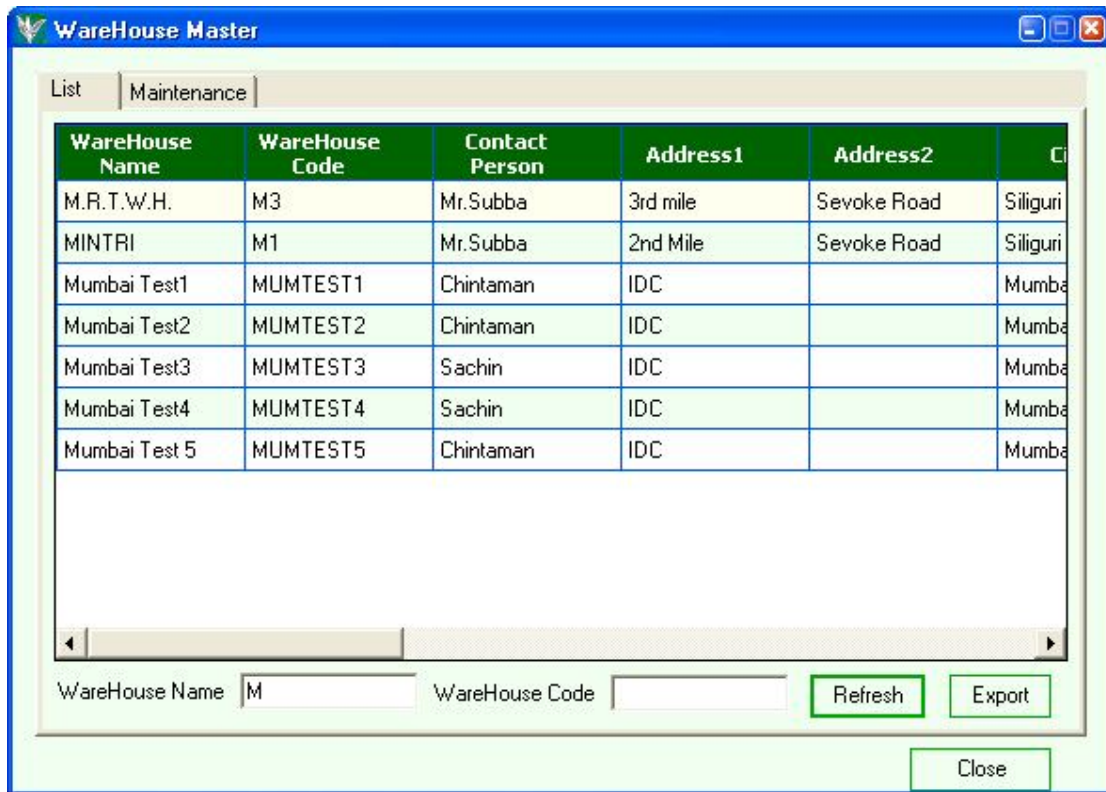


Figure 31

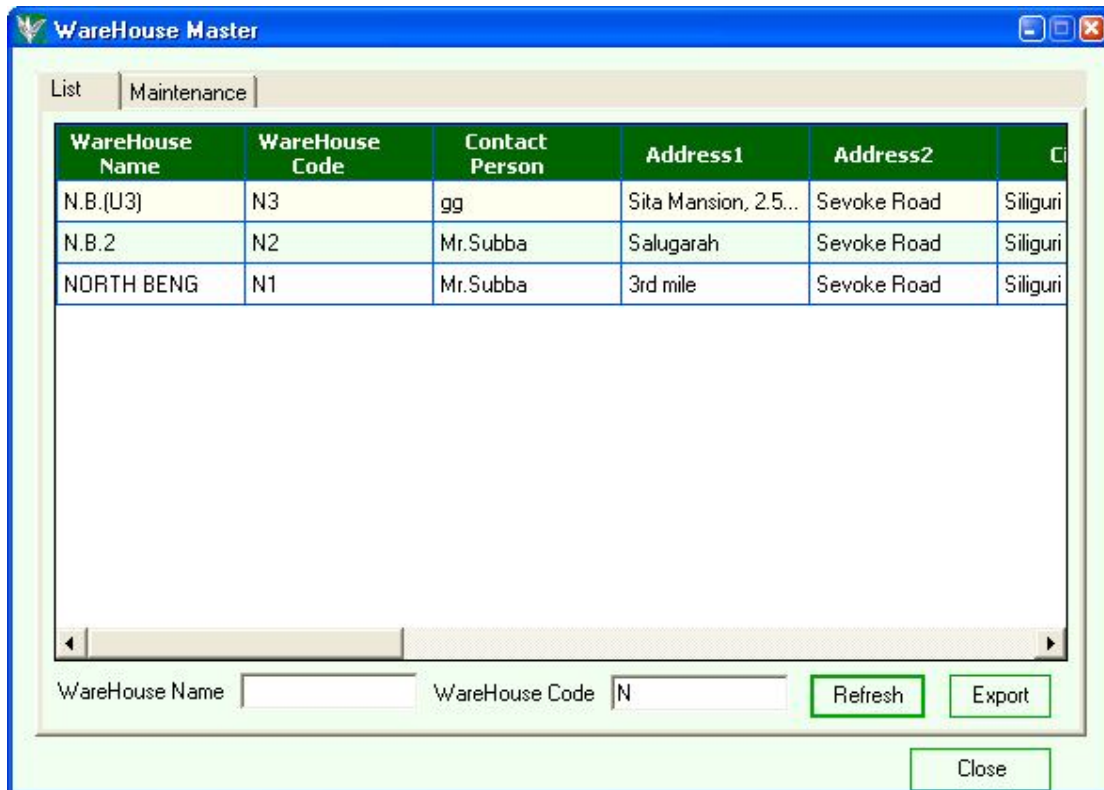


Figure 32

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

## Adding Warehouse Master Details

### ➤ To add warehouse details

1. Log on to **e-Auction Admin application**.
2. On the menu bar, click **Masters** and then select **Warehouse Master**.
3. **Admin module** displays the **Warehouse Master** screen as shown in the following figure.

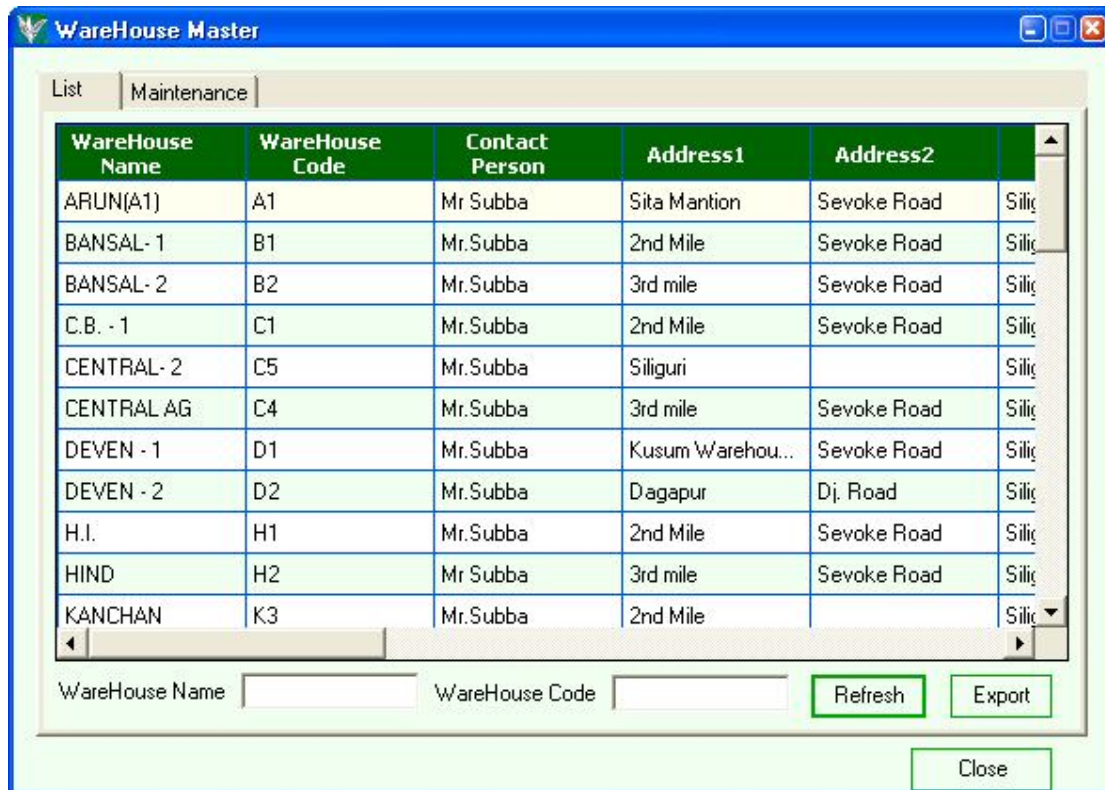


Figure 33

4. Click **Maintenance** tab.
5. **Admin module** displays the **Warehouse Master** screen as shown in the following figure.

The screenshot shows a 'Warehouse Master' window with a 'Maintenance' tab. The form contains the following fields and values:

Warehouse Name *	NEW INDIAN TEA BLEN	Fax	
Warehouse Code *	NEWINDIANTEABLEN	Email	
Address *	1, TRANSPORT DEPOT	Tea Board Registration No.	
	KOLKATA 700023	Tax Identification No.	
City *	KOLKATA	Service Tax Regd. No.	
Contact Person *	MR D MAITY	Warehouse License No	
Phone No *	033 22301583	Password *	*****
Mobile No.		Confirm Password *	*****
Short Name	NITBTDR	Entity Code	W0017

At the bottom of the form, there are radio buttons for 'Active' (selected), 'InActive', and 'Suspended'. A 'Send Mail' checkbox is also present. Below the form are buttons for 'Add', 'Modify', 'Save', 'Cancel', and 'Close'. A legend indicates that an asterisk (\*) denotes a mandatory field.

Figure 34

6. Click **Add** button to add warehouse details.
7. **Admin module** displays the **Warehouse Master** screen as shown in the following figure.

Figure 35

Field	Description
<b>Warehouse Name *</b>	◆ Type the Warehouse name in this text box.
<b>Warehouse Code *</b>	◆ Type the Warehouse code in this text box.
<b>Address *</b>	◆ Type the address details of Warehouse in this text box.
<b>City *</b>	◆ Select the appropriate city from the drop-down list.
<b>Contact Person *</b>	◆ Type the contact person's name in this text box.
<b>Phone No *</b>	◆ Type the phone number in this text box.
<b>Fax</b>	◆ Type the fax number in this text box.
<b>Email</b>	◆ Type the email address in this text box.
<b>Password *</b>	◆ Type the password in this text box.
<b>Confirm Password *</b>	◆ Retype the password to confirm the password.
<b>Short Name</b>	◆ Enter the short name for the warehouse.
<b>Active/Inactive/Suspended</b>	◆ Select Active/Inactive/Suspended as per

Field	Description
	your requirement.
<b>Entity Code</b>	◆ Auto generated by the system.

8. Enter the appropriate details.
9. Click **Save** button to save the warehouse details.
10. **Admin module** displays the **Changes Saved Successfully** message as shown in the following figure.

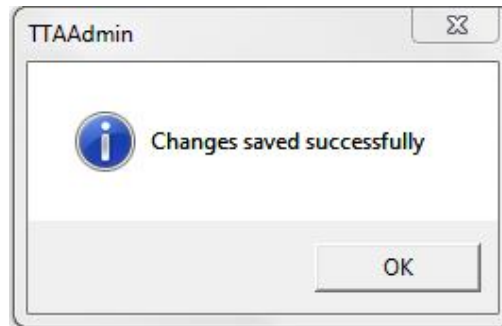


Figure 36

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

## Modifying Warehouse Master Details

### ➤ To modify warehouse master details

1. Log on to **e-Auction Admin application**.
2. On the menu bar, click **Masters** and then select **Warehouse Master**.
3. **Admin module** displays the **Warehouse Master** screen as shown in the following figure.

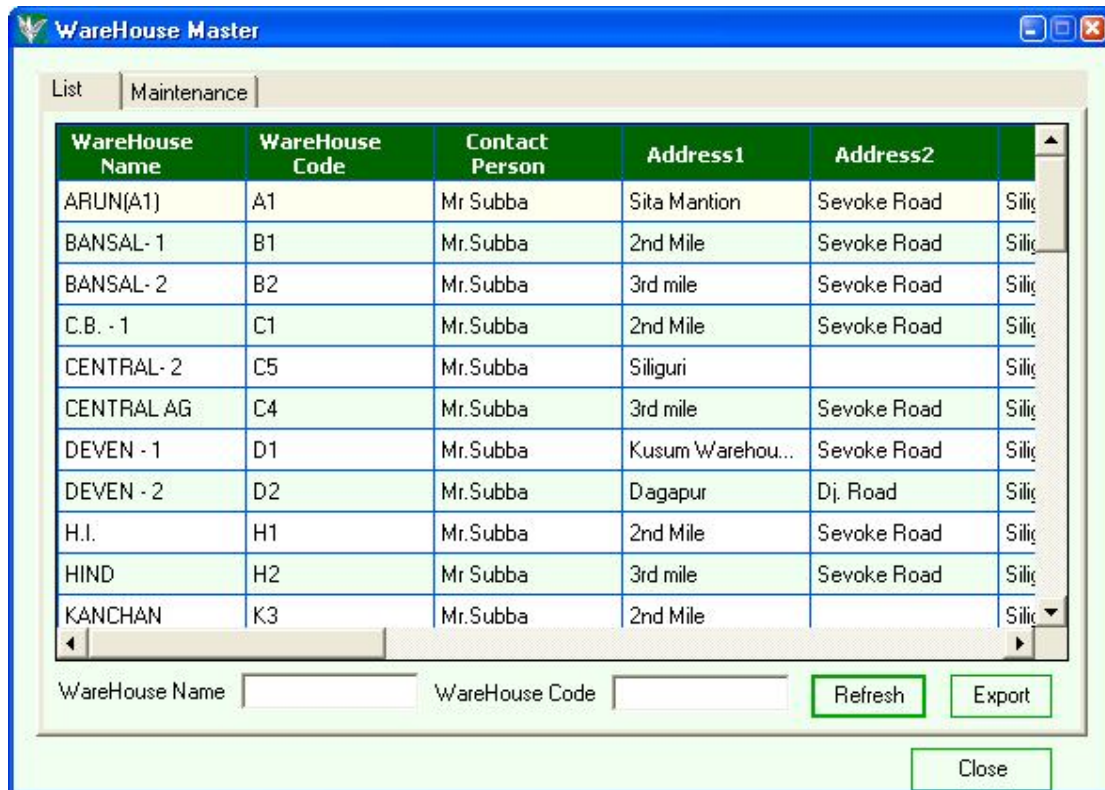


Figure 37

4. Select the warehouse details you want to modify.
5. Click **Maintenance** tab.
6. **Admin module** displays the **Warehouse Master** screen as shown in the following figure.

Field	Value	Field	Value
Warehouse Name *	NEW INDIAN TEA BLEN	Fax	
Warehouse Code *	NEWINDIANTEABLEND	Email	
Address *	1, TRANSPORT DEPOT	Tea Board Registration No.	
	KOLKATA 700023	Tax Identification No.	
City *	KOLKATA	Service Tax Regd. No.	
Contact Person *	MR D MAITY	Warehouse License No	
Phone No *	033 22301583	Password *	*****
Mobile No.		Confirm Password *	*****
Short Name	NITBTDR	Entity Code	W0017

Send Mail  
 Active    InActive    Suspended

           • Mandatory field  

Figure 38

7. Click **Modify** button to update the warehouse details
8. **Admin module** displays the **Warehouse Master** screen as shown in the following figure.

The screenshot shows a 'WareHouse Master' window with a 'Maintenance' tab. The form contains the following fields and values:

- Warehouse Name: BAZALONI GROUP LTD
- Warehouse Code: BAZALONI
- Address: AD, P.O. GOBINDAPUR, KOLKATA 700141
- City: KOLKATA
- Contact Person: AJAY SINGH
- Phone No: 033 22301574
- Mobile No.:
- Short Name: BAZALONI
- Fax:
- Email:
- Tea Board Registration No.:
- Tax Identification No.:
- Service Tax Regd. No.:
- Warehouse License No.:
- Password: \*\*\*\*\*
- Confirm Password: \*\*\*\*\*
- Entity Code: W000003

At the bottom, there are radio buttons for 'Active' (selected), 'InActive', and 'Suspended'. A checkbox for 'Send Mail' is present. Buttons for 'Add', 'Modify', 'Save', 'Cancel', and 'Close' are visible. A legend indicates that a red asterisk (\*) denotes a mandatory field.

Figure 39

9. Modify the required details.
10. Click **Save** button to save the warehouse details.
11. **Admin module** displays the **Changes Saved successfully** message as shown in the following figure.

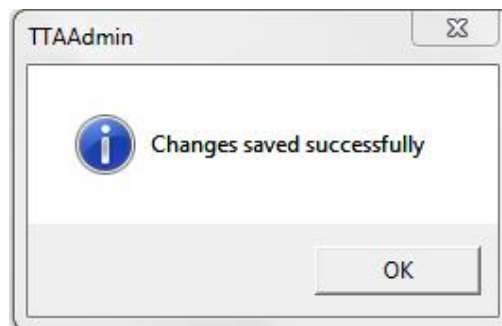


Figure 40

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

## Maintaining Manufacturer Mapping

The **Manufacturer Master** allows Auction Admin to register the manufacturers along with District and Factory Type. At any point in time, the admin can activate, suspend

or deactivate the Manufacturer. Inactive manufacturer will be allowed to only login and view data and suspended manufacturer would not be allowed to login.

## Viewing Manufacturer Mapping Details

➤ To view manufacturer mapping details

1. Log on to **e-Auction Admin application**.
2. On the menu bar, click **Masters** and then select **Manufacturer Mapping**.
3. **Auction Admin** displays the **Manufacturer Mapping** screen as shown in the following figure.

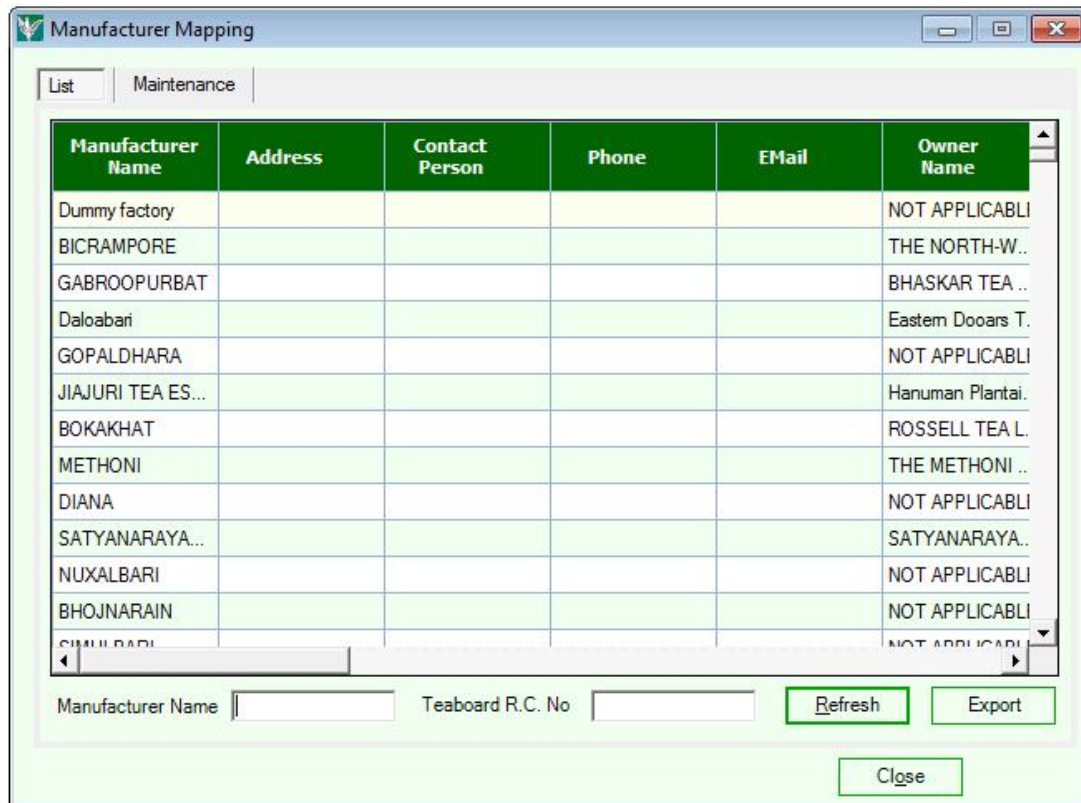


Figure 41

Field	Description
Manufacturer Name	◆ Type the manufacturer name in this text box.
Teaboard R.C. No.	◆ Type the Teaboard R.C No. in this text box.

4. Enter the appropriate details.
5. Click **Refresh** button to view the manufacturer details.
6. **Auction Admin** displays the refreshed grid list with respective manufacturer details as shown in the following screen.

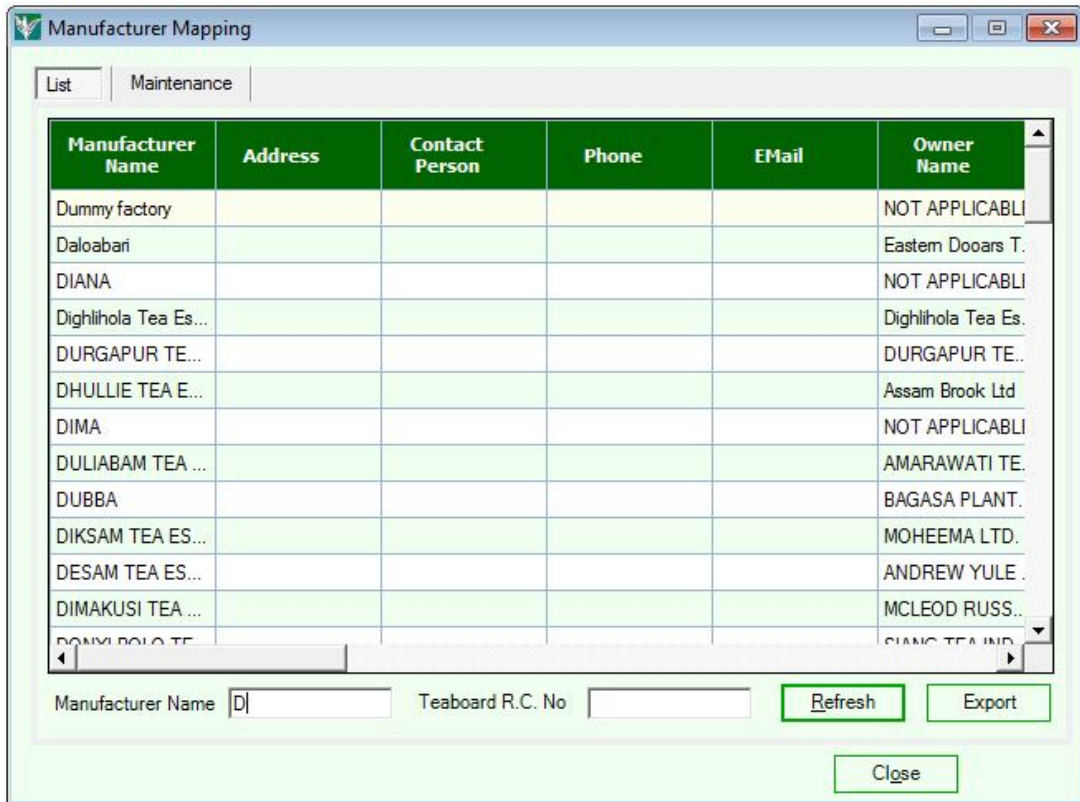


Figure 42

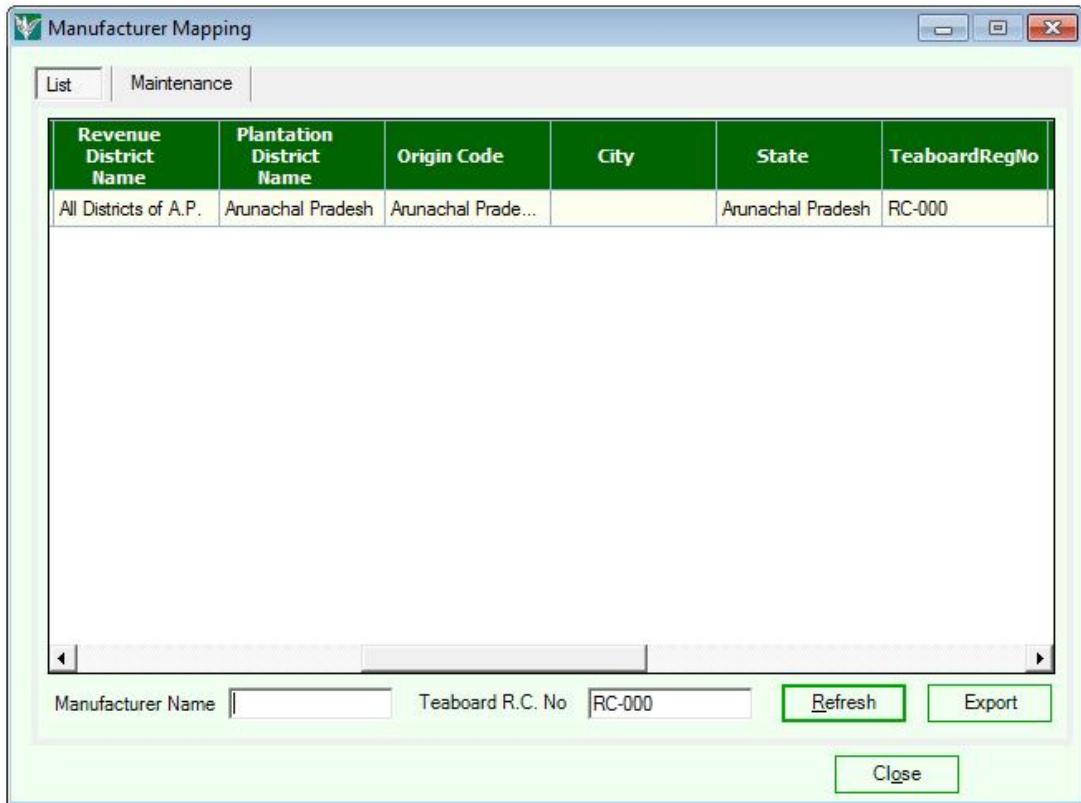


Figure 43

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

## Create Manufacturer Mapping Details

### ➤ To add manufacturer mapping details

1. Log on to **e-Auction Admin application**.
2. On the menu bar, click **Masters** and then select **Manufacturer Mapping**.
3. **Admin module** displays the **Manufacturer Mapping** screen as shown in the following figure.

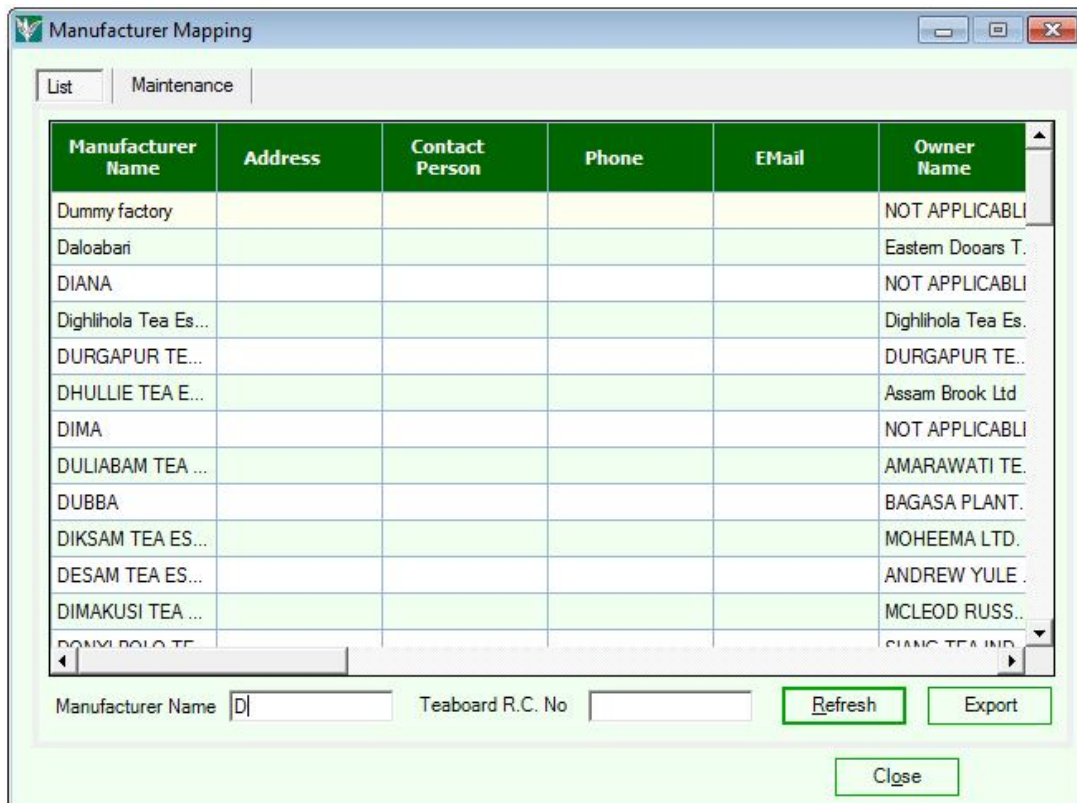


Figure 44

4. Click **Maintenance** tab.
5. **Admin module** displays the **Manufacturer Mapping** screen as shown in the following figure.

Figure 45

6. Click **Create Mapping** button to create manufacturer mapping details.
7. **Admin module** displays the **Manufacturer Mapping** screen as shown in the following figure.

Figure 46

Field	Description
<b>State *</b>	◆ Select the State from the dropdown as per requirement to map the manufacturer.
<b>Manufacturer *</b>	◆ Select the manufacturer radio button; it will display the manufacturer name in dropdown and corresponding R.C. No. to map with District and Factory.
<b>R.C. No. *</b>	◆ Select the R.C No. radio button; it will display the R.C. No. in dropdown and corresponding manufacturer name to map with District and Factory.
<b>City</b>	◆ City details will be shown if it is been added through Manufacturer site.
<b>Contact Person</b>	◆ Contact person will be displayed if it is been added through Manufacturer site.
<b>Owner Name</b>	◆ Owner Name will be displayed if it is been added through Manufacturer site.
<b>Phone No</b>	◆ Phone No will be displayed if it is been added through Manufacturer site.

Field	Description
<b>Mobile No</b>	◆ Mobile No. will be displayed if it is been added through Manufacturer site.
<b>Fax</b>	◆ Fax will be displayed if it is been added through Manufacturer site.
<b>Email</b>	◆ Email will be displayed if it is been added through Manufacturer site..
<b>TeaBoard Registration No</b>	◆ Teaboard Registration No will be displayed if it is been added through Manufacturer site.
<b>Tax Identification No</b>	◆ Tax identification No will be displayed if it is been added through Manufacturer site.
<b>Service Tax Regd No</b>	◆ Service tax Regd No will be displayed if it is been added through Manufacturer site..
<b>Central Excised Regd No</b>	◆ Central Excised Regd No will be displayed if it is been added through Manufacturer site..
<b>Revenue District *</b>	◆ Revenue District will be displayed once it is been added through Manufacturer site.
<b>Origin *</b>	◆ Origin will be displayed once it is been added through Manufacturer site.
<b>Plantation District *</b>	◆ Plantation District will be displayed once it is been added through Manufacturer site.
<b>Entity Code</b>	◆ Auto generated by the system.
<b>Estate Factory/BLF</b>	◆ Estate Factory/ BLF have been select from Manufacturer site as per requirement.
<b>Active/Inactive/Suspended</b>	◆ Select Active/Inactive/Suspended as per your requirement.

8. Enter the appropriate details.
9. Click **Save** button to save the manufacturer details.
10. **Admin module** displays the **Manufacturer mapped successfully** message as shown in the following figure.

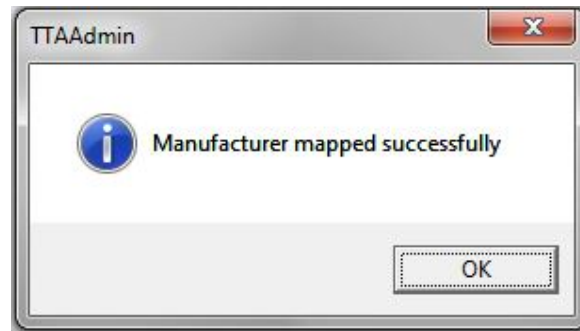


Figure 46

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

## Modifying Manufacturer Mapping Details

### ➤ To modify manufacturer details

1. Log on to **e-Auction Admin** application.
2. On the menu bar, click **Masters** and then select **Manufacturer Mapping**.
3. **Admin module** displays the **Manufacturer Mapping** screen as shown in the following figure.

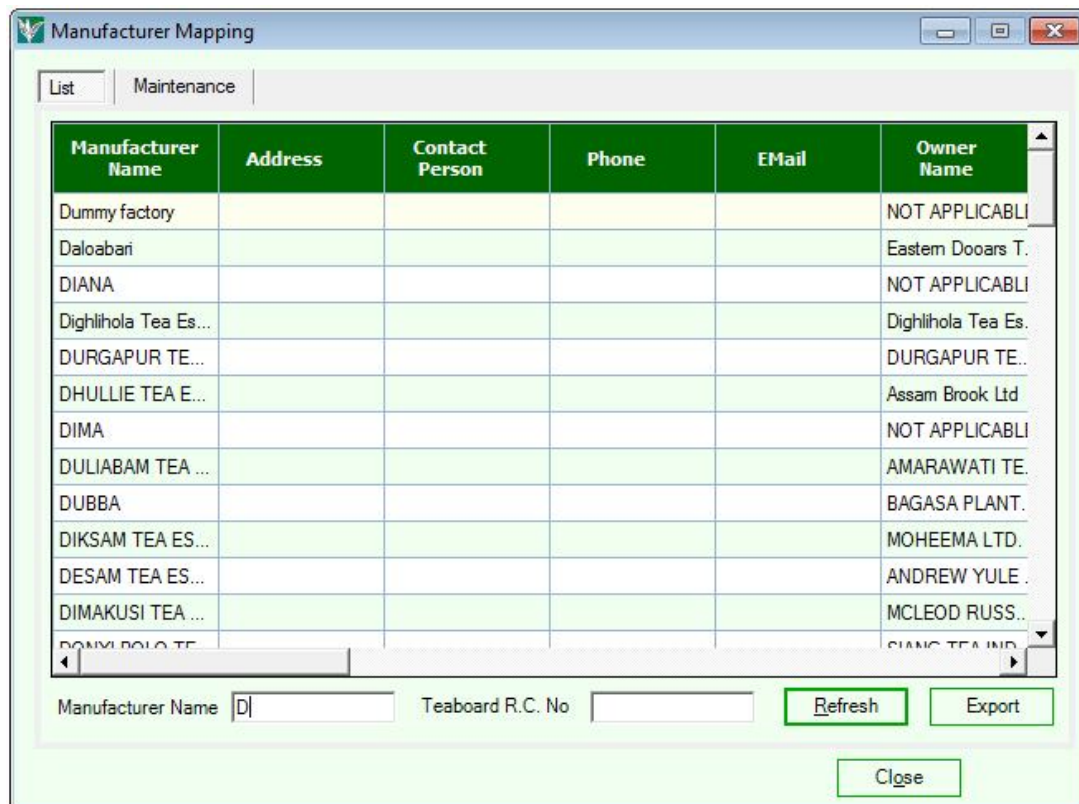


Figure 48

4. Select the manufacturer details you want to modify.
5. Click **Maintenance** tab.
6. **Admin module** displays the **Manufacturer Mapping** screen as shown in the following figure.

The screenshot shows the 'Manufacturer Mapping' window. At the top, there's a 'List' tab with 'Maintenance' selected. Below it, the 'State' is set to 'Arunachal Pradesh'. There are two radio buttons: 'Manufacturer' (selected) and 'R. C. No.'. To the right, a dropdown menu shows 'Dummy factory'. The form is divided into two columns. The left column has fields for Contact Person, Address, City, Phone No., Mobile No., Fax, and Email. The right column has fields for R.C. No. (RC-000), Tax Identification No., Service Tax Regd. No., Central Excise Regd. No., Revenue District (All Districts of A.P.), Origin (Arunachal Pradesh-All Districts of A), Owner Name (NOT APPLICABLE), Plantation District (Arunachal Pradesh), and Entity Code. At the bottom, there are two groups of radio buttons: 'Estate Factory' and 'BLF', and 'Active' (selected), 'InActive', and 'Suspended'. Below these are buttons for 'Create Mapping', 'Modify', 'Save', 'Cancel', and 'Close'.

Figure 49

7. Click **Modify** button to update the manufacturer details
8. **Admin module** displays the **Manufacturer Mapping** screen as shown in the following figure.

Figure 50

9. Modify the required details.
10. Click **Save** button to save the manufacturer mapping details.
11. **Admin module** displays the **Record Saved successfully** message as shown in the following figure.

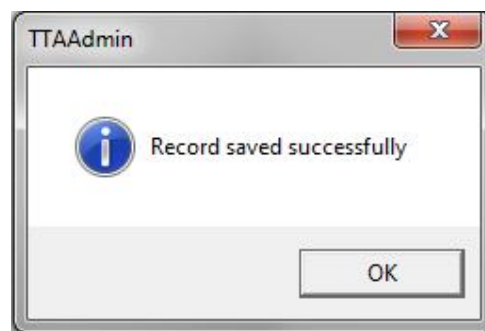


Figure 51

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

## Maintaining Consignee Master

The **Consignee Master** allows Auction Admin to maintain the consignee details, which are then mapped with manufacturer. At any Point in time, the Admin can activate, deactivate or suspend a consignee.

---

## Viewing Consignee Master Details

- To view consignee master details
1. Log on to **e-Auction Admin** application.
  2. On the **e-Auction** menu, click **Masters** and then select **Consignee Master**.
  3. **Admin module** displays the **Consignee Master** screen as shown in the following figure.

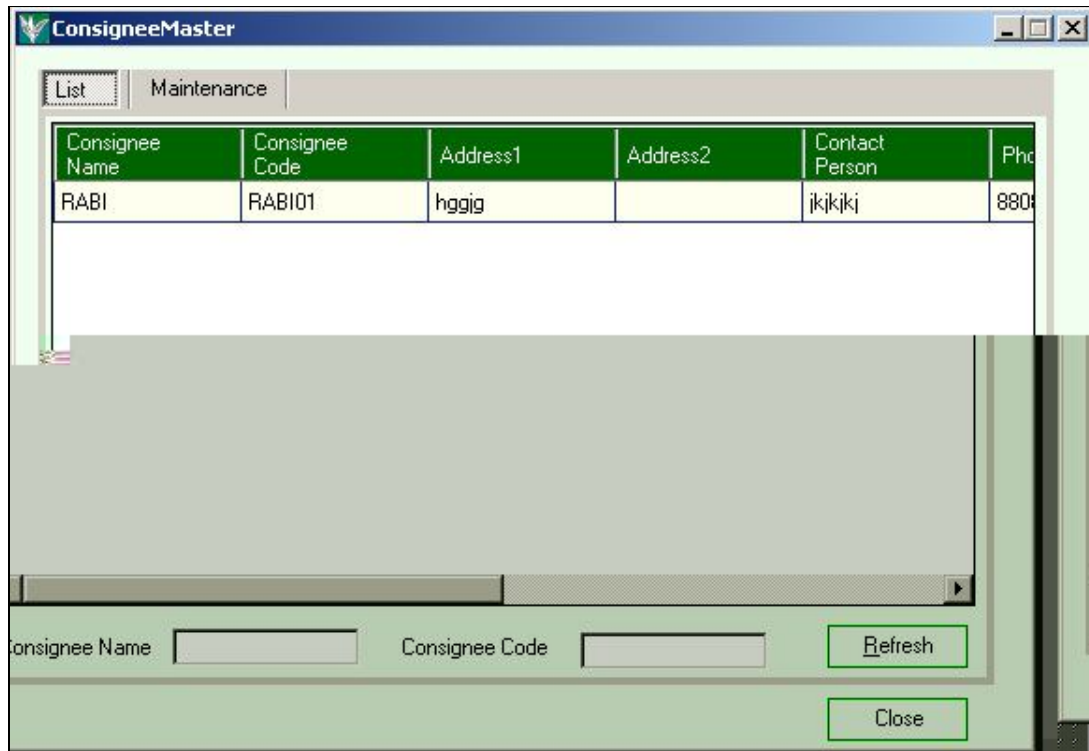


Figure 52

Field	Description
Consignee Name	◆ Type the consignee name in this text box.
Consignee Code	◆ Type the consignee code in this text box.

4. Enter the appropriate details.
5. Click **Refresh** button to view the consignee details.
6. **Admin module** displays the refreshed grid list with respective consignee details as shown in the following screen.

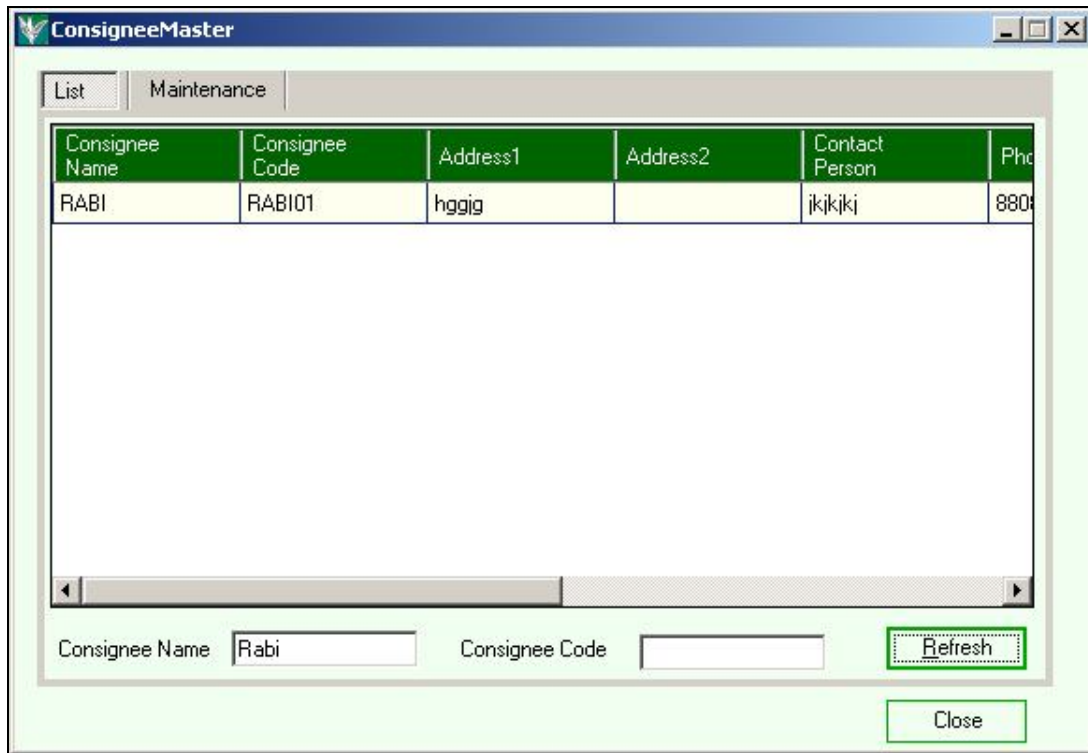


Figure 53

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

## Adding Consignee Master Details

### ➤ To add consignee master details

1. Log on to **e-Auction Admin name**.
2. On the menu bar, click **Masters** and then select **Consignee Master**.
3. **Admin module** displays the **Consignee Master** screen as shown in the following figure.

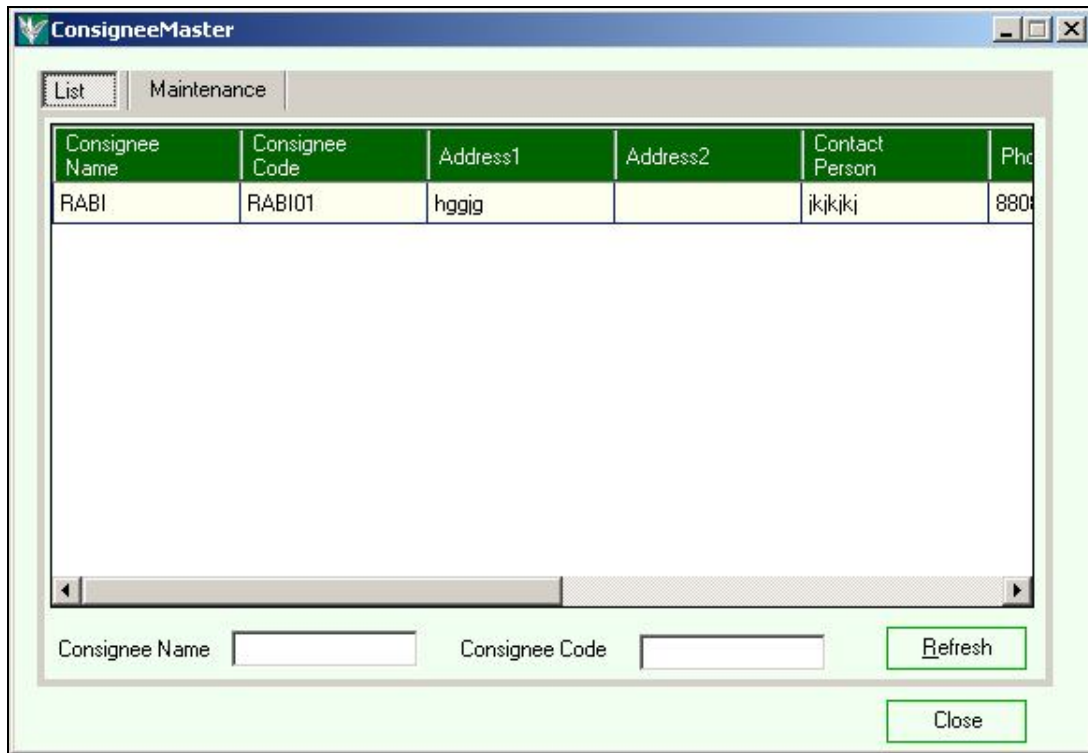


Figure 54

4. Click **Maintenance** tab.
5. **Admin module** displays the **Consignee Master** screen as shown in the following figure.

ConsigneeMaster

List Maintenance

Consignee Name \* RABI Contact Person \* jkjkjkj

Consignee Code \* RABI01 Email

Address \* hgig Phone \* 88089000899

City \* jhjh Fax

Active  InActive  Suspended

Add Modify Save Cancel \* Mandatory Field

Close

Figure 55

6. Click **Add** button to add consignee details.
7. **Admin module** displays the **Consignee Master** screen as shown in the following figure.

Figure 56

Field	Description
<b>Consignee Name *</b>	◆ Type the consignee name in this text box.
<b>Consignee Code *</b>	◆ Type the consignee code in this text box.
<b>Address *</b>	◆ Type the address details of consignee in this text box.
<b>City *</b>	◆ Select the appropriate city from the drop-down list.
<b>Contact Person *</b>	◆ Type the contact person's name in this text box.
<b>Email</b>	◆ Type the email address in this text box.
<b>Phone *</b>	◆ Type the phone number in this text box.
<b>Fax</b>	◆ Type the fax number in this text box.
<b>Active/Inactive/Suspended</b>	◆ Select Active/Inactive/Suspended as per your requirement.

8. Enter the appropriate details.
9. Click **Save** button to save the consignee details.
10. **e-Auction** displays the **Changes Saved successfully** message as shown in the following figure.

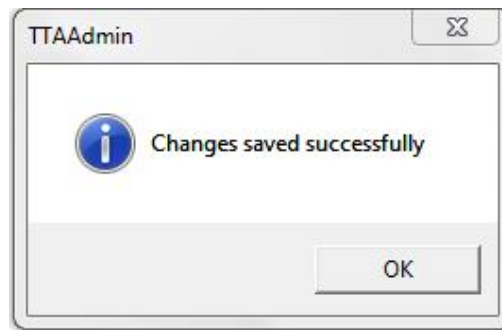


Figure 57

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

## Modifying Consignee Master Details

### ➤ To modify consignee master details

1. Log on to **e-Auction Admin module**.
2. On the menu bar, click **Masters** and then select **Consignee Master**.
3. **Admin module** displays the **Consignee Master** screen as shown in the following figure.

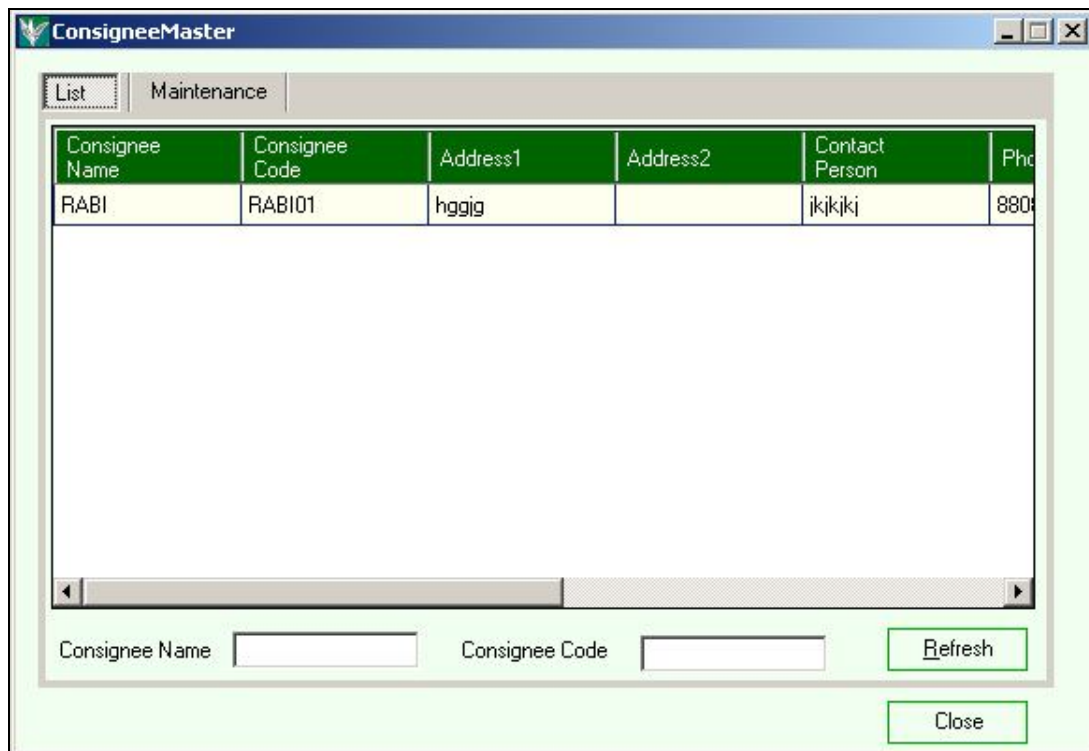


Figure 58

4. Select the consignee details you want to modify.
5. Click **Maintenance** tab.

6. **Admin module** displays the **Consignee Master** screen as shown in the following figure.

The screenshot shows a window titled "ConsigneeMaster" with a "Maintenance" tab. The form contains the following fields and controls:

- Consignee Name \***: Text box with value "RABI"
- Consignee Code \***: Text box with value "RABI01"
- Address \***: Text box with value "hggiq" and an empty second line below it.
- City \***: Text box with value "jhjhj"
- Contact Person \***: Text box with value "jkkjkj"
- Email**: Empty text box.
- Phone \***: Text box with value "88089000899"
- Fax**: Empty text box.
- Status**: Three radio buttons labeled "Active", "InActive", and "Suspended".
- Buttons**: "Add", "Modify", "Save", "Cancel", and "Close".
- Legend**: A red asterisk (\*) next to the "Cancel" button is labeled "Mandatory Field".

Figure 59

7. Click **Modify** button to update the consignee details.
8. **Admin module** displays the **Consignee Master** screen as shown in the following figure.

The screenshot shows a software window titled "ConsigneeMaster" with a "Maintenance" tab. The form contains the following fields and controls:

- Consignee Name \***: Text box containing "RABI"
- Contact Person \***: Text box containing "kjkjkj"
- Consignee Code \***: Text box containing "RABI01"
- Email**: Empty text box
- Address \***: Text box containing "hggig"
- Phone \***: Text box containing "88089000899"
- City \***: Text box containing "jhjhj"
- Fax**: Empty text box
- Active**: Radio button (selected)
- InActive**: Radio button
- Suspended**: Radio button
- Buttons**: Add, Modify, Save, Cancel, Close
- Legend**: \* Mandatory Field

Figure 60

9. Modify the required details.
10. Click **Save** button to save the manufacturer details.
11. **Admin module** displays the **Changes Saved successfully** message as shown in the following figure.

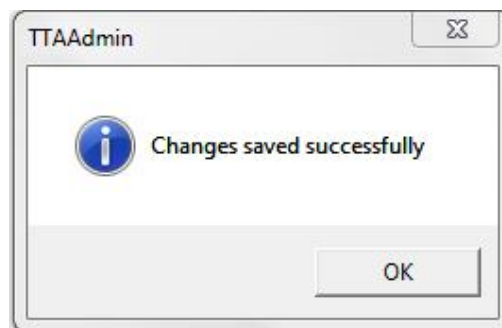


Figure 61

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

## Maintaining Buyer Master

The Buyer Master allows Auction Admin to register and save all the details of buyer. The display name can be same / different across Auction Organizers. Within an Auction Organizer, the display name will be same for an entity and his associates only. For e.g. J001 (Main Buyer), J002 and J003 (Associate Buyers) will have the same display Name of Jaiprakash Tea Traders. Each entity should be uniquely

identified within the entity type within each Auction Organizer. At any point in time, the admin can activate, suspend or deactivate the Buyer. Auxiliary Buyer or Principal Buyers, in case of Cochin, will have a view only access to the auction process, but will not be able to participate in the auction process. Inactive buyer will be allowed to only login and view data and suspended buyer would not be allowed to login.

## Viewing Buyer Master

### ➤ To view buyer master details

1. Log on to e-Auction Admin application.
2. On the menu bar, click **Masters** and then select **Buyer Master**.
3. **Admin module** displays the **Buyer Master** screen as shown in the following figure.



Figure 62

Field	Default Value	Validation	Description
<b>Buyer Name</b>	◆ Blank	<ul style="list-style-type: none"> <li>◆ Alphanumeric</li> <li>◆ Non Mandatory</li> </ul>	◆ Type the buyer name in this text box.
<b>Buyer Code</b>	◆ Blank	◆ Alphanumeric	◆ Type the

Field	Default Value	Validation	Description
		c ◆ Non Mandatory	buyer code in this text box.

4. Enter the appropriate details in buyer name text box.
5. Click **Refresh** button to view the buyer details.
6. **Admin module** displays the refreshed grid list with respective buyer details as shown in the following screen.

The screenshot shows the 'Buyer Master' application window. It has a title bar with 'Buyer Master' and standard window controls. Below the title bar are two tabs: 'List' (selected) and 'Maintenance'. The main area contains a grid with the following data:

Buyer Name	Buyer Code	Head Office Address	Local Office Address	City	Contact Person
Ashok Tea Comp...	A08	Fancy Bazar	Guwahati	Guwahati	NA
Ashoka Tea Corp...	A52	Harbala Road, UI...	Guwahati	Guwahati	NA
Asian Tea & Exp...	A60	NA	NA	NA	NA
Aska Tea Traders	A62	NA	NA	NA	NA
Assam Brook Limi...	A15	Pragiyotish Apart...	Guwahati	Guwahati	NA
Assam Governme...	A67	Pragiyotika Bhaw...	Guwahati	Guwahati	NA
Assam Queen	A40	Barpeta Road	P.O.Barpeta Road	Barpeta Road	NA
Assam Tea Co	A32	NA	NA	NA	NA
Assam Tea Traders	A10	A.T. Road	Guwahati	Guwahati	NA
Assam Trade & A...	A11	Kanchan Road, ...	Guwahati	Guwahati	NA

Below the grid, there are input fields for 'Buyer Name' (containing 'as') and 'Buyer Code'. To the right of these fields are two buttons: 'Refresh' and 'Export'. At the bottom center of the window is a 'Close' button.

Figure 63

7. Enter the appropriate details in buyer name text box.
8. Click **Refresh** button to view the buyer details.
9. **Admin module** displays the refreshed grid list with respective buyer details as shown in the following screen.



Figure 64

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

## Adding Buyer Master Details

➤ To add buyer master details

1. Log on to **e-Auction Admin** application.
2. On the **e-Auction** menu, click **Masters** and then select **Buyer Master**.
3. **Admin module** displays the **Buyer Master** screen as shown in the following figure.



Figure 65

4. Click **Maintenance** tab.
5. **Admin module** displays the **Buyer Master** screen as shown in the following figure.

Buyer Master

List Maintenance

\* Mandatory fields

Buyer Name \* A K GUPTA & CO Fax

Buyer Code \* A001 TNGST No.

Head Office Address \* \, DR RAJENDRA ROAD Tea Board Registration No. \* KOL/B-784

Local Office Address Tax Identification No.

Contact Person \* GUPTA  InterState Buyer

City \* KOLKATA CST No. CST

Phone No \* 033 22301574 Service Tax Regd. No.

Mobile No. Tea Board Exporters License No.

Year Of Registration 2008 Password \*

Email Buyer@enseit.co.in Confirm Password \*

Entity Code B000001

Send Mail

Active  Inactive  Suspended

State	VAT No.	State	VAT No.
Assam	Assam VAT	Kerala	Kerala VAT
Tamil Nadu	Tamil Nadu VAT	West Bengal	West Bengal VAT

Add Add Associate Modify Save VAT/CST Detail Cancel

Close

\* For Adding details of NEW BUYER,Please click on VAT Details button.

Figure 66

6. Click **Add** button to add buyer details.
7. **e-Auction** displays the **Buyer Master** screen as shown in the following figure.

Figure 67

Field	Default Value	Validation	Description
<b>Buyer Name *</b>	◆ Blank	<ul style="list-style-type: none"> <li>◆ Alphanumeric with special characters</li> <li>◆ Mandatory</li> <li>◆ Unique across PAN India</li> </ul>	◆ Type the buyer name in this text box.
<b>Buyer Code *</b>	◆ Blank	<ul style="list-style-type: none"> <li>◆ Alphanumeric</li> <li>◆ Mandatory</li> </ul>	◆ Type the buyer code in this text

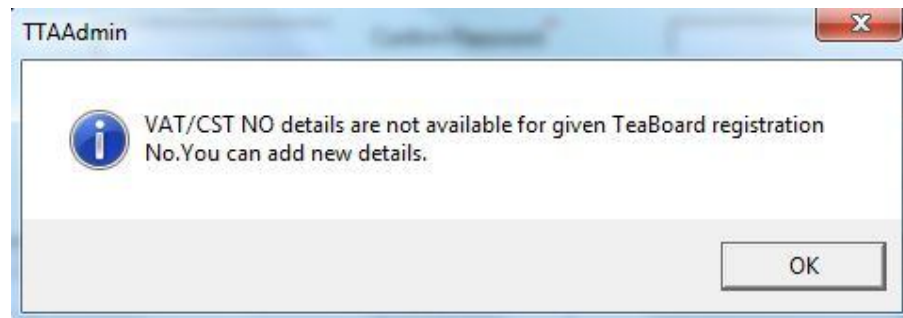
Field	Default Value	Validation	Description
			box.
<b>Head Office Address *</b>	◆ Blank	<ul style="list-style-type: none"> <li>◆ Alphanumeric with special characters</li> <li>◆ Mandatory</li> </ul>	◆ Type the head office address details of buyer in this text box.
<b>Local Office Address</b>	◆ Blank	<ul style="list-style-type: none"> <li>◆ Alphanumeric with special characters</li> <li>◆ Non Mandatory</li> </ul>	◆ Type the local address details of buyer in this text box.
<b>Contact Person *</b>	◆ Blank	<ul style="list-style-type: none"> <li>◆ Alphabets</li> <li>◆ Mandatory</li> </ul>	◆ Type the contact person's name in this text box.
<b>City *</b>	◆ Blank	<ul style="list-style-type: none"> <li>◆ Alphabets</li> <li>◆ Mandatory</li> </ul>	◆ Select the appropriate city from the drop-down list.
<b>Phone No *</b>	◆ Blank	<ul style="list-style-type: none"> <li>◆ Numeric</li> <li>◆ Mandatory</li> </ul>	◆ Type the phone number in this text box.
<b>Mobile No</b>	◆ Blank	<ul style="list-style-type: none"> <li>◆ Numeric</li> <li>◆ Non Mandatory</li> </ul>	◆ Type the mobile number in this text box.
<b>Year Of Registration</b>	◆ Current Year	◆ Non Mandatory	◆ Select the appropriate year of registration.
<b>Fax</b>	◆ Blank	<ul style="list-style-type: none"> <li>◆ Numeric</li> <li>◆ Non Mandatory</li> </ul>	◆ Type the fax number in this text box.
<b>Email</b>	◆ Blank	◆ Alphanumeric with	◆ Type the email

Field	Default Value	Validation	Description
		<ul style="list-style-type: none"> <li>special characters</li> <li>◆ Non Mandatory</li> </ul>	address in this text box.
<b>TNGST No.</b>	◆ Blank	<ul style="list-style-type: none"> <li>◆ Alphanumeric with special characters</li> <li>◆ Non Mandatory</li> </ul>	◆ Type the TNGST No. in this text box.
<b>Tea Board Registration No</b>	◆ Blank	<ul style="list-style-type: none"> <li>◆ Alphanumeric with special characters</li> <li>◆ Mandatory</li> <li>◆ Mandatory Format as Kol/B- and SI/B- (for South India)</li> </ul>	◆ Type the Tea Board registration number in this text box.
<b>Tax Identification No</b>	◆ Blank	<ul style="list-style-type: none"> <li>◆ Alphanumeric with special characters</li> <li>◆ Non Mandatory</li> </ul>	◆ Type the tax identification number in this text box.
<b>CST No</b>	◆ Blank	<ul style="list-style-type: none"> <li>◆ Alphanumeric</li> <li>◆ Mandatory if InterState Buyer is kept checked.</li> <li>◆ Non mandatory if InterState Buyer is unchecked</li> </ul>	◆ Type the tax identification number in this text box.
<b>Service Tax Regd No</b>	◆ Blank	<ul style="list-style-type: none"> <li>◆ Alphanumeric with special characters</li> </ul>	◆ Type service tax registered number in this text

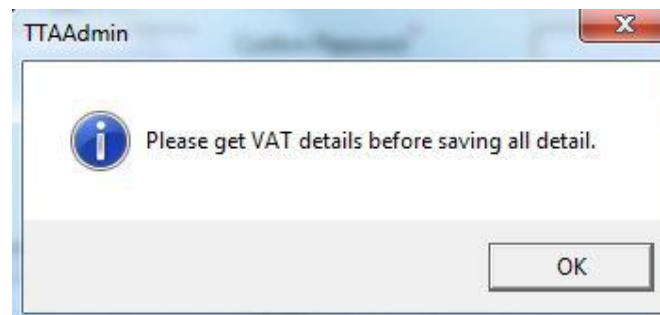
Field	Default Value	Validation	Description
		<ul style="list-style-type: none"> <li>◆ Non Mandatory</li> </ul>	box.
<b>Tea Board Exporters License No</b>	<ul style="list-style-type: none"> <li>◆ Blank</li> </ul>	<ul style="list-style-type: none"> <li>◆ Alphanumeric with special characters</li> <li>◆ Non Mandatory</li> </ul>	<ul style="list-style-type: none"> <li>◆ Type the Tea Board exporter's license number in this text box.</li> </ul>
<b>Password *</b>	<ul style="list-style-type: none"> <li>◆ Blank</li> </ul>	<ul style="list-style-type: none"> <li>◆ Alphanumeric</li> <li>◆ Special characters optional</li> <li>◆ Minimum length of 8 characters</li> <li>◆ Maximum length of 20 characters</li> <li>◆ Mandatory</li> </ul>	<ul style="list-style-type: none"> <li>◆ Type the password in this text box.</li> </ul>
<b>Confirm Password *</b>	<ul style="list-style-type: none"> <li>◆ Blank</li> </ul>	<ul style="list-style-type: none"> <li>◆ Same as Password</li> <li>◆ Mandatory</li> </ul>	<ul style="list-style-type: none"> <li>◆ Retype the password to confirm the password.</li> </ul>
<b>Entity Code</b>	<ul style="list-style-type: none"> <li>◆ Blank</li> </ul>	<ul style="list-style-type: none"> <li>◆ Mandatory</li> </ul>	<ul style="list-style-type: none"> <li>◆ Auto generated by the system.</li> </ul>
<b>Send Email</b>	<ul style="list-style-type: none"> <li>◆ Unchecked</li> </ul>	<ul style="list-style-type: none"> <li>◆ Non Mandatory</li> </ul>	<ul style="list-style-type: none"> <li>◆ Click on this check box if requirement is there.</li> </ul>
<b>Active/Inactive/Suspended</b>	<ul style="list-style-type: none"> <li>◆ InActive</li> </ul>	<ul style="list-style-type: none"> <li>◆ Mandatory</li> </ul>	<ul style="list-style-type: none"> <li>◆ Select Active/Inactive/Suspended as per the requirement.</li> </ul>
<b>VAT No</b>	<ul style="list-style-type: none"> <li>◆ Blank</li> </ul>	<ul style="list-style-type: none"> <li>◆ Non Mandatory</li> </ul>	<ul style="list-style-type: none"> <li>◆ Enter appropriate state VAT</li> </ul>

Field	Default Value	Validation	Description
			No against the respective state if available.

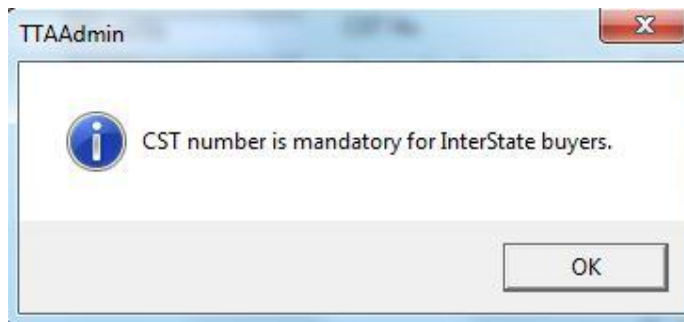
8. Enter the appropriate details.
9. **Before clicking on Save button**, click on **VAT/CST Detail** button.
10. The system will display the following message as shown below.



11. If the buyer is **not registered** with the **RC No.** in any other center then the above message will be displayed.
12. Enter the appropriate VAT/CST details.
13. If the buyer is **registered** with the **RC No.** in any other center then the VAT/CST details will be **auto populated** in the screen.
14. If user clicks on Save button **without clicking** on VAT/CST Detail then system will display the following message as shown below.



15. If user has kept InterState Buyer field **checked** then the system will display the following message as shown below.



16. If user enters the CST No and clicks on Save then InterState Buyer field will be **automatically checked** with a tick symbol.
17. The VAT/CST details entered by the Admin **of any one auction center** will be **reflected** in the **other auction centers** where he or she is **registered** with the **same RC No.**
18. Click **Save** button to save the buyer details.
19. **e-Auction** displays the **Changes Saved Successfully** message as shown in the following figure.

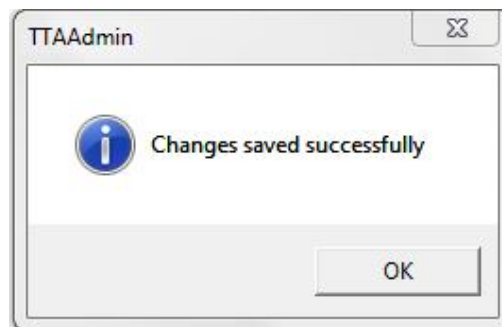


Figure 68

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

## Modifying Buyer Master Details

➤ To modify buyer master details

1. Log on to **e-Auction Admin application**.
2. On the menu bar, click **Masters** and then select **Buyer Master**.
3. **Admin module** displays the **Buyer Master** screen as shown in the following figure.



Figure 69

4. Select the buyer details you want to modify.
5. Click **Maintenance** tab.
6. **Admin module** displays the **Buyer Master** screen as shown in the following figure.

Buyer Master

List Maintenance

\* Mandatory fields

Buyer Name \* A K GUPTA & CO Fax

Buyer Code \* A001 TNGST No.

Head Office Address \* \, DR RAJENDRA ROAD Tea Board Registration No. \* KOL/B-784

Local Office Address Tax Identification No.

Contact Person \* GUPTA  InterState Buyer

City \* KOLKATA CST No. CST

Phone No \* 033 22301574 Service Tax Regd. No.

Mobile No. Tea Board Exporters License No.

Year Of Registration 2008 Password \*

Email Buyer@enseit.co.in Confirm Password \*

Entity Code B000001

Send Mail

Active  Inactive  Suspended

State	VAT No.	State	VAT No.
Assam	Assam VAT	Kerala	Kerala VAT
Tamil Nadu	Tamil Nadu VAT	West Bengal	West Bengal VAT

Add Add Associate Modify Save VAT/CST Detail Cancel

Close

\* For Adding details of NEW BUYER,Please click on VAT Details button.

Figure 70

7. Click **Modify** button to update the buyer details
8. **Admin module** displays the **Buyer Master** screen as shown in the following figure.

Buyer Master

List Maintenance

\* Mandatory fields

Buyer Name \* A K GUPTA & CO Fax

Buyer Code \* A001 TNGST No.

Head Office Address \* DR RAJENDRA ROAD Tea Board Registration No. \* KOL/B-784

Local Office Address Tax Identification No.

Contact Person \* GUPTA  InterState Buyer

City \* KOLKATA CST No. CST

Phone No \* 033 22301574 Service Tax Regd. No.

Mobile No. Tea Board Exporters License No.

Year Of Registration 2008 Password \* \*

Email Buyer@nseit.co.in Confirm Password \* \*

Entity Code B000001

Send Mail

Active  Inactive  Suspended

State	VAT No.	State	VAT No.
Assam	Assam VAT	Kerala	Kerala VAT
Tamil Nadu	Tamil Nadu VAT	West Bengal	West Bengal VAT

Add Add Associate Modify Save VAT/CST Detail Cancel

Close

\* For Adding details of NEW BUYER, Please click on VAT Details button.

Figure 71

9. Modify the required details.
10. Click **Save** button to save the buyer details.
11. **Admin module** displays the **Changes Saved successfully** message as shown in the following figure.

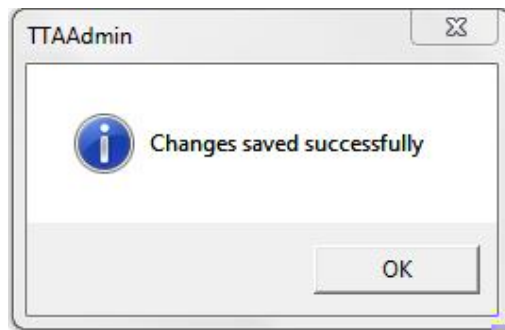


Figure 72

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

## Adding Buyer Associate Details

### ➤ To add buyer master details

1. Log on to **e-Auction Admin application**.
2. On the **e-Auction** menu, click **Masters** and then select **Buyer Master**.
3. **Admin module** displays the **Buyer Master** screen as shown in the following figure.



Figure 73

4. Click **Maintenance** tab.
5. **Admin module** displays the **Buyer Master** screen as shown in the following figure.

Buyer Master

List Maintenance

\* Mandatory fields

Buyer Name \* A K GUPTA & CO Fax

Buyer Code \* A001 TNGST No.

Head Office Address \* \, DR RAJENDRA ROAD Tea Board Registration No. \* KOL/B-784

Local Office Address Tax Identification No.

Contact Person \* GUPTA  InterState Buyer

City \* KOLKATA CST No. CST

Phone No \* 033 22301574 Service Tax Regd. No.

Mobile No. Tea Board Exporters License No.

Year Of Registration 2008 Password \*

Email Buyer@enseit.co.in Confirm Password \*

Entity Code B000001

Send Mail

Active  Inactive  Suspended

State	VAT No.	State	VAT No.
Assam	Assam VAT	Kerala	Kerala VAT
Tamil Nadu	Tamil Nadu VAT	West Bengal	West Bengal VAT

Add Add Associate Modify Save VAT/CST Detail Cancel

Close

\* For Adding details of NEW BUYER,Please click on VAT Details button.

Figure 74

6. Click **Add Associate** button to add buyer details.
7. **e-Auction** displays the **Buyer Master** screen as shown in the following figure.

**\* Mandatory fields**

Buyer Name \* A K GUPTA & CO Fax

Buyer Code \* TNGST No.

Head Office Address \* A, DR RAJENDRA ROAD Tea Board Registration No. \* KOL/B-784

Local Office Address Tax Identification No.

Contact Person \* GUPTA  InterState Buyer

City \* KOLKATA CST No. CST

Phone No \* 033 22301574 Service Tax Regd. No.

Mobile No. Tea Board Exporters License No.

Year Of Registration 2008 Password \*

Email Buyer@enseit.co.in Confirm Password \*

Entity Code

Send Mail

Active  Inactive  Suspended

State	VAT No.	State	VAT No.
Assam	Assam VAT	Kerala	Kerala VAT
Tamil Nadu	Tamil Nadu VAT	West Bengal	West Bengal VAT

Add Add Associate Modify Save VAT/CST Detail Cancel

Close

\* For Adding details of NEW BUYER, Please click on VAT Details button.

Figure 75

Field	Description
<b>Buyer Name *</b>	◆ Auto populated of the Main Buyer.
<b>Buyer Code *</b>	◆ Type the buyer code in this text box.
<b>Head Office Address *</b>	◆ Type the head office address details of buyer in this text box.
<b>Local Office Address</b>	◆ Type the local address details of buyer in this text box.
<b>Contact Person *</b>	◆ Type the contact person's name in this text box.
<b>City *</b>	◆ Select the appropriate city from the drop-

Field	Description
	down list.
<b>Phone No *</b>	◆ Type the phone number in this text box.
<b>Mobile No</b>	◆ Type the mobile number in this text box.
<b>Year Of Registration</b>	◆ Select the appropriate year of registration.
<b>Fax</b>	◆ Type the fax number in this text box.
<b>Email</b>	◆ Type the email address in this text box.
<b>TeaBoard Registration No*</b>	◆ Auto populated of the Main Buyer.
<b>Tax Identification No</b>	◆ Type the tax identification number in this text box.
<b>CST No</b>	◆ Auto populated of the Main Buyer.
<b>Service Tax Regd No</b>	◆ Type service tax registered number in this text box.
<b>Tea Board Exporters License No</b>	◆ Type the Tea Board exporter's license number in this text box.
<b>Password *</b>	◆ Type the password in this text box.
<b>Confirm Password *</b>	◆ Retype the password to confirm the password.
<b>Send Mail</b>	◆ Select check box as per your requirement
<b>Entity Code</b>	◆ Auto generated by the system
<b>Active/Inactive/Suspended</b>	◆ Select Active/Inactive/Suspended as per your requirement.
<b>VAT No</b>	◆ Auto populated of the Main Buyer.

8. Enter the appropriate details.
9. Click **Save** button to save the buyer details.
10. **e-Auction** displays the **Changes Saved Successfully** message as shown in the following figure.

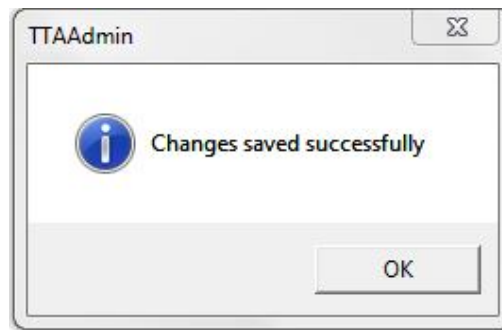


Figure 76

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

---

**Note:** The Add Associate button allows the buyer to create more buyers under him; those are going to have the same options available which buyers have.

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## Maintaining Auctioneer Master

The **Auctioneer Master** allows Auction Admin to register and save all the details of Auctioneers. No two auctioneers within the one auction center can have same display name except that for associates created within an auctioneer. They could be same across auction centers. Each entity should be uniquely identified within the entity type within each Auction Organizer. At any point in time, the admin can activate, suspend or deactivate the Auctioneer. Inactive Auctioneer will be allowed to only login and view data and suspended auctioneer would not be allowed to login.

## Viewing Auctioneer Master Details

### ➤ To view auctioneer master

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

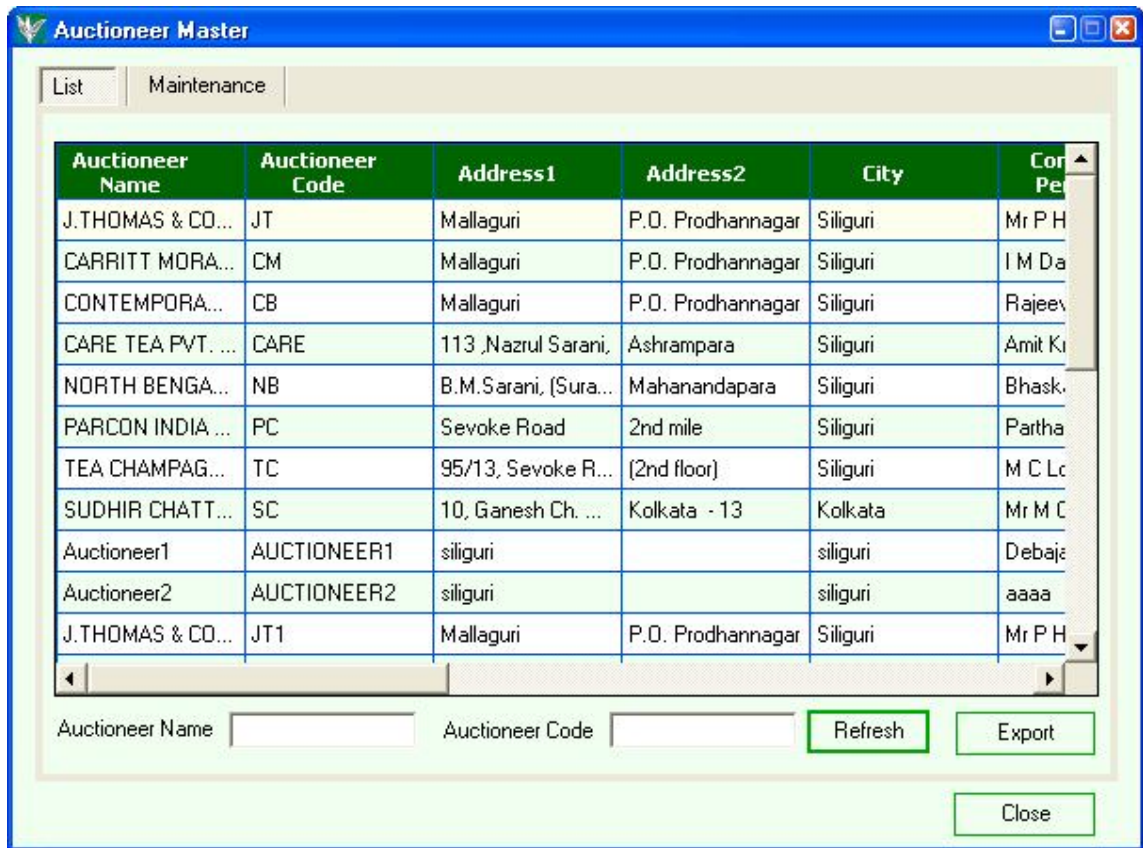


Figure 83

Field	Description
<b>Auctioneer Name</b>	◆ Type the auctioneer name in this text box.
<b>Auctioneer Code</b>	◆ Type the auctioneer code in this text box.

4. Enter the appropriate details.
5. Click **Refresh** button to view the auctioneer details.
6. **Admin module** displays the refreshed grid list with respective auctioneer details as shown in the following screen.

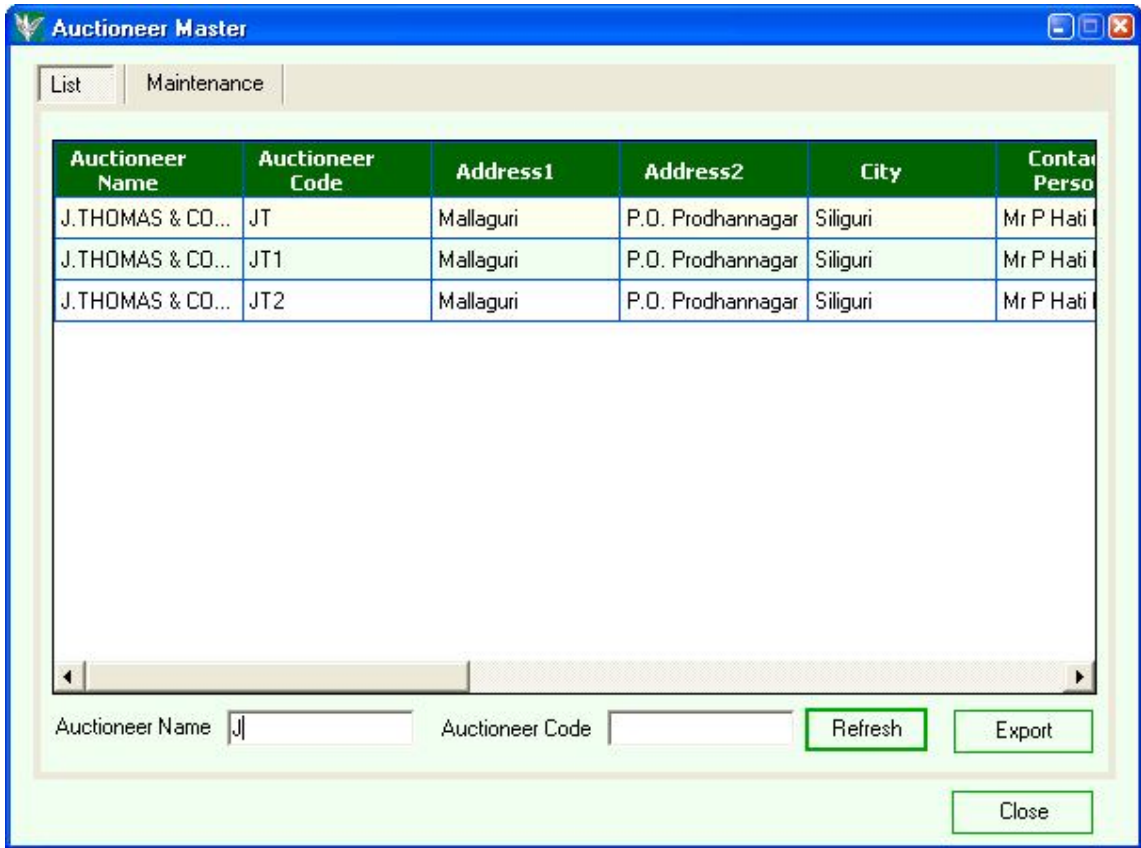


Figure 84

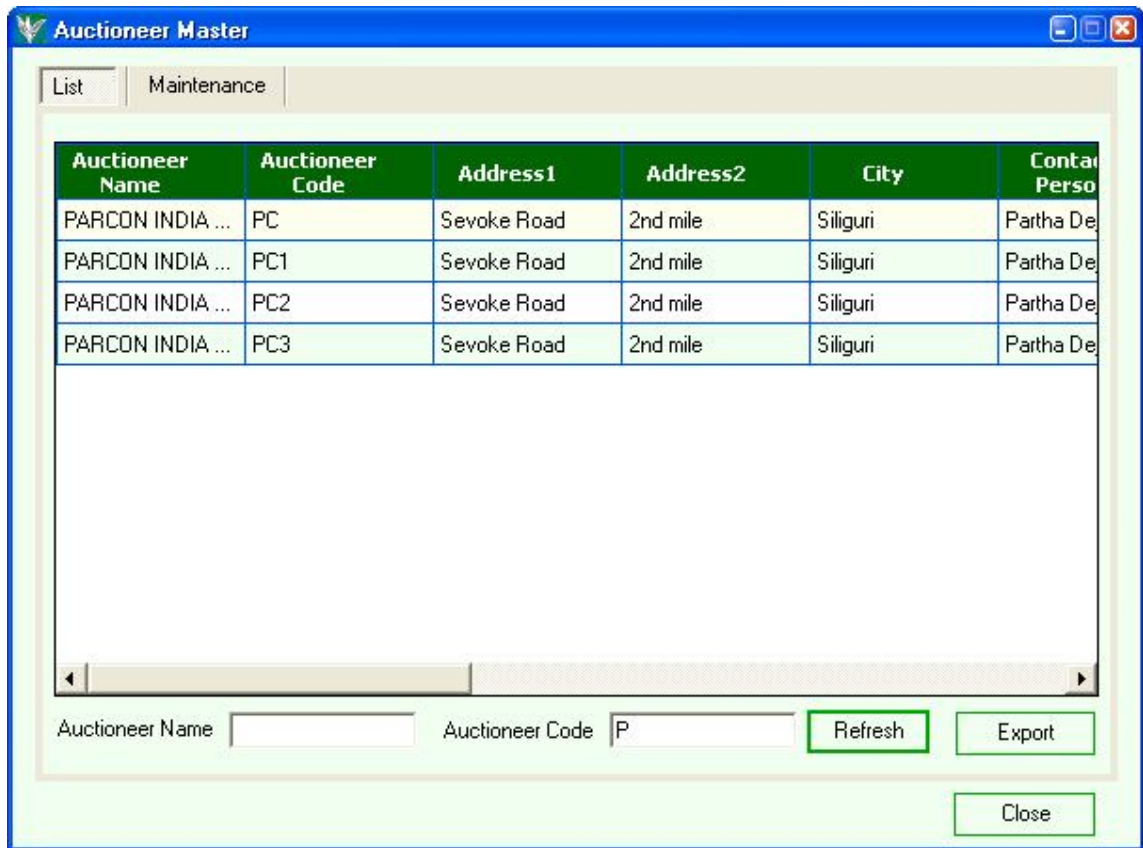


Figure 85

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

## Adding Auctioneer Master Details

### ➤ To add auctioneer master details

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

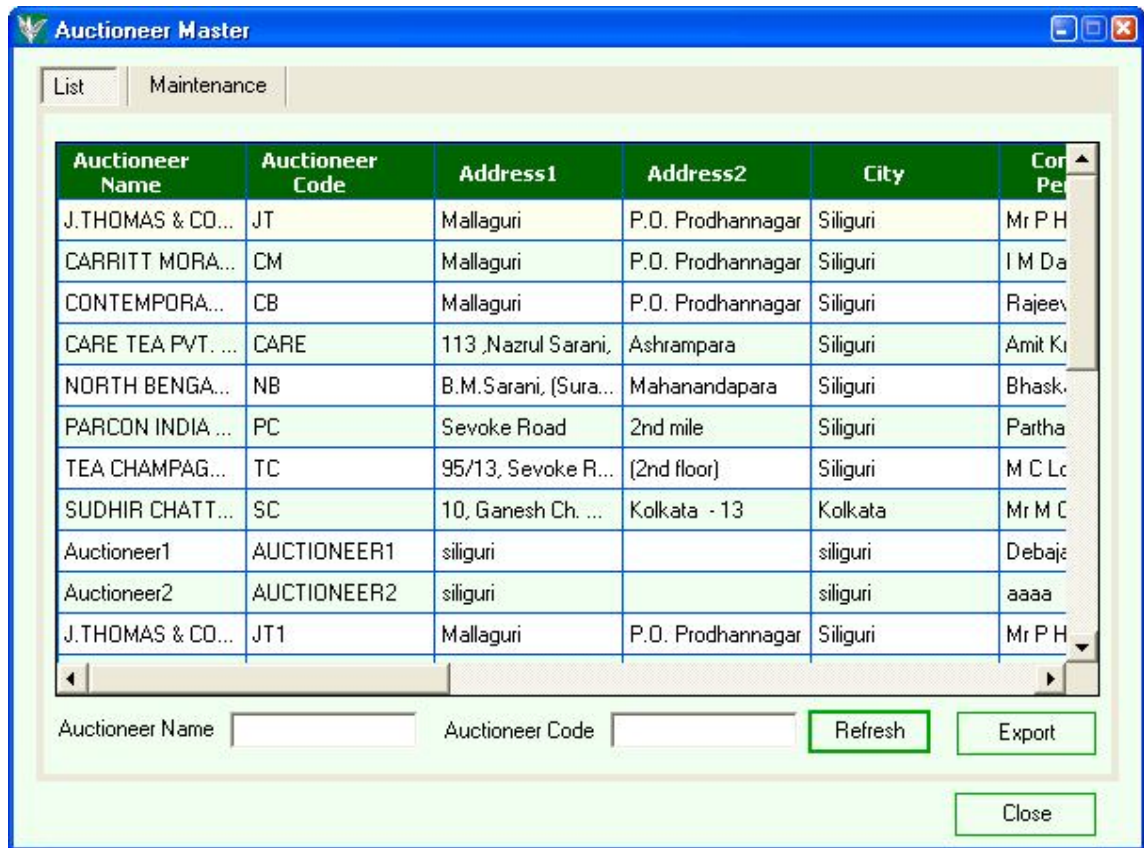


Figure 86

4. Click **Maintenance** tab.
5. **Admin module** displays the **Auctioneer Master** screen as shown in the following figure.

**Auctioneer Master**

List | Maintenance

Auctioneer Name \* Assam Tea Brokers Pvt Li      Email

Auctioneer Code \* ATB      Tea Board Registration No.

Address \* 113, PARK STREET      Tax Identification No.

City \* KOLKATA      Service Tax Regd. No. AABCA7736MST001

Contact Person \* JOYDEEP BARUA      VAT Registration No. 19432268021

Phone No \* 033 22457389      Password \*

Mobile No.      Confirm Password \*

Fax 033 22277538      Entity Code A0001

Send Mail

Active     InActive     Suspended

\* Mandatory field

Figure 87

6. Click **Add** button to add auctioneer details.
7. **Admin module** displays the **Auctioneer Master** screen as shown in the following figure.

The screenshot shows the 'Auctioneer Master' window in 'Maintenance' mode. The form contains the following fields:

- Auctioneer Name \*
- Auctioneer Code \*
- Address \*
- City \*
- Contact Person \*
- Phone No \*
- Mobile No.
- Fax
- Email
- Tea Board Registration No.
- Tax Identification No.
- Service Tax Regd. No.
- VAT Registration No.
- CST Registration No.
- Password \*
- Confirm Password \*
- Entity Code

Additional controls include a 'Send Mail' checkbox and radio buttons for 'Active', 'InActive', and 'Suspended'. Action buttons at the bottom are 'Add', 'Add Associate', 'Modify', 'Save', 'Cancel', and 'Close'. A legend indicates that an asterisk (\*) denotes a mandatory field.

Figure 88

Field	Description
<b>Auctioneer Name *</b>	◆ Type the Auctioneer Name in this text box.
<b>Auctioneer Code *</b>	◆ Type the Auctioneer Code in this text box.
<b>Address *</b>	◆ Type the Address Details of auctioneer in this text box.
<b>City *</b>	◆ Select the appropriate City from the drop-down list.
<b>Contact Person *</b>	◆ Type the Contact Person's name in this text box.
<b>Phone No *</b>	◆ Type the Phone Number in this text box.
<b>Mobile No</b>	◆ Type the Mobile Number in this text box.
<b>Fax</b>	◆ Type the Fax Number in this text box.
<b>Email</b>	◆ Type the Email Address in this text box.
<b>TeaBoard Registration No</b>	◆ Type the TeaBoard Registration No. in this

Field	Description
	text box.
<b>Tax Identification No</b>	◆ Type the Tax Identification No. in this text box.
<b>Service Tax Regd No</b>	◆ Type Service Tax Registered No. in this text box.
<b>VAT Registration No.</b>	◆ Type VAT Registration No. in this text box.
<b>CST Registration No.</b>	◆ Type CST Registration No. in this text box.
<b>Password *</b>	◆ Type the password in this text box.
<b>Confirm Password *</b>	◆ Retype the password to confirm the password.
<b>Entity Code</b>	◆ Type an Entity code in this text box
<b>Send Email</b>	◆ Select check box as per your requirement.
<b>Active/Inactive/Suspended</b>	◆ Select Active/Inactive/Suspended as per your requirement.

8. Enter the appropriate details.
9. Click **Save** button to save the auctioneer details.
10. **Admin module** displays the **Changes Saved Successfully** message as shown in the following figure.

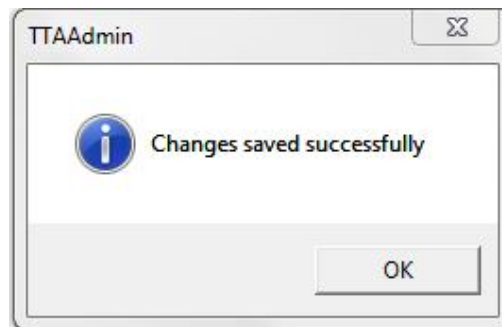


Figure 89

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

## Modifying Auctioneer Master Details

### ➤ To modify auctioneer master details

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

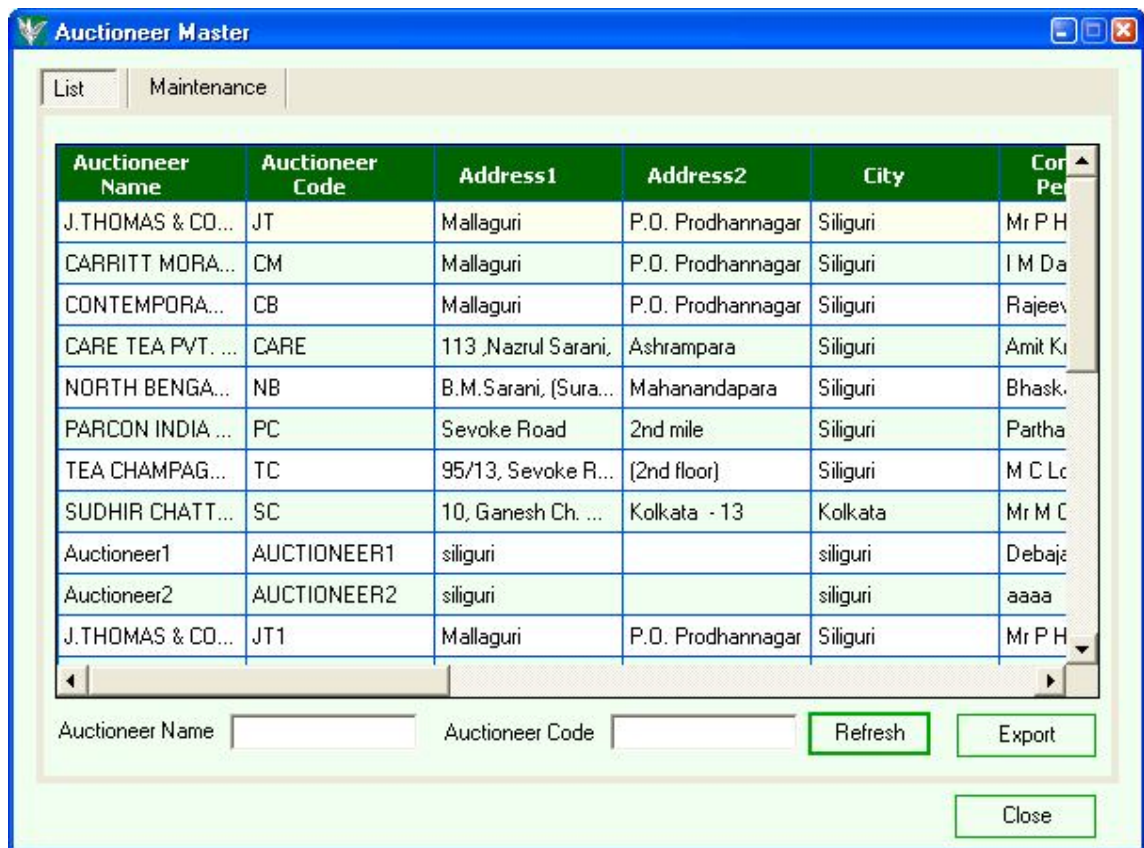


Figure 90

4. Select the auctioneer details you want to modify.
5. Click **Maintenance** tab.
6. **e-Auction** displays the **Auctioneer Master** screen as shown in the following figure.

The screenshot shows a software window titled "Auctioneer Master" with a "Maintenance" tab. The form contains the following fields and values:

Auctioneer Name *	Assam Tea Brokers Pvt Li	Email	
Auctioneer Code *	ATB	Tea Board Registration No.	
Address *	113, PARK STREET	Tax Identification No.	
		Service Tax Regd. No.	AABCA7736MST001
City *	KOLKATA	VAT Registration No.	19432268021
Contact Person *	JOYDEEP BARUA	CST Registration No.	
Phone No. *	033 22457389	Password *	*****
Mobile No.		Confirm Password *	*****
Fax	033 22277538	Entity Code	A0001

Additional form elements include a "Send Mail" checkbox, radio buttons for "Active" (selected), "InActive", and "Suspended", and buttons for "Add", "Add Associate", "Modify", "Save", "Cancel", and "Close". A legend indicates that an asterisk (\*) denotes a mandatory field.

Figure 91

7. Click **Modify** button to update the auctioneer details
8. **Admin module** displays the **Auctioneer Master** screen as shown in the following figure.

The screenshot shows the 'Auctioneer Master' window with a 'Maintenance' tab. The form contains the following fields and values:

Auctioneer Name *	Assam Tea Brokers Pvt Li	Email	
Auctioneer Code *	ATB	Tea Board Registration No.	
Address *	113, PARK STREET	Tax Identification No.	
		Service Tax Regd. No.	AABCA7736MST001
City *	KOLKATA	VAT Registration No.	19432268021
Contact Person *	JOYDEEP BARUA	CST Registration No.	
Phone No. *	033 22457389	Password *	*****
Mobile No.		Confirm Password *	*****
Fax	033 22277538	Entity Code	A000001

Additional options:  Send Mail,  Active,  InActive,  Suspended.

Buttons: Add, Add Associate, Modify, Save, Cancel, Close.

\* Mandatory field

Figure 92

9. Modify the required details.
10. Click **Save** button to save the auctioneer details.
11. **Admin module** displays the **Changes Saved successfully** message as shown in the following figure.

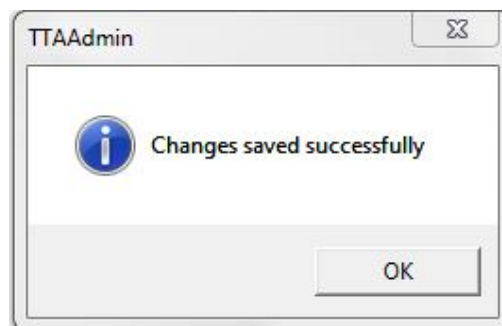


Figure 92

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

Note: The Add Associate button allows you to add a proxy who can login and participate on behalf of the auctioneer.

## Maintaining Sale Program Master

The **Sale Program** Master allows Auction Admin to create sale program thereby describing the auction schedule.

### Viewing Sale Program Master Details

➤ To view sale program master details

1. Log on to **e-Auction Admin** application.
2. On the menu bar **Masters** and then select **Sale Program Master**.
3. **Admin module** displays the **Sale Program Master** screen as shown in the following figure.

Tea Type	Sale No.	Sale Date	Buyer's Prompt Date	Seller's Prompt Date	Status
Both	23	08/06/2009	10/06/2009	11/06/2009	Completed
Both	24	13/06/2009	15/06/2009	16/06/2009	Completed
Both	25	20/06/2009	22/06/2009	23/06/2009	Completed
Both	26	27/06/2009	29/06/2009	30/06/2009	Completed
Both	27	04/07/2009	06/07/2009	07/07/2009	Completed
Both	28	13/07/2009	15/07/2009	20/07/2009	Completed
Both	29	20/07/2009	22/07/2009	24/07/2009	Completed
Both	30	25/07/2009	27/07/2009	28/07/2009	Completed
Both	31	01/08/2009	03/08/2009	04/08/2009	Completed

Figure 93

Field	Description
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 appropriate details.
5. Click **Refresh** button to view the sale program details
6. **Admin module** displays the refreshed grid list with sale program details as shown the following figure.

Tea Type	Sale No	Sale Date	Buyer's Prompt Date	Seller's Prompt Date	Status
Both	50	11/12/2013	24/12/2013	25/12/2013	Completed
Both	50	12/12/2013	25/12/2013	26/12/2013	Completed
Both	50	13/12/2013	26/12/2013	27/12/2013	Completed

Figure 94

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

## Adding Sale Program Master Details

### ➤ To add sale program master details

1. Log on to **e-Auction Admin application**
2. On the menu bar **Masters** and then select **Sale Program Master**.
3. **Admin module** displays the **Sale Program Master** screen as shown in the following figure.

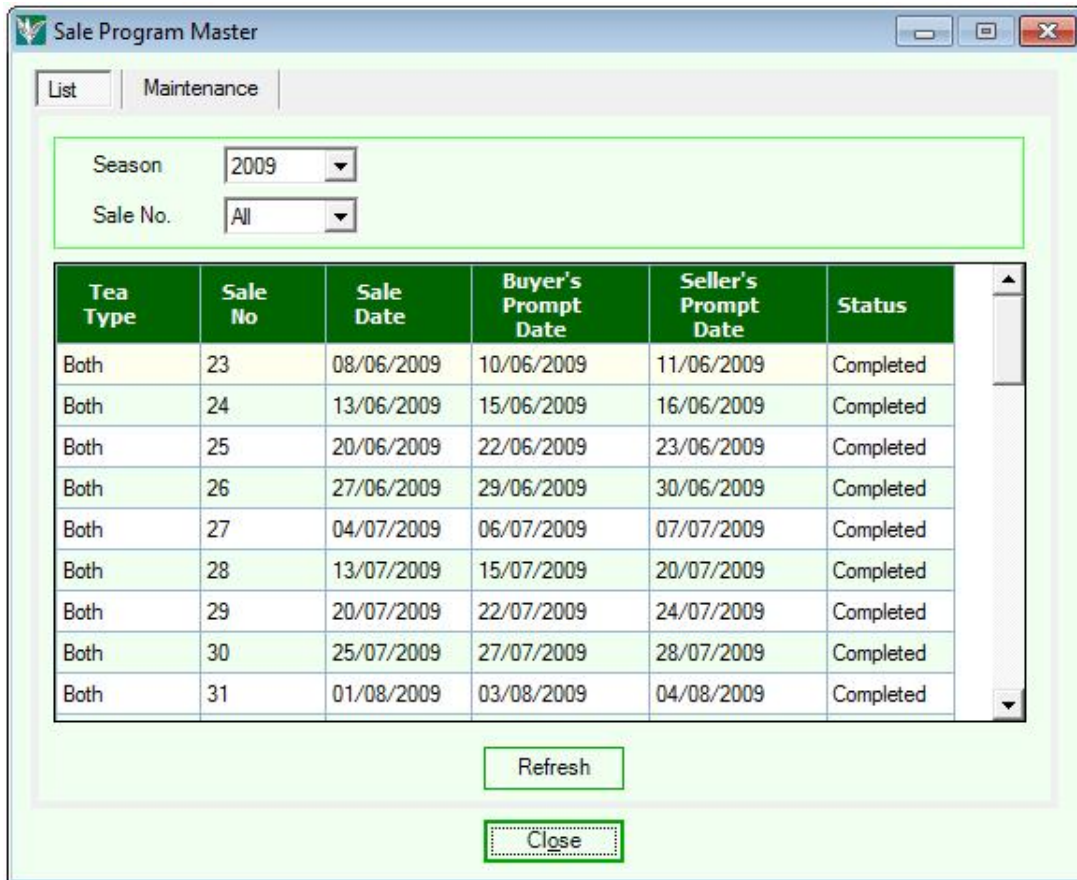


Figure 95

4. Click **Maintenance** tab.
5. **Admin module** displays the **Sale Program Master** screen as shown in the following figure.

Sale Program Master

List Maintenance

Season: 2009  
Sale No.: 13  
Catalog Closing Date: 05/05/2009  
Catalog Publishing Date: 08/05/2009  
No. of Auction Days: 1

Cancel Sale

Tea Type	Sale Date	Buyer's Prompt Date	Seller's Prompt Date	Status
Both	12/05/2009	14/05/2009	15/05/2009	Completed

Add Modify Save Cancel

Close

Figure 96

6. Click **Add** button to add sale program details.
7. **Admin module** displays the **Sale Program Master** screen as shown in the following figure.

Figure 97

Field	Description
<b>Season</b>	◆ Select the appropriate season from the drop-down list.
<b>Sale No</b>	◆ Select the appropriate sale number from the drop-down list.
<b>Catalog Closing Date</b>	◆ Displays the catalog closing date.
<b>Catalog Publishing Date</b>	◆ Displays the Catalog publishing date
<b>No of Auction Days</b>	◆ Select the appropriate number of auction days
<b>Tea Type</b>	◆ Select the appropriate tea type from the drop-down list.
<b>Sale Date</b>	◆ Select the required sale date from the date calendar. ◆ Sale date should be greater then the current date.
<b>Buyer's Prompt Date</b>	◆ Displays the buyer's prompt date

Field	Description
<b>Sellers Prompt Date</b>	◆ Displays the seller's prompt date

8. Enter the appropriate details.
9. Click **Save** button to save the sale program details.
10. **Admin module** displays the **Changes Saved Successfully** message as shown in the following figure.

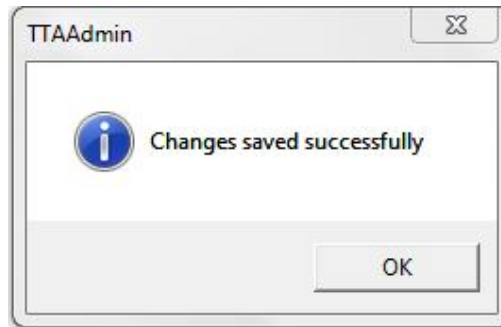


Figure 98

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

## Modifying Sale Program Master Details

### ➤ To modify sale program master details

1. Log on to **e-Auction Admin application**.
2. On the menu bar, click **Masters** and then select **Sale Program Master**.
3. **Admin module** displays the **Sale Program Master** screen as shown in the following figure.

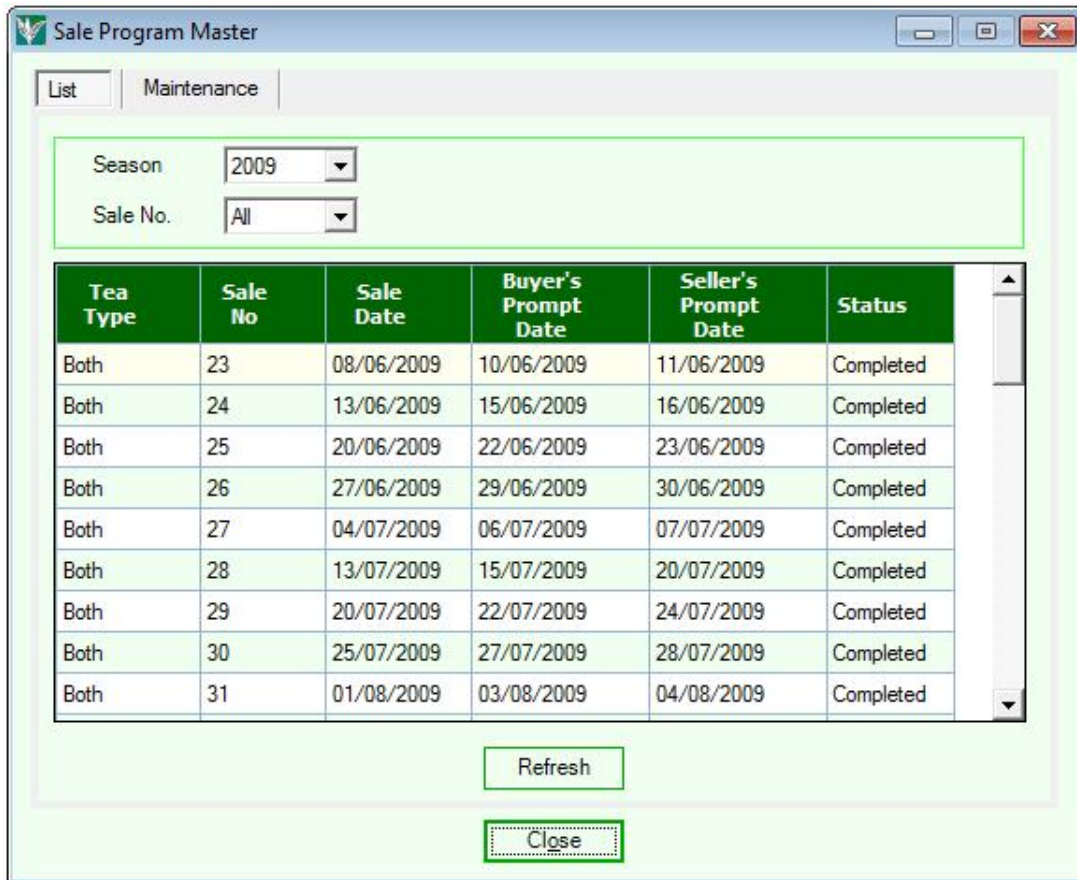


Figure 99

4. Select the sale program details you want to modify.
5. Click **Maintenance** tab.
6. **Admin module** displays the **Sale Program Master** screen as shown in the following figure.

The screenshot shows a window titled "Sale Program Master" with a "List" tab and a "Maintenance" sub-tab. The window contains several input fields and buttons. The input fields are: Season (2009), Sale No. (13), Catalog Closing Date (05/05/2009), Catalog Publishing Date (08/05/2009), and No. of Auction Days (1). There is a "Cancel Sale" button. Below these fields is a table with the following data:

Tea Type	Sale Date	Buyer's Prompt Date	Seller's Prompt Date	Status
Both	12/05/2009	14/05/2009	15/05/2009	Completed

At the bottom of the window are buttons for "Add", "Modify", "Save", "Cancel", and "Close".

Figure 30

7. Click **Modify** button to update the sale program details.
8. **Admin module** displays the **Sale Program Master** screen as shown in the following figure.

Sale Program Master

List Maintenance

Season: 2009 Catalog Closing Date: 05/05/2009

Sale No.: 13 Catalog Publishing Date: 08/05/2009

Cancel Sale No. of Auction Days: 1

Tea Type	Sale Date	Buyer's Prompt Date	Seller's Prompt Date	Status
Both	12/05/2009	14/05/2009	15/05/2009	Completed

Add Modify Save Cancel

Close

Figure 31

The screenshot shows the 'Sale Program Master' window with a 'Maintenance' tab selected. The window contains several input fields and a table.

Input fields:

- Season: 2009
- Sale No.: 13
- Catalog Closing Date: 05/05/2009
- Catalog Publishing Date: 08/05/2009
- No. of Auction Days: 1

Buttons: Cancel Sale, Add, Modify, Save, Cancel, Close.

Tea Type	Sale Date	Buyer's Prompt Date	Seller's Prompt Date	Status
Both	12/05/2009	27/05/2009	28/05/2009	Pending

Figure 32

9. Modify the required details.
10. Click **Save** button to save the sale program details.
11. **Admin module** displays the **Changes Saved successfully** message as shown in the following figure.

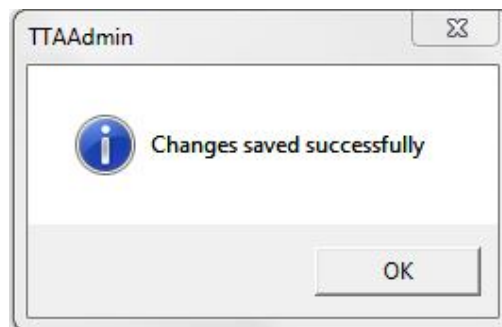


Figure 33

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

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Note: Auction dates can be changed till one day prior to Auction day.

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## Maintaining Auction Session Master

The **Auction Session** Master allows Auction Admin to create the one or more sessions for an auction day. All other stakeholders will have view only access to the Auction Session. Auction session can have status as Inactive, Cancelled and Closed. Inactive Status changes to Active once session is "Active". When session gets over its status changes to "Closed". When the Admin cancels the session, its Status changes to "cancelled".

## Viewing Auction Session Master Details

➤ To view auction session master details

1. Log on to **e-Auction Admin** application.
2. On the menu bar, click **Masters** and then select **Auction Session Master**.
3. **Admin module** displays the **Auction Session Master** screen as shown in the following figure.

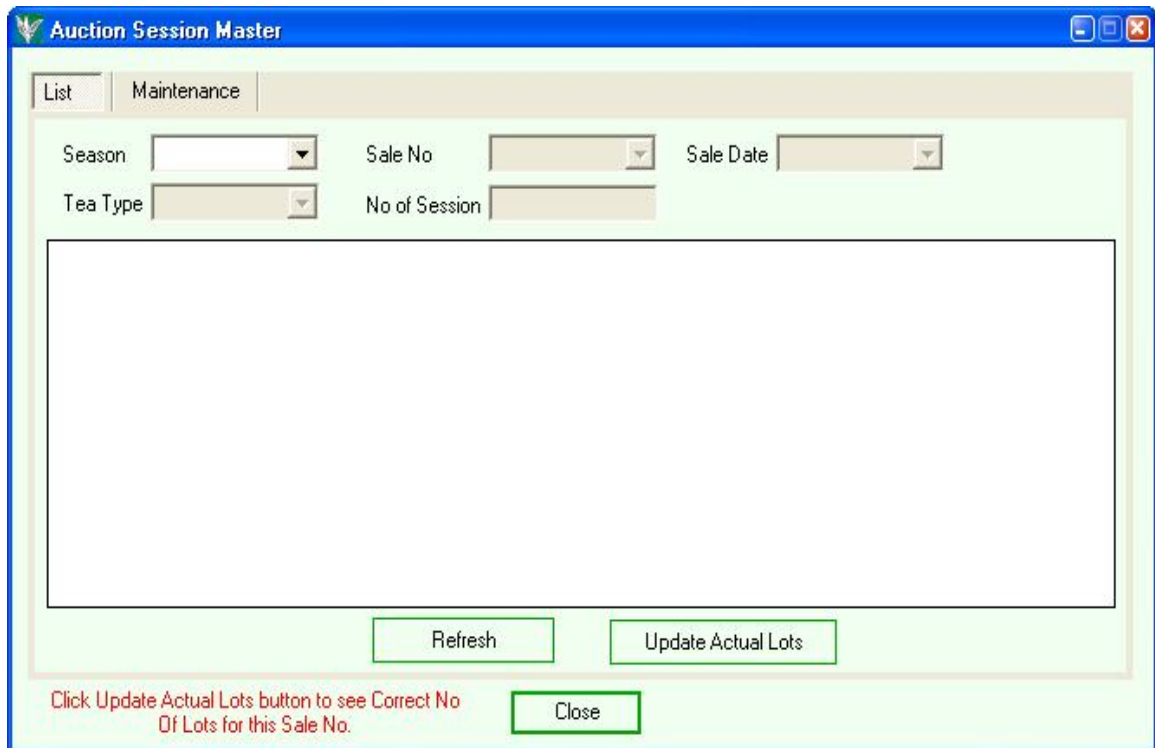


Figure 34

Field	Description
Season	◆ Select the appropriate season from the drop-down list.
Sale Date	◆ Select the sale date from the date calendar.
Tea Type	◆ Select the appropriate tea type from the

Field	Description
	drop-down list
<b>Sale No</b>	◆ Select the appropriate sale no from the drop-down list.
<b>No of Sessions</b>	◆ Displays the number of sessions.

4. Enter the appropriate details.
5. Click **Refresh** button to view the auction session master details
6. **Admin module** displays the refreshed grid list with auction session master details as shown in the following figure.

Auctioneer	TeaType	Category	SessionType	SaleDate	Start Time	End Time	No Of Lots	MBT	Status
CR	Leaf	All	Normal	08/06/2009	2:45:00 PM	2:54:00 PM	0	3	Closed
JT	Leaf	All	Normal	08/06/2009	2:57:00 PM	3:25:00 PM	0	5	Closed
NB	Leaf	All	Normal	08/06/2009	3:28:00 PM	3:49:00 PM	0	5	Closed
TC	Leaf	All	Normal	08/06/2009	3:52:00 PM	4:00:00 PM	0	3	Closed
CB	Leaf	All	Normal	08/06/2009	4:03:00 PM	4:21:00 PM	0	5	Closed
PC	Leaf	All	Normal	08/06/2009	4:24:00 PM	4:50:00 PM	0	5	Closed
PC	Dust	All	Normal	08/06/2009	4:53:00 PM	5:01:00 PM	0	3	Closed
CR	Dust	All	Normal	08/06/2009	5:04:00 PM	5:06:00 PM	0	1	Closed
JT	Dust	All	Normal	08/06/2009	5:09:00 PM	5:18:00 PM	0	3	Closed

Figure 35

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

## Adding Auction Session Master Details

### ➤ To add auction session master details

1. Log on to **e-Auction Admin application**.
2. On the menu bar, click **Masters** and then select **Auction Session Master**.
3. **Admin module** displays the **Auction Session Master** screen as shown in the following figure.

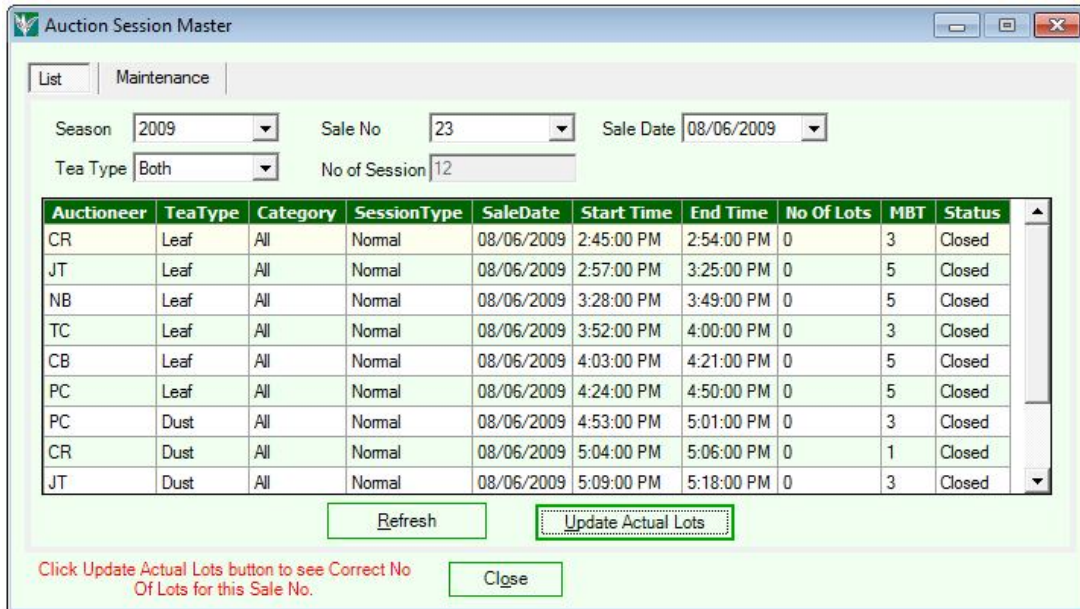


Figure 36

4. Click **Maintenance** tab.
5. **Admin module** displays the **Auction Session Master** screen as shown in the following figure.

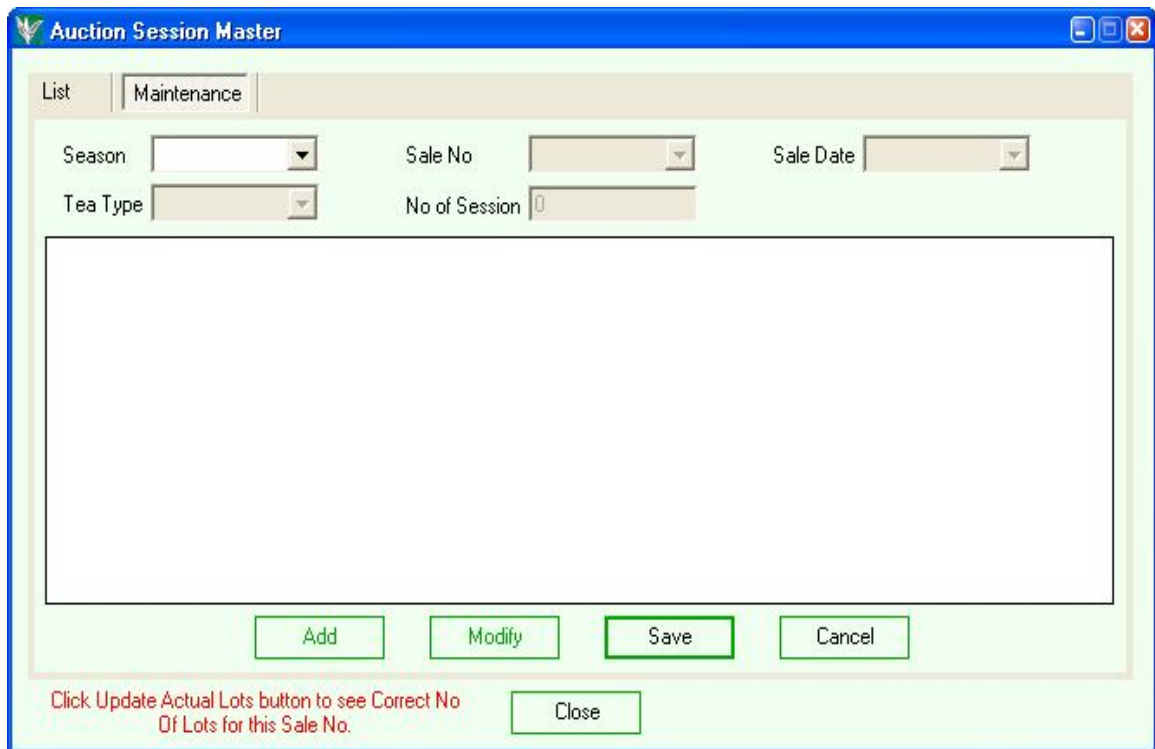


Figure 37

6. Click **Add** button to add auction session details.

7. **Admin module** displays the **Auction Session Master** screen as shown in the following figure.

Figure 38

Field	Description
<b>Season</b>	<ul style="list-style-type: none"> <li>Select the appropriate season from the drop-down list.</li> </ul>
<b>Sale Date</b>	<ul style="list-style-type: none"> <li>Select the sale date from the date calendar.</li> </ul>
<b>Tea Type</b>	<ul style="list-style-type: none"> <li>Select the appropriate tea category from the drop-down list.</li> </ul>
<b>Sale No</b>	<ul style="list-style-type: none"> <li>Select the sale number from drop-down list.</li> </ul>
<b>No of Sessions</b>	<ul style="list-style-type: none"> <li>Type the number of sessions in this text box.</li> </ul>
<b>Auctioneer</b>	<ul style="list-style-type: none"> <li>Displays the Auctioneer name.</li> </ul>
<b>Start Time</b>	<ul style="list-style-type: none"> <li>Double click on this cell to fill the data.</li> <li>Type the session start time in this text box.</li> <li>Time should be in proper format .e.g.10:00AM</li> </ul>
<b>End Time</b>	<ul style="list-style-type: none"> <li>Double click on this cell to fill the data.</li> <li>Type the session ending time in this text</li> </ul>

Field	Description
	box. ◆ Time should be in proper format .e.g. 15:00PM

8. Enter the appropriate details.
9. Click **Save** button to save the auction session details.
10. **Admin module** displays the **Changes Saved Successfully** message as shown in the following figure.

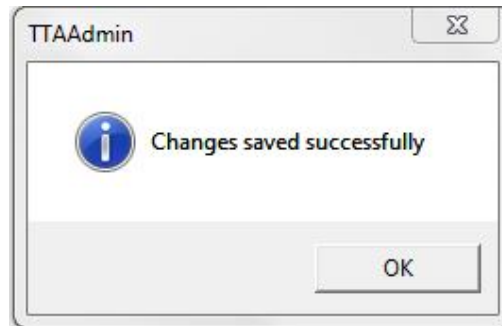


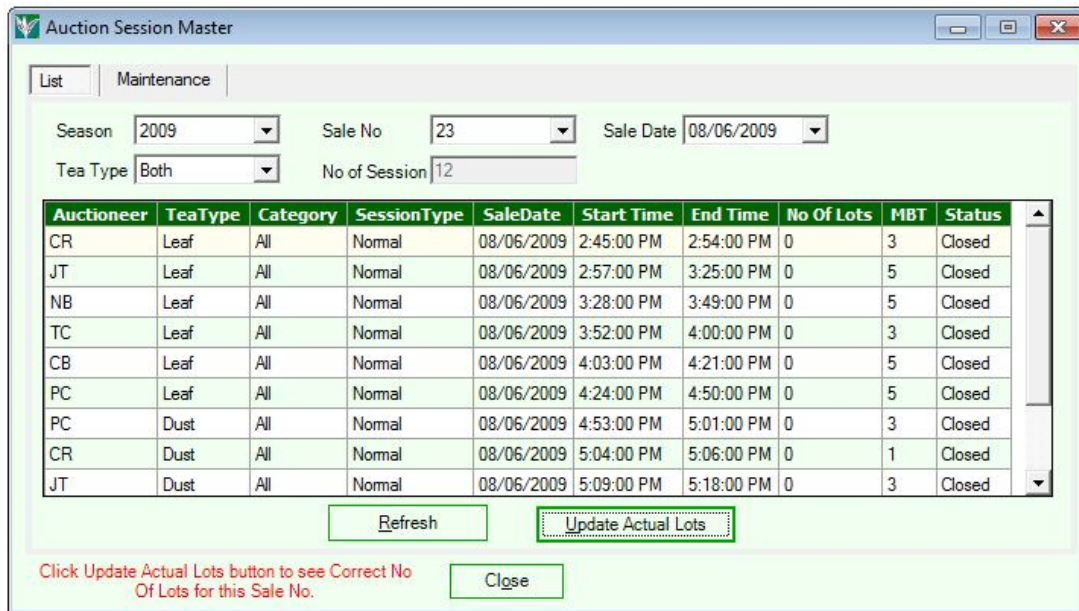
Figure 39

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

## Modifying Auction Session Master Details

### ➤ To modify auction session master details

1. Log on to e-Auction Admin application.
2. On the menu bar, click **Masters** and then select **Auction Session Master**.
3. **Admin module** displays the **Auction Session Master** screen as shown in the following figure.



Auction Session Master

List Maintenance

Season: 2009 Sale No: 23 Sale Date: 08/06/2009  
Tea Type: Both No of Session: 12

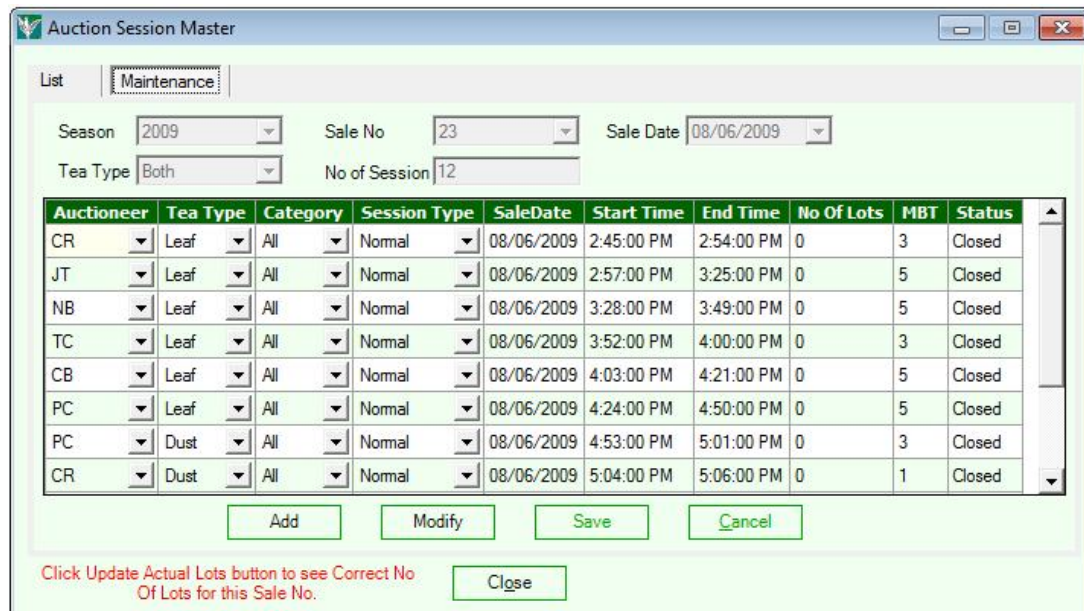
Auctioneer	TeaType	Category	SessionType	SaleDate	Start Time	End Time	No Of Lots	MBT	Status
CR	Leaf	All	Normal	08/06/2009	2:45:00 PM	2:54:00 PM	0	3	Closed
JT	Leaf	All	Normal	08/06/2009	2:57:00 PM	3:25:00 PM	0	5	Closed
NB	Leaf	All	Normal	08/06/2009	3:28:00 PM	3:49:00 PM	0	5	Closed
TC	Leaf	All	Normal	08/06/2009	3:52:00 PM	4:00:00 PM	0	3	Closed
CB	Leaf	All	Normal	08/06/2009	4:03:00 PM	4:21:00 PM	0	5	Closed
PC	Leaf	All	Normal	08/06/2009	4:24:00 PM	4:50:00 PM	0	5	Closed
PC	Dust	All	Normal	08/06/2009	4:53:00 PM	5:01:00 PM	0	3	Closed
CR	Dust	All	Normal	08/06/2009	5:04:00 PM	5:06:00 PM	0	1	Closed
JT	Dust	All	Normal	08/06/2009	5:09:00 PM	5:18:00 PM	0	3	Closed

Refresh Update Actual Lots

Click Update Actual Lots button to see Correct No Of Lots for this Sale No. Close

Figure 40

4. Select the auction session details you want to modify.
5. Click **Maintenance** tab.
6. **Admin module** displays the **Auction Session Master** screen as shown in the following figure.



Auction Session Master

List Maintenance

Season: 2009 Sale No: 23 Sale Date: 08/06/2009  
Tea Type: Both No of Session: 12

Auctioneer	Tea Type	Category	Session Type	SaleDate	Start Time	End Time	No Of Lots	MBT	Status
CR	Leaf	All	Normal	08/06/2009	2:45:00 PM	2:54:00 PM	0	3	Closed
JT	Leaf	All	Normal	08/06/2009	2:57:00 PM	3:25:00 PM	0	5	Closed
NB	Leaf	All	Normal	08/06/2009	3:28:00 PM	3:49:00 PM	0	5	Closed
TC	Leaf	All	Normal	08/06/2009	3:52:00 PM	4:00:00 PM	0	3	Closed
CB	Leaf	All	Normal	08/06/2009	4:03:00 PM	4:21:00 PM	0	5	Closed
PC	Leaf	All	Normal	08/06/2009	4:24:00 PM	4:50:00 PM	0	5	Closed
PC	Dust	All	Normal	08/06/2009	4:53:00 PM	5:01:00 PM	0	3	Closed
CR	Dust	All	Normal	08/06/2009	5:04:00 PM	5:06:00 PM	0	1	Closed

Add Modify Save Cancel

Click Update Actual Lots button to see Correct No Of Lots for this Sale No. Close

Figure 41

7. Click **Modify** button to update the auction session details.
8. **Admin module** displays the **Auction Session Master** screen as shown in the following figure.

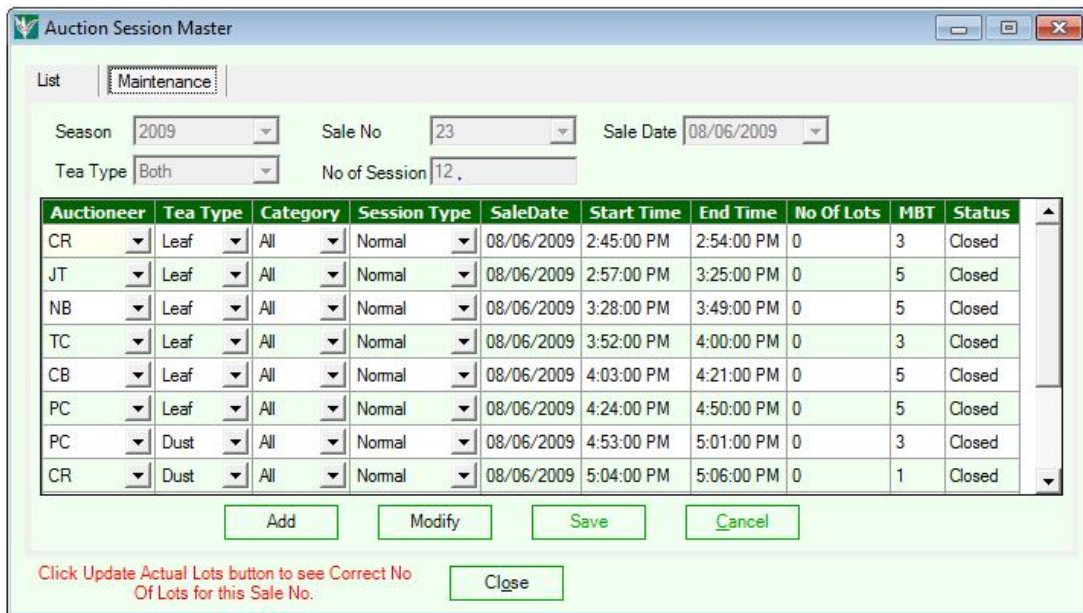


Figure 42

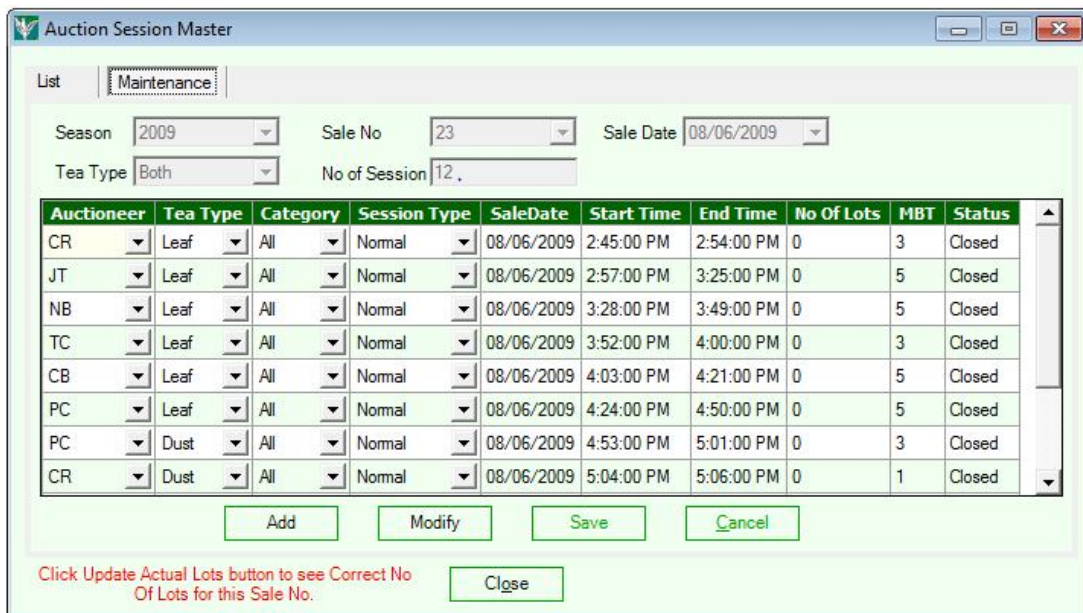


Figure 43

9. Modify the required details.
10. Click **Save** button to save the auction session details.
11. **Admin module** displays the **Changes Saved Successfully** message as shown in the following figure.

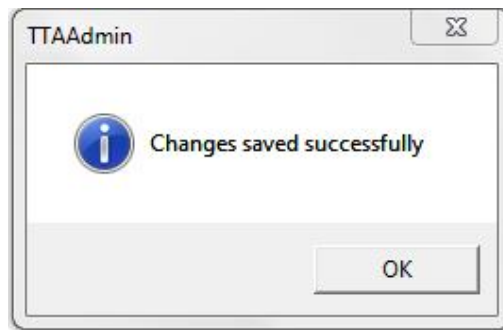


Figure 44

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

---

Note: Session timings can be modified at anytime before they begin, by canceling and redefining the session for another time slot.

---

## *Maintaining Charge Master*

The **Charge** Master allows Auction Admin to configure charges and taxes applicable at their respective auction centers. TAO can also define the rates applicable and the value on which those charges or taxes are levied. These charges shall be maintained separately for Buyers and Sellers, which shall be in turn used for creation of Contract Notes.

## Viewing Charge Master Details for Buyers

### ➤ To view Charge Master details

1. Log on to **e-Auction Admin** application.
2. On the menu bar, click **Masters** and then select **Charges Master**.
3. **Admin module** displays the **Charges Master** screen as shown in the following figure.

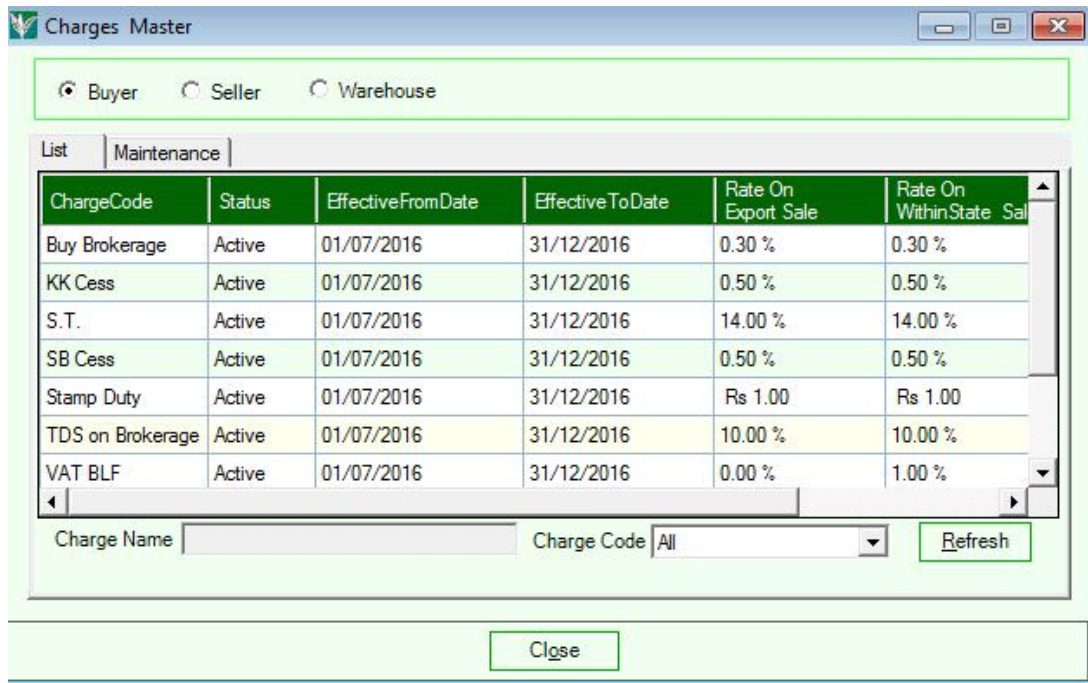


Figure 45

Field	Description
<b>Buyer/Seller/Warehouse</b>	◆ Select the Buyer from the option button.
<b>Charge Name</b>	◆ Displays the charge name.
<b>Charge Code</b>	◆ Select the appropriate charge code from the drop-down list.

4. Enter the appropriate details.
5. Click **Refresh** button to view the charge master details
6. **Admin module** displays the refreshed grid list with charge master details as shown in the following figure.

The screenshot shows the 'Charges Master' application window. At the top, there are three radio buttons: 'Buyer' (selected), 'Seller', and 'Warehouse'. Below this is a 'List' tab and a 'Maintenance' tab. The form contains several input fields: 'Charge Name' (TDS on Brokerage), 'Charge Code' (TDS on Brokerage), 'Rs / %' (%), 'Value' (Within State Sales: 10.00), 'Status' (Active selected, Inactive), 'Effective From Date' (01/07/2016), and 'Effective To Date' (31/12/2016). At the bottom are buttons for 'Add', 'Modify', 'Save', and 'Close'.

Figure 46

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

## Adding Charge Master Details for Buyers

### ➤ To view charge master details

1. Log on to **e-Auction Admin** application.
2. On the menu bar, click **Masters** and then select **Charges Master**.
3. **Admin module** displays the **Charges Master** screen as shown in the following figure.

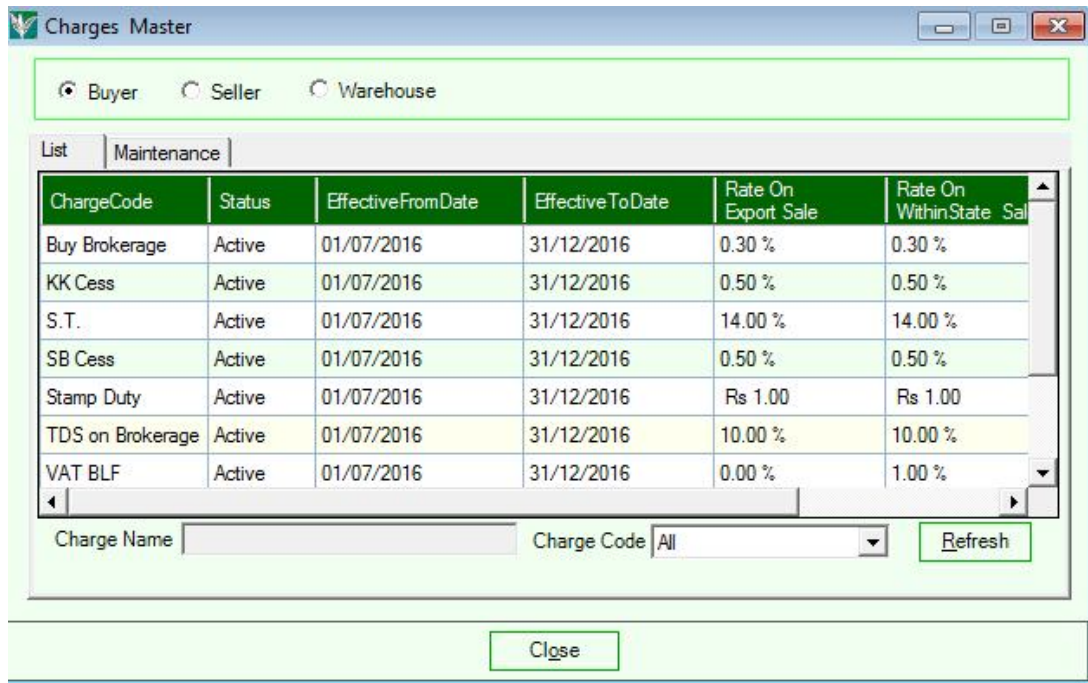


Figure 47

4. Click **Maintenance** tab.
5. **Admin module** displays the **Charges Master Maintenance** screen as shown in the following figure.

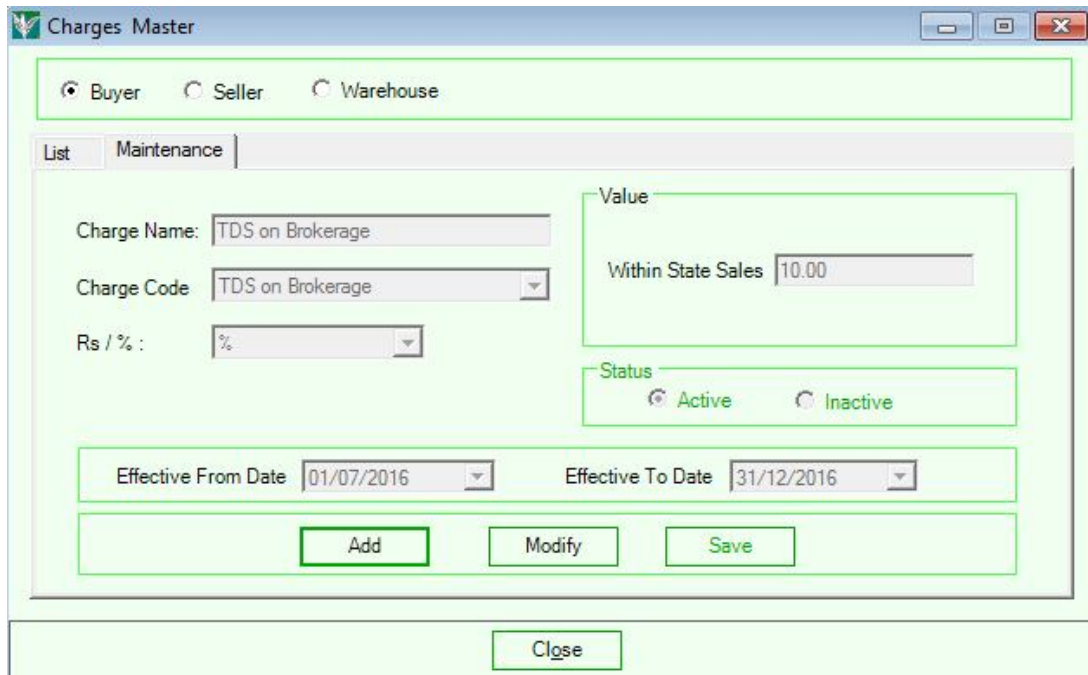


Figure 48

6. **Admin module** displays the **Charges Master Maintenance** screen as shown in the following figure.

7. Click the **Add** button to add the charges details.
8. **Admin module** displays the **Charges Master Maintenance** screen as shown in the following figure.

Figure 49

Field	Description
<b>Charge Name</b>	◆ Displays the charge name.
<b>Charge Code</b>	◆ Select the appropriate charge code from the drop-down list.
<b>Rs / %</b>	◆ Select the appropriate option from the drop-down list.
<b>Value</b>	
<b>Export Sales</b>	◆ Type the value for export sales.
<b>Within State Sales</b>	◆ Type the value for Within State sales.
<b>Inter State Sales</b>	◆ Type the value for Inter State sales.
<b>Active/Inactive</b>	◆ Select the appropriate status i.e. Active/Inactive.
<b>Effective From Date</b>	◆ Select the appropriate date from the date calendar.
<b>Effective To Date</b>	◆ Select the appropriate date from the date calendar.

9. Enter the appropriate details.
10. Click **Save** button to save the charge master details
11. **Admin module** displays the **Changes Saved Successfully** message as shown in the following figure.

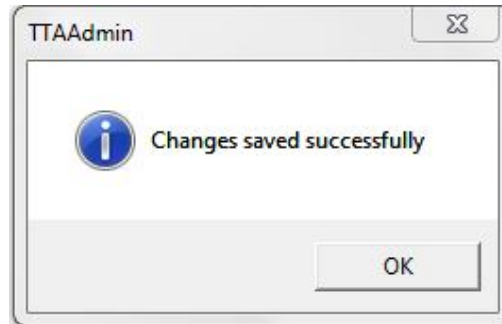


Figure 50

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

## Modifying Charges Master Details for Buyers

### ➤ To modify charge master details

1. Log on to **e-Auction Admin** application.
2. On the menu bar, click **Masters** and then select **Charge Master**.
3. **Admin module** displays the **Charge Master** screen as shown in the following figure.

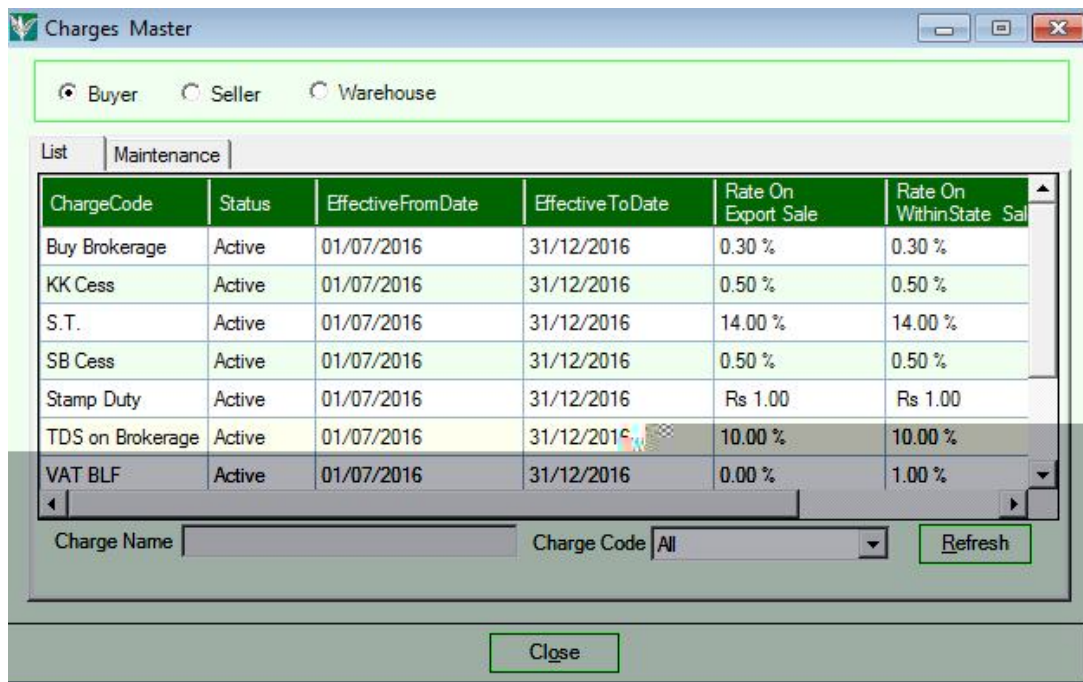


Figure 51

4. Select the charges details you want to modify.
5. Click **Maintenance** tab.
6. **Admin module** displays the **Charges Master** screen as shown in the following figure.

The screenshot shows the 'Charges Master' application window with the 'Maintenance' tab selected. At the top, there are radio buttons for 'Buyer', 'Seller', and 'Warehouse', with 'Buyer' selected. Below this is a tabbed interface with 'List' and 'Maintenance' tabs. The 'Maintenance' tab contains the following fields and controls:

- Charge Name:** Text input field containing 'TDS on Brokerage'.
- Charge Code:** Dropdown menu showing 'TDS on Brokerage'.
- Rs / % :** Dropdown menu showing '% '.
- Value:** A sub-section containing a text input field for 'Within State Sales' with the value '10.00'.
- Status:** Radio buttons for 'Active' (selected) and 'Inactive'.
- Effective From Date:** Dropdown menu showing '01/07/2016'.
- Effective To Date:** Dropdown menu showing '31/12/2016'.

At the bottom of the form are three buttons: 'Add', 'Modify', and 'Save'. Below the entire form is a 'Close' button.

Figure 52

7. Click **Modify** button to update the charges details.
8. **Admin module** displays the **Charges Master** screen as shown in the following figure.

This screenshot is identical to Figure 52, showing the 'Charges Master' application window with the 'Maintenance' tab. The form fields and controls are the same. The primary difference is that the 'Close' button at the bottom center of the window is highlighted with a dashed border, indicating it is the focus of the next step.

Figure 53

9. Modify the required details.
10. Click **Save** button to save the charges master details.
11. **Admin module** displays the **Changes Saved successfully** message as shown in the following figure.

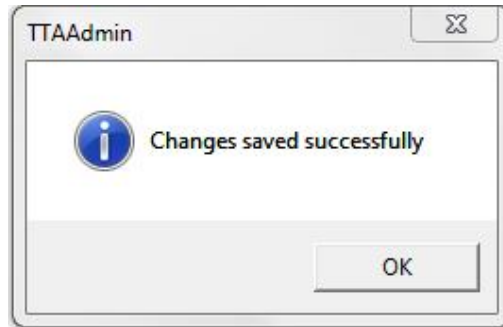


Figure 54

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

## Viewing Charge Master Details for Sellers

### ➤ To view charge master details

1. Log on to **e-Auction Admin** application.
2. On the menu bar, click **Masters** and then select **Charge Master**.
3. **Admin module** displays the **Charges Master** screen as shown in the following figure.

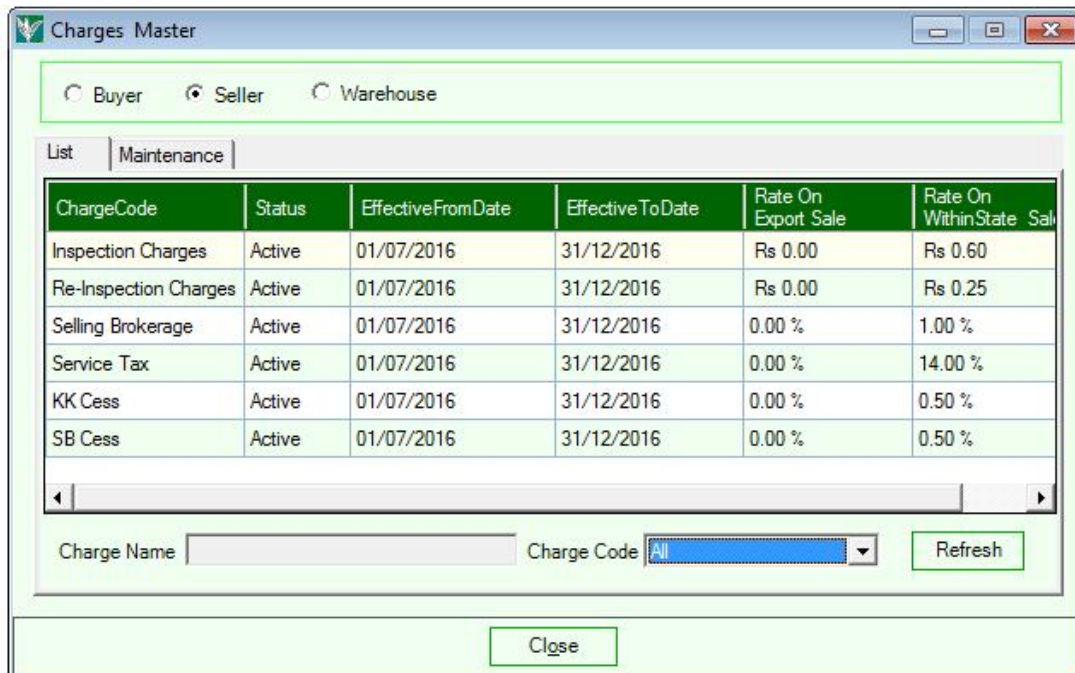


Figure 55

Field	Description
Buyer/Seller/Warehouse	◆ Select Seller as from the option button.
Charge Name	◆ Displays the charge name.
Charge Code	◆ Select the appropriate charge code from the drop-down list.

4. Enter the appropriate details
5. **Admin module** displays the **Charges Master** screen as shown in the following figure.

ChargeCode	Status	EffectiveFromDate	EffectiveToDate	Rate On Export Sale	Rate On WithinState Sale
Inspection Charges	Active	01/07/2016	31/12/2016	Rs 0.00	Rs 0.60
Re-Inspection Charges	Active	01/07/2016	31/12/2016	Rs 0.00	Rs 0.25
Selling Brokerage	Active	01/07/2016	31/12/2016	0.00 %	1.00 %
Service Tax	Active	01/07/2016	31/12/2016	0.00 %	14.00 %
KK Cess	Active	01/07/2016	31/12/2016	0.00 %	0.50 %
SB Cess	Active	01/07/2016	31/12/2016	0.00 %	0.50 %

Figure 56

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

## Adding Charge Master Details for Sellers

### ➤ To add charge master details

1. Log on to **e-Auction Admin** application.
2. On the menu bar, click **Masters** and then select **Charges Master**.
3. **Admin module** displays the **Charges Master** screen as shown in the following figure.

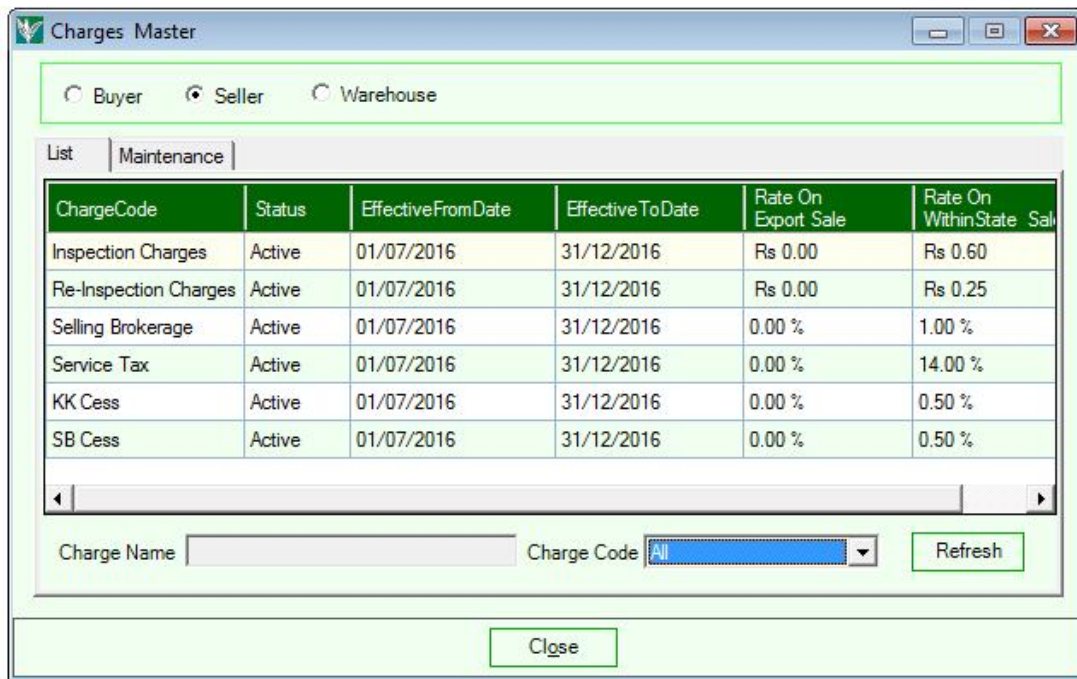


Figure 57

4. Select the **Seller** and then Click **Maintenance** tab.
5. **Admin module** displays the **Charges Master Maintenance** screen as shown in the following figure.

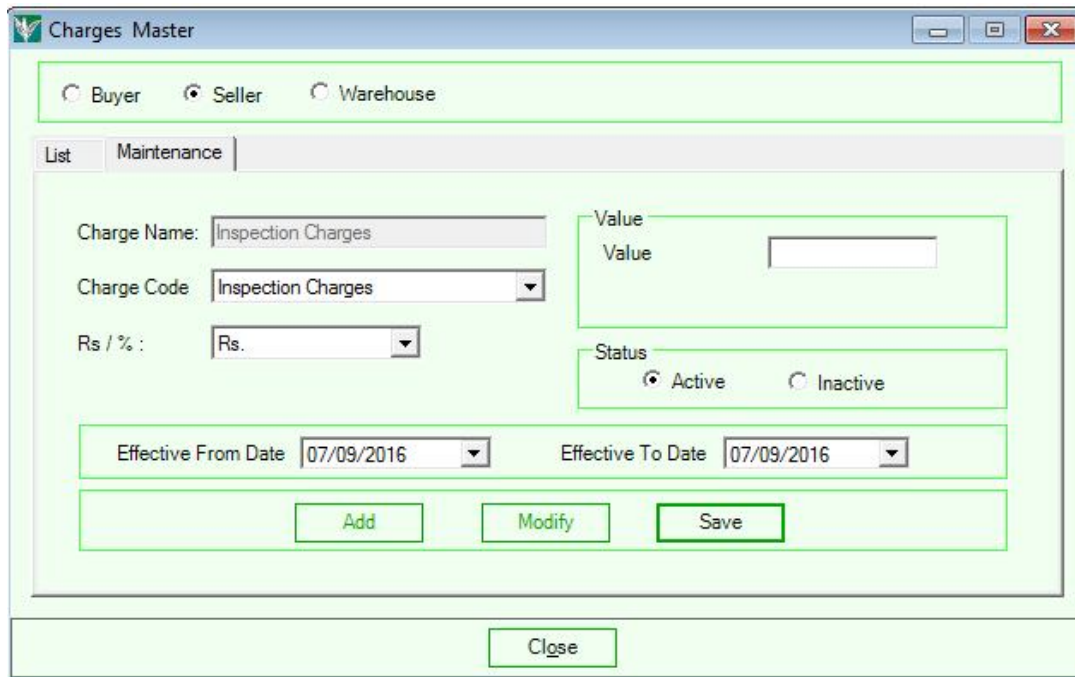


Figure 58

6. Click the **Add** button to add the charges details.

7. **Admin module** displays the **Charge Master Maintenance** screen as shown in the following figure.

Figure 59

8. Enter the appropriate details.  
 9. Click **Save** button to save the charge master details  
 10. **Admin module** displays the **Changes Saved Successfully** message as shown in the following figure.

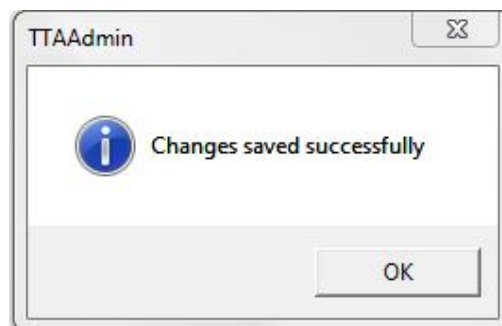


Figure 60

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

## Modifying Charges Master Details for Sellers

### ➤ To view charge master details

1. Log on to **e-Auction Admin** application.
2. On the menu bar, click **Masters** and then select **Charges Master**.

3. **Admin module** displays the **Charges Master** screen as shown in the following figure.

The screenshot shows the 'Charges Master' application window. At the top, there are radio buttons for 'Buyer', 'Seller' (selected), and 'Warehouse'. Below this, there are two tabs: 'List' and 'Maintenance'. The 'List' tab is active, displaying a table with the following data:

ChargeCode	Status	EffectiveFromDate	EffectiveToDate	Rate On Export Sale	Rate On WithinState Sale
Inspection Charges	Active	01/07/2016	31/12/2016	Rs 0.00	Rs 0.60
Re-Inspection Charges	Active	01/07/2016	31/12/2016	Rs 0.00	Rs 0.25
Selling Brokerage	Active	01/07/2016	31/12/2016	0.00 %	1.00 %
Service Tax	Active	01/07/2016	31/12/2016	0.00 %	14.00 %
KK Cess	Active	01/07/2016	31/12/2016	0.00 %	0.50 %
SB Cess	Active	01/07/2016	31/12/2016	0.00 %	0.50 %

Below the table, there is a search area with a 'Charge Name' text box, a 'Charge Code' dropdown menu (set to 'All'), and a 'Refresh' button. At the bottom of the window is a 'Close' button.

Figure 61

4. Select the **Seller** and then click **Maintenance** tab.
5. Select the details you want to modify.
6. **Admin module** displays the **Charges Master Maintenance** screen as shown in the following figure.

The screenshot shows the 'Charges Master Maintenance' application window. At the top, there are radio buttons for 'Buyer', 'Seller' (selected), and 'Warehouse'. Below this, there are two tabs: 'List' and 'Maintenance'. The 'Maintenance' tab is active, displaying a form for editing a charge. The form includes the following fields:

- Charge Name:** Inspection Charges
- Charge Code:** Inspection Charges
- Rs / %:** Rs.
- Value:** 0.60
- Status:** Active (selected), Inactive
- Effective From Date:** 01/07/2016
- Effective To Date:** 31/12/2016

At the bottom of the form, there are three buttons: 'Add', 'Modify', and 'Save'. The 'Add' button is highlighted with a red box. At the bottom of the window is a 'Close' button.

Figure 62

7. Click the **Modify** button to modify the charges details.
8. **Admin module** displays the **Charges Master Maintenance** screen as shown in the following figure.

Figure 63

9. Modify the required details.
10. Click **Save** button to save the charge master details
11. **Admin module** displays the **Changes Saved Successfully** message as shown in the following figure.

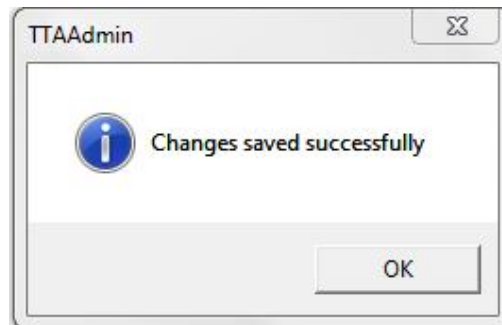


Figure 64

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

## Viewing Charge Master Details for Warehouse

### ➤ To view charge master details

1. Log on to **e-Auction Admin** application.
2. On the menu bar, click **Masters** and then select **Charge Master**.

3. **Admin module** displays the **Charges Master** screen as shown in the following figure.

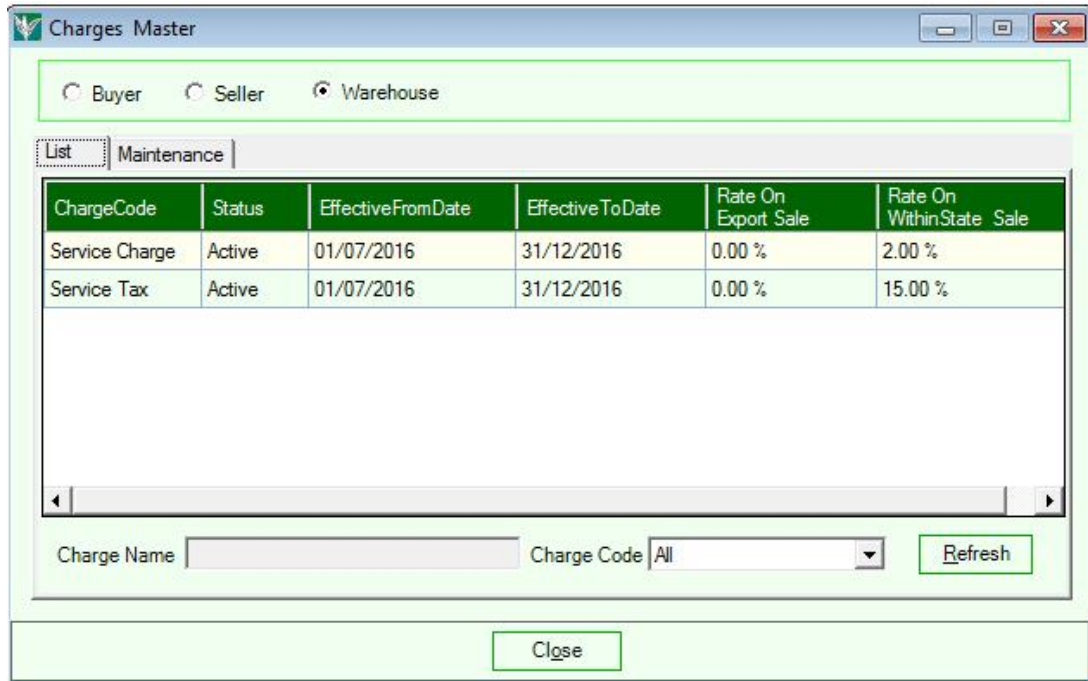


Figure 65

Field	Description
Buyer/Seller/Warehouse	◆ Select warehouse as from the option button.
Charge Name	◆ Displays the charge name.
Charge Code	◆ Select the appropriate charge code from the drop-down list.

4. Enter the appropriate details
5. **Admin module** displays the **Charges Master** screen as shown in the following figure.

ChargeCode	Status	EffectiveFromDate	EffectiveToDate	Rate On Export Sale	Rate On WithinState Sale
Service Charge	Active	01/07/2016	31/12/2016	0.00 %	2.00 %
Service Tax	Active	01/07/2016	31/12/2016	0.00 %	15.00 %

Figure 66

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

## Adding Charge Master Details for Warehouse

### To add charge master details

1. Log on to **e-Auction Admin** application.
2. On the menu bar, click **Masters** and then select **Charges Master**.
3. **Admin module** displays the **Charges Master** screen as shown in the following figure.

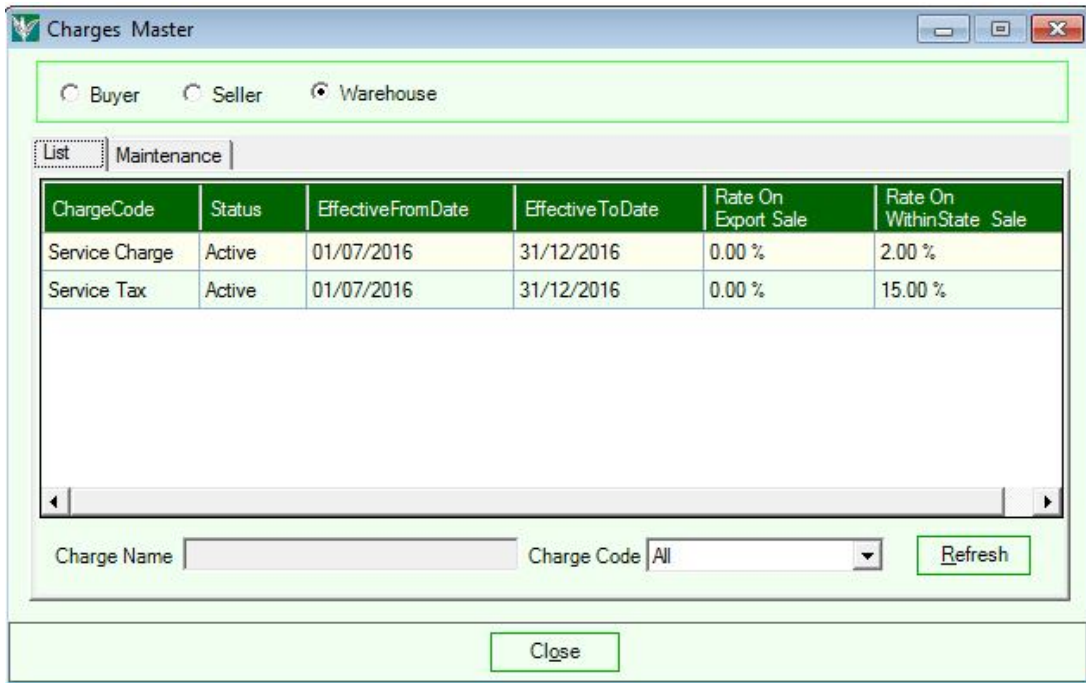


Figure 67

4. Select the **Seller** and then Click **Maintenance** tab.
5. **Admin module** displays the **Charges Master Maintenance** screen as shown in the following figure.

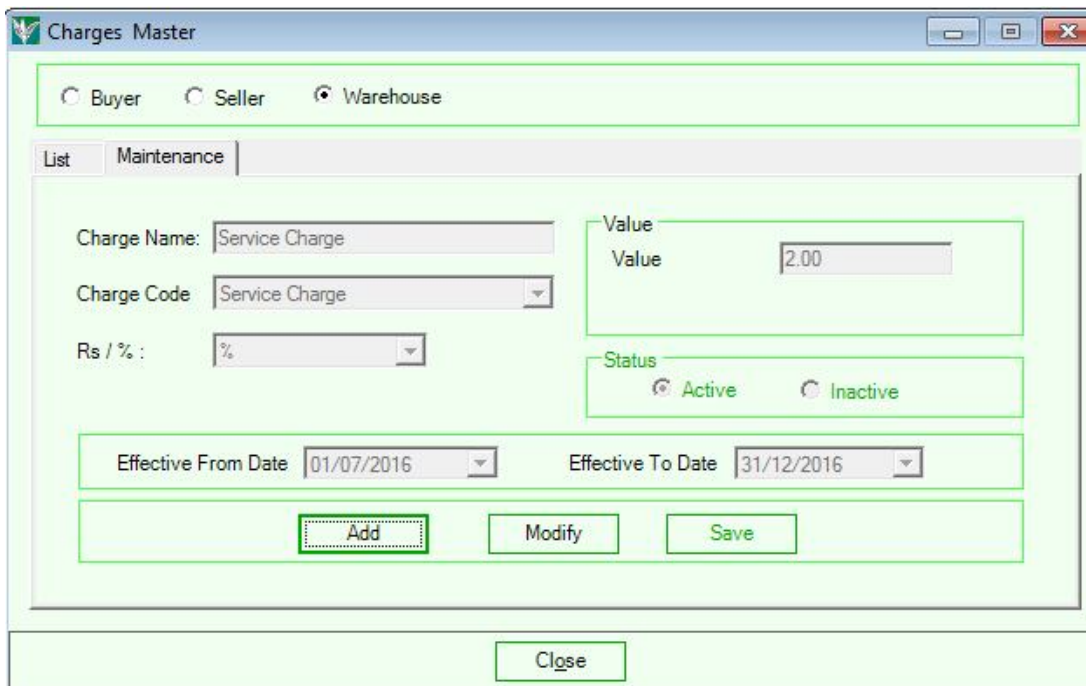


Figure 68

6. Click the **Add** button to add the charges details.

7. **Admin module** displays the **Charge Master Maintenance** screen as shown in the following figure.

Figure 69

8. Enter the appropriate details.  
 9. Click **Save** button to save the charge master details  
 10. **Admin module** displays the **Changes Saved Successfully** message as shown in the following figure.

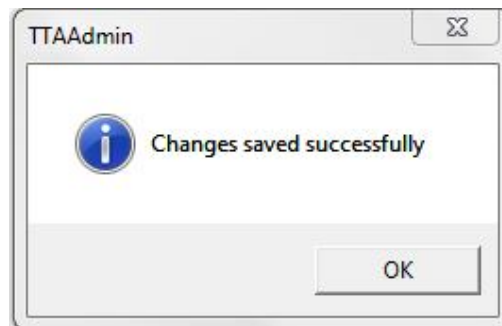


Figure 70

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

## Modifying Charges Master Details for Warehouse

### ➤ To view charge master details

1. Log on to **e-Auction Admin** application.
2. On the menu bar, click **Masters** and then select **Charges Master**.

3. **Admin module** displays the **Charges Master** screen as shown in the following figure.

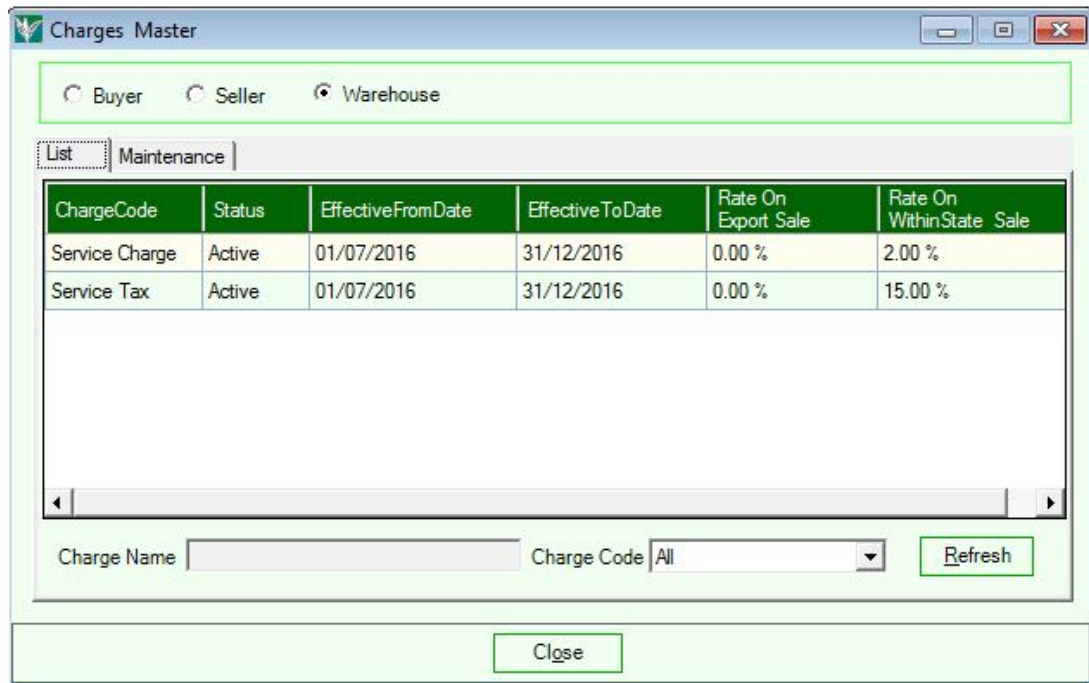


Figure 71

4. Select the **Seller** and then click **Maintenance** tab.
5. Select the details you want to modify.
6. **Admin module** displays the **Charges Master Maintenance** screen as shown in the following figure.

Figure 72

7. Click the **Modify** button to modify the charges details.
8. **Admin module** displays the **Charges Master Maintenance** screen as shown in the following figure.

Figure 73

9. Modify the required details.
10. Click **Save** button to save the charge master details

- 
11. **Admin module** displays the **Changes Saved Successfully** message as shown in the following figure.

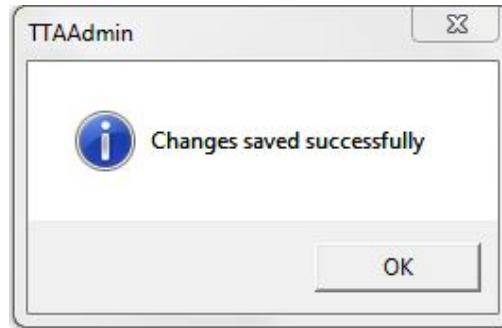


Figure 74

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

## Configurable Parameters

The **Configurable Parameter** option allows the Admin to configure the auction rules. The rules set by the Admin would be applicable for the entire sale program.

### ➤ To set the parameters

1. Log on to **e-Auction Admin** application.
2. On the menu bar, click **Masters** and then select **Configurable Parameter**.
3. **Admin module** displays the **Configurable Parameter** screen as shown in the following figure.

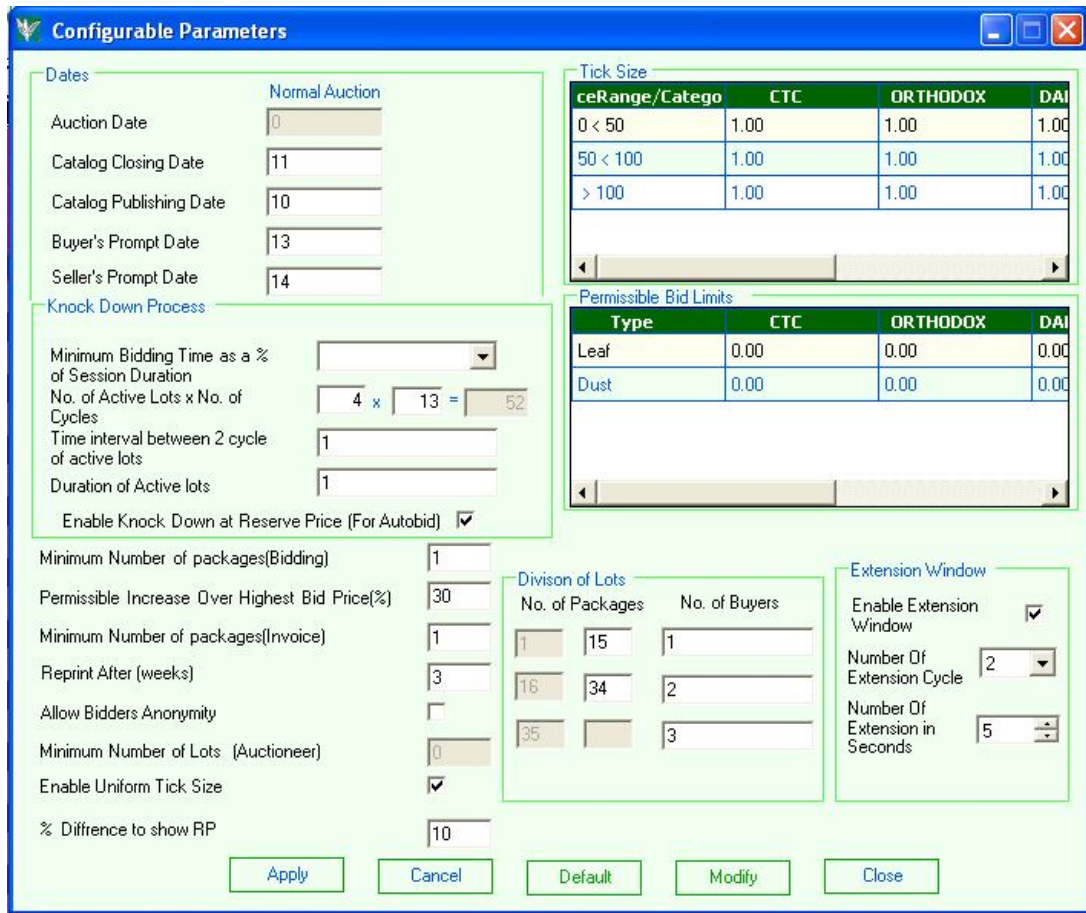


Figure 75

Field	Description
<b>Dates</b>	
<b>Auction Date</b>	◆ This field displays the auction date.
<b>Catalog Closing and Publishing Date</b>	◆ Type the Catalog closing and Publishing date in this text box.
<b>Buyer's Prompt Date</b>	◆ Type the buyer's prompt date in this text box.
<b>Seller's Prompt Date</b>	◆ Type the seller's prompt date in this text box.
<b>Knock Down Process</b>	
<b>Minimum Bidding Time as a % of Session Duration</b>	◆ Type the minimum bidding time in this text box.
<b>No of Active Lots * No. of Cycles</b>	◆ (Type the number of active lots to be displayed in this text box) * (Type the number of active cycles to be included in the batch)

Field	Description
<b>Time Interval between 2 cycle of active lots</b>	◆ Type the time interval between 2 cycles of the active lots in this text box.
<b>Duration of Active Lots</b>	◆ Type the duration of active lots in this text box.
<b>Enable Knock Down at Reserve Price(For Auto Bid)</b>	◆ Select/Deselect checkbox to Enable or Disable the Feature. This field is Auction Centre specific
<b>Minimum Number of Packages(Bidding)</b>	◆ Type the minimum number of packages applicable during session in this text box.
<b>Division of Lots</b>	◆ Type the no of buyers among which lots shall be divided based on number of packages.
<b>No of Packages</b>	<b>No of Buyers</b>
<b>Minimum Number of Packages</b>	◆ Type the minimum number of packages in this text box.
<b>Permissible Increase Over Highest Bid Price (%)</b>	◆ Type the permissible increase over highest bid in this text box.
<b>Minimum number of packages (Invoice)</b>	◆ Type the minimum number of packages for invoice in this text box.
<b>Reprint After (Weeks)</b>	◆ Type the value for reprint after weeks.
<b>Allow Bidders Anonymity</b>	◆ Click on this check box to enable this feature.
<b>Enable Uniform Tick Size</b>	◆ Select/Deselect check box to Enable/Disable this feature. This field is Auction Centre specific
<b>% Difference to Show RP</b>	◆ Type Digits in whole Numbers. This field is Auction Centre specific
<b>Extension Window</b>	◆ Select Enable Extension Window and add the Number of extension cycle and Extension in seconds from the dropdown.

4. **Admin module** displays the Configurable Parameter screen as shown in the following figure.
5. Enter the proper details.
6. Click **Apply** button to save the updated details.
7. **Admin module** displays the **Changes Saved Successfully** message as shown in the following figure.

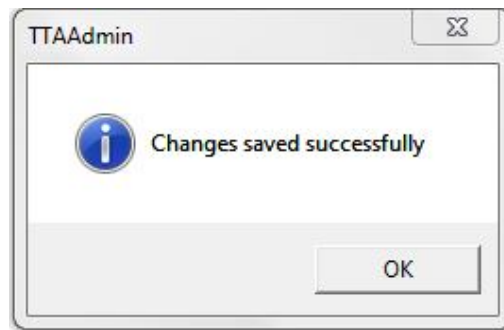


Figure 76

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

---

**Note:** Configurable Parameters will be now **Read Only** for TAO. **Only No. of Active Lots x No. of Cycles will be modifiable by TAO auction center wise.**

**Minimum value** for **No. of Active Lots** field is **5** and **maximum** is **10**.

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# Pre Auction

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The **Pre-Auction process** identifies the activities done by the entities before the auction date. The activities are Configurable Parameters, Creation of Sale Program, Creation of Auction Process, Creation of My Catalog, Planning and Monitoring etc

- Maintain Invoice Details
- Maintain AWR
- Maintain Auction Catalog
- Maintain Pre-Auction Status Report

## *Maintaining Invoice Details*

The **Invoice** is prepared by the manufacturer and sent to the warehouse along with the dispatch of tea. If required by the users, upload of invoices could be provided in to the system to avoid duplication of work, if it is already being entered in another system.

## Viewing Invoice List

### ➤ To view invoice details

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

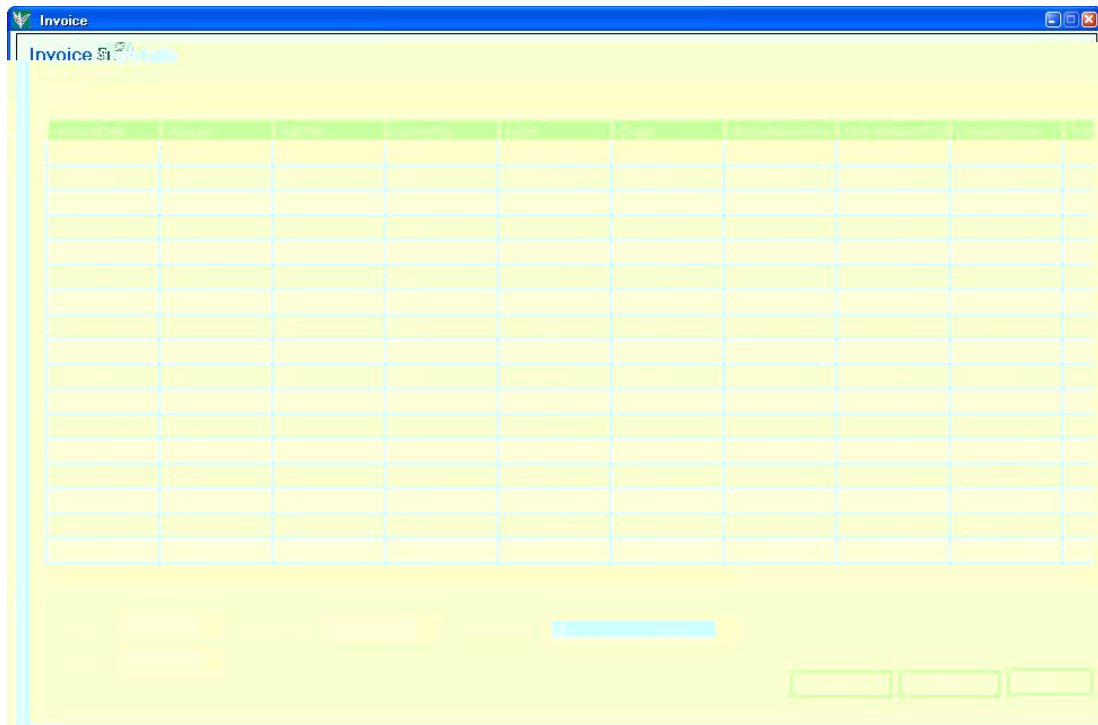


Figure 77

Field	Description
<b>Season</b>	◆ Select the appropriate season from the drop-down list.
<b>Sale No</b>	◆ Select the appropriate sale no from the drop-down list.
<b>Invoice No</b>	◆ Select the appropriate invoice number from the drop-down list.
<b>Manufacturer</b>	◆ Select the appropriate manufacturer from the drop-down list.

4. Enter the appropriate details.
5. Click **Refresh** button to view the invoice list.
6. **Admin module** displays the refreshed grid list with invoice details as shown in the following figure.

InvoiceDate	Season	SaleNo	InvoiceNo	Mark	Origin	ManufactureFrom	ManufactureToD	DispatchDate	Total
09/10/2009	2009	47	C525	DIANARAMBARI	DOOARS	01/01/1970	01/01/1970	09/10/2009	805.
31/10/2009	2009	47	C637	LEESHIVER	DOOARS	01/01/1970	01/01/1970	31/10/2009	875.
30/10/2009	2009	47	C726	BINAGURI	DOOARS	01/01/1970	01/01/1970	30/10/2009	1050.
22/10/2009	2009	47	C905	MATIDHAR	TERAI	01/01/1970	01/01/1970	22/10/2009	1050.
03/11/2009	2009	47	C1268	HANSQUA	TERAI	01/01/1970	01/01/1970	03/11/2009	1020.
21/10/2009	2009	47	C684	GOODHOPE	DOOARS	01/01/1970	01/01/1970	21/10/2009	525.
02/11/2009	2009	47	C381	KARBALLA	DOOARS	01/01/1970	01/01/1970	02/11/2009	1050.
02/11/2009	2009	47	C380	KARBALLA	DOOARS	01/01/1970	01/01/1970	02/11/2009	700.
01/11/2009	2009	47	C409	NEWDOOARS	DOOARS	01/01/1970	01/01/1970	01/11/2009	900.
04/11/2009	2009	47	C577	RHEABARI	DOOARS	01/01/1970	01/01/1970	04/11/2009	850.
01/11/2009	2009	47	C265	ETHELBAR	DOOARS	01/01/1970	01/01/1970	01/11/2009	1050.
29/10/2009	2009	47	C503	NANGDALA	DOOARS	01/01/1970	01/01/1970	29/10/2009	960.
31/10/2009	2009	47	S352	BIRPARA	DOOARS	01/01/1970	01/01/1970	31/10/2009	1050.
02/11/2009	2009	47	C1433	GULMA	TERAI	01/01/1970	01/01/1970	02/11/2009	1050.
02/09/2009	2009	47	C296	MAUSOM	TERAI	01/01/1970	01/01/1970	02/09/2009	525.
02/11/2009	2009	47	C758	SAYEDABAD	TERAI	01/01/1970	01/01/1970	02/11/2009	1050.
04/11/2009	2009	47	C1210	GAIRKHATA	DOOARS	01/01/1970	01/01/1970	04/11/2009	990.

Figure 78

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

## Printing Invoice Details

### ➤ To print invoice details

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

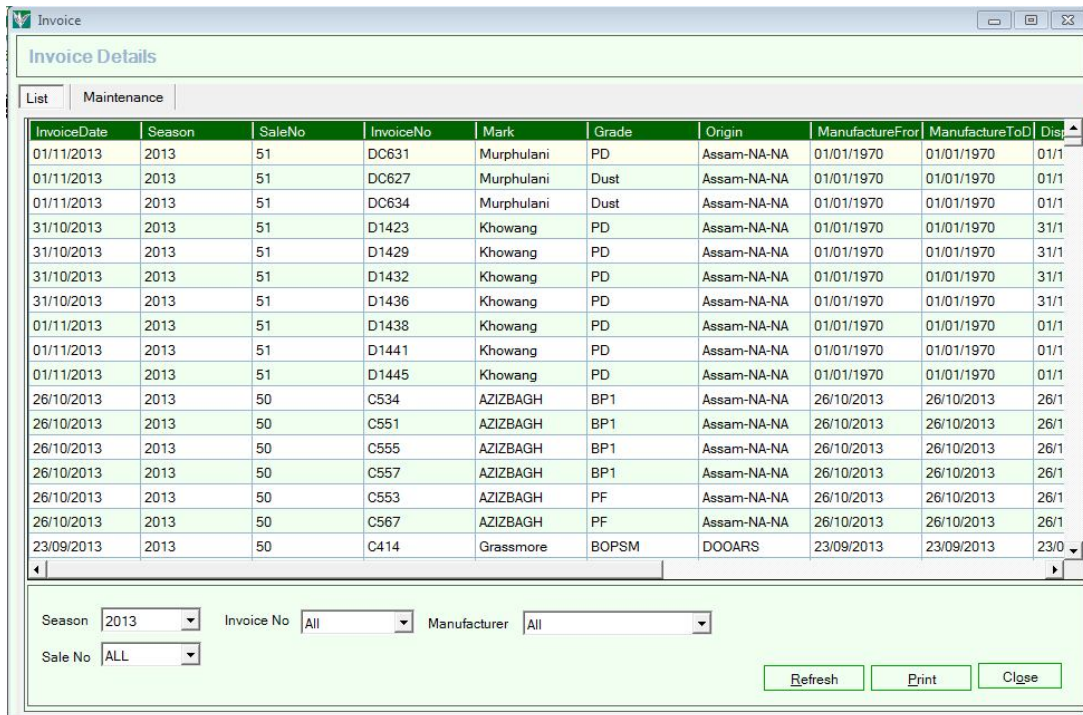


Figure 79

4. Select the invoice by single clicking on respected row.
5. Click **Maintenance** tab to view the invoice details.
6. **Admin module** displays the **Invoice Details** screen as shown in the following figure.

**Invoice Details**

List: Maintenance

Manufacturer: MURPHULANI | Origin: Assam-NA-NA | Season: 2013 | SaleNo: 51

Warehouse Name: Davenport | Mark: Murphulani | Auctioneer Code: ATB

Warehouse Address: KAPPA SHED, KANTAPUKURKOLK ATA 700023 | Date of Manufacture: 01/01/1970 To 01/01/1970 | Lorry Receipt No: | Lorry No: |

Invoice No: DC627 | Date of Dispatch: 01/11/2013 | Inv. Ref. No: MURPHULANI-001

Invoice Qty: 1195.80 | Invoice Date: 01/11/2013 | Carrier: |

Grade: Dust

TeaType	SubType	Category	PackageSize	PackageType	PackageNos	TotalPackages
DUST	Dust	CTC	61x66x19	Paper sacks	15602-15641	40

Basic / A.D.E: 0.00  
Cess: 0.00  
Total Duty Payable: 0.00

Export Print

Figure 80

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

**Print Options**

**Columns to print**

- TeaType
- SubType
- Category
- PackageSize
- PackageType
- PackageNos
- TotalPackages
- GrossInKgs
- TareInKgs
- NetInKgs
- TotalInKgs

Fit to page width

OK Cancel

Figure 81

9. Click **OK** button.
10. **Buyer module** displays the **Page Setup** screen as shown in the following figure.

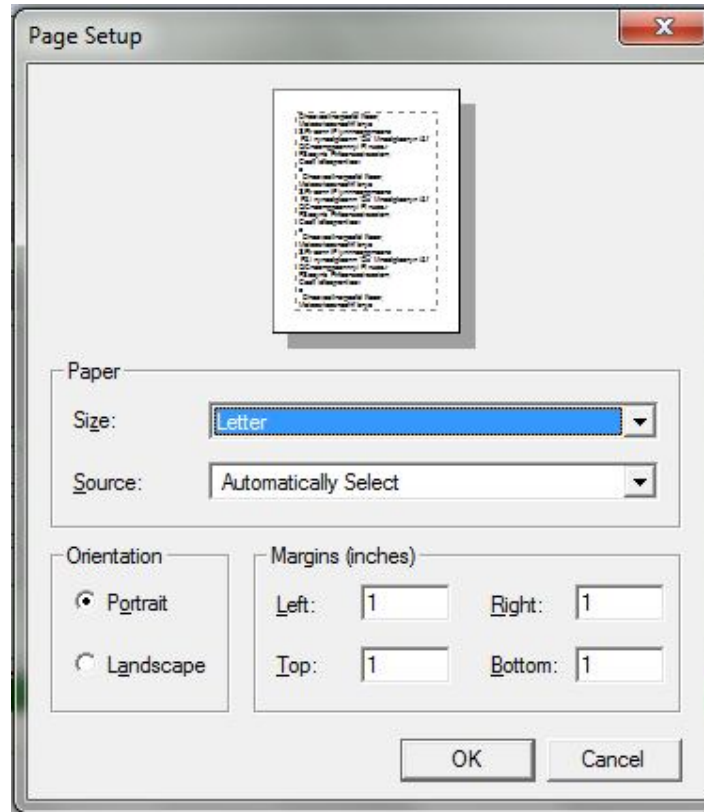


Figure 82

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

Kolkata Tea Auction Centre											
Invoice Details Maintenance											
Manufacturer: m1			Origin : Uttaranchal			Season : 2009					
Sale No. : 1			Warehouse Name: w1			Mark : M1					
Auctioneer : a1			Warehouse Address : w								
Invoice No : 1			Lorry Receipt No :								
Invoice Qty : 10000.00			Lorry No :			Date of Dispatch : 03/01/2009					
Inv. Ref. No. : m1-0001			Carrier :			Invoice Date : 03/01/2009					
Basic / A.D.E : 0.00			Cess : 1.00			Total Duty Payable : 1.00					
Period of Manufacture From : 01/01/2009			To : 02/01/2009								
TeaType	SubType	Category	Grade	PackageNos	PackageSize	TotalPackages	GrossInKgs	TareInKgs	NetInKgs	TotalInKgs	PackageType
LEAF	W.Leaf	CTC	BOP	1-10	40 40 30	10	21.00	1.00	20.00	200.00	Chests
LEAF	W.Leaf	CTC	BOPF	11-20	40 40 30	10	21.00	1.00	20.00	200.00	Chests
LEAF	W.Leaf	CTC	TGFOP	21-30	40 40 30	10	21.00	1.00	20.00	200.00	Chests
LEAF	W.Leaf	CTC	BOPS	31-40	40 40 30	10	21.00	1.00	20.00	200.00	Chests
LEAF	W.Leaf	CTC	FBOP	41-50	40 40 30	10	21.00	1.00	20.00	200.00	Chests
LEAF	W.Leaf	GREEN	BOP	51-60	40 40 30	10	21.00	1.00	20.00	200.00	Chests
LEAF	W.Leaf	GREEN	BOPF	61-70	40 40 30	10	21.00	1.00	20.00	200.00	Chests
LEAF	W.Leaf	GREEN	TGFOP	71-80	40 40 30	10	21.00	1.00	20.00	200.00	Chests
LEAF	W.Leaf	GREEN	BOPS	81-90	40 40 30	10	21.00	1.00	20.00	200.00	Chests
LEAF	W.Leaf	GREEN	FBOP	91-100	40 40 30	10	21.00	1.00	20.00	200.00	Chests
LEAF	W.Leaf	COLONG	BOP	101-110	40 40 30	10	21.00	1.00	20.00	200.00	Chests
LEAF	W.Leaf	COLONG	BOPF	111-120	40 40 30	10	21.00	1.00	20.00	200.00	Chests
LEAF	W.Leaf	COLONG	TGFOP	121-130	40 40 30	10	21.00	1.00	20.00	200.00	Chests
LEAF	W.Leaf	COLONG	BOPS	131-140	40 40 30	10	21.00	1.00	20.00	200.00	Chests
LEAF	W.Leaf	COLONG	FBOP	141-150	40 40 30	10	21.00	1.00	20.00	200.00	Chests
LEAF	W.Leaf	ORTHODOX	BOP	151-160	40 40 30	10	21.00	1.00	20.00	200.00	Chests
LEAF	W.Leaf	ORTHODOX	BOPF	161-170	40 40 30	10	21.00	1.00	20.00	200.00	Chests
LEAF	W.Leaf	ORTHODOX	TGFOP	171-180	40 40 30	10	21.00	1.00	20.00	200.00	Chests
LEAF	W.Leaf	ORTHODOX	BOPS	181-190	40 40 30	10	21.00	1.00	20.00	200.00	Chests
LEAF	W.Leaf	ORTHODOX	FBOP	191-200	40 40 30	10	21.00	1.00	20.00	200.00	Chests
LEAF	W.Leaf	DARJEELING	BOP	201-210	40 40 30	10	21.00	1.00	20.00	200.00	Chests
LEAF	W.Leaf	DARJEELING	BOPF	211-220	40 40 30	10	21.00	1.00	20.00	200.00	Chests
LEAF	W.Leaf	DARJEELING	TGFOP	221-230	40 40 30	10	21.00	1.00	20.00	200.00	Chests
LEAF	W.Leaf	DARJEELING	BOPS	231-240	40 40 30	10	21.00	1.00	20.00	200.00	Chests
LEAF	W.Leaf	DARJEELING	FBOP	241-250	40 40 30	10	21.00	1.00	20.00	200.00	Chests
LEAF	Br.Leaf	CTC	BOP	251-260	40 40 30	10	21.00	1.00	20.00	200.00	Chests
LEAF	Br.Leaf	CTC	BOPF	261-270	40 40 30	10	21.00	1.00	20.00	200.00	Chests
LEAF	Br.Leaf	CTC	TGFOP	271-280	40 40 30	10	21.00	1.00	20.00	200.00	Chests
LEAF	Br.Leaf	DARJEELING	BOPF	461-470	40 40 30	10	21.00	1.00	20.00	200.00	Chests
LEAF	Br.Leaf	DARJEELING	TGFOP	471-480	40 40 30	10	21.00	1.00	20.00	200.00	Chests

- 1 -

Figure 83

13. Click **Print** to print the **Auction Catalog** Details.

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

Note: To view invoice details, you can also double click on the invoice list.

## Exporting Invoice Details

### ➤ To export Invoice Details

1. Log on to **e-Auction Admin Application**.
2. On the menu bar, click **Pre Auction** and then select **View Invoice**.
3. **Admin module** displays the **View Invoice** screen as shown in the following figure.

InvoiceDate	Season	SaleNo	InvoiceNo	Mark	Origin	ManufactureFrom	ManufactureToD	DispatchDate	Total
09/10/2009	2009	47	C525	DIANARAMBARI	DOOARS	01/01/1970	01/01/1970	09/10/2009	805.
31/10/2009	2009	47	C637	LEESHIVER	DOOARS	01/01/1970	01/01/1970	31/10/2009	875.
30/10/2009	2009	47	C726	BINAGURI	DOOARS	01/01/1970	01/01/1970	30/10/2009	1050.
22/10/2009	2009	47	C905	MATIDHAR	TERAI	01/01/1970	01/01/1970	22/10/2009	1050.
03/11/2009	2009	47	C1268	HANSQUA	TERAI	01/01/1970	01/01/1970	03/11/2009	1020.
21/10/2009	2009	47	C684	GOODHOPE	DOOARS	01/01/1970	01/01/1970	21/10/2009	525.
02/11/2009	2009	47	C381	KARBALLA	DOOARS	01/01/1970	01/01/1970	02/11/2009	1050.
02/11/2009	2009	47	C380	KARBALLA	DOOARS	01/01/1970	01/01/1970	02/11/2009	700.
01/11/2009	2009	47	C409	NEWDOOARS	DOOARS	01/01/1970	01/01/1970	01/11/2009	900.
04/11/2009	2009	47	C577	RHEABARI	DOOARS	01/01/1970	01/01/1970	04/11/2009	850.
01/11/2009	2009	47	C265	ETHELARI	DOOARS	01/01/1970	01/01/1970	01/11/2009	1050.
29/10/2009	2009	47	C503	NANGDALA	DOOARS	01/01/1970	01/01/1970	29/10/2009	960.
31/10/2009	2009	47	S352	BIRPARA	DOOARS	01/01/1970	01/01/1970	31/10/2009	1050.
02/11/2009	2009	47	C1433	GULMA	TERAI	01/01/1970	01/01/1970	02/11/2009	1050.
02/09/2009	2009	47	C296	MAUSOM	TERAI	01/01/1970	01/01/1970	02/09/2009	525.
02/11/2009	2009	47	C758	SAYEDABAD	TERAI	01/01/1970	01/01/1970	02/11/2009	1050.
04/11/2009	2009	47	C1210	GAIRKHATA	DOOARS	01/01/1970	01/01/1970	04/11/2009	990.

Figure 84

4. Select the invoice by single clicking on respected row.
5. Click **Maintenance** tab to view the invoice details.
6. **Admin module** displays the **Invoice Details** screen as shown in the following figure.



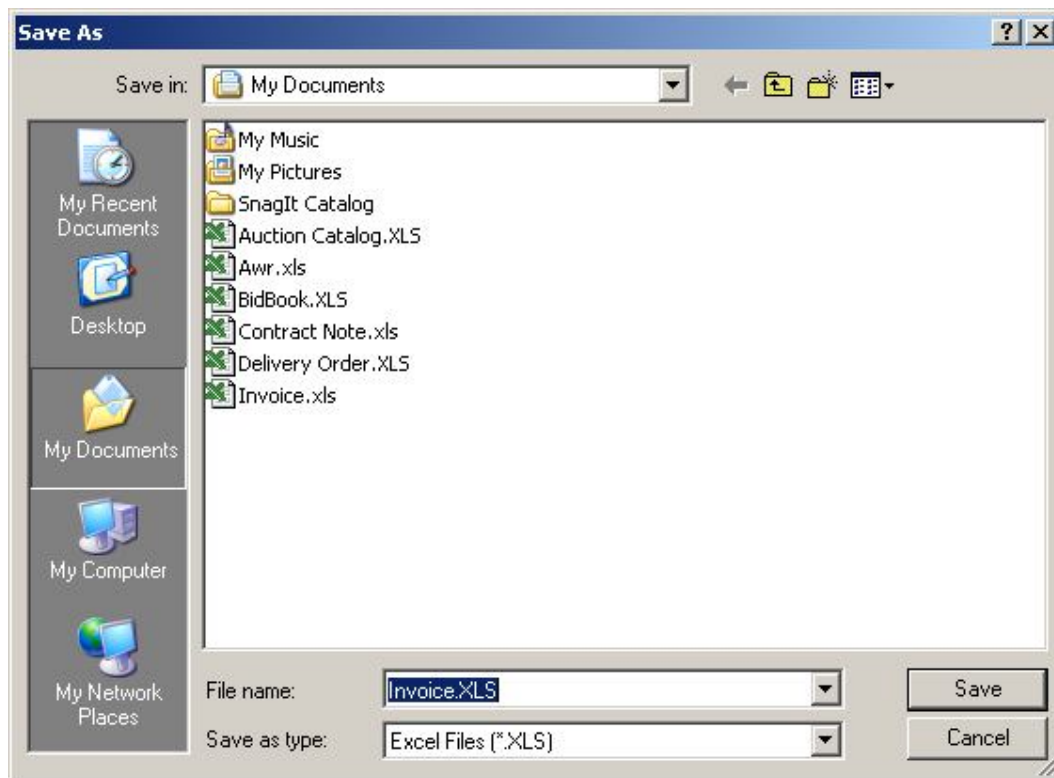


Figure 86

9. Select the location of your choice from the Desktop scroll down bar.
10. Type the **File** name.
11. Click on the **Save** button.
12. **Admin module** displays the message as shown in the following figure.



Figure 87

13. Click **OK** button to export the file.

## Maintaining AWR Details

The **AWR** (Arrival and Weighment Receipt) is prepared by the warehouse once the tea is received at their end. If required by the users, upload of AWRs could be provided in to the system to avoid duplication of work, if it is already being entered in another system.

The following users will have access to the AWRs as described below.

---

**Auction Admin:** The Auction Admin can view all the AWRs entered by the Auctioneer under that TTA (Tea Traders Association).

**Warehouse:** The Warehouse can create AWRs depending on the invoice received from the manufacturer. In case, the Manufacturer is not able to enter the invoice details online or provide it in a soft copy, then the Warehouse would be able to enter invoice details & then create AWR from the same.

**Auctioneer:** The Auctioneer can view the details of the AWR Entry Form & can modify its details. The Auctioneer could be provided the functionality to enter Invoice & AWR details, if the same is not entered by the Manufacturers & Warehouse respectively.

## Viewing AWR Details

➤ To view AWR details

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

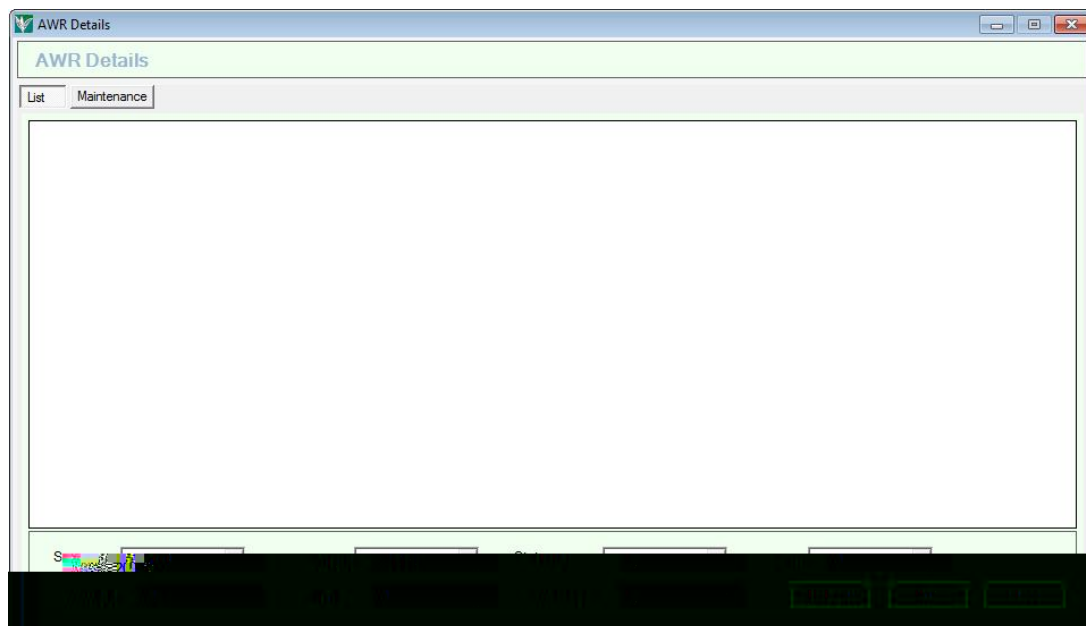
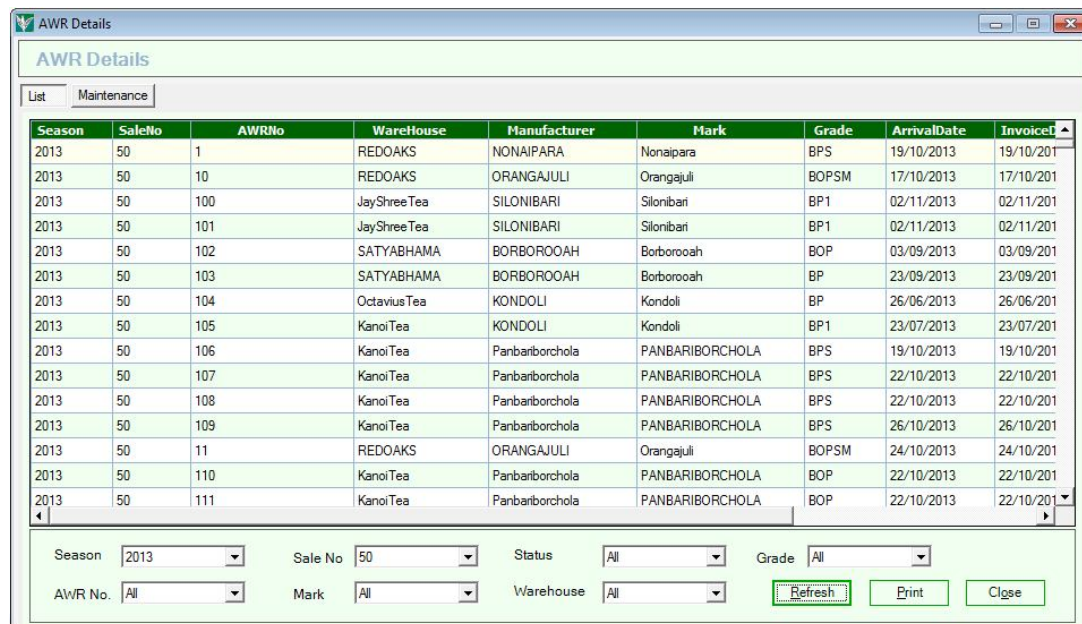


Figure 88

Field	Description
Season	◆ Select the appropriate season from the drop-down list.
Sale No	◆ Select the appropriate sale no from the drop-down list.

Field	Description
<b>Status</b>	◆ Select the appropriate status from the drop-down list.
<b>Grade</b>	◆ Select the appropriate Grade from the drop-down list.
<b>AWR No</b>	◆ Select the appropriate AWR number from the drop-down list.
<b>Manufacturer</b>	◆ Select the appropriate manufacturer from the drop-down list.
<b>Warehouse</b>	◆ Select the appropriate warehouse from the drop-down list.

4. Enter the appropriate details.
5. Click **Refresh** button to view the AWR details list.
6. **Admin module** displays the refreshed grid list with AWR details as shown in the following figure.



The screenshot shows a window titled "AWR Details" with a "List" tab selected. The main area contains a table with the following data:

Season	SaleNo	AWRNo	Warehouse	Manufacturer	Mark	Grade	ArrivalDate	InvoiceDate
2013	50	1	REDOAKS	NONAIPARA	Nonaipara	BPS	19/10/2013	19/10/2013
2013	50	10	REDOAKS	ORANGAJULI	Orangajuli	BOPSM	17/10/2013	17/10/2013
2013	50	100	JayShreeTea	SILONIBARI	Silonibari	BP1	02/11/2013	02/11/2013
2013	50	101	JayShreeTea	SILONIBARI	Silonibari	BP1	02/11/2013	02/11/2013
2013	50	102	SATYABHAMA	BORBOROOAH	Borboroah	BOP	03/09/2013	03/09/2013
2013	50	103	SATYABHAMA	BORBOROOAH	Borboroah	BP	23/09/2013	23/09/2013
2013	50	104	OctaviusTea	KONDOLI	Kondoli	BP	26/06/2013	26/06/2013
2013	50	105	KanoiTea	KONDOLI	Kondoli	BP1	23/07/2013	23/07/2013
2013	50	106	KanoiTea	Panbariborchola	PANBARIBORCHOLA	BPS	19/10/2013	19/10/2013
2013	50	107	KanoiTea	Panbariborchola	PANBARIBORCHOLA	BPS	22/10/2013	22/10/2013
2013	50	108	KanoiTea	Panbariborchola	PANBARIBORCHOLA	BPS	22/10/2013	22/10/2013
2013	50	109	KanoiTea	Panbariborchola	PANBARIBORCHOLA	BPS	26/10/2013	26/10/2013
2013	50	11	REDOAKS	ORANGAJULI	Orangajuli	BOPSM	24/10/2013	24/10/2013
2013	50	110	KanoiTea	Panbariborchola	PANBARIBORCHOLA	BOP	22/10/2013	22/10/2013
2013	50	111	KanoiTea	Panbariborchola	PANBARIBORCHOLA	BOP	22/10/2013	22/10/2013

Below the table is a filter panel with the following fields:

- Season: 2013
- Sale No: 50
- Status: All
- Grade: All
- AWR No: All
- Mark: All
- Warehouse: All

Buttons: Refresh, Print, Close

Figure 89

7. Click **Print** button to print the AWR details.
8. Click **Close** button to exit from the current screen.

## Printing AWR Details

### ➤ To print AWR details

1. Log on to **e-Auction Admin application**.

2. On the menu bar, click **Pre Auction** and then select **View AWR**.
3. **Admin module** displays the **AWR Details** screen as shown in the following figure.

Season	SaleNo	AWRNo	Warehouse	Manufacturer	Mark	Grade	ArrivalDate	InvoiceDate
2013	50	1	REDOAKS	NONAIPARA	Nonaipara	BPS	19/10/2013	19/10/2013
2013	50	10	REDOAKS	ORANGAJULI	Orangajuli	BOPSM	17/10/2013	17/10/2013
2013	50	100	JayShreeTea	SILONIBARI	Silonibari	BP1	02/11/2013	02/11/2013
2013	50	101	JayShreeTea	SILONIBARI	Silonibari	BP1	02/11/2013	02/11/2013
2013	50	102	SATYABHAMA	BORBOROOAH	Borboroah	BOP	03/09/2013	03/09/2013
2013	50	103	SATYABHAMA	BORBOROOAH	Borboroah	BP	23/09/2013	23/09/2013
2013	50	104	OctaviusTea	KONDOLI	Kondoli	BP	26/06/2013	26/06/2013
2013	50	105	KanoiTea	KONDOLI	Kondoli	BP1	23/07/2013	23/07/2013
2013	50	106	KanoiTea	Panbarborchola	PANBARIBORCHOLA	BPS	19/10/2013	19/10/2013
2013	50	107	KanoiTea	Panbarborchola	PANBARIBORCHOLA	BPS	22/10/2013	22/10/2013
2013	50	108	KanoiTea	Panbarborchola	PANBARIBORCHOLA	BPS	22/10/2013	22/10/2013
2013	50	109	KanoiTea	Panbarborchola	PANBARIBORCHOLA	BPS	26/10/2013	26/10/2013
2013	50	11	REDOAKS	ORANGAJULI	Orangajuli	BOPSM	24/10/2013	24/10/2013
2013	50	110	KanoiTea	Panbarborchola	PANBARIBORCHOLA	BOP	22/10/2013	22/10/2013
2013	50	111	KanoiTea	Panbarborchola	PANBARIBORCHOLA	BOP	22/10/2013	22/10/2013

Figure 90

4. Select the AWR details by single clicking on respected row.
5. Click **Maintenance** tab to view the AWR details.
6. **Admin module** displays the **AWR Details** screen as shown in the following figure.

Season	2013	Sale No.	50	Gate Pass Quantity	449.00	AWR No.	1	Mark	Nonaipara
Warehouse	REDOAKS	Arrival Date	19/10/2013	AWR Date	06/11/2013	Catalog Closing Date	27/11/2013	Invoice Date	19/10/2013
Auctioneer	PIP	Grade	BPS						

InvoiceNo	GPNo	GP Date	Origin	Category	Type	SubType	GrossWeight	TareWeight	NetWeight	NoOfPackages	Status
C656	293	19/10/2013	Assam-NA-NA	CTC	LEAF	Br.Leaf	24.40	0.40	24.00	19	34

Figure 91

7. Click **Print** button to print the AWR details.

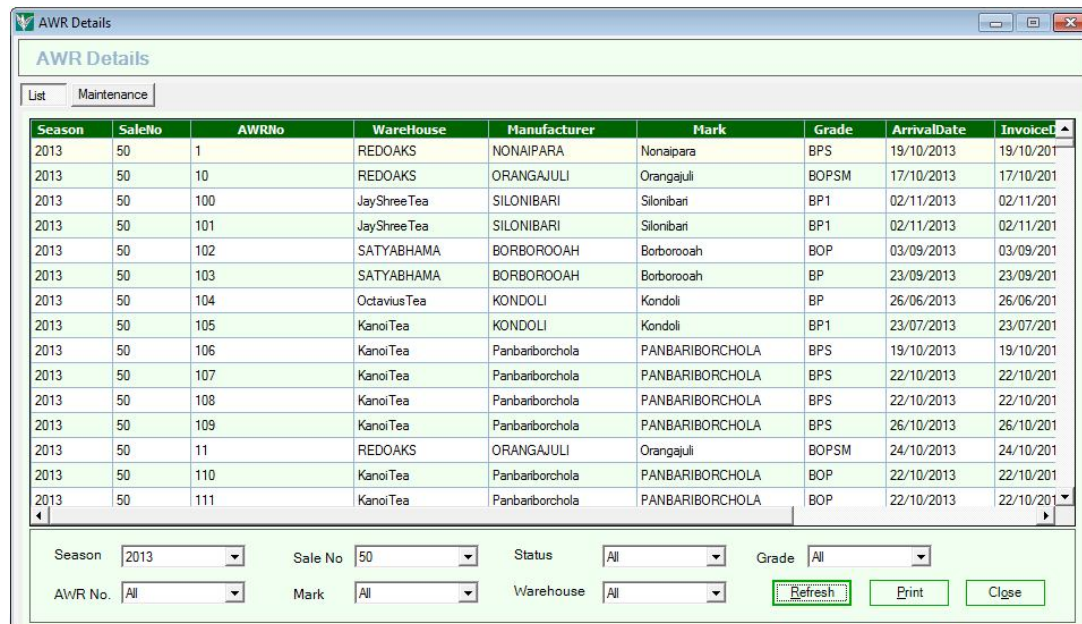
- Click **Close** button to exit from the current screen.

Note: To view AWR details, you can also double click on the AWR details row.

## Exporting AWR Details

### ➤ To export AWR Details

- Log on to **e-Auction Admin Application**.
- On the menu bar, click **Pre Auction** and then select **View AWR**
- Admin module** displays the **AWR** screen as shown in the following figure.



The screenshot shows a window titled "AWR Details" with a "List" tab selected. The main area contains a table with the following data:

Season	SaleNo	AWRNo	Warehouse	Manufacturer	Mark	Grade	ArrivalDate	InvoiceDate
2013	50	1	REDOAKS	NONAIPARA	Nonaipara	BPS	19/10/2013	19/10/2013
2013	50	10	REDOAKS	ORANGAJULI	Orangajuli	BOPSM	17/10/2013	17/10/2013
2013	50	100	JayShreeTea	SILONIBARI	Silonibari	BP1	02/11/2013	02/11/2013
2013	50	101	JayShreeTea	SILONIBARI	Silonibari	BP1	02/11/2013	02/11/2013
2013	50	102	SATYABHAMA	BORBOROAH	Borboroah	BOP	03/09/2013	03/09/2013
2013	50	103	SATYABHAMA	BORBOROAH	Borboroah	BP	23/09/2013	23/09/2013
2013	50	104	OctaviusTea	KONDOLI	Kondoli	BP	26/06/2013	26/06/2013
2013	50	105	KanoiTea	KONDOLI	Kondoli	BP1	23/07/2013	23/07/2013
2013	50	106	KanoiTea	Panbariborchola	PANBARIBORCHOLA	BPS	19/10/2013	19/10/2013
2013	50	107	KanoiTea	Panbariborchola	PANBARIBORCHOLA	BPS	22/10/2013	22/10/2013
2013	50	108	KanoiTea	Panbariborchola	PANBARIBORCHOLA	BPS	22/10/2013	22/10/2013
2013	50	109	KanoiTea	Panbariborchola	PANBARIBORCHOLA	BPS	26/10/2013	26/10/2013
2013	50	11	REDOAKS	ORANGAJULI	Orangajuli	BOPSM	24/10/2013	24/10/2013
2013	50	110	KanoiTea	Panbariborchola	PANBARIBORCHOLA	BOP	22/10/2013	22/10/2013
2013	50	111	KanoiTea	Panbariborchola	PANBARIBORCHOLA	BOP	22/10/2013	22/10/2013

Below the table is a filter section with the following controls:

- Season: 2013
- Sale No: 50
- Status: All
- Grade: All
- AWR No.: All
- Mark: All
- Warehouse: All

Buttons: Refresh, Print, Close

Figure 92

- Select the lot by single clicking on respected row.
- Click **Maintenance** tab to view the invoice details.
- Admin module** displays the **AWR Details** screen as shown in the following figure.

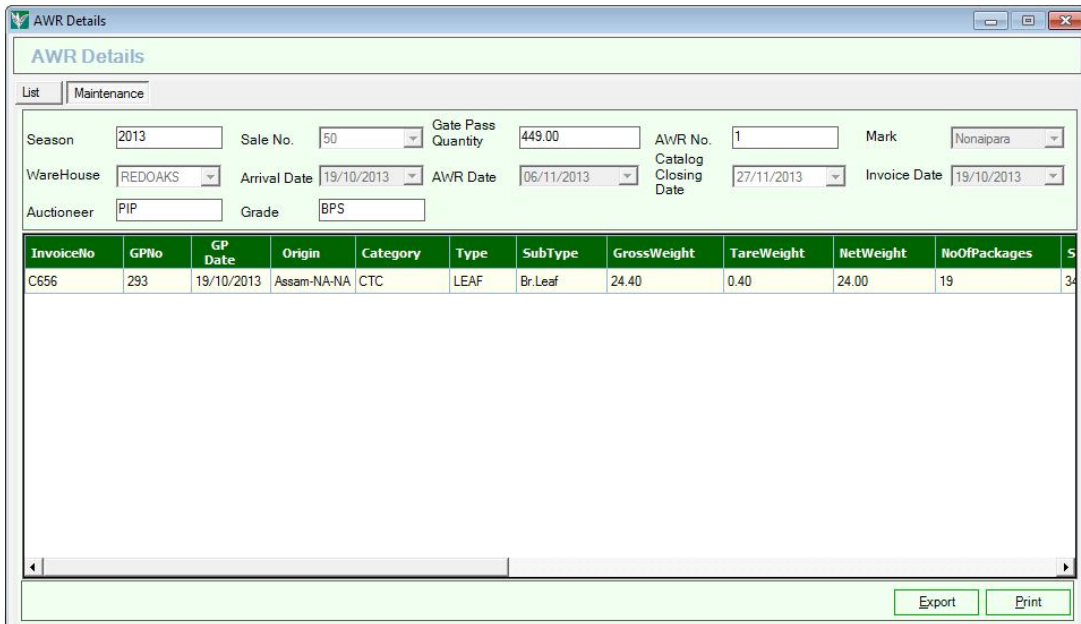


Figure 93

- Click the **Export** button.
- Admin module** displays the **Save As** dialogue box as shown in the following figure.

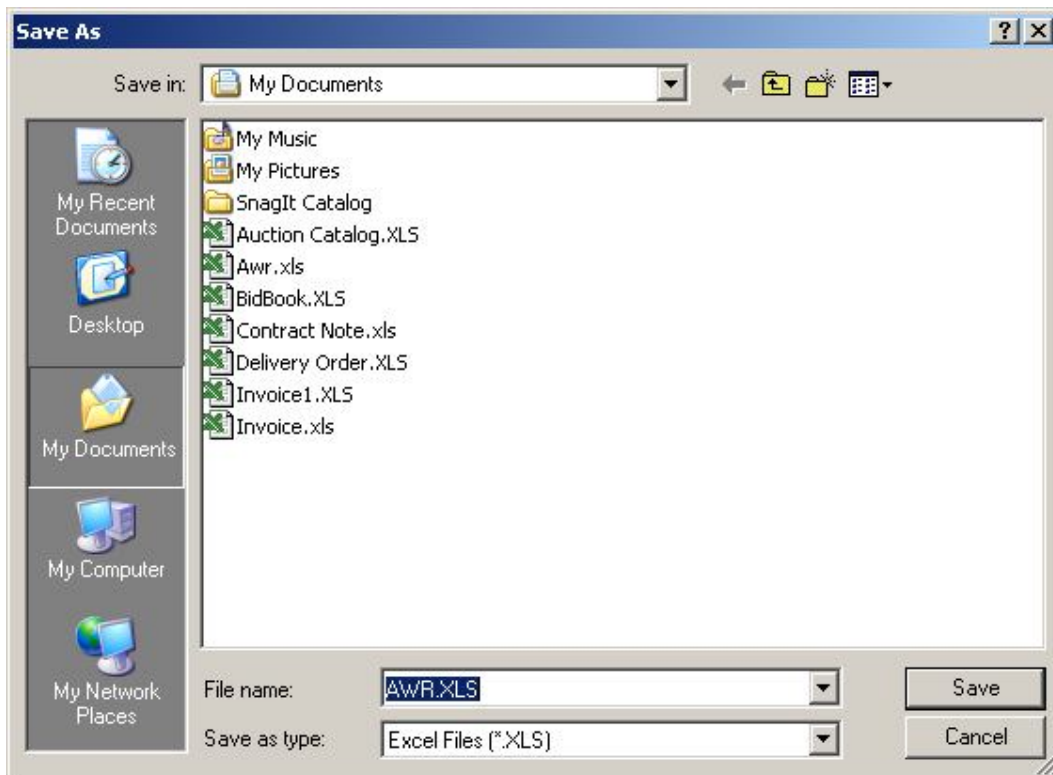


Figure 94

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

10. Type the **File** name.
11. Click on the **Save** button.
12. **Admin module** displays the message as shown in the following figure.



Figure 95

13. Click **OK** to export the AWR file

## Maintaining Auction Catalog

The **Auction Catalog** would be automatically published from the Kutcha Catalog on the Catalog publishing date. The system will generate the lot numbers after the lots are mapped to each of the session & before the Auction catalog is published. This lot numbers will be sequential. The auctioneer can view his own lots & the respective lot numbers in his My Catalog. Once the Catalog is published, the Auction Admin, Manufacturer, Auctioneer and Buyer would be able to view the Auction Catalog. The Auction Catalog would be available for the forthcoming and active Sale Programs. The stakeholders can view the Auctioneer's valuation and comments. The published catalog shall contain all the lots for which the auctioneer has provided Base Price and Reserve Price. If the auctioneer does not provide Base Price or Reserve Price for any lot, then that lot shall not form part of published catalog.

## Viewing Auction Catalog Details

### ➤ To view auction catalog details

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

Lot No	Origin	TeaType	SubType	Category	Mark	Grade	NoOfPkgs	InvoiceWeight	NetWeight	InvoiceNo	GP
CARE2001	TERAI	LEAF	Br.Leaf	CTC	BHOJNA...	BP(GOLD)	29	1015.00	35.00	C494	113
CARE2002	TERAI	LEAF	Br.Leaf	CTC	BIJBARI	SBOPS	10	350.00	35.00	C392	355
CARE2003	DODARS	LEAF	Br.Leaf	CTC	INDONG	BP	40	1320.00	33.00	C551	83
CARE2004	DODARS	LEAF	Br.Leaf	CTC	INDONG	SBP	35	1050.00	30.00	C563	85
CARE2005	TERAI	LEAF	Br.Leaf	CTC	MATRIG...	SBP	21	735.00	35.00	C765	892
CARE2006	DODARS	LEAF	Br.Leaf	CTC	GAIRKH...	BP	30	1020.00	34.00	C1020	400
CARE2007	DODARS	LEAF	Br.Leaf	CTC	MAJHE...	SBP	30	1050.00	35.00	C150	224
CARE2008	DODARS	LEAF	Br.Leaf	CTC	BHANDI...	BP(EST)	20	700.00	35.00	C603	680
CARE2009	DODARS	LEAF	Br.Leaf	CTC	JOYPUR	SBP	15	525.00	35.00	C672	226
CARE2010	TERAI	LEAF	Br.Leaf	CTC	SUKNA	BOPSMJE...	20	700.00	35.00	C230	261
CARE2011	DODARS	LEAF	Br.Leaf	CTC	MAINAK...	BP	30	960.00	32.00	C202	202
CARE2012	TERAI	LEAF	Br.Leaf	CTC	GOPE	BOP	11	330.00	30.00	C232	202

Figure 96

Field	Description
<b>Season</b>	◆ Select the appropriate season from the drop-down list.
<b>Sale No</b>	◆ Select the appropriate sale no from the drop-down list.
<b>Auction Date</b>	◆ Select the appropriate auction date from the date calendar.
<b>Tea Type</b>	◆ Select the appropriate tea type from the down list.
<b>Category</b>	◆ Select the appropriate category from the drop-down list.
<b>Session Time</b>	◆ Select the appropriate session time from the drop-down list.
<b>Origin</b>	◆ Select the appropriate origin from the drop-down list.
<b>Mark</b>	◆ Select the appropriate mark from the drop-down list.
<b>Grade</b>	◆ Select the appropriate grade from the drop-down list.

4. Enter the appropriate details.
5. Click button to view the Auction Catalog details.

6. **Admin module** displays the refreshed grid list with Auction Catalog details as shown in the following figure.

The screenshot shows the 'Auction Catalog' application window. At the top, there are several dropdown menus for filtering: Season (2009), Sale No. (44), Auction Date (16/11/2009), TeaType (All), Category (All), and Session Time (9:30AM-9:40AM). Below these is a table with the following data:

Lot No	Origin	TeaType	SubType	Category	Mark	Grade	NoOfPkgs	InvoiceWeight	NetWeight	InvoiceNo	GPNo
CARE2012	TERAI	LEAF	Br.Leaf	CTC	GOPE	BOP	11	330.00	30.00	C232	202

At the bottom of the window, there are additional filters for Origin (All), Mark (All), and Grade (BOP), along with 'Refresh', 'Export', and 'Close' buttons.

Figure 97

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

## Exporting Auction Catalog Details

### ➤ To export Auction Catalog Details

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

Lot No	Origin	TeaType	SubType	Category	Mark	Grade	NoOfPkgs	InvoiceWeight	NetWeight	InvoiceNo	GP
CARE2001	TERAI	LEAF	Br.Leaf	CTC	BHOJNA...	BP(GOLD)	29	1015.00	35.00	C494	113
CARE2002	TERAI	LEAF	Br.Leaf	CTC	BIJBARI	SBOPS	10	350.00	35.00	C392	355
CARE2003	DODARS	LEAF	Br.Leaf	CTC	INDONG	BP	40	1320.00	33.00	C551	83
CARE2004	DODARS	LEAF	Br.Leaf	CTC	INDONG	SBP	35	1050.00	30.00	C563	85
CARE2005	TERAI	LEAF	Br.Leaf	CTC	MATRIG...	SBP	21	735.00	35.00	C765	892
CARE2006	DODARS	LEAF	Br.Leaf	CTC	GAIRKH...	BP	30	1020.00	34.00	C1020	400
CARE2007	DODARS	LEAF	Br.Leaf	CTC	MAJHE...	SBP	30	1050.00	35.00	C150	224
CARE2008	DODARS	LEAF	Br.Leaf	CTC	BHANDI...	BP(EST)	20	700.00	35.00	C603	680
CARE2009	DODARS	LEAF	Br.Leaf	CTC	JOYPUR	SBP	15	525.00	35.00	C672	226
CARE2010	TERAI	LEAF	Br.Leaf	CTC	SUKNA	BOPSM(E...	20	700.00	35.00	C230	261
CARE2011	DODARS	LEAF	Br.Leaf	CTC	MAINAK...	BP	30	960.00	32.00	C202	202
CARE2012	TERAI	LEAF	Br.Leaf	CTC	GOPE	BOP	11	330.00	30.00	C232	202

Figure 98

4. Select the lot by single clicking on respected row.
5. Click the **Export** button.
6. **Admin module** displays the **Save As** dialogue box as shown in the following figure.

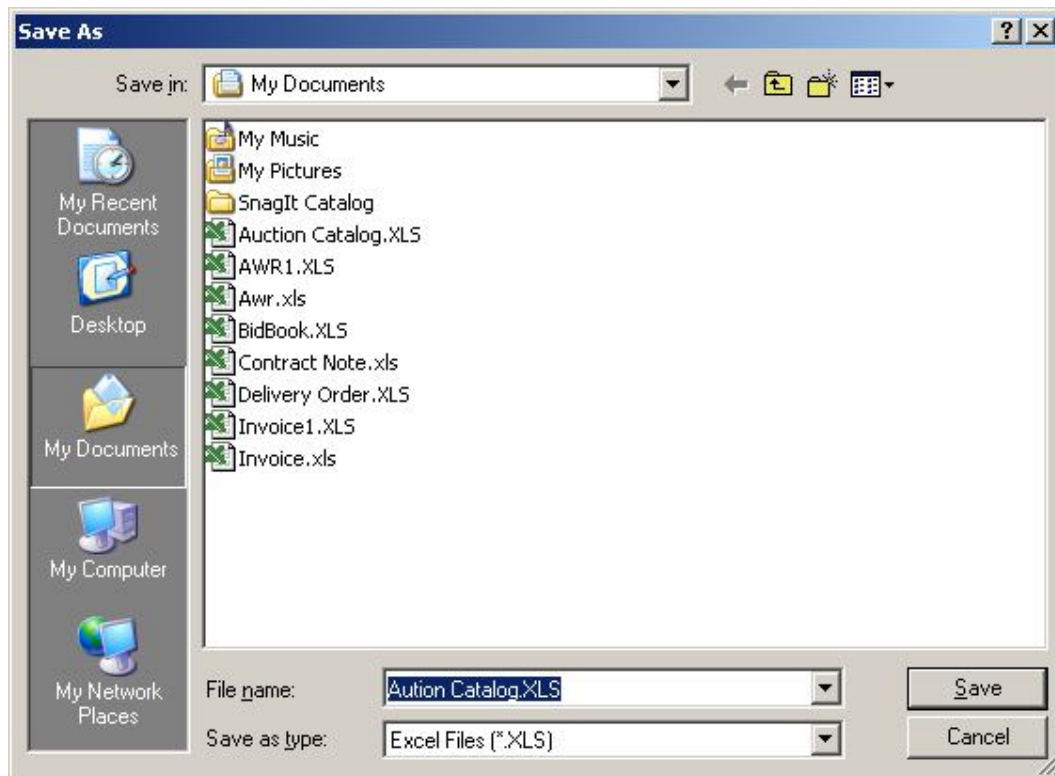


Figure 99

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. **Admin module** displays the message as shown in the following figure.

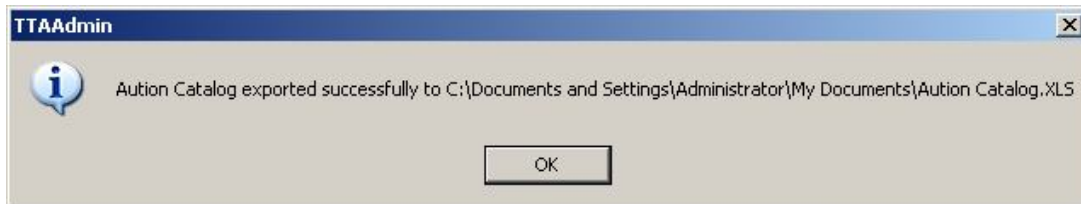


Figure 100

11. Click **OK** to export the AWR file

## ***Maintain Pre Auction Status Report***

Pre Auction Status report displays the details of all lots offered on a particular sale date by all auctioneers at different stages of auction.

It will help TAO monitoring the auction activities at each timeline.

Report gives details at Invoice, AWR, Kutcha Catalog, Auction Catalog stages along with valuation entry status for an auctioneer.

## ***Viewing Pre Auction Status Report***

This section provides a detailed procedure on how to view post auction catalog report.

### **➤ To view pre auction status report:**

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

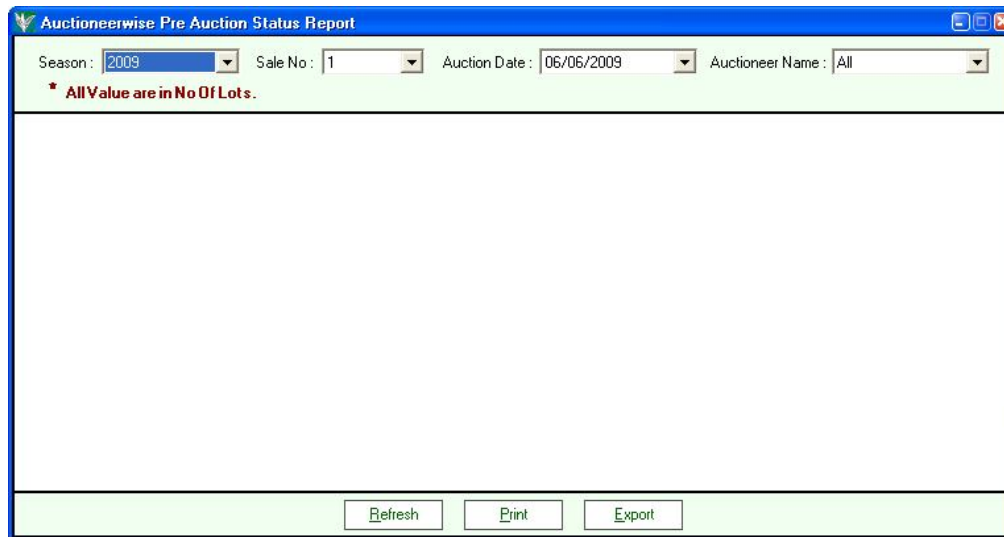


Figure 101

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	◆ 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	◆ Select the appropriate auction date from the drop-down list. ◆ All sale dates of selected sale no as defined by TAO
Auctioneer	◆ ALL	◆ Select the appropriate auctioneer from the drop-down list. ◆ All the auctioneer names along with option All.

12. Select the appropriate details.

1. Click on the **Refresh** button.
2. **Auctioneer module** displays the post auction catalog report based on your search criteria.
3. A sample entry is shown in the following figure.

The screenshot shows a software window titled "Auctioneerwise Pre Auction Status Report". At the top, there are four dropdown menus: "Season:" with "2009" selected, "Sale No:" with "47" selected, "Auction Date:" with "17/11/2009" selected, and "Auctioneer Name:" with "All" selected. Below these is a red asterisk followed by the text "All Value are in No Of Lots." The main part of the window is a table with the following data:

Auctioneer	TeaType	Category	Total Lots	Lots Submitted Till AWR	Lots pending to Submit AWR	Lots in Kutcha Catalog	Lots in Put Catalog
CTPL	DUST	CTC	242	242			239
CTPL	DUST	ORTHODOX	7	7			7
FEF	DUST	CTC	663	663			663
FEF	DUST	ORTHODOX	26	26			26
JT	DUST	CTC	498	498			494
JT	DUST	ORTHODOX	29	29			29
PMP	DUST	CTC	251	251			251
PTM	DUST	CTC	500	500			500

Figure 102

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# Auction

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The **Auction** Process covers the activities that take place during the auction such as Auction Rules, Viewing Price Ticker, Auction Catalog, Bid Parameters, Bidding, Market Depth, Viewing Bid Book, Viewing Market Information and Knockdown Process.

- Viewing Live Auction
- Viewing Bid Book
- Viewing Market Depth

## *Viewing Live Auction*

The **Auction Admin** can view the Live Auction with view-only rights.

The **Auction Admin** can view **Bid Book**, **Market Depth** and **Deal Book** during the Live Auction.

### ➤ **To view Live Auction**

1. Log on to **e-Auction Admin application**.

2. The **Admin Application** displays the Auction Screen as shown below:

The screenshot shows the 'e-Auction System' interface for the Tea Trade Association of Coimbatore. The main window displays an 'Auction Catalog' table with the following data:

LotNo	Origin	Grade	Mark	NoOfPacks	BuyShare	HBP	Bidder	BasePrice	Per. Of Mfg	Total Ntwt	Status	LSP
JT0025	Nilgiris	BP	Darm...	5				45	-	123	Active	76.00 - 76
JT0026	Nilgiris	BPSM	Darm...	8				45	-	198	Active	0.00 - 0.0
JT0027	Nilgiris	BOFF	Darm...	10				45	-	248	Active	0.00 - 0.0
JT0028	Nilgiris	PF	Darm...	9				45	-	223	Active	0.00 - 0.0
JT0029	Nilgiris	BOPL	Kann...	15				45	-	523	Active	0.00 - 0.0
JT0030	Nilgiris	BOPL	Kann...	15				45	-	523	Active	0.00 - 0.0
JT0031	Nilgiris	BOP	Kann...	20				45	-	698	Active	0.00 - 0.0
JT0032	Nilgiris	BOPS	Kann...	10				45	-	348	Active	0.00 - 0.0
JT0033	Nilgiris	BP	Kann...	15				45	-	523	Active	0.00 - 0.0
JT0034	Nilgiris	BP	Kann...	15				45	-	523	Active	0.00 - 0.0
JT0035	Nilgiris	BOFF	Kann...	15				45	-	523	Active	0.00 - 0.0
JT0036	Nilgiris	BOFF	Kann...	15				45	-	523	Active	0.00 - 0.0
JT0037	Nilgiris	BOPL	Deepi...	16				45	-	478	Unsold	74.00 - 74
JT0038	Nilgiris	BOPL	Deepi...	17				45	-	508	Unsold	74.00 - 74
JT0039	Nilgiris	BOP	Deepi...	13				45	-	414	Unsold	80.00 - 84
JT0040	Nilgiris	BOP	Deepi...	13				45	-	414	Unsold	80.00 - 84
JT0041	Nilgiris	BOPS	Deepi...	16				45	-	526	Unsold	82.00 - 83
JT0042	Nilgiris	BOPS	Deepi...	16				45	-	526	Unsold	82.00 - 83
JT0043	Nilgiris	BP	Deepi...	11				45	-	383	Unsold	83.00 - 83
JT0044	Nilgiris	BP	Deepi...	11				45	-	383	Unsold	83.00 - 83
JT0045	Nilgiris	SBOP	Karod...	25				45	-	748	Unsold	0.00 - 0.0
JT0046	Nilgiris	BOPL	Karod...	10				45	-	298	Unsold	0.00 - 0.0
JT0047	Nilgiris	BOP	Karod...	24				45	-	718	Unsold	0.00 - 0.0
JT0048	Nilgiris	BOP	Karod...	24				45	-	718	Unsold	0.00 - 0.0
JT0049	Nilgiris	BOPS	Karod...	20				45	-	638	Unsold	75.00 - 75
JT0050	Nilgiris	BOPS	Karod...	20				45	-	638	Unsold	75.00 - 75

Figure 103

3. The details of the fields present in the screen is explained below:

Field	Description
Season	◆ Displays the Current Season.
Sale No	◆ Displays the Sale No. in progress
Auction Date	◆ Displays the Current Date
Session Time	◆ Displays the Session Duration of the Active Session (if any) else the Duration of the next Session
MBT Timer	◆ Displays the Time remaining for the MBT to get over
Active Lot Timer	◆ Displays the Time remaining for the Active Lots Cycle to get over ◆ Replaces the MBT Timer after MBT is over
Session Timer	◆ Displays the time left for the Active Session to get over.

4. The color scheme used in the **Admin Module** to indicate specific events is explained below:

Colour	Event
RED	◆ The highlighted lots are Active.
BLUE	◆ The Broadcast, i.e. BQ and HBP, fields in Blue indicated that Bids are coming in that lot.
TURQUOISE	◆ The Status column with background in Turquoise means, the Lot has met or exceeded the reserve Price. ◆ Visible only in Active Lots.

## Viewing Bid Book

The **View Bid Book** allows **Auction Admin** to view all the bids entered by the buyers, lot wise. He would also be able to view the list of all the bids for a particular lot.

### ➤ To view Bid Book details

1. Log on to **e-Auction Admin application**.
2. On the menu bar, click **Auction** and then select **View Bid Book**.
3. **Admin module** displays the **Bid Book** screen as shown in the following figure.

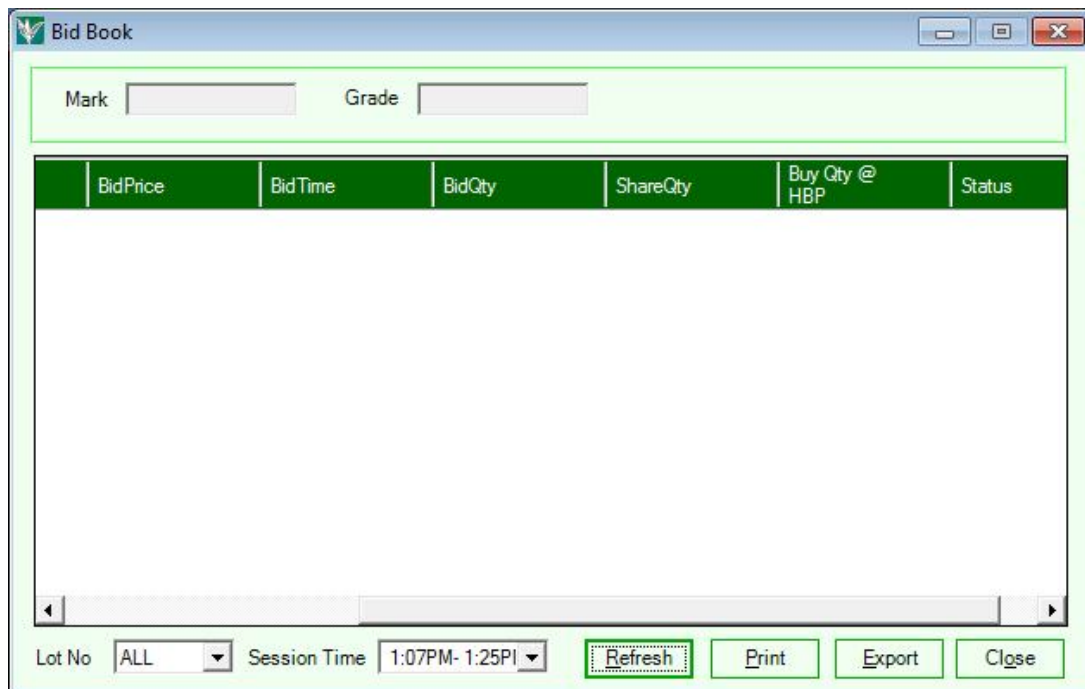


Figure 104

Field	Description
Lot No	◆ This field displays the lot number.

Field	Description
Mark	◆ This field displays the mark.
Grade	◆ This field displays the grade.
Session Time	◆ This field displays the grade.

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

## Viewing Market Depth

The **View Market Depth** option displays the bid price and the corresponding aggregated buying shares for each price level. It displays the top 10 bid prices received for lot. The Market depth will be updated as and when bids are updated or fresh bids are received.

### ➤ To view Market Depth details

1. Log on to **e-Auction Admin application**.
2. On the **e-Auction** menu, click **Auction** and then select **View Market Depth**
3. **Admin module** displays the **Market Depth** as shown in the following figure.

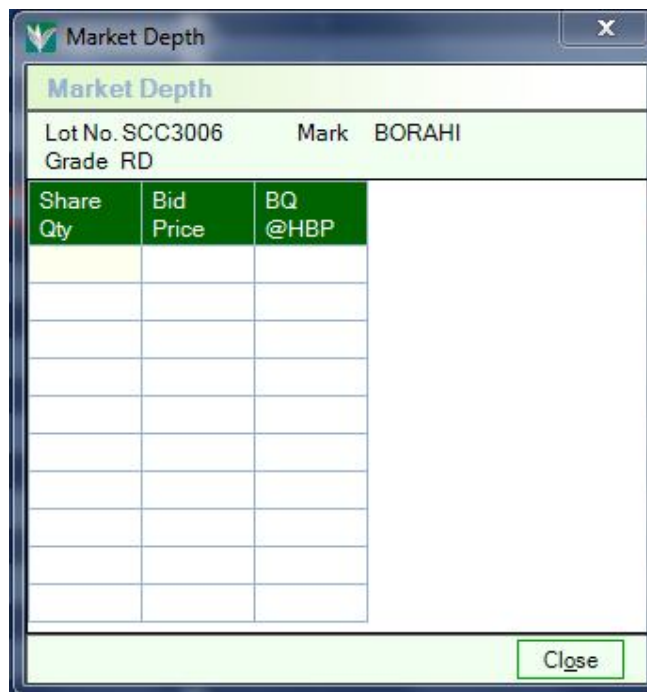


Figure 105

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

# Summary of Tea Sold

## About Summary of Tea Sold

The **Summary of Tea Sold** option allows the TAO to view the summary of the tea sold during the auction. It contains information such as Lot No, Mark, Grade, Highest Bid Price and Highest Bidder. The Summary of Tea Sold gets updated on real time basis.

## Viewing Tea Sold Summary

➤ To view summary of tea sold

1. Log on to **e-Auction TAO application**.
2. **TAO module** displays the **Auction Catalog** screen as shown in the following figure.



The screenshot shows the 'e-Auction System, Welcome Tea Trade Association of Siliguri' interface. At the top, there is a navigation menu with options: Master, Pre Auction, Auction, Post Auction, Reports, Miscellaneous, Help, Exit. Below this is a green header for the 'Tea Auction Organiser' with a logo on the left and a 'View Bid Book' link on the right. The header also displays 'Time remaining for bidding on current lots: 01:31:09'. Below the header, a status bar shows 'Sale No: 17', 'Season: 2011', 'Auction Date: 28/04/2011', 'Session Time: 11:27 AM - 1:03 PM', and 'Active Lots: 00:0048'. The main content is the 'Auction Catalog' table, which lists various tea lots with columns for LotNo, Grade, Mark, NoOfPacks, BuyShare, HBP, Bidder, BasePrice, RP, Status, SubType, LotCmnts, Tick, and Type.

LotNo	Grade	Mark	NoOfPacks	BuyShare	HBP	Bidder	BasePrice	RP	Status	SubType	LotCmnts	Tick	Type
CB3041	BP	BINA...	25				45		Active				
CB3042	BP	BINA...	25				45		Active				
CB3043	OF	BINA...	25				45		Active				
CB3044	OF	BINA...	25				45		Active				
CB3045	OF	BINA...	25				45		Unsold	BrLeaf		1	LEAF
CB3046	BOP	BINA...	25				45		Unsold	BrLeaf		1	LEAF
CB3047	BOP	BINA...	25				45		Unsold	BrLeaf		1	LEAF
CB3048	BPS	BINA...	25				45		Unsold	BrLeaf		1	LEAF
CB3049	BPS	BINA...	25				45		Unsold	BrLeaf		1	LEAF
CB3050	BPS	BINA...	25				45		Unsold	BrLeaf		1	LEAF
CB3051	BOPS...	GUN...	7				45		Unsold	BrLeaf		1	LEAF
CB3052	BOPS...	GUN...	9				45		Unsold	BrLeaf		1	LEAF
CB3001	BOPS...	GULMA	25				45		Pendi...	BrLeaf		1	LEAF
CB3002	BOPS...	GULMA	18				45		Pendi...	BrLeaf		1	LEAF
CB3003	BOPS...	GULMA	20				45		Pendi...	BrLeaf		1	LEAF
CB3004	BOPS...	GULMA	20				45		Pendi...	BrLeaf		1	LEAF
CB3005	BOPS...	GULMA	14				45		Pendi...	BrLeaf		1	LEAF
CB3006	BOPS...	GULMA	18				45		Pendi...	BrLeaf		1	LEAF
CB3007	BOPS...	GULMA	15				45		Pendi...	BrLeaf		1	LEAF
CB3008	BOPS...	GULMA	20				45		Pendi...	BrLeaf		1	LEAF
CB3009	BP	GULMA	15				45		Pendi...	FnLeaf		1	LEAF

Figure 106

3. Click the **Summary**
4. **TAO module** displays the screen as shown in the following figure.

Summary of Tea Sold (F5)					
LotNo	Mark	Grade	Pkgs	HBP	Hbidder
<a href="#">JT0002</a>	ACHABAM	BOP	20	99.50	Apollo Tea India
<a href="#">JT0003</a>	ADDABARIE	BOP	10	99.50	Annapurna Tea Co
<a href="#">JT0005</a>	ADDABARIE	FBOP	10	111.50	Apollo Tea India
<a href="#">JT0014</a>	ADDABARIE	TGFOP	10	80.00	Annapurna Tea Co
<a href="#">JT0015</a>	ADDABARIE	BOP	10	60.00	Annapurna Tea Co
<a href="#">JT0016</a>	ADDABARIE	BOPS	10	75.00	Annapurna Tea Co

Figure 107

Note: TAO can double click on the Lot No column to view the lot details.

## Auctioneer Wise Market Summary

### About Auctioneer Wise Market Summary

The **Auctioneer Wise Market Summary** option allows TAO to view the information regarding the names of all the Auctioneers auctioning their teas during the sale.

### Viewing Auctioneer Wise Market Summary

➤ To view Auctioneer wise market summary

1. Log on to **e-Auction TAO application**.
2. **TAO module** displays the **Auction Catalog** screen as shown in the following figure.

e-Auction System, Welcome Tea Trade Association of Siliguri

Master Pre Auction Auction Post Auction Reports Miscellaneous Help Exit

Tea Auction Organiser  
Time remaining for bidding on current lots: 01:31:09 [View Bid Book](#)

Sale No: 17 Season: 2011 Auction Date: 28/04/2011 Session Time: 11:27 AM - 1:03 PM Active Lots: 00:00:48

**Auction Catalog**

LotNo	Grade	Mark	NoOfPacks	BuyShare	HBP	Bidder	BasePrice	RP	Status	SubType	LotCmnts	Tick	Type
CB3041	BP	BINA...	25				45		Active				
CB3042	BP	BINA...	25				45		Active				
CB3043	OF	BINA...	25				45		Active				
CB3044	OF	BINA...	25				45		Active				
CB3045	OF	BINA...	25				45		Unsold	Br-Leaf		1	LEAF
CB3046	BOP	BINA...	25				45		Unsold	Br-Leaf		1	LEAF
CB3047	BOP	BINA...	25				45		Unsold	Br-Leaf		1	LEAF
CB3048	BPS	BINA...	25				45		Unsold	Br-Leaf		1	LEAF
CB3049	BPS	BINA...	25				45		Unsold	Br-Leaf		1	LEAF
CB3050	BPS	BINA...	25				45		Unsold	Br-Leaf		1	LEAF
CB3051	BOPS...	GUN...	7				45		Unsold	Br-Leaf		1	LEAF
CB3052	BOPS...	GUN...	9				45		Unsold	Br-Leaf		1	LEAF
CB3001	BOPS...	GULMA	25				45		Pendi...	Br-Leaf		1	LEAF
CB3002	BOPS...	GULMA	18				45		Pendi...	Br-Leaf		1	LEAF
CB3003	BOPS...	GULMA	20				45		Pendi...	Br-Leaf		1	LEAF
CB3004	BOPS...	GULMA	20				45		Pendi...	Br-Leaf		1	LEAF
CB3005	BOPS...	GULMA	14				45		Pendi...	Br-Leaf		1	LEAF
CB3006	BOPS...	GULMA	18				45		Pendi...	Br-Leaf		1	LEAF
CB3007	BOPS...	GULMA	15				45		Pendi...	Br-Leaf		1	LEAF
CB3008	BOPS...	GULMA	20				45		Pendi...	Br-Leaf		1	LEAF
CB3009	BP	GULMA	15				45		Pendi...	Fn-Leaf		1	LEAF

Figure 108

3. Click the **Summary** tab and Following Screen will be opened.

**Auctioneer Market Summary-**

Auctioneer
<a href="#">JTC</a>
<a href="#">ABL</a>
<a href="#">CBL</a>
<a href="#">PIP</a>
<a href="#">ATB</a>

Figure 173

4. Click on any Auctioneer Link. Market Summary for selected Auctioneer will be opened.

**Auctioneer Market Summary- JTC**

	No. of Lots	Pkgs	Kgs
<b>Sold</b>	0	0	0.00
<b>UnSold</b>	0	0	0.00
<b>Total</b>	0	0	0.00
<b>Sold %</b>	0	0	0
<b>Avg.Price</b>	0.00		

Figure 109

1. The TAO will be able to view the Auctioneer wise Market Summary.
2. This Auctioneer's Names will be displayed based on the order of sale.

3. The summary will be updated for the number of sold and unsold lots and their percentages of the total lots offered for sale by each auctioneer.
4. This summary will display the cumulative total of sold and unsold lots across all sessions of each auctioneer.
5. The Sold % will be calculated as:
  - **Sold % = (Amount of Sold Qty) / (Sold Qty + Unsold Qty)**
  - The Qty can be either in Kgs, Pkgs or Lots.
6. The number of sold and unsold lots will be updated with each knockdown cycle in each auctioneer's session.
7. The summary will be visible throughout a particular sale program.

## Market Summary

### About Market Summary

The **Market Summary** option allows to TAO to view the information regarding how much tea is being sold in the session. The Market Summary gets updated on real time basis.

### Viewing Market Summary

➤ To view market summary

1. Log on to **e-Auction TAO application**.
2. **TAO module** displays the **Auction Catalog** screen as shown in the following figure.

LotNo	Grade	Mark	NoOfPacks	BuyShare	HBP	Bidder	BasePrice	RP	Status	SubType	LotCmnts	Tick	Type
CB3041	BP	BINA...	25				45		Active				
CB3042	BP	BINA...	25				45		Active				
CB3043	OF	BINA...	25				45		Active				
CB3044	OF	BINA...	25				45		Active				
CB3045	OF	BINA...	25				45		Unsold	BrLeaf		1	LEAF
CB3046	BOP	BINA...	25				45		Unsold	BrLeaf		1	LEAF
CB3047	BOP	BINA...	25				45		Unsold	BrLeaf		1	LEAF
CB3048	BPS	BINA...	25				45		Unsold	BrLeaf		1	LEAF
CB3049	BPS	BINA...	25				45		Unsold	BrLeaf		1	LEAF
CB3050	BPS	BINA...	25				45		Unsold	BrLeaf		1	LEAF
CB3051	BOPS...	GUN...	7				45		Unsold	BrLeaf		1	LEAF
CB3052	BOPS...	GUN...	9				45		Unsold	BrLeaf		1	LEAF
CB3001	BOPS...	GULMA	25				45		Pendi...	BrLeaf		1	LEAF
CB3002	BOPS...	GULMA	18				45		Pendi...	BrLeaf		1	LEAF
CB3003	BOPS...	GULMA	20				45		Pendi...	BrLeaf		1	LEAF
CB3004	BOPS...	GULMA	20				45		Pendi...	BrLeaf		1	LEAF
CB3005	BOPS...	GULMA	14				45		Pendi...	BrLeaf		1	LEAF
CB3006	BOPS...	GULMA	18				45		Pendi...	BrLeaf		1	LEAF
CB3007	BOPS...	GULMA	15				45		Pendi...	BrLeaf		1	LEAF
CB3008	BOPS...	GULMA	20				45		Pendi...	BrLeaf		1	LEAF
CB3009	BP	GULMA	15				45		Pendi...	FnLeaf		1	LEAF

Figure 110

- Click the **Summary** tab.
- TAO module** displays the screen as shown in the following figure.

Market Summary			
	No. of Lots	Pkgs	Kgs
Active	2	20	400
Pending	33	330	6000
Sold	10	110	2080
UnSold	2	20	300
<b>Total</b>	<b>47</b>	<b>480</b>	<b>8780</b>
<b>Avg.Price</b>	<b>82.00</b>		

Figure 111

## Column Configuration

### About Auction Catalog Column Configuration

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

#### ➤ To work with column configuration

- Log on to **e-Auction TAO application**.
- TAO module** displays the **Auction Catalog** screen as shown in the following figure.

LotNo	Grade	Mark	NoOfPacks	BuyShare	HBP	Bidder	BasePrice	RP	Status	Sub Type	LotCmnts	Tick	Type
CB3041	BP	BINA...	25				45		Active				
CB3042	BP	BINA...	25				45		Active				
CB3043	OF	BINA...	25				45		Active				
CB3044	OF	BINA...	25				45		Active				
CB3045	OF	BINA...	25				45		Unsold	Br-Leaf	1		LEAF
CB3046	BOP	BINA...	25				45		Unsold	Br-Leaf	1		LEAF
CB3047	BOP	BINA...	25				45		Unsold	Br-Leaf	1		LEAF
CB3048	BPS	BINA...	25				45		Unsold	Br-Leaf	1		LEAF
CB3049	BPS	BINA...	25				45		Unsold	Br-Leaf	1		LEAF
CB3050	BPS	BINA...	25				45		Unsold	Br-Leaf	1		LEAF
CB3051	BOPS...	GUN...	7				45		Unsold	Br-Leaf	1		LEAF
CB3052	BOPS...	GUN...	9				45		Unsold	Br-Leaf	1		LEAF
CB3001	BOPS...	GULMA	25				45		Pendi...	Br-Leaf	1		LEAF
CB3002	BOPS...	GULMA	18				45		Pendi...	Br-Leaf	1		LEAF
CB3003	BOPS...	GULMA	20				45		Pendi...	Br-Leaf	1		LEAF
CB3004	BOPS...	GULMA	20				45		Pendi...	Br-Leaf	1		LEAF
CB3005	BOPS...	GULMA	14				45		Pendi...	Br-Leaf	1		LEAF
CB3006	BOPS...	GULMA	18				45		Pendi...	Br-Leaf	1		LEAF
CB3007	BOPS...	GULMA	15				45		Pendi...	Br-Leaf	1		LEAF
CB3008	BOPS...	GULMA	20				45		Pendi...	Br-Leaf	1		LEAF
CB3009	BP	GULMA	15				45		Pendi...	Fn-Leaf	1		LEAF

Figure 112

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

LotNo	Grade	Mark	NoOfPacks	BuyShare	HBP	Bidder	BasePrice	RP	Status	SubType	LotCmnts	Tick	Type
CB3081	BOPS...	KILLC...	34				45		Active				
CB3082	BOPS...	KILLC...	24				45		Unsold				
CB3083	BOPS...	KILLC...	20				45		Unsold				
CB3084	BOPS...	KILLC...	16				45		Active				
CB3085	BOPS...	KILLC...	31				45		Unsold				
CB3086	BP	KILLC...	34				45		Unsold				
CB3087	BP	KILLC...	34				45		Unsold				
CB3088	BP	KILLC...	34				45		Unsold				
CB3089	BP	KILLC...	34				45		Unsold				
CB3090	BP	KILLC...	34				45		Unsold				
CB3091	BP	KILLC...	13				45		Unsold				
CB3092	BP	KILLC...	30				45		Unsold				
CB3093	BP	KILLC...	21				45		Unsold				
CB3094	BP	KILLC...	29				45		Unsold				
CB3095	BP	KILLC...	16				45		Unsold				
CB3096	OF	KILLC...	27				45		Unsold				
CB3097	OF	KILLC...	34				45		Unsold				
CB3098	OF	KILLC...	20				45		Unsold				
CB3099	OF	KILLC...	17				45		Unsold				
CB3100	OF	KILLC...	34				45		Unsold				
CB3101	OF	KILLC...	24				45		Unsold				

Figure 113

5. Click **Frozen** option to freeze all the columns.
6. Click **Remove** option to remove a particular column from the list.
7. Click **Add/Remove** button to add or remove multiple columns.
8. **TAO module** displays the screen as shown in the following figure.

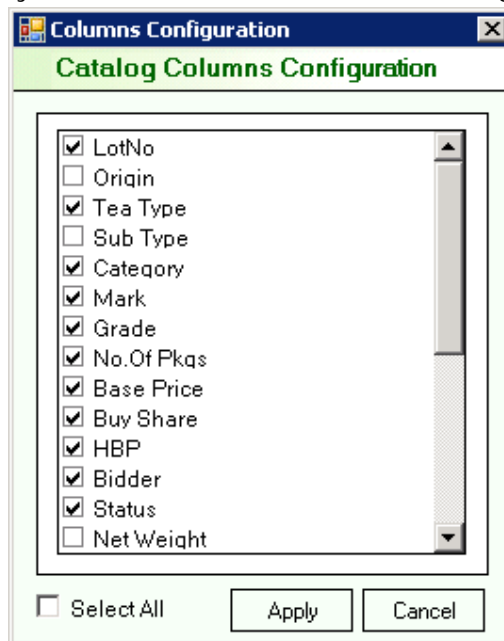
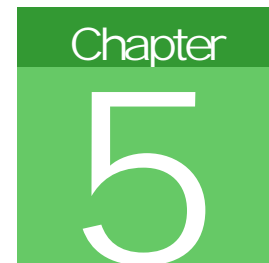


Figure 114

9. Click on the required **Column Name Check Box** to add it to the columns.
10. Click on **Select All** check box, if you want set all the options.
11. Click **Apply** button.

- 
12. All the columns added shall be visible on the auction catalog screen
  13. Click **Cancel** button to exit from the current screen.



## Post Auction

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The **Post-Auction** process covers the activities that are performed on and/or after the date of auction. These activities are related to the settlement process. The activities include Viewing Deal Book, Generating Contract Number, Payment Mechanism, Generating Delivery Order, and MIS Reports.

- Viewing Deal Book
- Viewing Contract Note
- Viewing Delivery Order

### *Viewing Deal Book*

The Auction Admin has the facility to view all the deals of all the buyers across auctioneers. The admin can view all the deals session wise, on the auction day.

#### ➤ **To view Deal Book**

1. Log on to e-Auction Admin application.
2. On the menu bar, click **Post Auction** and then select **View Deal Book**.
3. **Admin 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 search filters: Season (2013), Sale No (49), Auction Date (26/12/2013), Session Time (2:00PM- 2:32PM), Tea Type (Dust), Category (All), Mark (All), and Buyer Name (All). Below these filters is a table with the following data:

LotNo	Mark	Grade	Qty (Pkgs)	Inv. No	DealPrice	DealNo	AuctVal	BuyerCode	Buyer
CTAL1001	SholayarPremium	PDS	10	1027	101.00	4559177	106.00	B001	B R Tea Compar

At the bottom of the window, there is a summary section with the following values: Total Packages (10), Qty Received (Kgs) (350.00), and Total Value (35350.0000). There are also buttons for Cancel, Refresh, Print, Export, and Close, along with Lot No (ALL) and Deal Status (Confirmed) dropdowns.

Figure 115

Field	Description
<b>Season</b>	◆ Select the appropriate season from the drop-down list.
<b>Sale No</b>	◆ Select the appropriate sale no from the drop-down list.
<b>Auction Date</b>	◆ Select the appropriate auction date from the date calendar.
<b>Session Time</b>	◆ Select the appropriate session time from the drop-down list.
<b>Tea Type</b>	◆ Select the appropriate tea type from the down list.
<b>Category</b>	◆ Select the appropriate category from the drop-down list.
<b>Mark</b>	◆ Select the appropriate mark from the drop-down list.
<b>Buyer Name</b>	◆ Select the appropriate buyer Name from the drop-down list.
<b>Lot No &amp; Deal Status</b>	◆ Select the appropriate lot number & Deal

Field	Description
	Status from the drop-down list.

4. Enter the appropriate details.
5. Click **Refresh** button to view the Deal Book details
6. **Admin module** displays the refreshed grid list with deal book details as shown in the following figure. Deal Book will also display Total Packages, Quantity Received(Kgs) & Total Value as shown below.

The screenshot shows the 'Deal Book' application window. At the top, there are several filter dropdowns: Season (2011), Sale No (16), Auction Date (19/04/2011), Session Time (2:45PM- 3:00PM), Tea Type (Dust), Category (All), Mark (All), and Buyer Name (All). Below the filters is a grid with the following columns: LotNo, Mark, Grade, Qty (Pkgs), Inv. No, DealPrice, DealNo, AuctVal, BuyerCode, and Buyer. The grid contains 16 rows of deal data. At the bottom of the window, there are summary statistics: Total Packages (500), Qty Received (Kgs) (18081.50), and Total Value (1902472.0000). To the right of these statistics are additional filters for Lot No (ALL) and Deal Status (Confirmed), along with buttons for Cancel, Refresh, Print, Export, and Close.

LotNo	Mark	Grade	Qty (Pkgs)	Inv. No	DealPrice	DealNo	AuctVal	BuyerCode	Buyer
PAR3021	GoldenTips	PD	15	D26	102.00	1448559	135.00	K08	Kesaria & Compar
PAR3023	LakhimiTea	PD	15	D09	117.00	1448558	140.00	M26	Madhu Jayantai li
PAR3024	LakhimiTea	D	14	D10	122.00	1448557	142.00	G05	Gauhati Tea & Tr.
PAR3001	Dhendai	PD	9	DC14	130.00	1448561	165.00	J07	Jamnadas Tribho
PAR3002	Dhendai	D	23	DC18	132.00	1448603	170.00	K08	Kesaria & Compar
PAR3003	Muktabari	PD	20	DC14	146.00	1448519	175.00	J07	Jamnadas Tribho
PAR3004	Muktabari	D	10	DC19	150.00	1448488	175.00	D01	D. Dayalbhai & C
PAR3004	Muktabari	D	10	DC19	150.00	1448489	175.00	M26	Madhu Jayantai li
PAR3006	Khatangpani	PD	15	D05	137.00	1448560	170.00	J07	Jamnadas Tribho
PAR3007	Tyroon	PD	10	CD38	131.00	1448602	160.00	J07	Jamnadas Tribho
PAR3008	Tyroon	PD	14	CD47	131.00	1448591	155.00	J07	Jamnadas Tribho
PAR3010	Tyroon	D	12	CD48	135.00	1448574	158.00	R01	Raj Tea Co
PAR3011	Damayanti	PD	17	D36	140.00	1448590	160.00	M05	Mahabir Tea Trac
PAR3011	Damayanti	PD	17	D36	140.00	1448589	160.00	P23	Patel Brothers
PAR3013	Beheating	PD	5	DC06	130.00	1448588	150.00	B38	Bansal Sales
PAR3016	ModiTea	PD	6	DC13	110.00	1448587	140.00	J07	Jamnadas Tribho

Figure 116

7. Click **Print** button to print the deal book details.
8. Click **Export** button to export the deal book details.
9. Click **Close** button to exit from the current screen.

## Deal Cancellation

In some circumstances if TAO decides to cancel the sale of particular lot it can do the same using deal book.

If lot is knocked down among few buyers then cancellation of deal means, none of the buyer will get the lot.

### ➤ To view Deal Book

1. Log on to e-Auction Admin application.
2. On the menu bar, click **Post Auction** and then select **View Deal Book**.

3. **Admin module** displays the **Deal Book** screen as shown in the following figure.

The screenshot shows a web application window titled "Deal Book". At the top, there are several filter dropdown menus: Season (2011), Sale No (17), Auction Date (26/04/2011), Session Time (8:30AM-9:18AM), Tea Type (Dust), Category (All), Mark (All), and Buyer Name (All). Below these filters is a table with the following columns: LotNo, Mark, Grade, Qty (Pkgs), Inv. No, DealPrice, DealNo, AuctVal, BuyerCode, Buyer, and Pkgs. The table is currently empty. At the bottom of the window, there are summary statistics: Total Packages (0), Qty Received (Kgs) (0), and Total Value (0). To the right of these statistics are two more dropdown menus: Lot No (ALL) and Deal Status (Confirmed). At the very bottom, there are five buttons: Cancel, Refresh, Print, Export, and Close.

Figure 117

4. Enter the appropriate details.
5. Click **Refresh** button to view the Deal Book details
6. **Admin module** displays the refreshed grid list with deal book details as shown in the following figure.

The screenshot shows the 'Deal Book' application window. At the top, there are several filter dropdowns: Season (2011), Sale No (16), Auction Date (19/04/2011), Session Time (2:45PM- 3:00PM), Tea Type (Dust), Category (All), Mark (All), and Buyer Name (All). Below these is a table with columns: LotNo, Mark, Grade, Qty (Pkgs), Inv. No, DealPrice, DealNo, AuctVal, BuyerCode, and Buyer. The table contains 16 rows of deal data. At the bottom of the window, there are summary statistics: Total Packages (500), Qty Received (Kgs) (18081.50), and Total Value (1902472.0000). There are also buttons for Cancel, Refresh, Print, Export, and Close, along with Lot No (ALL) and Deal Status (Confirmed) dropdowns.

LotNo	Mark	Grade	Qty (Pkgs)	Inv. No	DealPrice	DealNo	AuctVal	BuyerCode	Buyer
PAR3021	GoldenTips	PD	15	D26	102.00	1448559	135.00	K08	Kesaria & Compar
PAR3023	LakhimiTea	PD	15	D09	117.00	1448558	140.00	M26	Madhu Jayantai li
PAR3024	LakhimiTea	D	14	D10	122.00	1448557	142.00	G05	Gauhali Tea & Tr.
PAR3001	Dhendai	PD	9	DC14	130.00	1448561	165.00	J07	Jamnadas Tribho
PAR3002	Dhendai	D	23	DC18	132.00	1448603	170.00	K08	Kesaria & Compar
PAR3003	Muktabari	PD	20	DC14	146.00	1448519	175.00	J07	Jamnadas Tribho
PAR3004	Muktabari	D	10	DC19	150.00	1448488	175.00	D01	D. Dayalbhai & C
PAR3004	Muktabari	D	10	DC19	150.00	1448489	175.00	M26	Madhu Jayantai li
PAR3006	Khatangpani	PD	15	D05	137.00	1448560	170.00	J07	Jamnadas Tribho
PAR3007	Tyroon	PD	10	CD38	131.00	1448602	160.00	J07	Jamnadas Tribho
PAR3008	Tyroon	PD	14	CD47	131.00	1448591	155.00	J07	Jamnadas Tribho
PAR3010	Tyroon	D	12	CD48	135.00	1448574	158.00	R01	Raj Tea Co
PAR3011	Damayanti	PD	17	D36	140.00	1448590	160.00	M05	Mahabir Tea Trac
PAR3011	Damayanti	PD	17	D36	140.00	1448589	160.00	P23	Patel Brothers
PAR3013	Beheating	PD	5	DC06	130.00	1448588	150.00	B38	Bansal Sales
PAR3016	ModiTea	PD	6	DC13	110.00	1448587	140.00	J07	Jamnadas Tribho

Figure 183

7. Enter the **Remarks** against the deal that is to be cancelled.
8. Click **Cancel** button.
9. **Admin module** displays the message as shown in the following figure.

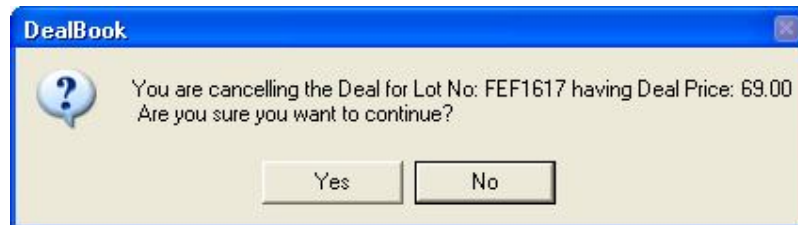


Figure 184

10. Click **Yes** button.
11. **Admin module** displays the message as shown in the following figure.



Figure 185

---

12. Click **OK** button to exit from the current screen.

---

**Note:** Entering the remarks is mandatory.

Deal can be cancelled till buyers prompt date or generation of contract note whichever is earlier.

---

## Viewing Contract Note

**Contract Note** is a type of a bill indicating the total collectables from the buyer for sale on a particular auction date. The contract note details would be available/viewable till the buyer's prompt date. The **Auction Admin** can do the following activities:

- ◆ Can view all the Contract Notes generated by all the Auctioneers for their Buyers.
- ◆ Can view all the Contract Notes in the list & by default the contract notes for all the Buyers for a particular Sale Program will be displayed in the grid.
- ◆ Can view the details of a particular contract note by a click/ keystroke on that contract note.
- ◆ Generate contract note as per buyer wise.

### ➤ To view Contract Note Details

1. Log on to **e-Auction Admin application**.
2. On the menu bar, click **Post Auction** and then select **View Contract Note**.
3. **Admin module** displays the **View Contract Note** screen as shown in the following figure.

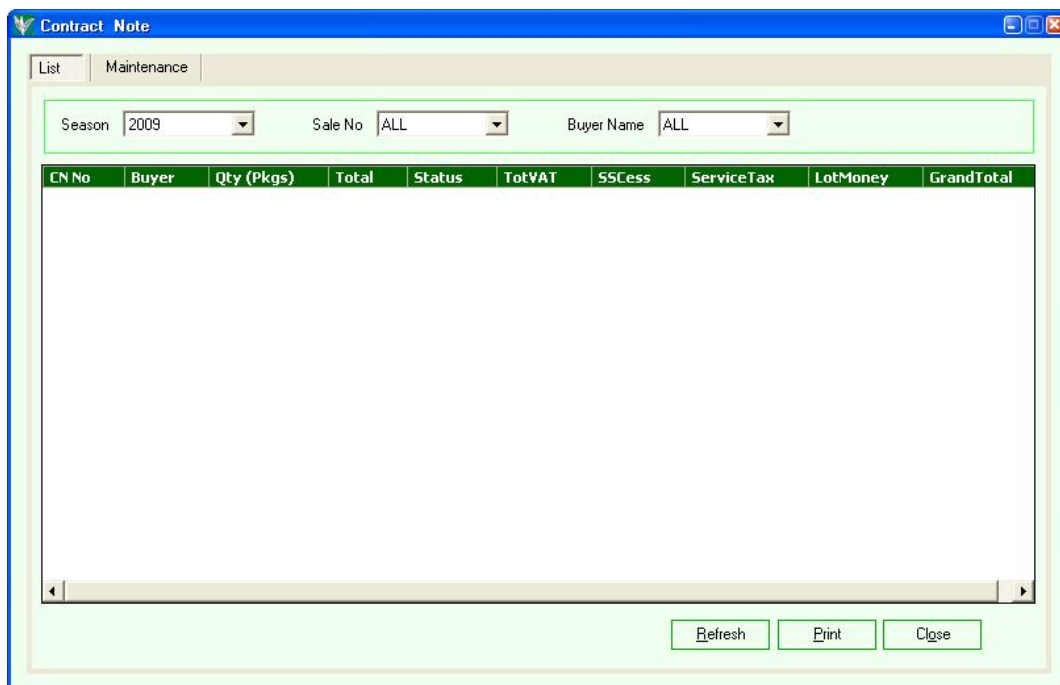


Figure 186

Field	Description
Season	◆ Select the appropriate season from the drop-down list.
Buyer Name	◆ Select the appropriate buyer name from the drop-down list.
Sale No	◆ Select the appropriate sale number from the drop-down list.

- Enter the appropriate details.
- Admin module** displays the refreshed grid list with contract note details as shown in the following figure.

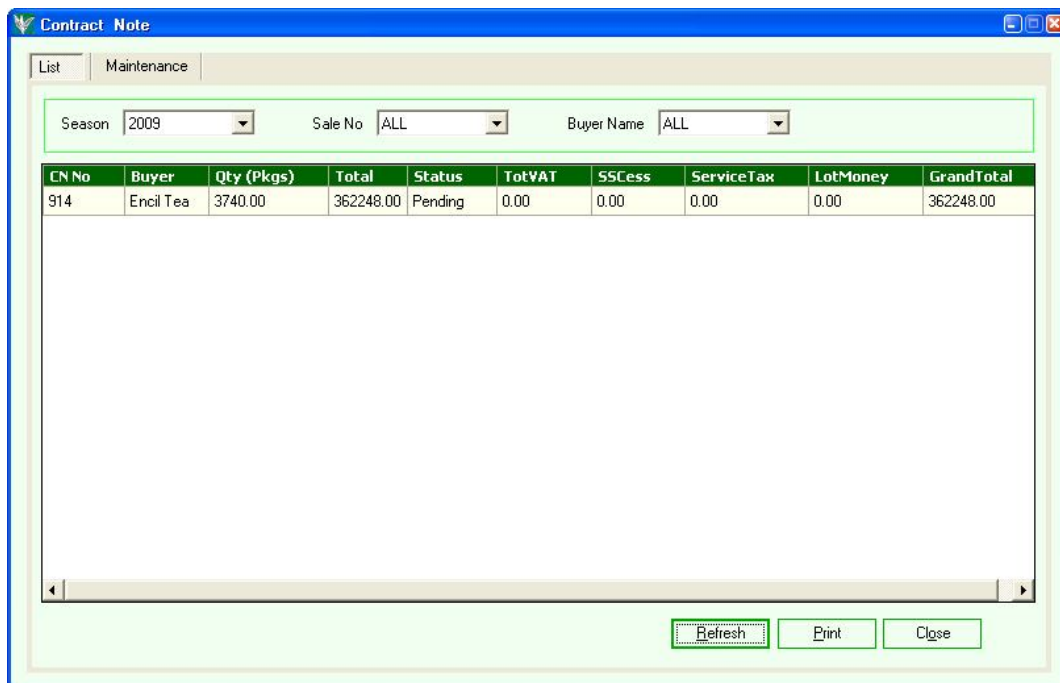


Figure 187

- Select the required record and click the **Maintenance** tab to view the additional contract note details.
- Admin module** displays the refreshed grid list with contract note details as shown in the following figure.

Type	PromptDate	Inv. No	Mark	Grade	Qty (Kgs)	Price/Kg	Value	VAT/CST	Total
DUST	02/12/2009	1408	CHINNAR	RD	270.00	96.00	25920.00	0.00	25920.00
DUST	02/12/2009	1410	CHINNAR	RD	266.00	95.00	25270.00	0.00	25270.00
DUST	02/12/2009	1448	CHINNAR	RD	270.00	96.00	25920.00	0.00	25920.00
DUST	02/12/2009	1434	CHINNAR	SRD	266.00	98.00	26068.00	0.00	26068.00
DUST	02/12/2009	1439	CHINNAR	GD	536.00	98.00	52528.00	0.00	52528.00
DUST	02/12/2009	1457	CHINNAR	GD	266.00	98.00	26068.00	0.00	26068.00
DUST	02/12/2009	1412	CHINNAR	SRD	270.00	98.00	26460.00	0.00	26460.00
DUST	02/12/2009	1418	CHINNAR	FD	266.00	96.00	25536.00	0.00	25536.00
DUST	02/12/2009	1437	CHINNAR	FD	266.00	96.00	25536.00	0.00	25536.00
DUST	02/12/2009	1454	CHINNAR	FD	266.00	96.00	25536.00	0.00	25536.00
DUST	02/12/2009	1455	CHINNAR	FD	266.00	96.00	25536.00	0.00	25536.00

Lot Money **0.00**    Service Tax **0.00**    Social Service Cess **0.00**

**Total Amount (Rs.): 362248.00**  
**Total Charge (Rs.): 0.00**  
**Grand Total (Rs.): 362248.00**

Print

Figure 188

8. Click **Print** button to print the contract note details.
9. Click **Close** button to exit from the current screen.

## Viewing Delivery Order

The **Auction Admin** can view the all the Delivery Orders generated by the auctioneers.

### ➤ To view Delivery Order details

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

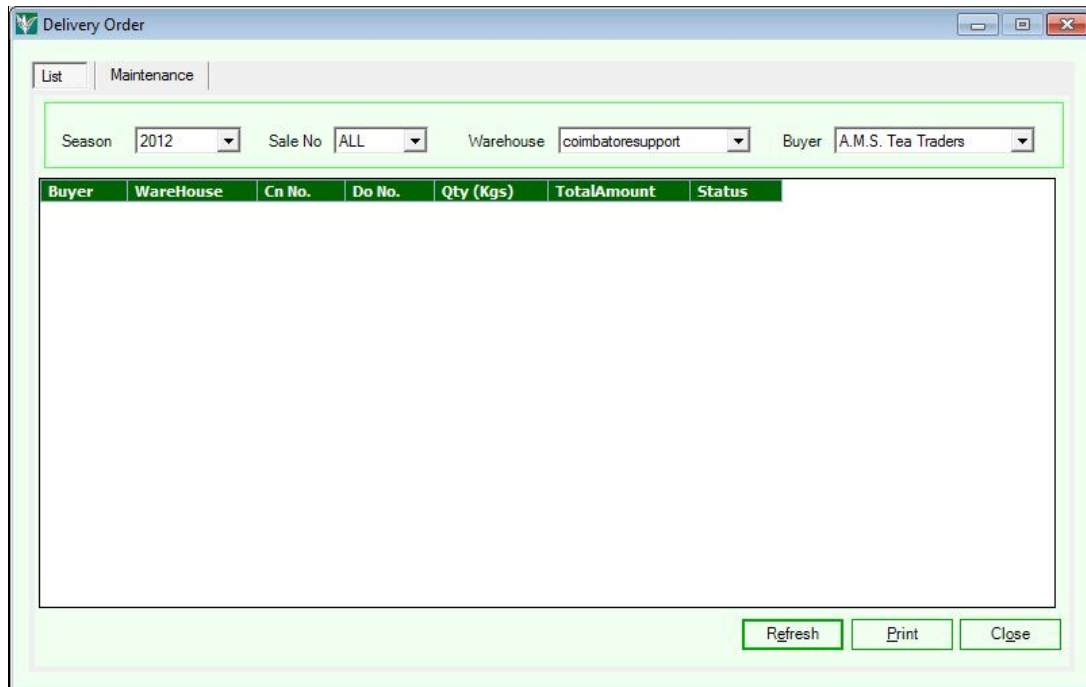


Figure 189

Field	Description
Season	◆ Select the appropriate Season from the drop-down list.
Warehouse Code	◆ Select the appropriate warehouse code from the drop-down list.
Buyer Name	◆ Select the appropriate buyer name from the drop-down list.
Sale No	◆ Select the appropriate sale number from the drop-down list.

4. Enter the appropriate details.
5. Click **Refresh** button to view the delivery order details
6. **Admin module** displays the refreshed grid list with delivery order details as shown in the following figure.

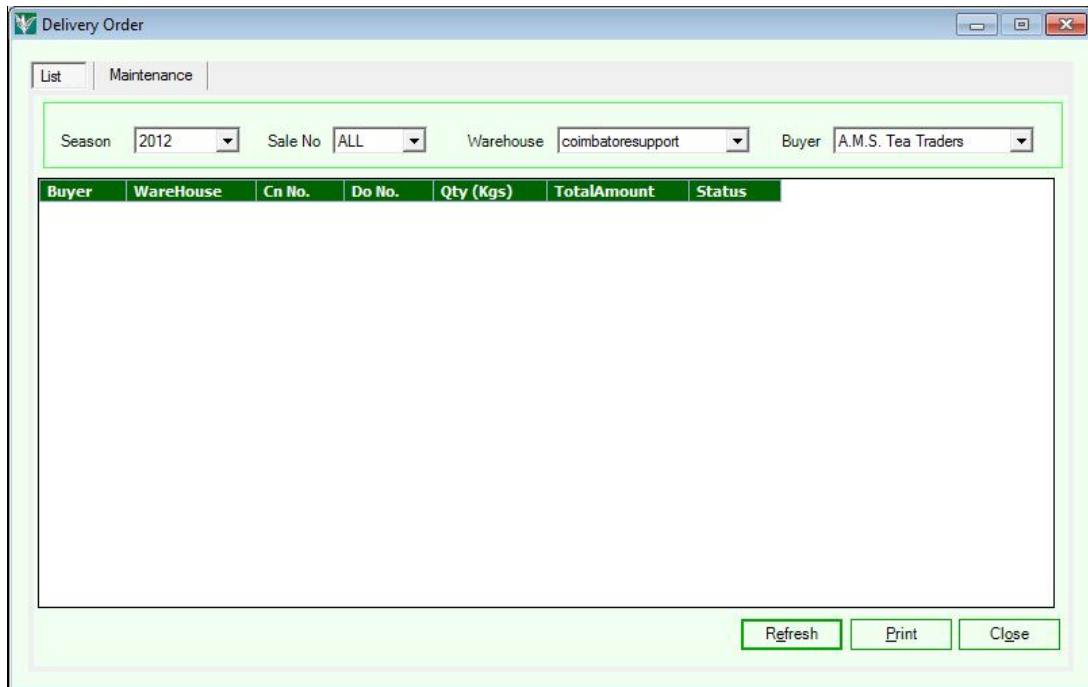


Figure 190

7. Select the required record and click the **Maintenance** tab to view the additional delivery order details.
8. **Admin module** displays the Maintenance Delivery Order screen as shown in the following figure.

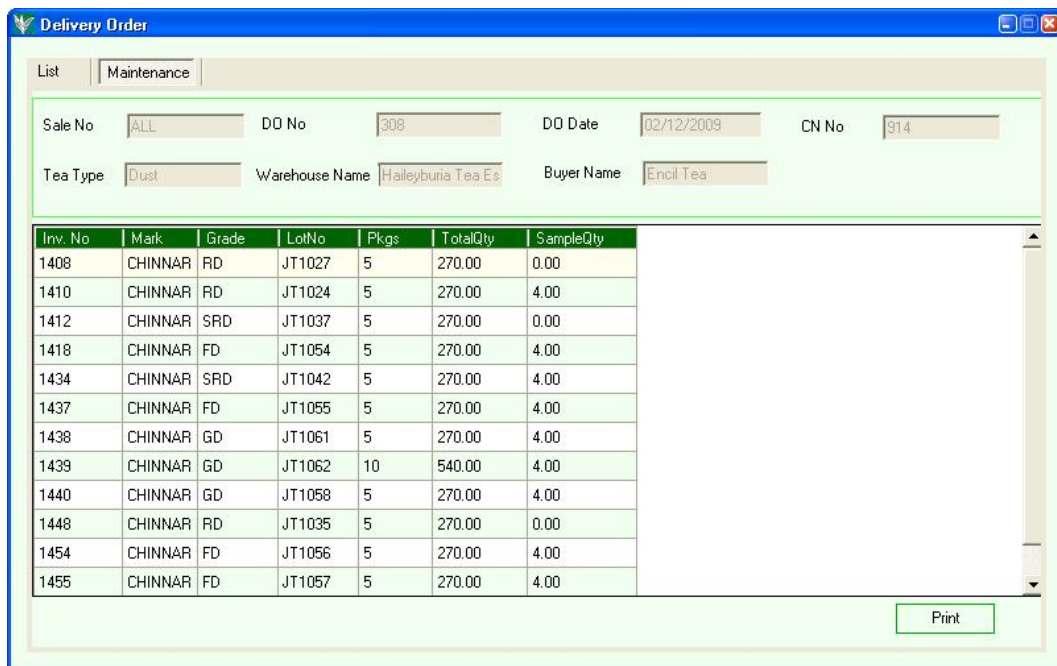


Figure 191

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

## 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

#### ➤ To view Bid History details

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

Figure 192

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. **TAO 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, it's 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

**Bid History**

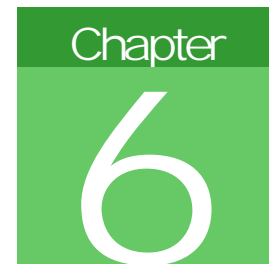
Auctioneer  Session Time

Lot No

List | Maintenance

\* 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.

Figure 193



# Report

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*In this chapter, you will learn how to search:*

- Post Auction Catalog Report
- Auctioneer's Tasting Cum Valuation Report.
- Auction Catalog Summary
- Fresh Arrivals (Month Wise)
- Fresh Arrivals (Based On Tea Production)
- Tea Available
- Lots Removed From Kutcha Catalog
- Buyer Purchase Abstract
- Manufacturer Sale Abstract
- Knockdown Lots
- Unsold Lots
- Auction Price List
- Month Sales (TTA Wise)
- Historical Prices
- Lots Pending Delivery
- Lot Types
- Sales Average Report
- Outstanding Payment Details
- Manufacturer Details
- Summary Reports
  - Bill Contract Summary
  - Bank DO Register

---

## Common Features in Report

There are two common features in Report. They are:

- ◆ Printing
- ◆ Exporting

## Printing a Report

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

### ➤ To print a report

1. Log on to **e-Auction Admin application**.
2. On the menu bar, click **Report** and then select any report of your choice from the drop-down list.
3. **Admin module** displays the report window based on your selection criteria.
4. A sample entry is shown in the following figure.



Figure 194

5. Select/enter the appropriate search criteria.
6. Click on the Refresh button.
7. **Admin module** displays the results based on your selection criteria.
8. A sample entry is shown in the following figure.

Auctioneer	Mark	Grade	Base Price	Auctioneer Valuation	Mark & Pack Commen
ATB	AbhishekGolden	BOP	100.00	0.00	
ATB	AbhishekGolden	FP	300.00	0.00	
ATB	AbhishekGolden	FBOP	150.00	0.00	
ATB	AbhishekGolden	BP	50.00	0.00	
ATB	AbhishekGolden	BOP	500.00	0.00	
ATB	AbhishekGolden	BOP	400.00	0.00	
ATB	AbhishekGolden	BOP	60.00	0.00	
ATR	AbhishekGolden	FP	150.00	0.00	

Figure 195

9. Click on the **Print** button.

## Exporting a Report

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

### ➤ To export a report

1. Log on to **e-Auction Admin application**.
2. On the menu bar, click **Report** and then select any report of your choice from the drop-down list.
3. **Admin module** displays the report window based on your selection criteria.
4. A sample entry is shown in the following figure.



Figure 196

5. Select/enter the appropriate search criteria.
6. Click on the Refresh button.
7. **Admin module** displays the results based on your selection criteria.
8. A sample entry is shown in the following figure.



Figure 197

9. Click on the **Export** button.
10. **Admin module** displays the pop-up window as shown in the following figure.
11. **Save As** window is displayed, as shown in the following figure.

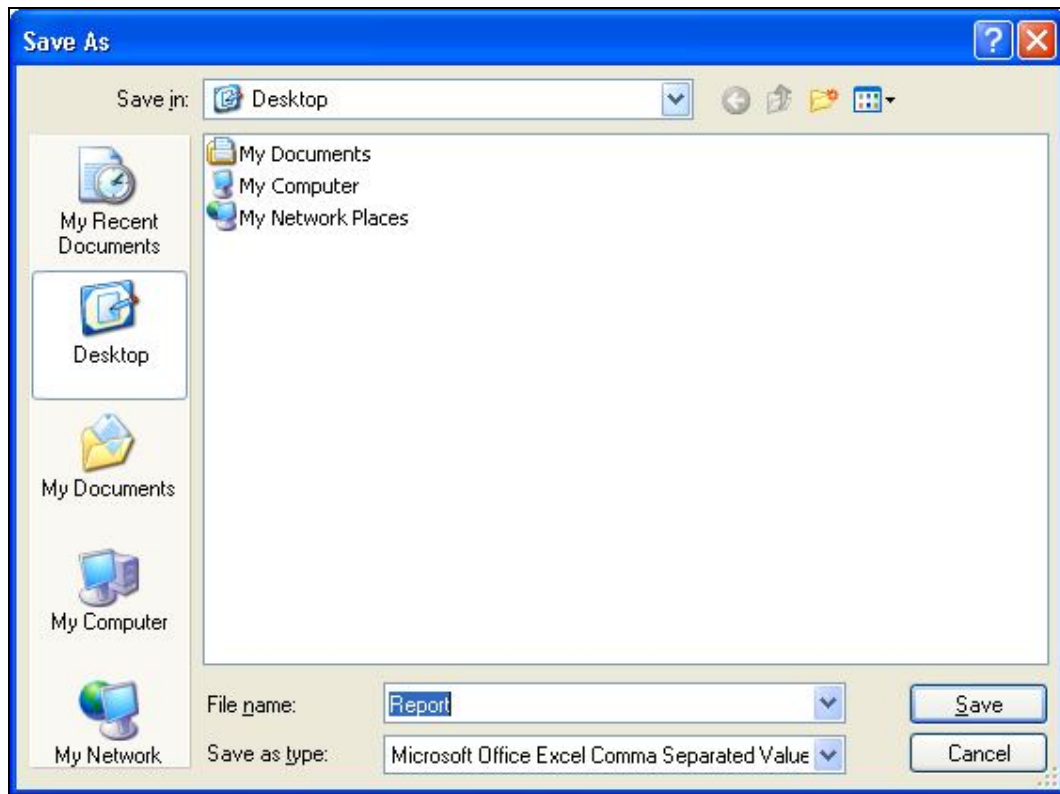


Figure 198

12. Select the location of your choice from the **Desktop** scroll down bar.
13. Click on the **Save** button.
14. File gets saved to the specified location.

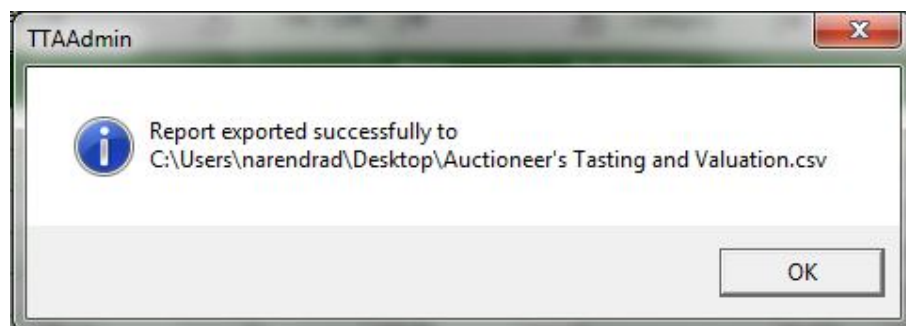


Figure 199

15. You can now open and view the report by clicking on the **Open** button.

16. A sample entry is shown in the following figure.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Tea Available Report													
2														
3	Auctioneer	Manufactu	Origin	Mark	Grade	Tea Type	Packages	QTY (Kgs)						
4	rabid01	rabid01	Uttarancha	mark01	grade02	LEAF	100	500						
5	rabid01	rabid01	Uttarancha	mark01	grade03	LEAF	333	1332						
6	rabid01	rabid01	Uttarancha	mark01	grade04	LEAF	333	1332						
7	rabid01	rabid01	Uttarancha	mark01	grade05	LEAF	333	1332						
8	rabid01	rabid01	Uttarancha	mark01	grade06	LEAF	333	1332						
9	rabid01	rabid01	Uttarancha	mark01	grade07	LEAF	333	1332						
10	rabid01	rabid01	Uttarancha	mark01	grade08	LEAF	333	1332						
11	rabid01	rabid01	Uttarancha	mark01	grade09	LEAF	333	1332						
12	rabid01	rabid01	Uttarancha	mark01	grade10	LEAF	333	1332						
13	rabid01	rabid01	Uttarancha	mark01	grade11	LEAF	333	1332						
14	rabid01	rabid01	Uttarancha	mark01	grade12	LEAF	333	1332						
15	rabid01	rabid01	Uttarancha	mark01	grade13	LEAF	333	1332						
16	rabid01	rabid01	Uttarancha	mark01	grade14	LEAF	333	1332						
17	rabid01	rabid01	Uttarancha	mark01	grade15	LEAF	333	1332						
18	rabid01	rabid01	Uttarancha	mark01	grade16	LEAF	333	1332						
19	rabid01	rabid01	Uttarancha	mark01	grade17	LEAF	333	1332						
20	rabid01	rabid01	Uttarancha	mark01	grade18	LEAF	333	1332						
21	rabid01	rabid01	Uttarancha	mark01	grade19	LEAF	333	1332						
22	rabid01	rabid01	Uttarancha	mark01	grade20	LEAF	333	1332						
23	rabid01	rabid01	Uttarancha	mark01	grade21	LEAF	333	1332						
24	rabid01	rabid01	Uttarancha	mark01	grade22	LEAF	333	1332						
25	rabid01	rabid01	Uttarancha	mark01	grade23	LEAF	333	1332						
26	rabid01	rabid01	Uttarancha	mark01	grade24	LEAF	333	1332						
27	rabid01	rabid01	Uttarancha	mark01	grade25	LEAF	333	1332						
28	rabid01	rabid01	Uttarancha	mark01	grade26	LEAF	333	1332						
29	rabid01	rabid01	Uttarancha	mark01	grade27	LEAF	333	1332						
30	rabid01	rabid01	Uttarancha	mark01	grade28	LEAF	333	1332						
31	rabid01	rabid01	Uttarancha	mark01	grade29	LEAF	333	1332						
32	rabid01	rabid01	Uttarancha	mark01	grade30	LEAF	333	1332						
33	rabid01	rabid01	Uttarancha	mark01	grade31	LEAF	333	1332						
34	rabid01	rabid01	Uttarancha	mark01	grade32	LEAF	333	1332						

Figure 118

## 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.

➤ 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.

Figure 119

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	◆ 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	◆ Select the appropriate auction date from the drop-down list. ◆ All sale dates of selected sale no as defined by TAO
Auctioneer	◆ ALL	◆ Select the appropriate auctioneer from the drop-down list. ◆ All the auctioneer names along with option All.
Tea Type	◆ ALL	◆ Select the appropriate tea type from the drop-down list. ◆ Options viz. Leaf, Dust along

Field	Default Value	Description
		with options All.
<b>Category</b>	◆ ALL	<ul style="list-style-type: none"> <li>◆ Select the appropriate category from the drop-down list.</li> <li>◆ Options viz. CTC, Orthodox, Darjeeling, Oolong, and Green along with option All.</li> </ul>
<b>Session Time</b>	◆ First auction session of default auction date	<ul style="list-style-type: none"> <li>◆ Select the appropriate session time from the drop-down list.</li> <li>◆ All sessions of selected sale date as defined by TAO</li> </ul>
<b>Status</b>	◆ ALL	<ul style="list-style-type: none"> <li>◆ Select the appropriate lot status from the drop-down list.</li> <li>◆ Options viz. sold, unsold along with option All.</li> </ul>

4. Select the appropriate details.
5. Click on the Refresh button.
6. Auctioneer module displays the post auction catalog report based on your search criteria.
7. A sample entry is shown in the following figure.

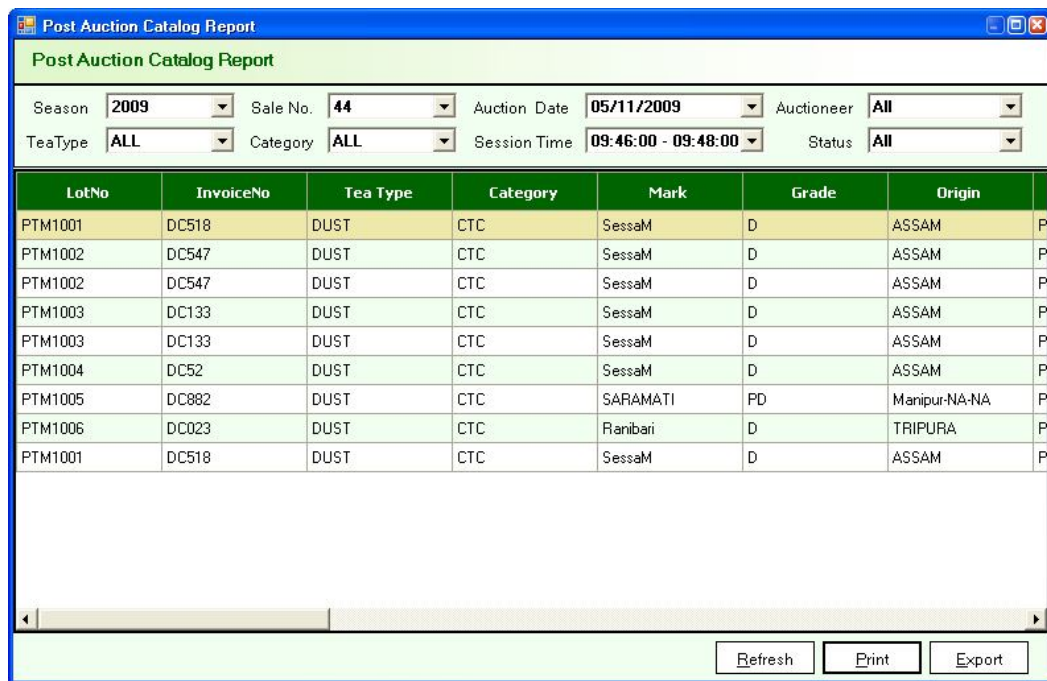


Figure 120

---

**Note:** Details of a session will be displayed on completion of that session.

---

## *Auctioneer's tasting Cum Valuation Report*

### Viewing Auctioneer's Tasting Cum Valuation Report

This section provides a detailed procedure on how to view auctioneer's tasting cum valuation report.

➤ **To view auctioneer's tasting cum valuation report:**

1. Log on to e-Auction Admin application.
2. On the menu bar, click **Reports** and then select **Auctioneer's Tasting Cum Valuation Report**.
3. **Admin nodule** displays the **Auctioneer's Tasting Cum Valuation Report** screen as shown in the following figure.

Figure 121

Field	Description
Season	◆ Select the appropriate season from the drop-down list.

Field	Description
	<ul style="list-style-type: none"> <li>◆ This field is mandatory.</li> </ul>
<b>Sale No</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate sale number from the drop-down list.</li> <li>◆ This field is mandatory.</li> </ul>
<b>Auction Date</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate auction date from the drop-down list.</li> <li>◆ This field is mandatory.</li> </ul>
<b>Auctioneer</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate auctioneer from the drop-down list.</li> <li>◆ This field is mandatory.</li> </ul>
<b>Tea Type</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate tea type from the drop-down list.</li> <li>◆ This field is mandatory.</li> </ul>
<b>Category</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate category from the drop-down list.</li> <li>◆ This field is mandatory.</li> </ul>

4. Select the appropriate details and click the **Refresh** button.
5. **e-Auction** displays the **Auctioneer's Tasting Cum Valuation Report** page, based on your search criteria.
6. A sample entry is shown in the following figure.

Auctioneer	Mark	Grade	Base Price	Auctioneer Valuation	Mark & Pack Commen
ATB	AbhishekGolden	BOP	100.00	0.00	
ATB	AbhishekGolden	FP	300.00	0.00	
ATB	AbhishekGolden	FBOP	150.00	0.00	
ATB	AbhishekGolden	BP	50.00	0.00	
ATB	AbhishekGolden	BOP	500.00	0.00	
ATB	AbhishekGolden	BOP	400.00	0.00	
ATB	AbhishekGolden	BOP	60.00	0.00	
ATR	AbhishekGolden	FP	150.00	0.00	

Figure 122

## 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

This section provides a detailed procedure on how to view auction catalog summary report.

➤ To view auction catalog summary report:

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



Figure 123

Field	Description
<b>Season</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate season from the drop-down list.</li> <li>◆ This field is mandatory.</li> </ul>
<b>Sale No</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate sale number from the drop-down list.</li> <li>◆ This field is mandatory.</li> </ul>
<b>Auction Date</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate auction date from the drop-down list.</li> <li>◆ This field is mandatory.</li> </ul>

4. Select the appropriate details and click the **Refresh** button.
5. **Admin module** displays the **Auction Catalog Summary** results, based on your search criteria.
6. A sample entry is shown in the following figure.



Auction Catalog Summary

Season: 2009    Sale No: 24    Auction Date: 17/06/2009

Auctioneer	TeaType	Category	No Of Lots	Packages	Quantity(Kgs)
AB	DUST	CTC	38	720	29320.00
CB	DUST	CTC	135	3224	117399.00
CB	DUST	ORTHODOX	4	40	1440.00
JT	DUST	CTC	216	4476	157903.00
PIP	DUST	CTC	161	2992	102079.00
SCC	DUST	CTC	25	570	27460.00

Buttons: Refresh, Print, Export

Figure 124

## Fresh Arrivals (Monthly Wise)

Fresh arrivals report is based on the tea production entered by the manufacturers, moth-wise. In the fresh arrivals report, you can view the report by selecting the appropriate season.

## Viewing Fresh Arrivals (Monthly Wise)

This section provides a detailed procedure on how to view fresh arrivals (monthly wise) report.

### ➤ To view fresh arrivals (monthly wise) report:

1. Log on to **e-Auction Admin** application.
2. On the menu bar, click **Reports** and then select **Month Wise Arrival of Fresh Tea Report**.
3. **Admin module** displays the **Month Wise Arrival of Fresh Tea Report** screen as shown in the following figure.

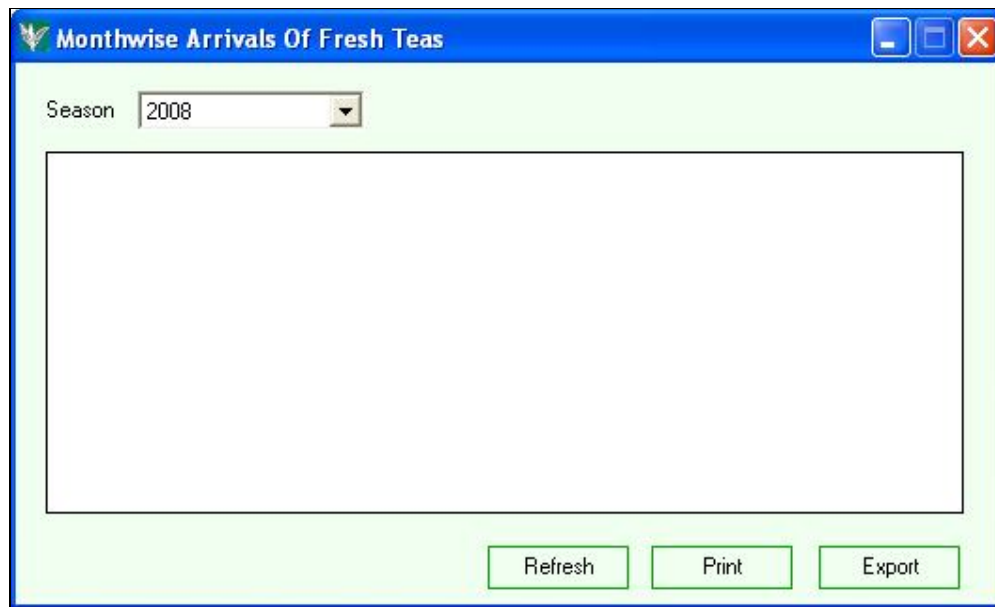


Figure 125

Field	Description
Season	<ul style="list-style-type: none"> <li>◆ Select the appropriate season from the drop-down list.</li> <li>◆ This field is mandatory.</li> </ul>

4. Select the appropriate details and click the **Refresh** button.
5. **Admin module** displays the **Fresh Arrivals (Monthly Wise)** report, based on your search criteria.
6. A sample entry is shown in the following figure.

Month	Leaf Packages	Leaf Quantity(Kgs)	Dust Packages	Dust Quantity(Kgs)	T F
July	825	11230.00	0	0.00	8
August	1645	26075.30	0	0.00	11

Figure 126

## *Fresh Arrivals (Based On Tea Production)*

### **Viewing Fresh Arrivals (Based On Tea Production) Report**

This section provides a detailed procedure on how to view fresh arrivals (based on tea production) report.

➤ **To view fresh arrivals (based on tea production) report:**

1. Log on to **e-Auction Admin** application.
2. On the menu bar, click **Reports** and then select **Fresh Arrival Based on Tea Production Report**.
3. **Admin module** displays the **Month Wise Arrival of Fresh Tea Report** screen as shown in the following figure.



Figure 127

Field	Description
Season	<ul style="list-style-type: none"> <li>◆ Select the appropriate season from the drop-down list.</li> <li>◆ This field is mandatory.</li> </ul>
Month	<ul style="list-style-type: none"> <li>◆ Select the appropriate month from the drop-down list.</li> </ul>

4. Select the appropriate details and click the **Refresh** button.
5. **Admin module** displays the **Fresh Arrivals (Based On Tea Production)** report, based on your search criteria.
6. A sample entry is shown in the following figure.



Manufacturer	Origin	Mark	Grade	QuantityKgs
ABHISHEK	Meghalaya-Dibang Valley	AbhishekGolden	BOP	15000.00
ABHISHEK	Meghalaya-Dibang Valley	AbhishekTea	FBOP	25000.00

Figure 128

## 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

This section provides a detailed procedure on how to view tea available report.

### ➤ To view tea available report:

1. Log on to **e-Auction Admin application**.
2. On the menu bar, click **Reports** and then select **Tea Available Report**.
3. **Admin module** displays the **Tea Available Report** screen as shown in the following figure.

Figure 129

Field	Description
<b>Season</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate season from the drop-down list.</li> <li>◆ This field is mandatory.</li> </ul>
<b>Sale No</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate sale number from the drop-down list.</li> <li>◆ This field is mandatory.</li> </ul>
<b>Auction Date</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate auction date from the drop-down list.</li> <li>◆ This field is mandatory.</li> </ul>
<b>Tea Type</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate tea type from the drop-down list.</li> </ul>
<b>Mark</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate mark from the drop-down list.</li> </ul>
<b>Auctioneer</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate auctioneer from the drop-down list.</li> </ul>

4. Select the appropriate details and click the **Refresh** button.
5. **Admin module** displays the **Tea Available** page, based on your search criteria.
6. A sample entry is shown in the following figure.

The screenshot shows a web application window titled "Tea Available". At the top, there are several filter controls: "Season" (dropdown menu with "2008" selected), "Sale No" (dropdown menu with "1" selected), "Auction Date" (dropdown menu with "8/25/2008" selected), "Auctioneer" (dropdown menu with "All" selected), "Tea Type" (dropdown menu with "All" selected), and "Mark" (dropdown menu with "All" selected). Below these filters is a table with the following data:

Auctioneer	Manufacturer	Orgin	Mark	Grade	Tea Type	Pa
ATB	ABHISHEK	Meghalaya-Dibang Valley	AbhishekGolden	BOP	LEAF	290
ATB	ABHISHEK	Meghalaya-Dibang Valley	AbhishekGolden	BP	LEAF	60
ATB	ABHISHEK	Meghalaya-Dibang Valley	AbhishekGolden	FBOP	LEAF	50
ATB	ABHISHEK	Meghalaya-Dibang Valley	AbhishekGolden	FP	LEAF	180

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

Figure 130

## 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 and 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

This section provides a detailed procedure on how to view lots removed from the Kutcha Catalog report.

### ➤ To view lots removed from the Kutcha Catalog:

1. Log on to **e-Auction Admin application**.
2. On the menu bar, click **Reports** and then select **Lots Removed from Kutcha Catalog Report**.
3. **Admin module** displays the **Lots Removed from Kutcha Catalog Report** screen as shown in the following figure.

Figure 131

Field	Description
<b>Season</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate season from the drop-down list.</li> <li>◆ This field is mandatory.</li> </ul>
<b>Sale No</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate sale number from the drop-down list.</li> <li>◆ This field is mandatory.</li> </ul>
<b>Auction Date</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate auction date from the drop-down list.</li> <li>◆ This field is mandatory.</li> </ul>
<b>Auctioneer</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate Auctioneer from the drop-down list.</li> </ul>
<b>Manufacturer</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate Manufacturer from the drop-down list.</li> </ul>

4. Select the appropriate details and click the **Refresh** button.
5. **Admin module** displays the **Lots Removed from the Kutcha Catalog** page, based on your search criteria.

6. A sample entry is shown in the following figure.

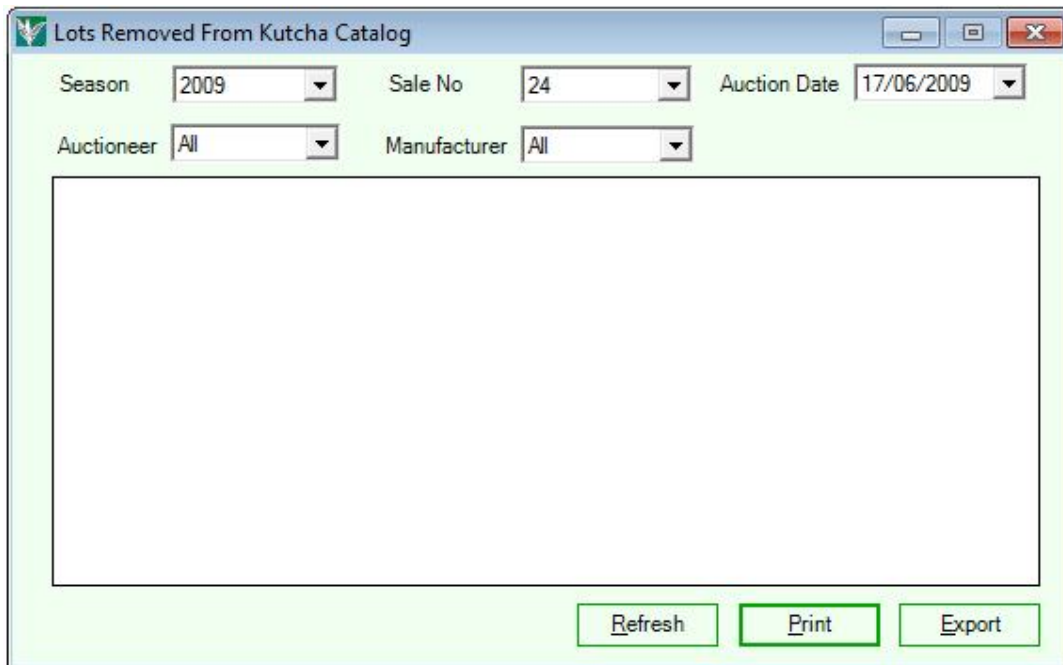


Figure 132

## ***Buyers Purchase Abstract***

In the Buyer Purchase Abstract, you can view the report by selecting the appropriate season, sale number, and auction date etc.

### **Viewing Buyers Purchase Abstract**

This section provides a detailed procedure on how to view buyer purchase abstract report.

➤ **To view buyers purchase abstract:**

1. Log on to **e-Auction Admin application**.
2. On the menu bar, click **Reports** and then select **Buyer Purchase Abstract**.
3. **Admin module** displays the **Buyer Purchase Abstract** screen as shown in the following figure.

Figure 133

Field	Description
<b>Season</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate season from the drop-down list.</li> <li>◆ This field is mandatory.</li> </ul>
<b>Sale No</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate sale number from the drop-down list.</li> <li>◆ This field is mandatory.</li> </ul>
<b>Auction Date</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate auction date from the drop-down list.</li> <li>◆ This field is mandatory.</li> </ul>
<b>Tea Type</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate tea type from the drop-down list.</li> </ul>
<b>Category</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate category from the drop-down list.</li> </ul>
<b>Buyer</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate buyer from the drop-down list.</li> </ul>
<b>Auctioneer</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate auctioneer from the drop-down list.</li> </ul>

4. Select the appropriate details and click the **Refresh** button.

5. **Admin module** displays the **Buyers Purchase Abstract** page, based on your search criteria.
6. A sample entry is shown in the following figure.

Auctioneer	Buyer	manufactureFromDate	manufactureToDate	Mark	Grade	Category
priya3	priya1	01/08/2008	06/08/2008	Borahi	ABC	OOLOI
priya3	priya1	01/08/2008	06/08/2008	Borahi	BOP	GREEN
priya3	priya1	01/08/2008	06/08/2008	Borahi	BOPSM	ORTHI
priya3	priya1	01/08/2008	06/08/2008	Borahi	BP	GREEN
priya3	priya1	01/08/2008	06/08/2008	Borahi	BP	ORTHI
priya3	priya1	01/08/2008	06/08/2008	Borahi	LMN	DARJE
priya3	priya1	01/08/2008	06/08/2008	Borahi	POQ	DARJE
priya3	priya1	11/08/2008	15/08/2008	Borahi	BOP	DARJE
priya3	priya1	11/08/2008	15/08/2008	Borahi	BOP	GREEN
priya3	priya1	11/08/2008	15/08/2008	Borahi	BOPSM	GREEN

Figure 134

## Manufacturer Sale Abstract

In the Manufacturer Sale Abstract, you can view the report by selecting the appropriate season, sale number, and auction date.

### Viewing Manufacturer Sale Abstract

This section provides a detailed procedure on how to view manufacturer sale abstract report.

#### ➤ To view manufacturer sale abstract

1. Log on to **e-Auction Admin application**.
2. On the menu bar, click **Reports** and then select **Manufacturer Sale Abstract**.
3. **Admin module** displays the **Manufacturer Sale Abstract** screen as shown in the following figure.

Figure 135

Field	Description
<b>Season</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate season from the drop-down list.</li> <li>◆ This field is mandatory.</li> </ul>
<b>Sale No</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate sale number from the drop-down list.</li> <li>◆ This field is mandatory.</li> </ul>
<b>Auction Date</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate auction date from the drop-down list.</li> <li>◆ This field is mandatory.</li> </ul>
<b>Tea Type</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate tea type from the drop-down list.</li> </ul>
<b>Category</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate category from the drop-down list.</li> </ul>
<b>Manufacturer</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate manufacturer from the drop-down list.</li> </ul>
<b>Auctioneer</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate auctioneer from the drop-down list.</li> </ul>

4. Select the appropriate details and click the **Refresh** button.
5. **Admin module** displays the **Manufacturer Sale Abstract** page, based on your search criteria.

6. A sample entry is shown in the following figure.

The screenshot shows a window titled "Manufacturer Sale Abstract" with several filter fields and a data table. The filters are: Season (2008), Sale No (2), Auction Date (8/27/2008), Tea Type (All), Category (All), Manufacturer (All), and Auctioneer (All). The table below shows the results of these filters.

Auctioneer	Manufacturer	nufactureFromDa	anufactureToDat	Mark	Grade	Catego
ATB	ABHISHEK	7/28/2008	8/15/2008	AbhishekSplGold	BOP	OOLONG
ATB	ABHISHEK	7/28/2008	8/15/2008	AbhishekSplGold	FBOP	GREEN
ATB	ABHISHEK	7/28/2008	8/15/2008	AbhishekSplGold	FBOP	OOLONG
ATB	ABHISHEK	7/28/2008	8/15/2008	AbhishekSplGold	FBOP	ORTHOD
ATB	ABHISHEK	7/28/2008	8/15/2008	AbhishekSplGold	FP	OOLONG

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

Figure 218

## Knockdown Lots

The knockdown will start on completion of the Minimum Bidding Time (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

This section provides a detailed procedure on how to view knockdown lots report.

### ➤ To view knockdown lots:

1. Log on to **e-Auction Admin application**.
2. On the menu bar, click **Reports** and then select **Knock Down Lots** Report.
3. **Admin module** displays the **Knock Down Lots** screen as shown in the following figure.

Figure 136

Field	Description
<b>Season</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate season from the drop-down list.</li> <li>◆ This field is mandatory.</li> </ul>
<b>Sale No</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate sale number from the drop-down list.</li> <li>◆ This field is mandatory.</li> </ul>
<b>Auction Date</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate auction date from the drop-down list.</li> <li>◆ This field is mandatory.</li> </ul>
<b>Tea Type</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate tea type from the drop-down list.</li> </ul>
<b>Mark</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate mark from the drop-down list.</li> </ul>
<b>Auctioneer</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate auctioneer from the drop-down list.</li> <li>◆ This field is mandatory.</li> </ul>

4. Select the appropriate details and click the **Refresh** button.

5. **Admin module** displays the **Knockdown Lots** page, based on your search criteria.
6. A sample entry is shown in the following figure.

Auctioneer	manufactureFromDat	manufactureToDat	Mark	Grade	Packages	KGS
ATB	8/1/2008	8/15/2008	AbhishekGolden	BOP	50	500.00
ATB	8/1/2008	8/15/2008	AbhishekGolden	FP	100	1500.00
ATB	8/1/2008	8/15/2008	AbhishekGolden	FBOP	50	750.00
ATB	8/1/2008	8/15/2008	AbhishekGolden	BP	60	900.00
ATB	8/1/2008	8/15/2008	AbhishekGolden	BOP	50	1000.00
ATB	8/1/2008	8/15/2008	AbhishekGolden	FP	25	375.00
ATB	8/1/2008	8/15/2008	AbhishekGolden	FP	40	1000.00

Figure 137

## Unsold Lots

Lots that did not receive a single bid or received bids below the reserve price set by the auctioneer would be 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

This section provides a detailed procedure on how to view unsold lots report.

### ➤ To view unsold lots:

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

The screenshot shows a software window titled "Unsold Lots". At the top, there are standard window control buttons (minimize, maximize, close). Below the title bar, there are six filter fields, each with a dropdown arrow: "Season" (2008), "Sale No" (1), "Auction Date" (8/25/2008), "Tea Type" (All), "Mark" (All), and "Auctioneer" (ATB). These fields are arranged in two rows. Below the filter fields is a large, empty rectangular area, likely intended for a list of unsold lots. At the bottom right of the window, there are three buttons: "Refresh", "Print", and "Export".

Figure 138

Field	Description
<b>Season</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate season from the drop-down list.</li> <li>◆ This field is mandatory.</li> </ul>
<b>Sale No</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate sale number from the drop-down list.</li> <li>◆ This field is mandatory.</li> </ul>
<b>Auction Date</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate auction date from the drop-down list.</li> <li>◆ This field is mandatory.</li> </ul>
<b>Tea Type</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate tea type from the drop-down list.</li> <li>◆ This field is mandatory.</li> </ul>
<b>Mark</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate mark from the drop-down list.</li> </ul>
<b>Auctioneer</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate auctioneer from the drop-down list.</li> <li>◆ This field is mandatory.</li> </ul>

4. Select the appropriate details and click the **Refresh** button.

5. **e-Auction** displays the **Unsold Lots** report, based on your search criteria.
6. A sample entry is shown in the following figure.

Auctioneer	manufactureFromDate	manufactureToDate	Mark	Grade	Packages	Quantity
ATB	8/1/2008	8/15/2008	AbhishekGolden	BOP	40	400.00

Figure 139

## Auction Price List

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

This section provides a detailed procedure on how to view auctioneer's tasting cum valuation report.

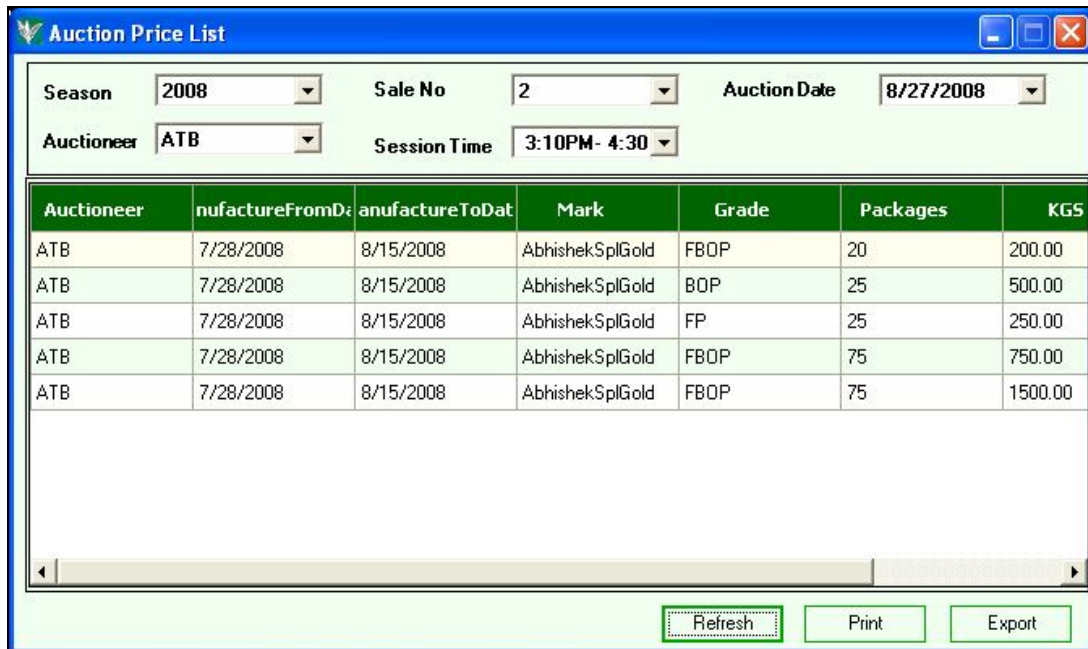
### ➤ To view auction price list:

1. Log on to **e-Auction Admin module**.
2. On the menu bar, click **Reports** and then select **Auction Price List** Report.
3. **Admin module** displays the **Auction Price List** screen as shown in the following figure.

Figure 140

Field	Description
<b>Season</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate season from the drop-down list.</li> <li>◆ This field is mandatory.</li> </ul>
<b>Sale No</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate sale number from the drop-down list.</li> <li>◆ This field is mandatory.</li> </ul>
<b>Auction Date</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate auction date from the drop-down list.</li> <li>◆ This field is mandatory.</li> </ul>
<b>Auctioneer</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate auctioneer from the drop-down list.</li> </ul>
<b>Session Time</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate session time from the drop-down list.</li> <li>◆ This field is mandatory.</li> </ul>

4. Select the appropriate details and click the **Refresh** button.
5. **Admin module** displays the **Auction Price List** report, based on your search criteria.
6. A sample entry is shown in the following figure.



Auctioneer	manufactureFromDate	manufactureToDate	Mark	Grade	Packages	KGS
ATB	7/28/2008	8/15/2008	AbhishekSplGold	FBOP	20	200.00
ATB	7/28/2008	8/15/2008	AbhishekSplGold	BOP	25	500.00
ATB	7/28/2008	8/15/2008	AbhishekSplGold	FP	25	250.00
ATB	7/28/2008	8/15/2008	AbhishekSplGold	FBOP	75	750.00
ATB	7/28/2008	8/15/2008	AbhishekSplGold	FBOP	75	1500.00

Figure 141

## Monthly Sales (TTA Wise)

In the Monthly Sales (TTA Wise), you can view the report by selecting the appropriate season and month.

## Viewing Monthly Sales (TTA Wise)

This section provides a detailed procedure on how to view monthly sales (TTA Wise) report.

### ➤ To view monthly sales (TTA Wise):

1. Log on to **e-Auction Admin module**.
2. On the menu bar, click **Reports** and then select **Monthly Sales (TTA wise)** Report.
3. **Admin module** displays the **Monthly Sales (TTA wise)** screen as shown in the following figure.

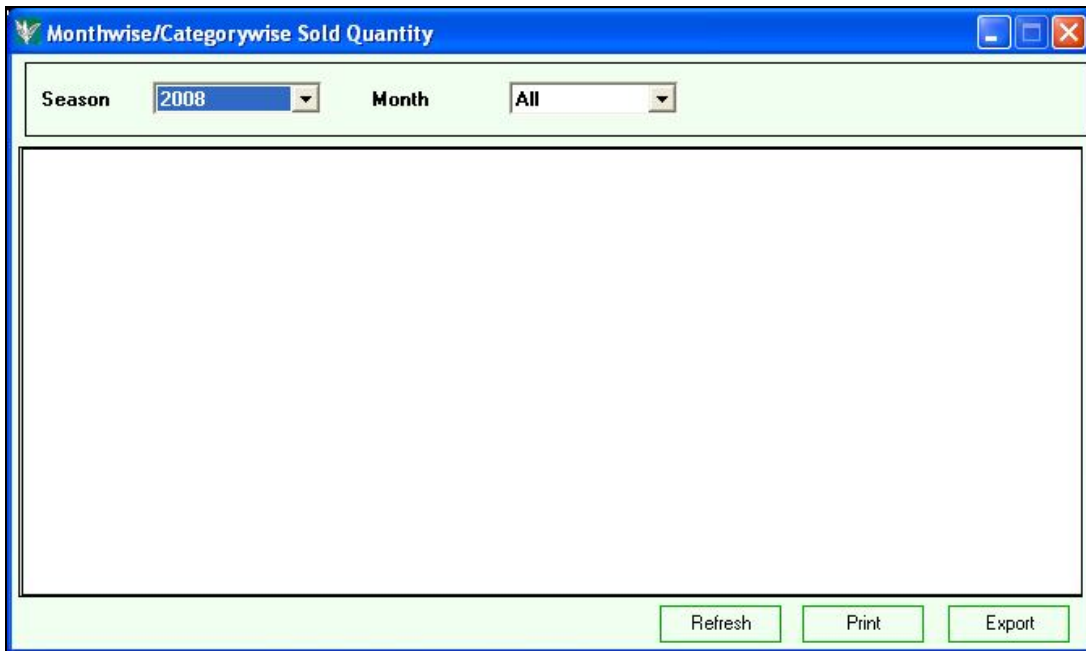


Figure 142

Field	Description
Season	<ul style="list-style-type: none"> <li>◆ Select the appropriate season from the drop-down list.</li> <li>◆ This field is mandatory.</li> </ul>
Month	<ul style="list-style-type: none"> <li>◆ Select the appropriate month the drop-down list.</li> </ul>

4. Select the appropriate details and click the **Refresh** button.
5. **Admin module** displays the **Monthly Sales (TTA Wise)**, based on your search criteria.
6. A sample entry is shown in the following figure.

Month	Packages	Quantity(Kgs)	Price	Packages	Quantity(Kgs)	Pri
	0	0	0	0	0	0
August	1100	16000.0000	932.0455	0	0	0

Figure 143

## Historical Prices

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

This section provides a detailed procedure on how to view historical prices report.

### ➤ To view historical prices:

1. Log on to **e-Auction Admin application**.
2. On the menu bar, click **Reports** and then select **Historical Prices** Report.
3. **Admin module** displays the **Historical Prices** screen as shown in the following figure.

Historical Prices of tea in Past Sale Programs

Season: 2008    Sale No: 1    Auction Date: 8/25/2008

Tea Type: All    Grade: All    Mark: All

Auctioneer: All    Session Time: 7:05PM- 7:25

Refresh    Print    Export

Figure 144

Field	Description
<b>Season</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate season from the drop-down list.</li> <li>◆ This field is mandatory.</li> </ul>
<b>Sale No</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate sale number from the drop-down list.</li> <li>◆ This field is mandatory.</li> </ul>
<b>Auction Date</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate auction date from the drop-down list.</li> <li>◆ This field is mandatory.</li> </ul>
<b>Tea Type</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate tea type from the drop-down list.</li> </ul>
<b>Mark</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate mark from the drop-down list.</li> </ul>
<b>Auctioneer</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate auctioneer from the drop-down list.</li> </ul>
<b>Session Time</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate session time from the drop-down list.</li> <li>◆ This field is mandatory.</li> </ul>

Field	Description
Grade	◆ Select the appropriate grade from the drop-down list.

4. Select the appropriate details and click the **Refresh** button.
5. **Admin module** displays the **Historical Prices** report, based on your search criteria.
6. A sample entry is shown in the following figure.

Auctioneer	manufactureFromDate	manufactureToDate	Mark	Grade	Packages	KGS
ATB	7/28/2008	8/15/2008	AbhishekSplGold	FP	25	250.00
ATB	7/28/2008	8/15/2008	AbhishekSplGold	FBOP	75	750.00
ATB	7/28/2008	8/15/2008	AbhishekSplGold	FBOP	75	1500.00
ATB	7/28/2008	8/15/2008	AbhishekSplGold	BOP	25	500.00
ATB	7/28/2008	8/15/2008	AbhishekSplGold	FBOP	20	200.00

Figure 145

## Lots Pending Delivery

In the **Lot Pending Delivery** report, you can view the report by selecting the appropriate season, sale number, and auction date.

## Viewing Lots Pending Delivery

This section provides a detailed procedure on how to view lot pending delivery report.

### ➤ To view lots pending delivery report:

1. Log on to **e-Auction Admin application**.
2. On the menu bar, click **Reports** and then select **Lots Pending Delivery**.

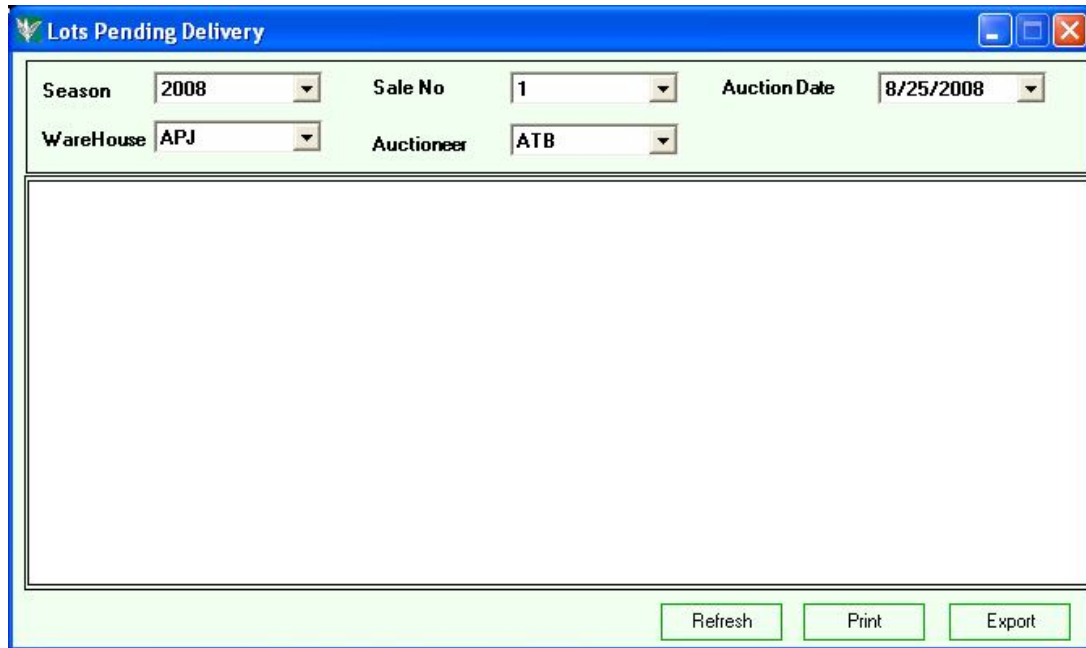
3. **Admin module** displays the **Lots Pending Delivery** screen as shown in the following figure.

Figure 146

Field	Description
<b>Season</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate season from the drop-down list.</li> <li>◆ This field is mandatory.</li> </ul>
<b>Sale No</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate sale number from the drop-down list.</li> <li>◆ This field is mandatory.</li> </ul>
<b>Auction Date</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate auction date from the drop-down list.</li> <li>◆ This field is mandatory.</li> </ul>
<b>Ware House</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate warehouse from drop-down list.</li> <li>◆ This field is mandatory.</li> </ul>
<b>Auctioneer</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate auctioneer from drop-down list.</li> <li>◆ This field is mandatory.</li> </ul>

4. Select the appropriate details and click the **Refresh** button.
5. **Admin module** displays the **Lots Pending Delivery** page, based on your search criteria.

6. A sample entry is shown in the following figure.



The screenshot shows a window titled "Lots Pending Delivery" with a blue title bar. Inside the window, there is a form with five dropdown menus arranged in two rows. The first row contains "Season" (2008), "Sale No" (1), and "Auction Date" (8/25/2008). The second row contains "WareHouse" (APJ) and "Auctioneer" (ATB). Below the form is a large, empty rectangular area. At the bottom right of the window, there are three buttons: "Refresh", "Print", and "Export".

Figure 147

## Lot Types

In the Lot Types report, you can view the report by selecting the appropriate season, sale number, and auction date.

### Viewing Lot Types

This section provides a detailed procedure on how to view lot types report.

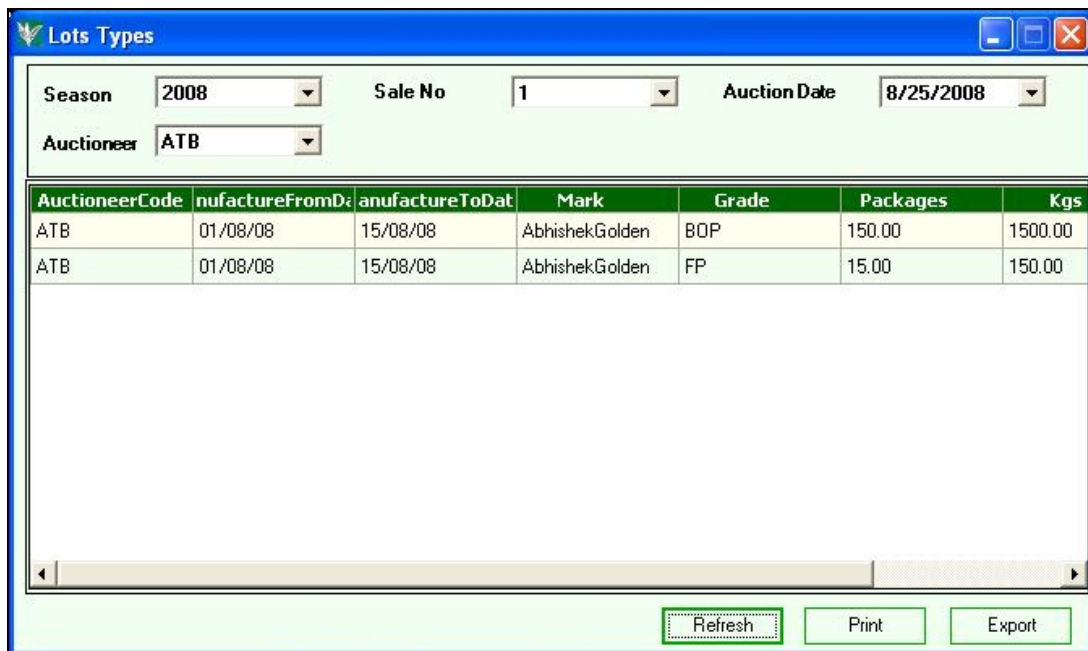
#### ➤ To view lot types report:

1. Log on to **e-Auction Admin application**.
2. On the menu bar, click **Reports** and then select **Lot Types Report**.
3. **Admin module** displays the **Lot Types** screen as shown in the following figure.

Figure 148

Field	Description
Season	<ul style="list-style-type: none"> <li>◆ Select the appropriate season from the drop-down list.</li> <li>◆ This field is mandatory.</li> </ul>
Sale No	<ul style="list-style-type: none"> <li>◆ Select the appropriate sale number from the drop-down list.</li> <li>◆ This field is mandatory.</li> </ul>
Auctioneer	<ul style="list-style-type: none"> <li>◆ Select the appropriate auctioneer from the drop-down list.</li> </ul>
Auction Date	<ul style="list-style-type: none"> <li>◆ Select the appropriate auction date from the drop-down list.</li> <li>◆ This field is mandatory.</li> </ul>

4. Select the appropriate details and click the **Refresh** button.
5. **Admin module** displays the **Lot Types** report, based on your search criteria.
6. A sample entry is shown in the following figure.



The screenshot shows a window titled "Lots Types" with a search filter section and a data table. The search filter includes dropdowns for Season (2008), Sale No (1), Auction Date (8/25/2008), and Auctioneer (ATB). The table below has the following data:

AuctioneerCode	manufactureFromDate	manufactureToDate	Mark	Grade	Packages	Kgs
ATB	01/08/08	15/08/08	AbhishekGolden	BOP	150.00	1500.00
ATB	01/08/08	15/08/08	AbhishekGolden	FP	15.00	150.00

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

Figure 149

## Sales Average Report

In the Sales Average Report, you can view the report by selecting the appropriate season and month.

## Viewing Sales Average Report

This section provides a detailed procedure on how to view sales average report.

### ➤ To view sales average report:

1. Log on to **e-Auction Admin application**.
2. On the menu bar, click **Reports** and then select **Sales Average Report**.
3. **Admin module** displays the **Sales Average** screen as shown in the following figure.

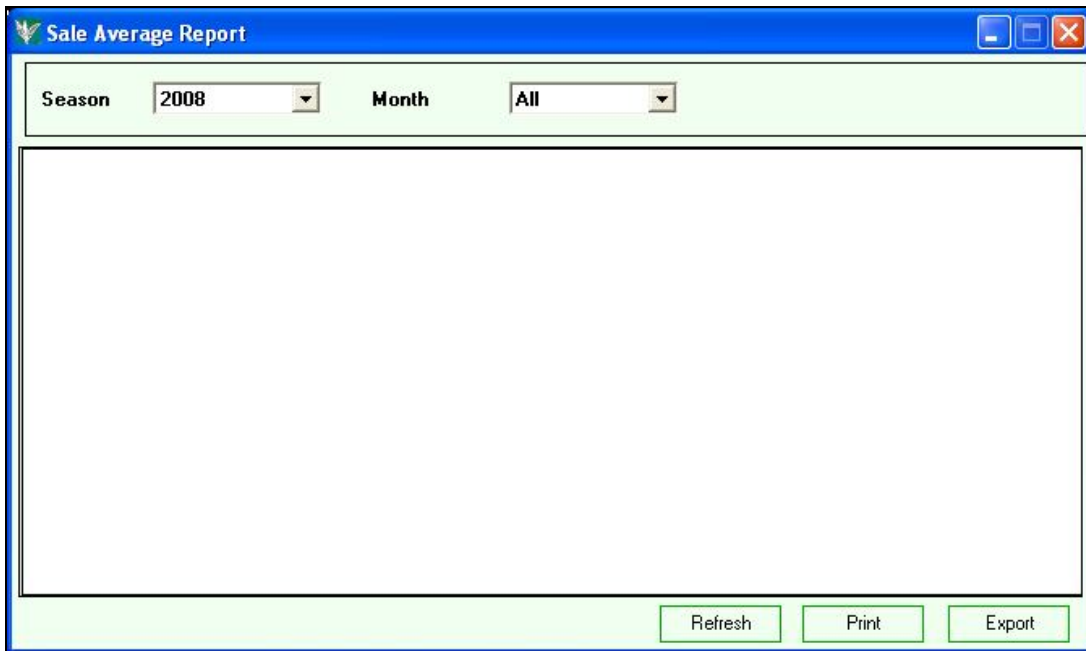


Figure 150

Field	Description
<b>Season</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate season from the drop-down list.</li> <li>◆ This field is mandatory.</li> </ul>
<b>Month</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate month from the drop-down list.</li> </ul>

4. Select the appropriate details and click the **Refresh** button.
5. **Admin module** displays the **Sales Average Report** page, based on your search criteria.
6. A sample entry is shown in the following figure.

Month	Category	Packages	KGS	Average Auction Price
August	GREEN	100	1000.00	1500.00
August	OOLONG	625	7500.00	1100.40
August	ORTHODOX	375	7500.00	500.00

Figure 151

## *Buyer Outstanding Payment Details*

In the Buyer Outstanding Payment Details, you can view the report by selecting the appropriate Season, Sale No and Sale Date.

## Viewing Buyer Outstanding Payment Details

This section provides a detailed procedure on how to view Buyer Outstanding Payment Details.

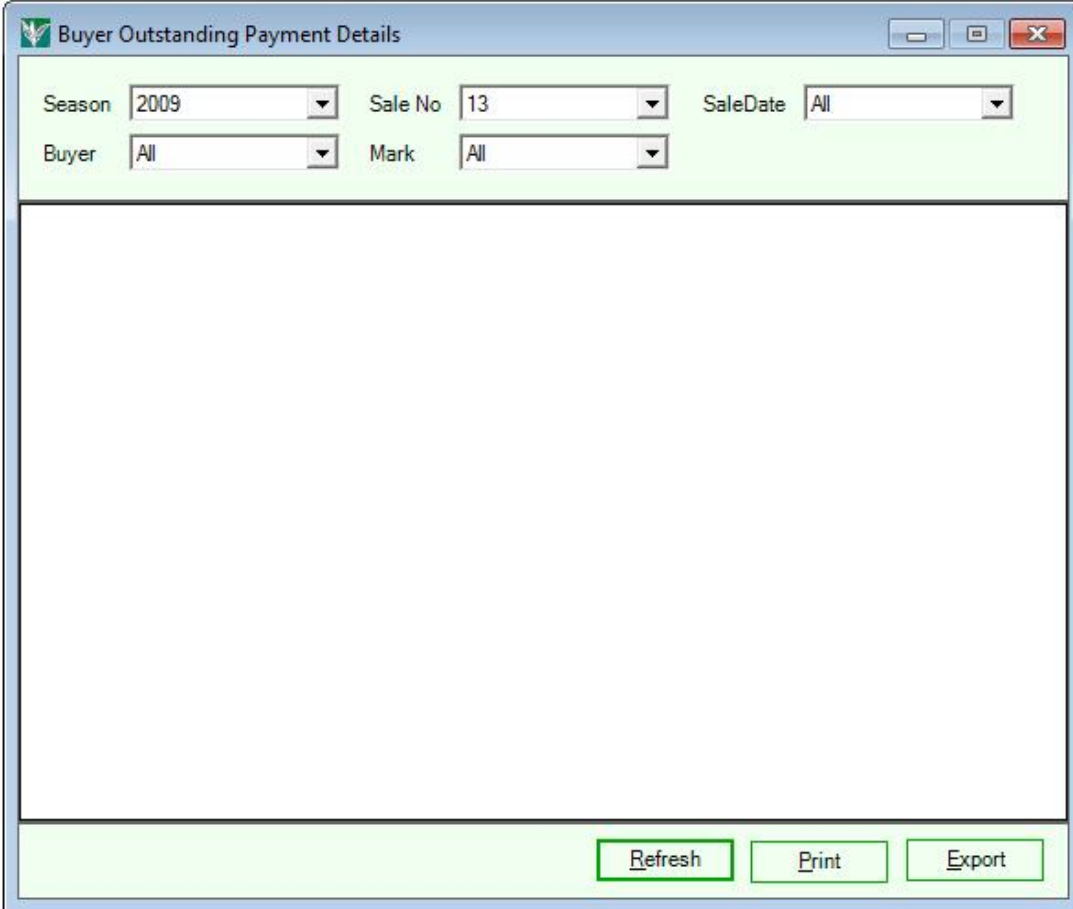
### ➤ To view Buyer Outstanding Payment details:

1. Log on to e-Auction Admin application.
2. On the menu bar, click **Reports** and then select **Buyer Outstanding Payment Details** Report.
3. **Admin module** displays the **Buyer Outstanding Payment Details** screen as shown in the following figure.

Figure 152

Field	Description
<b>Season</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate season from the drop-down list.</li> <li>◆ This field is mandatory.</li> </ul>
<b>Sale No</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate month from the drop-down list.</li> </ul>
<b>Sale Date</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate month from the drop-down list.</li> </ul>

4. Select the appropriate details and click the Refresh button.
5. Admin module displays the Buyer Outstanding Payment Details page, based on your search criteria.
6. A sample entry is shown in the following figure.



Buyer Outstanding Payment Details

Season 2009 Sale No 13 SaleDate All

Buyer All Mark All

Refresh Print Export

Figure 153

## Manufacturer Details

In the Manufacturer Details report, you can view the report by entering the appropriate Teaboard Registration (R.C.) No.

### Viewing Manufacturer Details

This section provides a detailed procedure on how to view Manufacturer Details report.

➤ **To view Manufacturer Details report:**

1. Log on to **e-Auction Admin** application.
2. On the menu bar, click **Reports** and then select **Manufacturer Details Report**.
3. **Admin module** displays the **Manufacturer Details Report** screen as shown in the following figure.

The screenshot shows a window titled "Manufacturer Details". At the top, there is a search form with the label "Teaboard Registration (R.C.) No." followed by an input field. To the right of the input field are two buttons: "Refresh" and "Export". Below the search form is a table with the following columns: State, Plantation District, Revenue District Name, RC No, Manufacturer, and FactoryType. The table contains 12 rows of data, all with the same values: State: Arunachal Pradesh, Plantation District: Arunachal Pradesh, Revenue District Name: All Districts of A.P., RC No: RC-000, Manufacturer: Dummy factory, and FactoryType: BLF.

State	Plantation District	Revenue District Name	RC No	Manufacturer	FactoryType
Arunachal Pradesh	Arunachal Pradesh	All Districts of A.P.	RC-000	Dummy factory	BLF
Arunachal Pradesh	Arunachal Pradesh	All Districts of A.P.	RC-000	Dummy factory	BLF
Arunachal Pradesh	Arunachal Pradesh	All Districts of A.P.	RC-000	Dummy factory	BLF
Arunachal Pradesh	Arunachal Pradesh	All Districts of A.P.	RC-000	Dummy factory	BLF
Arunachal Pradesh	Arunachal Pradesh	All Districts of A.P.	RC-000	Dummy factory	BLF
Arunachal Pradesh	Arunachal Pradesh	All Districts of A.P.	RC-000	Dummy factory	BLF
Arunachal Pradesh	Arunachal Pradesh	All Districts of A.P.	RC-000	Dummy factory	BLF
Arunachal Pradesh	Arunachal Pradesh	All Districts of A.P.	RC-000	Dummy factory	BLF
Arunachal Pradesh	Arunachal Pradesh	All Districts of A.P.	RC-000	Dummy factory	BLF
Arunachal Pradesh	Arunachal Pradesh	All Districts of A.P.	RC-000	Dummy factory	BLF
Arunachal Pradesh	Arunachal Pradesh	All Districts of A.P.	RC-000	Dummy factory	BLF
Arunachal Pradesh	Arunachal Pradesh	All Districts of A.P.	RC-000	Dummy factory	BLF

Figure 154

Field	Description
<b>Teaboard Registration (R.C.) No.</b>	◆ Enter the appropriate Teaboard Registration (R.C.) No.

4. Enter the appropriate details and click the **Refresh** button.
5. **Admin module** displays the **Manufacturer Details** results, based on your search criteria.
6. A sample entry is shown in the following figure.

Manufacturer Details

Teaboard Registration (R.C.) No.

State	Plantation District	Revenue District Name	RC No	Manufacturer	FactoryType
West Bengal	Dooars	jalpaiguri	RC-214	ENGO	Estate Factory
West Bengal	Dooars	jalpaiguri	RC-214	ENGO	Estate Factory

Figure 155

## Bill Contract Summary

In the Bill Contract Summary, you can view the report by selecting the appropriate Season and Sale No.

### Viewing Bill Contract Summary

This section provides a detailed procedure on how to view Bill Contract Summary.

#### ➤ To view Bill Contract Summary:

1. Log on to e-Auction Admin application.
2. On the menu bar, click **Reports** and then select **Bill Contract Summary** Report.
3. **Admin module** displays the **Bill Contract Summary** screen as shown in the following figure.

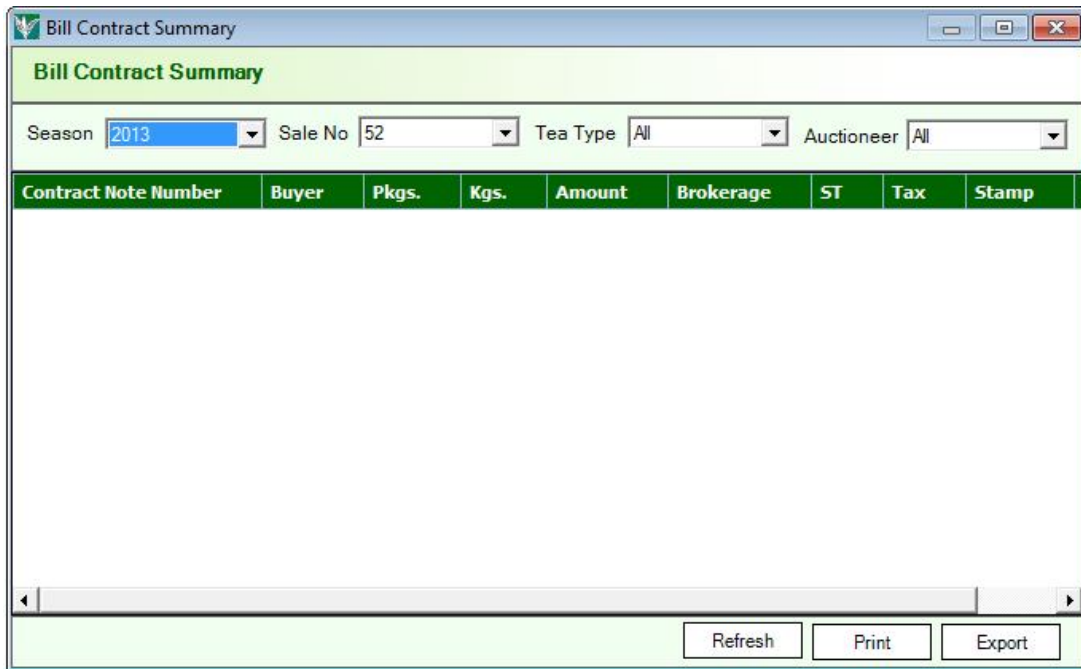


Figure 156

Field	Description
<b>Season</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate season from the drop-down list.</li> <li>◆ This field is mandatory.</li> </ul>
<b>Sale No</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate month from the drop-down list.</li> </ul>
<b>Tea Type</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate Tea Type from the drop-down list.</li> </ul>
<b>Auctioneer</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate Auctioneer from the drop-down list.</li> </ul>

4. Select the appropriate details and click the **Refresh** button.
5. **Admin module** displays the **Bill Contract Summary** page, based on your search criteria.
6. A sample entry is shown in the following figure.

ContractNoteNumber	Buyer	Pkgs.	KGs	Amount	Buying Broker
K1/PTM/E/13-14/L/0000078	I P TEA & COMMODITY CO	30	872.00	78480.00	0.00
K1/PTM/E/13-14/L/0000079	ASIAN TEA COMPANY PRIVATE LIMITED	10	333.00	47619.00	0.00
K1/PTM/E/13-14/L/0000080	MADHU JAYANTI INTERNATIONAL LTD	15	503.00	71426.00	0.00
K1/PTM/E/13-14/L/0000081	I P TEA & COMMODITY CO	31	916.00	82733.00	0.00
K1/PTM/E/13-14/L/0000082	J V GOKAL & CO	34	1156.00	164798.00	0.00
K1/PTM/WS/13-14/L/0000758	MSP CORPORATION	10	293.00	27249.00	0.00
K1/PTM/WS/13-14/L/0000759	KHANDELWAL TEA CO	10	300.00	25800.00	0.00
K1/PTM/WS/13-14/L/0000760	HINDUSTAN UNILEVER LTD	35	1034.20	95301.60	0.00
K1/PTM/WS/13-14/L/0000761	V NAGRECHA & CO	11	330.00	30030.00	0.00
K1/PTM/WS/13-14/L/0000762	S N BEHERA & CO	10	293.00	25198.00	0.00
K1/PTM/WS/13-14/L/0000763	SANJAY TEA EMPORIUM	10	246.00	23370.00	0.00

Figure 157

## Bank DO Register

In the Bank DO register, you can view the report by selecting the appropriate Season and Sale No.

## Viewing Bank DO Register

This section provides a detailed procedure on how to view Bank DO Register.

### ➤ To view Bank DO register:

1. Log on to **e-Auction Admin application**.
2. On the menu bar, click **Reports** and then select **Bank DO Register** Report.
3. **Admin module** displays the **Bank DO Register** screen as shown in the following figure.

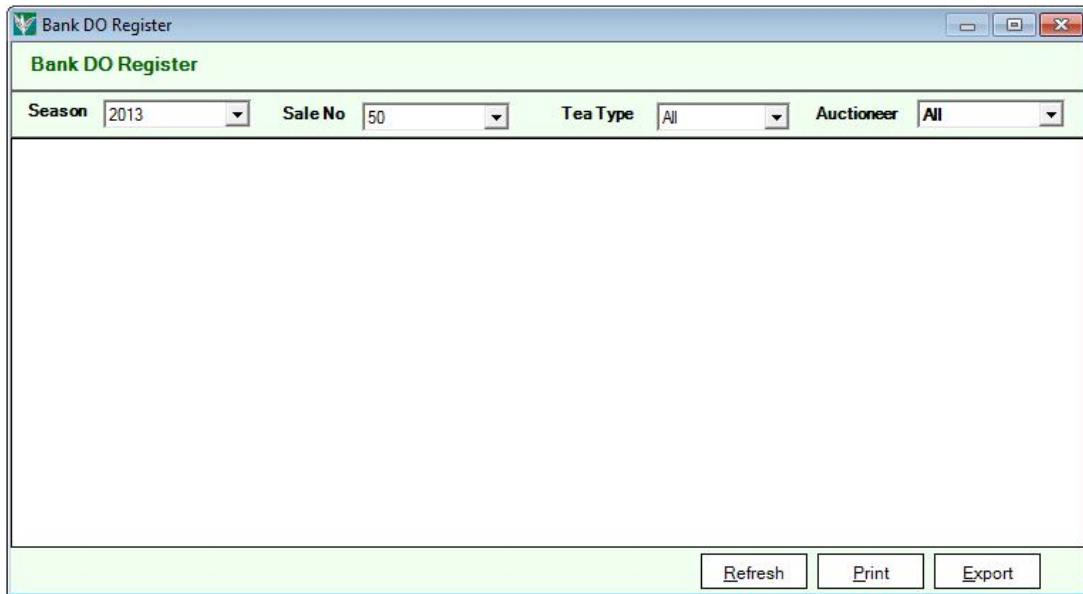


Figure 158

Field	Description
<b>Season</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate season from the drop-down list.</li> <li>◆ This field is mandatory.</li> </ul>
<b>Sale No</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate Sale No from the drop-down list.</li> </ul>
<b>Tea Type</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate Tea Type from the drop-down list.</li> </ul>
<b>Auctioneer</b>	<ul style="list-style-type: none"> <li>◆ Select the appropriate Auctioneer from the drop-down list.</li> </ul>

4. Select the appropriate details and click the **Refresh** button.
5. **Admin module** displays the **Bank DO register** page, based on your search criteria.
6. A sample entry is shown in the following figure.

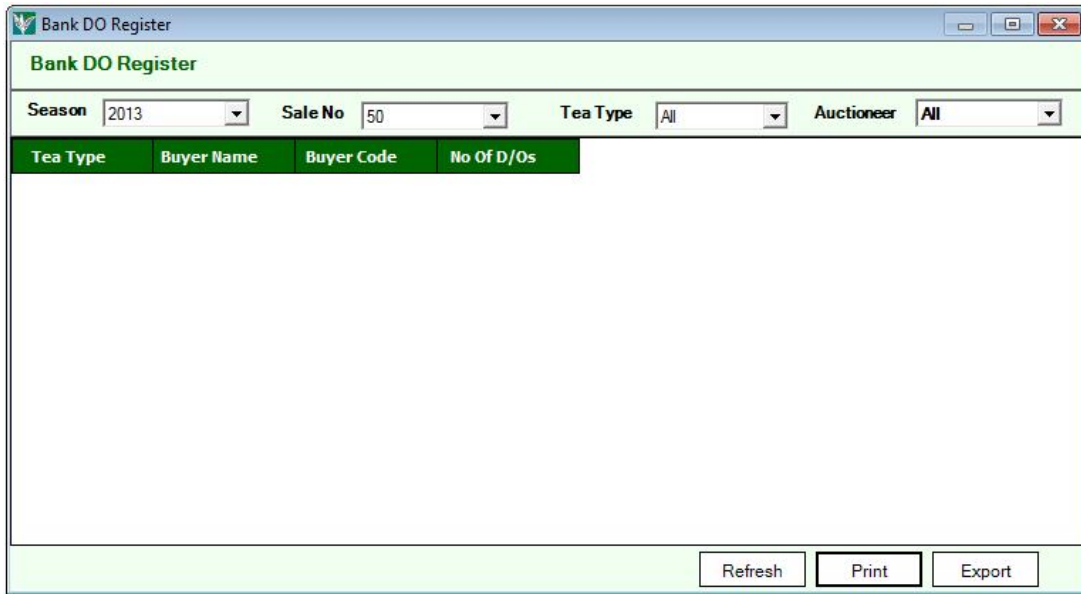


Figure 159

# Miscellaneous

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*In this chapter, you will learn about:*

- Notifications
- Publish Catalog

## Notifications

Notifications are the notification messages sent by the system administrator regarding notifications about auction, bidding, pricing, etc.

### Viewing Notifications

This section provides a detailed procedure on how to view notifications.

➤ **To view notifications:**

1. Log on to **e-Auction Admin application**.
2. On the menu bar, click **Miscellaneous** and then select **Notification** screen.
3. **Admin module** displays the **Notifications** screen as shown in the following figure.
4. Select the **Notifications**.

Figure 160

Field	Description
<b>Auctioneer</b>	◆ Select the appropriate auctioneer from the

Field	Description
	drop-down list.
<b>Buyer</b>	◆ Select the appropriate buyer from the drop-down list.
<b>Manufacturer</b>	◆ Select the appropriate manufacturer from the drop-down list.
<b>Message Area</b>	◆ Type the message in this text box.

5. Enter the appropriate information.
6. Click **Refresh** to view notification details.
7. **Admin module** displays the **Notifications** screen as shown in the following figure.

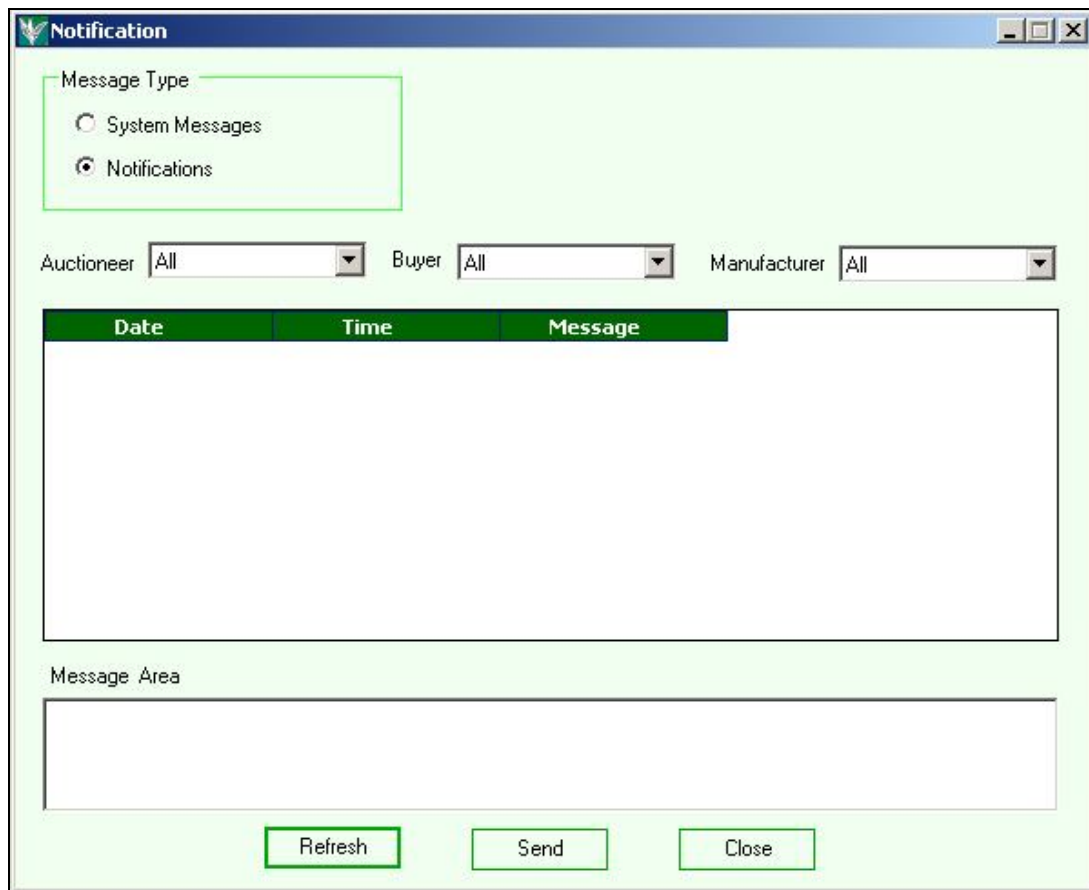


Figure 161

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

## Viewing System Messages

This section provides a detailed procedure on how to view system messages.

➤ **To view system messages:**

1. Log on to **e-Auction Admin application**.
2. On the menu bar, click **Miscellaneous** and then select **Notification** screen.
3. **Admin module** displays the window as shown in the following figure.

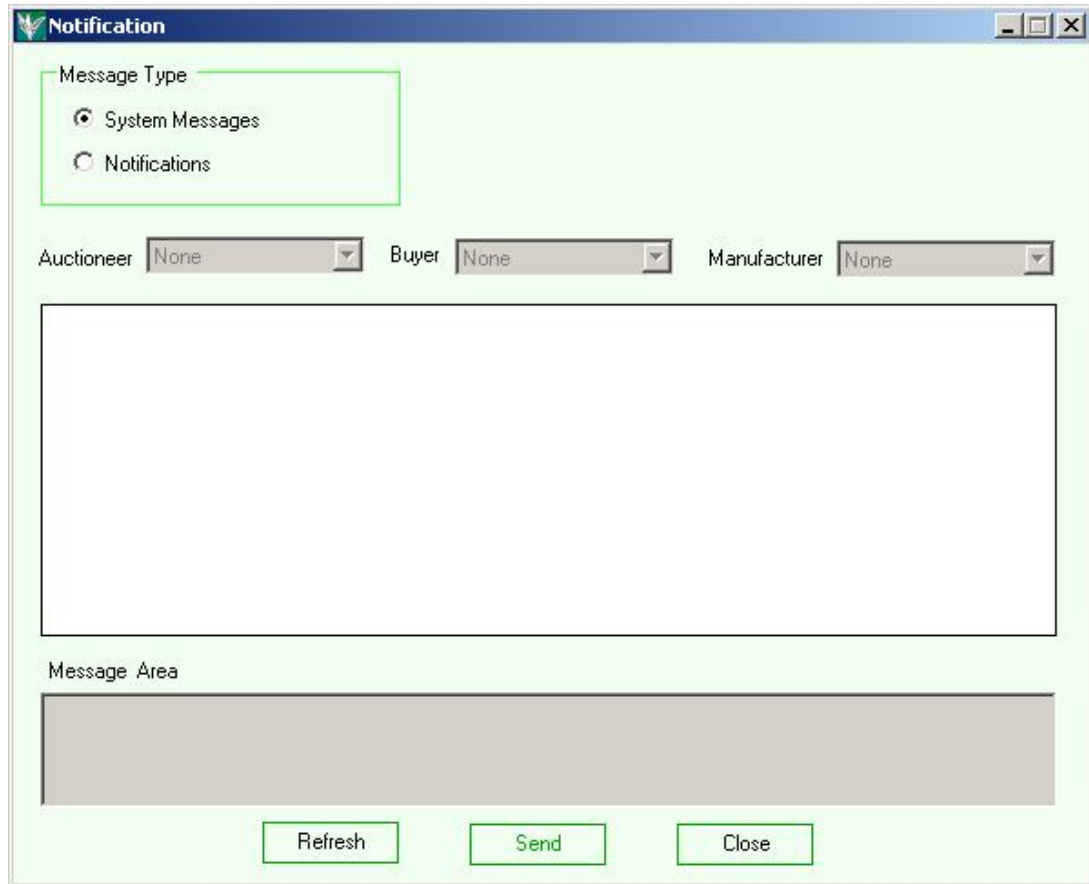


Figure 162

4. Select **System Messages**.
5. **Admin module** displays the **System Messages** page, as shown in the following figure.

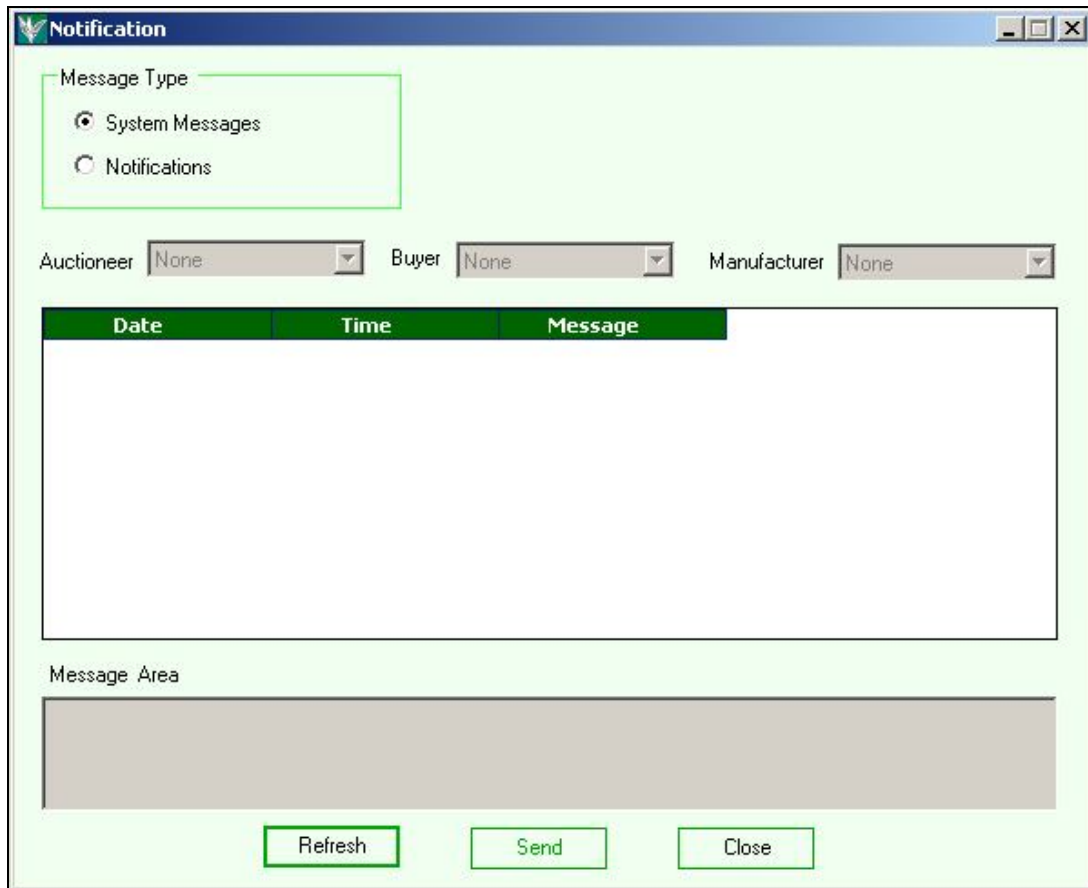


Figure 163

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

## ***Publish Catalog***

If TAO fails to define the sessions before catalog, publishing date system will not generate forthcoming auction catalog.

In this case, TAO can define the session after publishing date and can publish the catalog using this screen.

## **Viewing Publishing Catalog**

This section provides a detailed procedure on how to publish the catalog.

### **➤ To publish the catalog:**

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

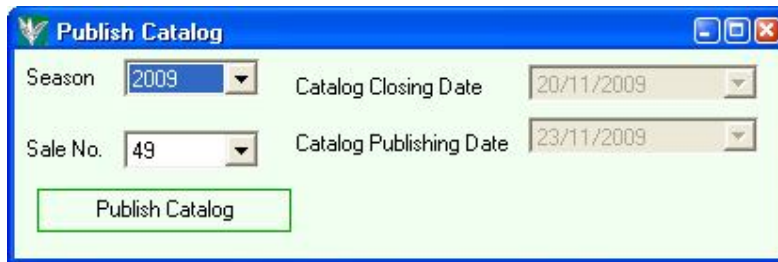


Figure 164

4. Select the appropriate **Season and Sale No.**
5. Click on **Publish Catalog** button.
6. **Admin module** displays the screen as shown in the following figure.

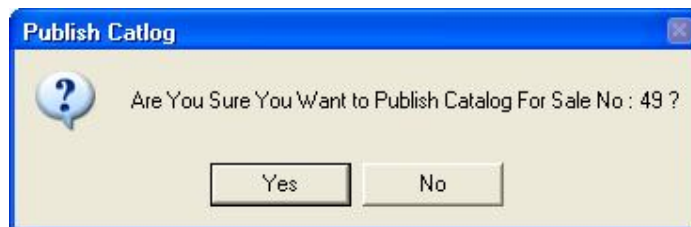


Figure 165

7. Click on **Yes** button.
8. **Admin module** displays the screen as shown in the following figure.

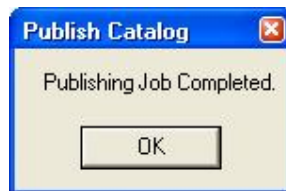


Figure 166

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**Note:** TAO can publish the catalog till a day prior to the first sale date of a sale program.

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