

# BLEND SHEET FOR THE TEA BOARD

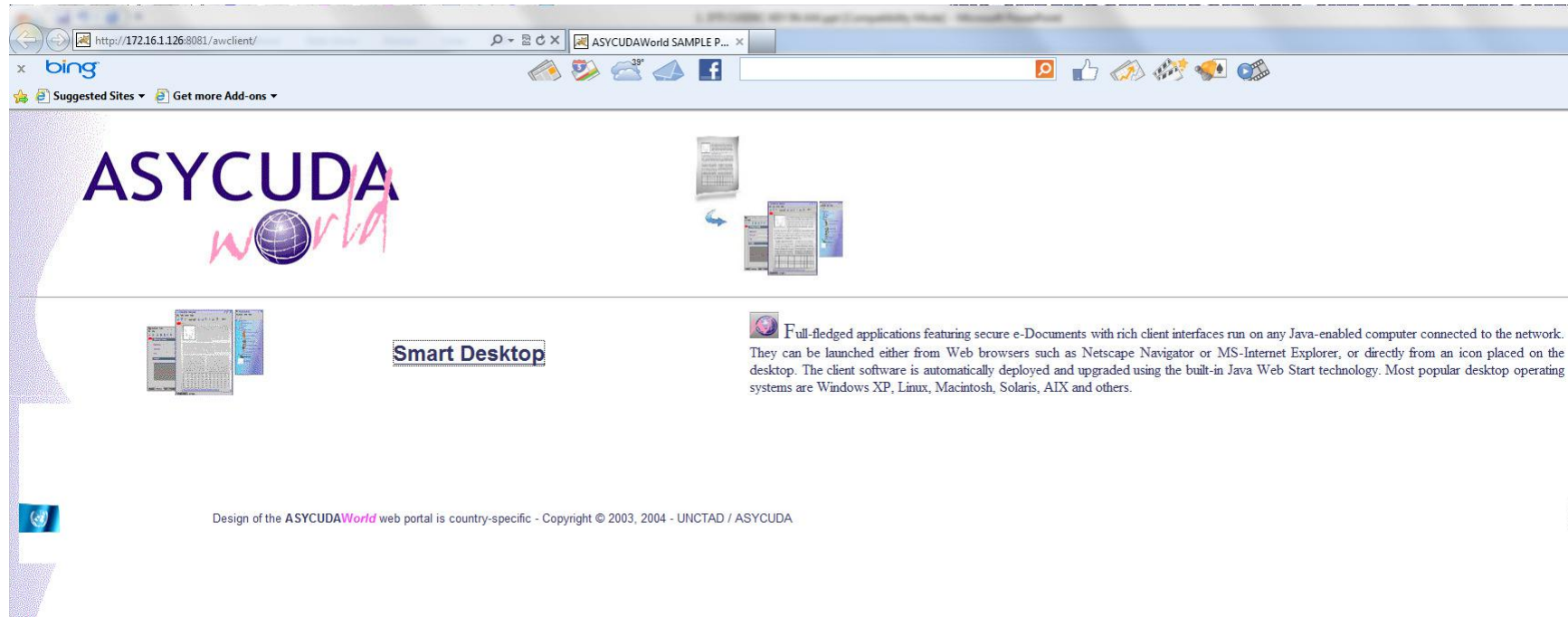
ICT Customs

# **Obtaining User names & passwords**

Obtain the Login names and passwords from the ICT division of Sri Lanka Customs.

Each user/company/department will be held responsible for the Login names and passwords

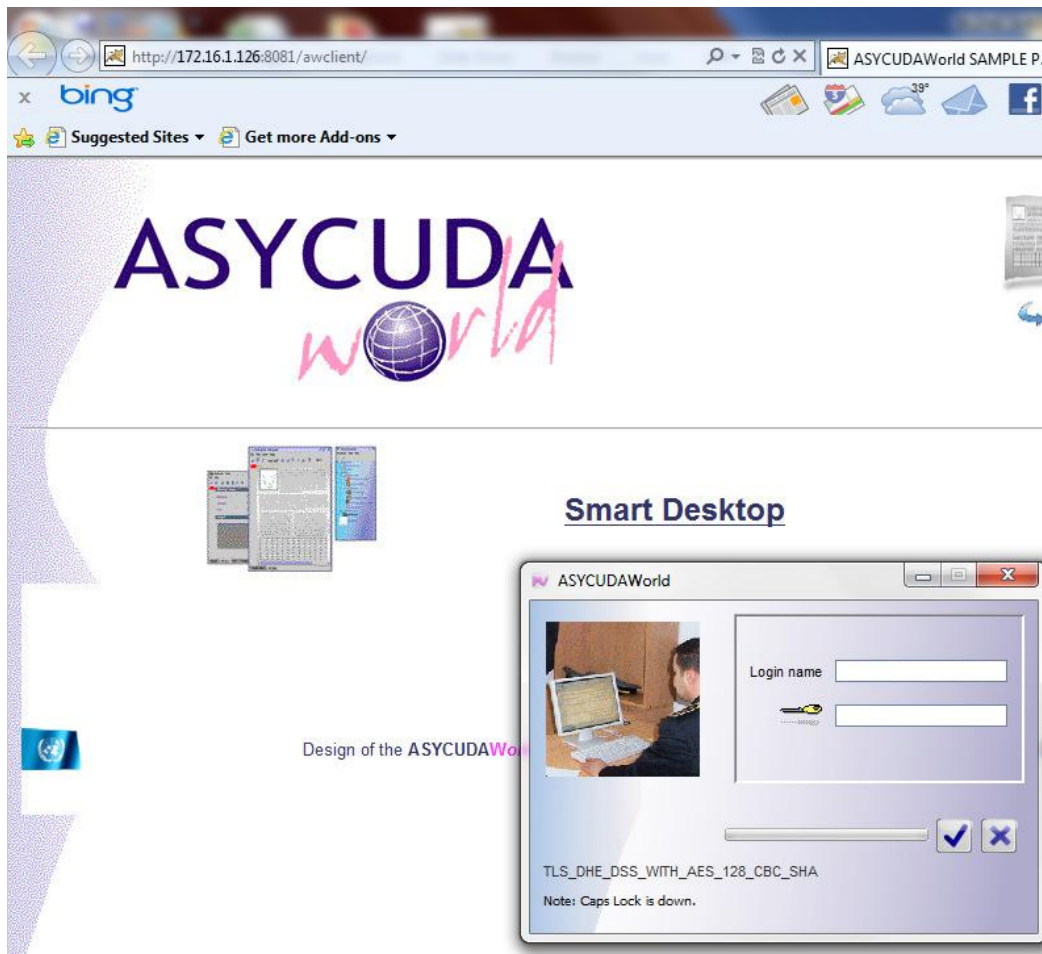
# Type the URL http://172.16.1.26



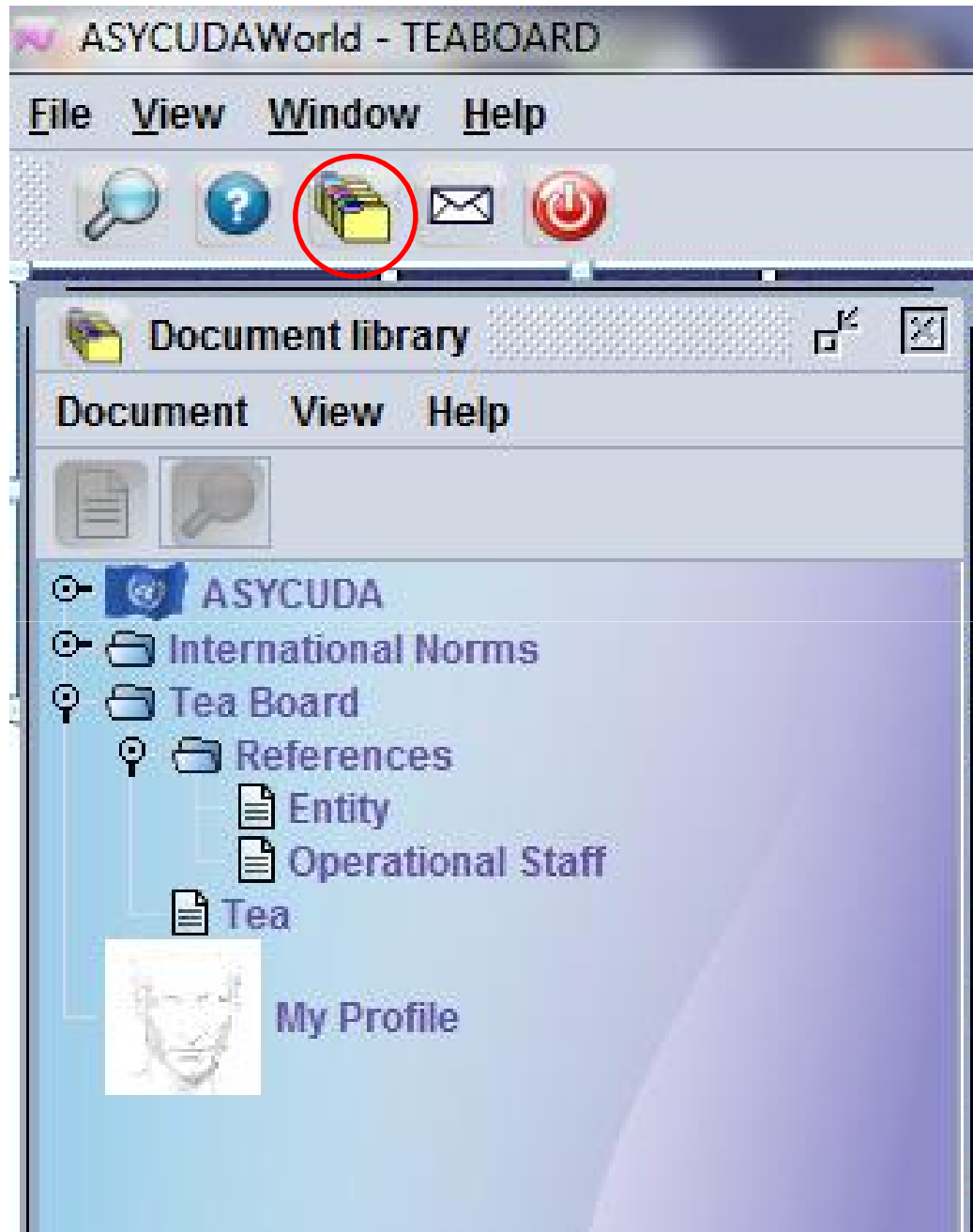
Click on the **“Smart Desktop”**

How you connect to the Customs server will be notified later as this is prone to change with our firewall setup.

# LOGIN TO THE SYSTEM



Give the Login name and the password to gain access to the system.



Click on the envelop circled in red and a drop down menu will appear.

Tea Board should update the references

# Entity details should be given

Document library

- ASCYUDA
- International Norms
- Tea Board
- References
  - Entity
  - Operational Staff
  - Tea
- My Profile

Entity - View [n/a]

1 Exporter Identification

2 Exporter Name

3 akbar

Exporter Registration Number

Business Address

colombo

Factory Registration Number

01

Type of Organization

Limited Liability Company

BOI Approval Status

YES

Exporter Registration Contact

Document library

- ASCYUDA
- International Norms
- Tea Board
- References
  - Entity
  - Operational Staff
  - Tea
- My Profile

Entity - View [n/a]

1 Additional information

2 Capital

3 1,000.00

Associate Company

no

Banker's Name

fgf

Banker's Address

gfgfg

Exporter Registration Contact

Document library

- ASCYUDA
- International Norms
- Tea Board
- References
  - Entity
  - Operational Staff
  - Tea
- My Profile

Entity - View [n/a]

1 Additional information

2 Warehouse Reg. No.

3 001nmnm

Owned of Leased

oy

Location of Warehouse

bnbn

Location & Tea Tasting Facilities

bnbn

Details of Contract Blenders

bnbn

Exporter Registration Contact



Operational Staff Details should be given before hand by the Tea Board staff.

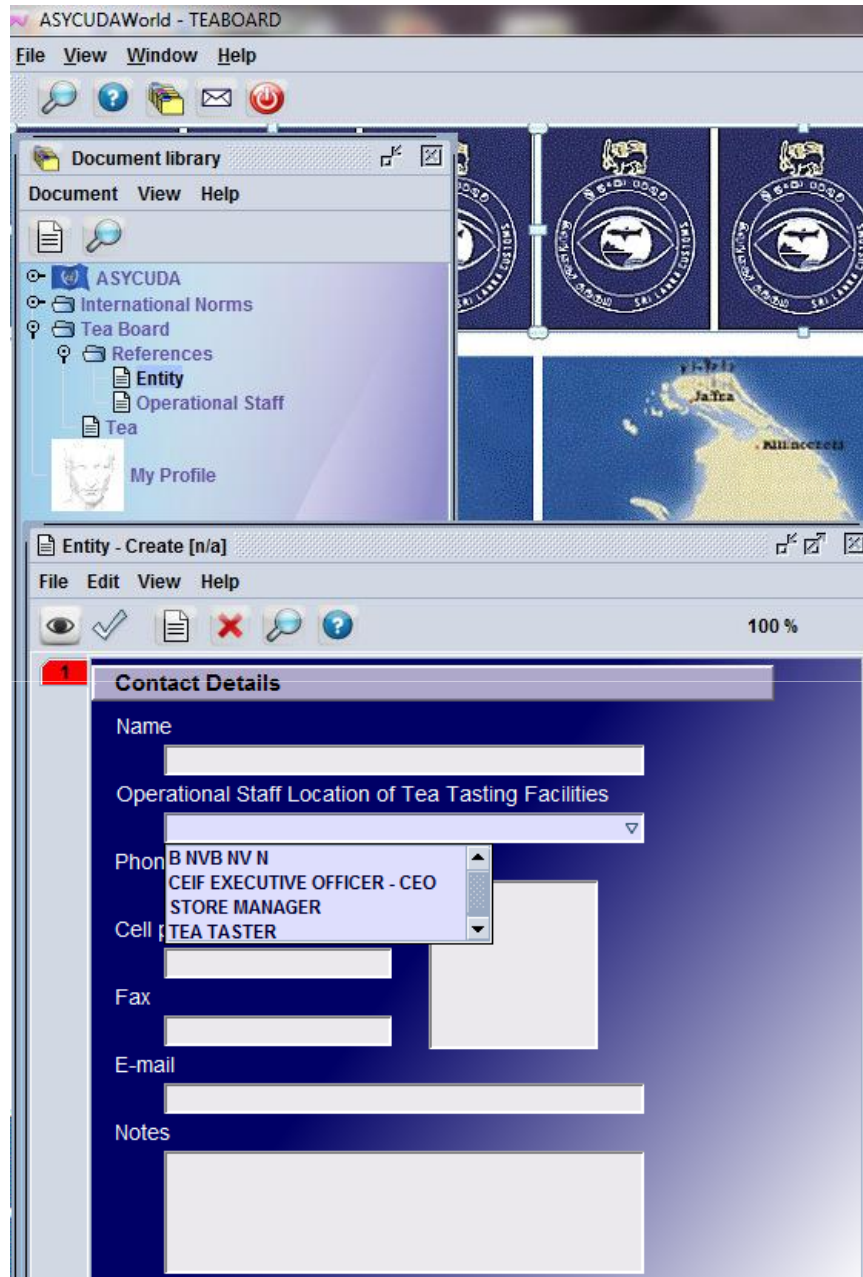
These details will appear under the drop down menu in the Contacts of exporter identification.

Go to Tea Board  
References  
Operational Staff

Right click on the Operational Staff  
New Operational Staff

This will create a new Operational Staff



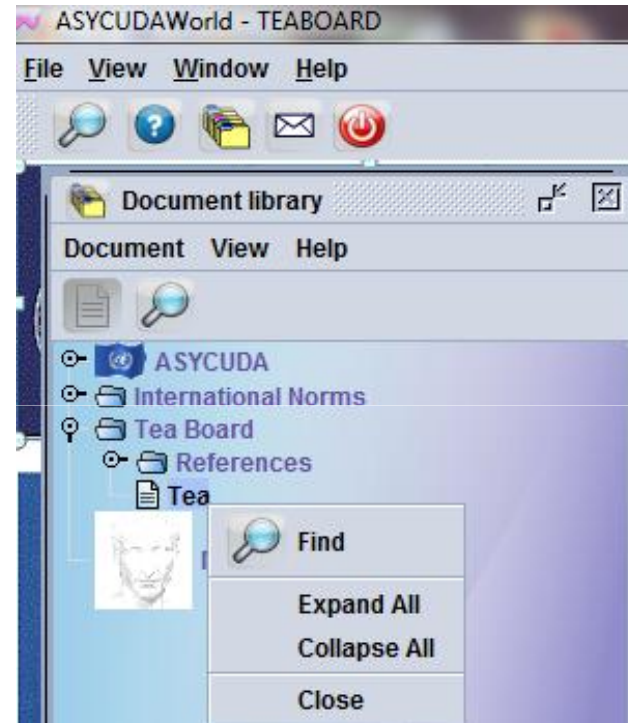
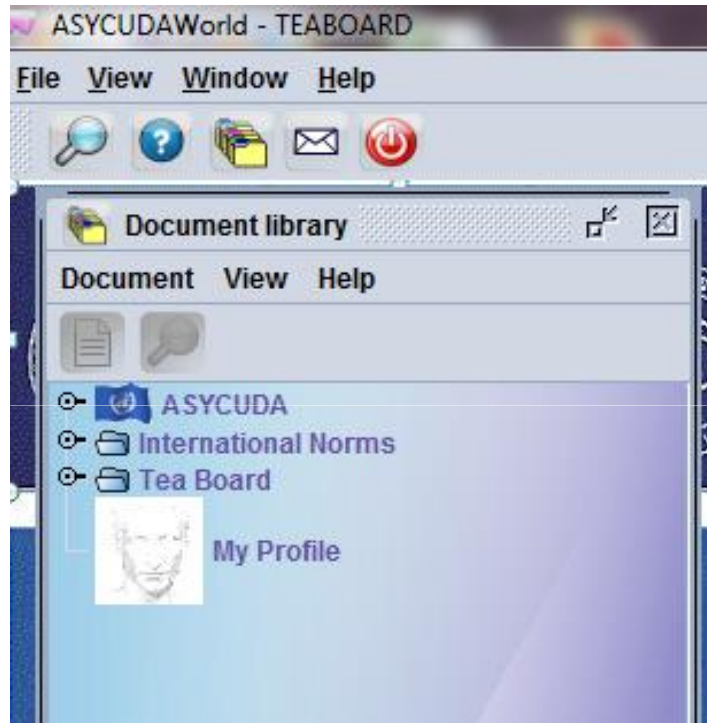


Operational Staff Details will appear when a new entity is created.

You can select the appropriate Operational Staff.

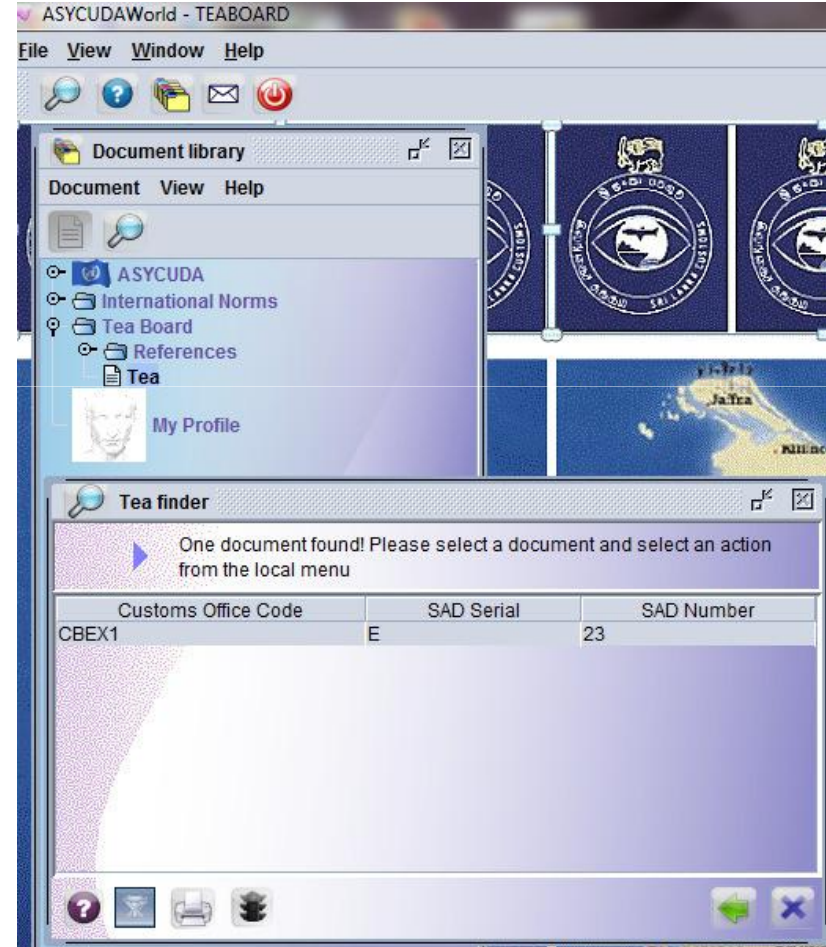
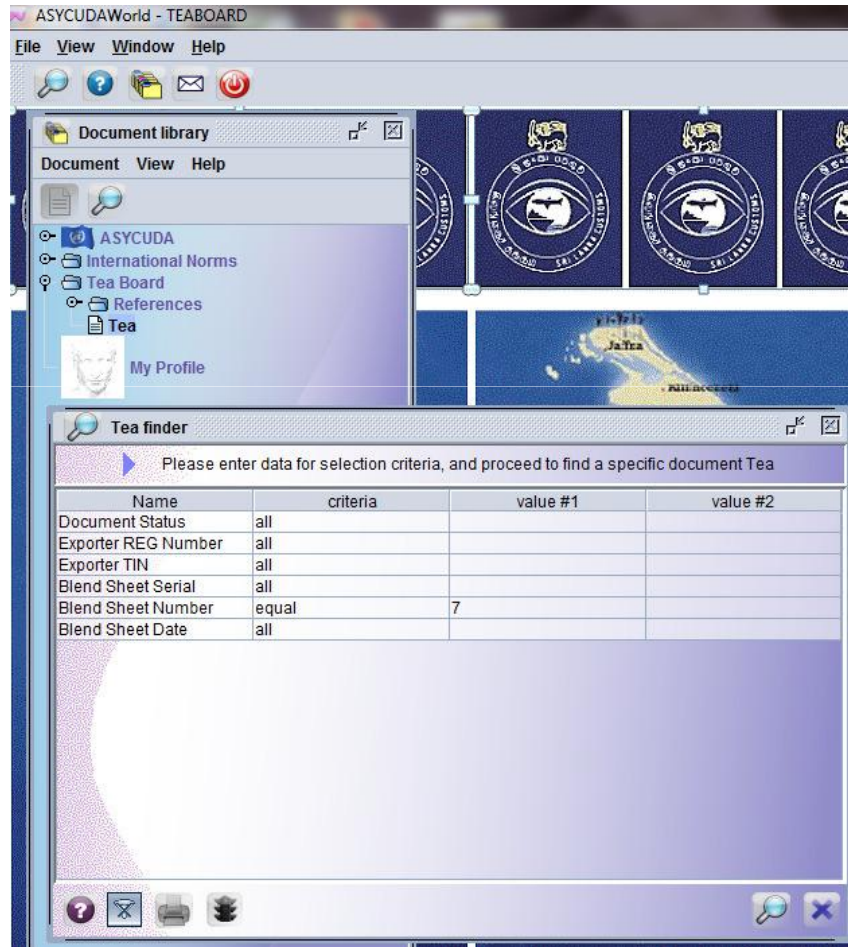


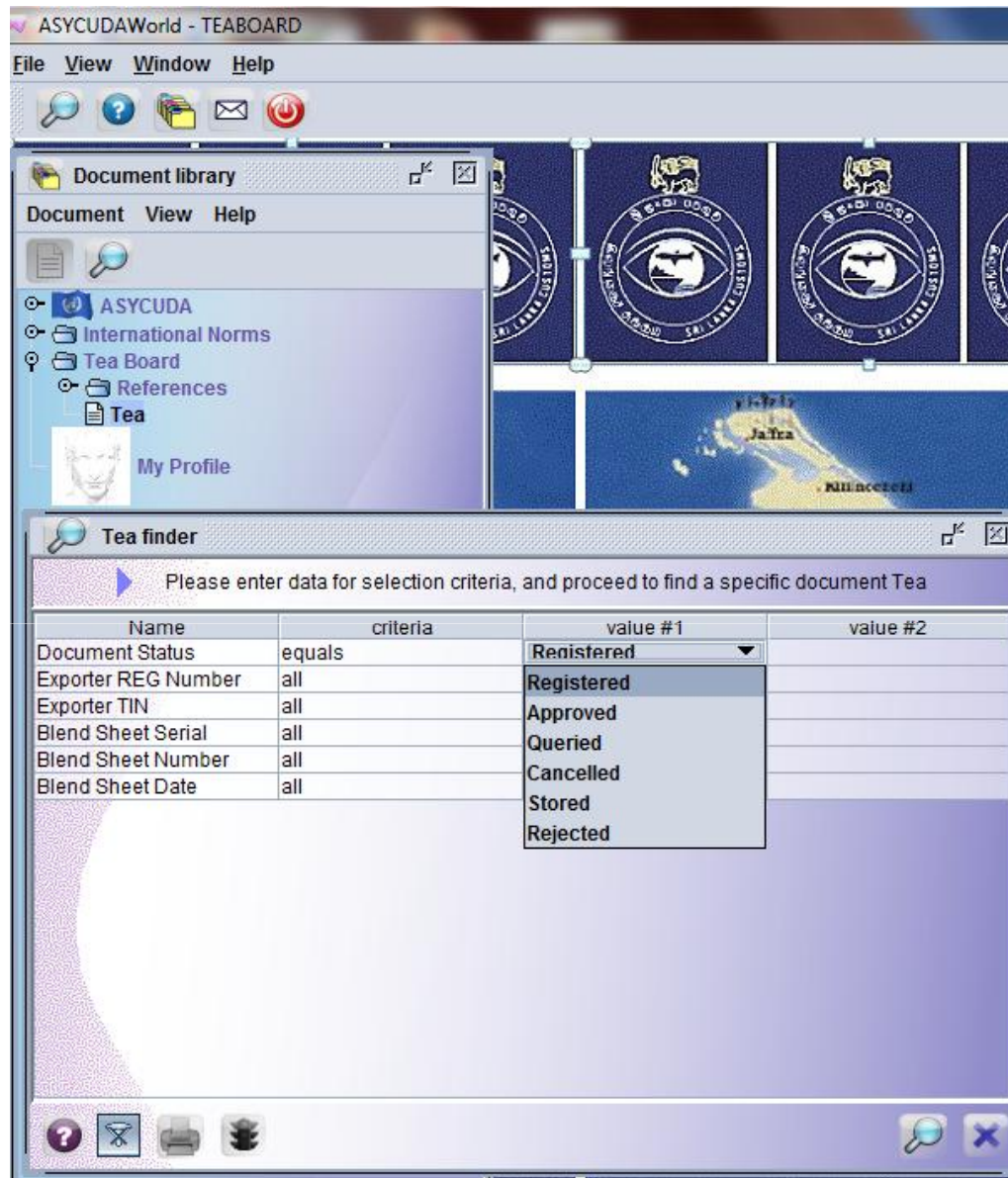
# APPROVING A BLEND SHEET



Go to Tea - Find

If the exact Blend Sheet Number is known then criteria can be set accordingly. If not the criteria should be set to all or registered.

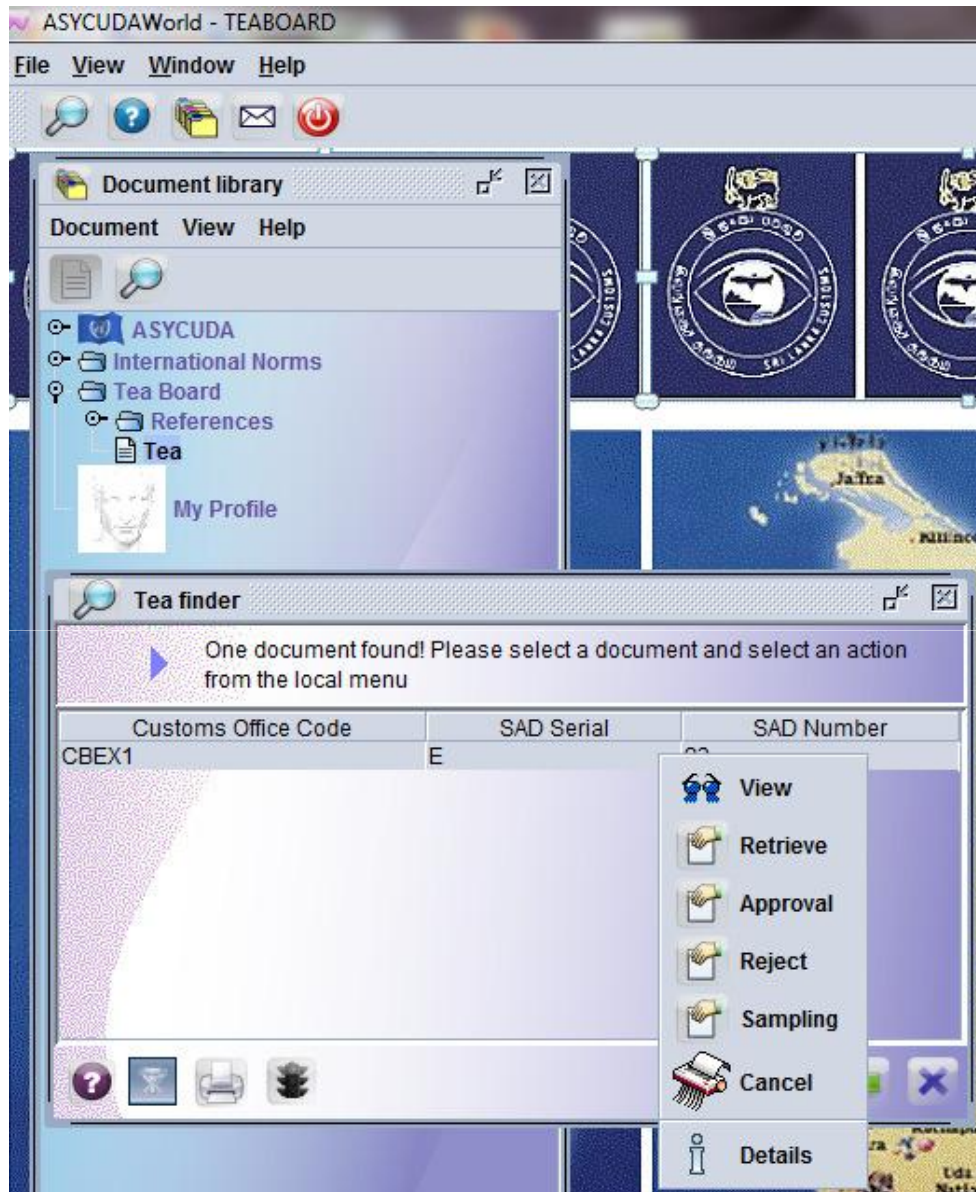




The system offers a wide variety of locating a blend sheet.

In this case the Tea board can locate only the Registered Blend Sheets.





The relevant Blend sheet can be viewed, Retrieved, Approved, Rejected, Sample called or Cancelled.

The drop down menu in this regard appears.

The screenshot shows a software application window with a menu bar (File, View, Window, Help) and a toolbar. The main area is divided into several panes:

- Document library:** Contains a search icon and a list of folders: ASYCUDA, International Norms, Tea Board, References, Tea, and My Profile.
- Tea finder:** Displays a message: "13 documents found! Please select a document and select an action from the local menu". Below this is a table with the following data:

Customs Office Code	SAD Serial	SAD Number
CBEX1	E	2
CBEX1	E	2
E05	E	1
CBEX1	E	5
CBEX1	1	1
CBEX1	E	12
CBEX1	E	17
CBEX1	E	17
CBEX1	E	18
CBEX1	E	23

- Detail information:** Shows metadata for a selected document:
  - created on: 08/03/2012 07:36
  - by user: Administrator
  - owner: n/a
  - locked: no
  - from: n/a
  - by: n/a
  - Current version:

At the bottom of the detail information pane, there is a table showing the current version status:

version	status	owner
2	Registered	n/a

The status of the blend sheet can be viewed.

In this case it is registered.

Blend sheet can be viewed by right clicking and clicking on View

ASYCUDAWorld - TEABOARD

File View Window Help

Tea - Approval [CBEX1]

File Edit View Help

100 %

Approve

**ASYCUDA**

Form 100% LOCAL

BLEND SHEET NO 2012 / 7

EXPORTER REG NO R/13

EXPORTER TIN 4090013357000

CUSDEC REG NO CBEX1 2012 E 23

BLEND NO AFAFK

AVG RATE PER KG 240.00

FOB AVG 450.00

LION LOGO USED

PARTICULARS OF THE TEA BOUGHT AT THE COLOMBO TEA AUCTION  
AND PRIVATE TREATY TO BE EXPORTED TO  
AS UNBLENDED STRAIGHT LINES/BLEND BULK/PACKETS/TEA IN TEA BAGS

QUANTITY TO BE EXPORTED (KGs) 25,000.00

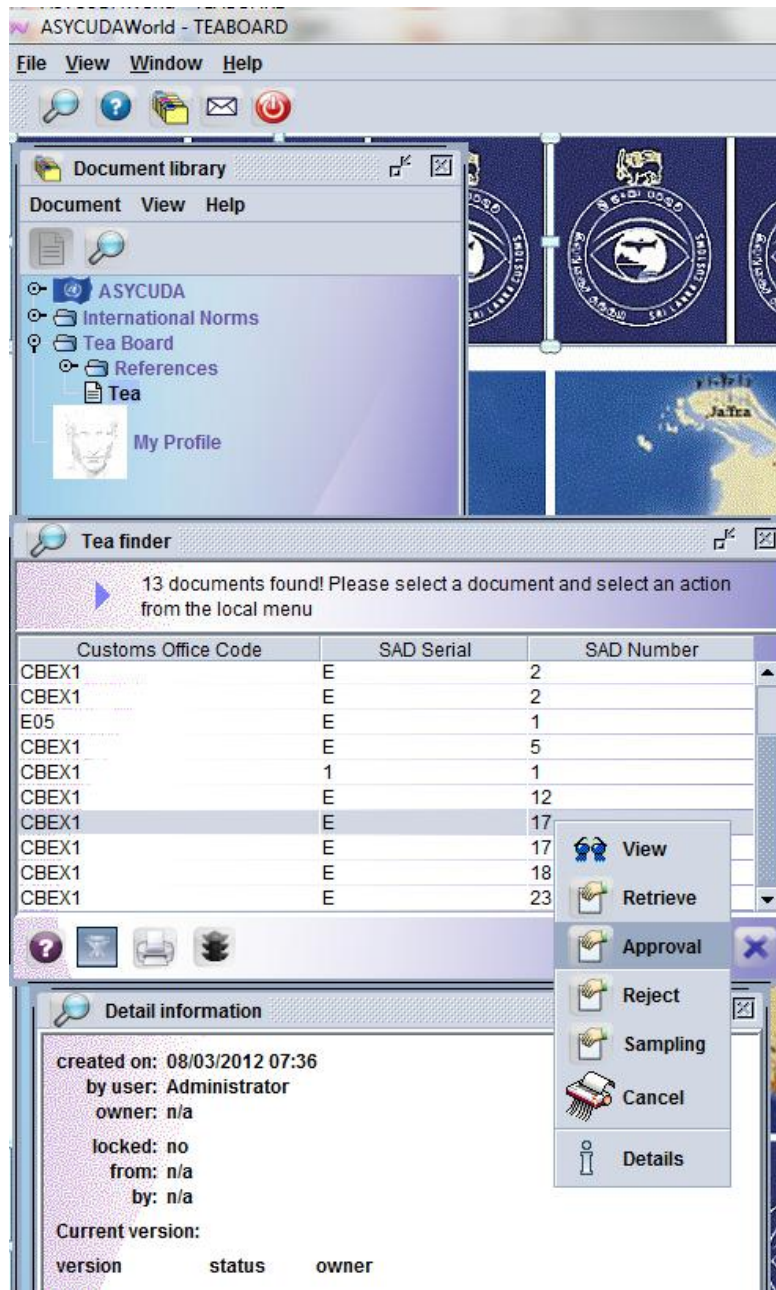
GRADE/STANDARD BOP

DATE OF BLEND 13/03/2012

**PARTICULARS OF SALE**

DATE OF SALE	SALE CODE	BR CODE	LOT NO	INV NO	GARDEN MARK	GRADE	RATE PER KG	QUANTITY IN KG	TOTAL VALUE
2012-03-14	ASDFA	10	25	150	GLENANORE	BOP	250	25000	6250000
2012-03-14	AFDAF	25	12	145	POONAGALA	BOP FANNIN...	450	10000	4500000





Click on Approval

The Blend Sheet will appear

ASYCUDAWorld - TEABOARD

File View Window Help

Tea - Approval [CBEX1]

File Edit View Help

100 %

**ASYCUDA**

Form 100% LOCAL

BLEND SHEET NO 2012 / 4 PARTICULARS OF THE TEA BOUGHT AT THE COLOMBO TEA AUCTION  
AND PRIVATE TREATY TO BE EXPORTED TO \_\_\_\_\_

EXPORTER REG NO VBVBV AS UNBLENDED STRAIGHT LINES/BLEND BULK/PACKETS/TEA IN TEA BAGS

EXPORTER TIN 5133421447000-1

CUSDEC REG NO CBEX1 2012 E 17

BLEND NO 8768UIU QUANTITY TO BE EXPORTED (KGs) 100.00

AVG RATE PER KG 56.00 GRADE/STANDARD 23

FOB AVG 67.00 DATE OF BLEND 08/03/2012

LION LOGO USED

**PARTICULARS OF SALE**

DATE OF SALE	SALE CODE	BR CODE	LOT NO	INV NO	GARDEN MARK	GRADE	RATE PER KG	QUANTITY IN KG	TOTAL VALUE
2012-03-08	IHKJ	JKHJ	67	6786	HJJKH	HKJH	56	34	1904

Message

Document verified!

Click on the eye mark to verify the document.

ASYCUDAWorld - TEABOARD

Tea - Approval [CBEX1]

File Edit View Help

100%

**ASYCUDA**

Form 100% LOCAL

BLEND SHEET NO 2012 / 4 PARTICULARS OF THE TEA BOUGHT AT THE COLOMBO TEA AUCTION

EXPORTER REG NO VBVBV AND PRIVATE TREATY TO BE EXPORTED TO

EXPORTER TIN 5133421447000-1 AS UNBLENDED STRAIGHT LINES/BLEND BULK/PACKETS/TEA IN TEA BAGS

CUSDEC REG NO CBEX1 2012 E 17

BLEND NO 8768UIU QUANTITY TO BE EXPORTED (KGs) 100.00

AVG RATE PER KG 56.00 GRADE/STANDARD 23

FOB AVG 67.00 DATE OF BLEND 08/03/2012

LION LOGO USED

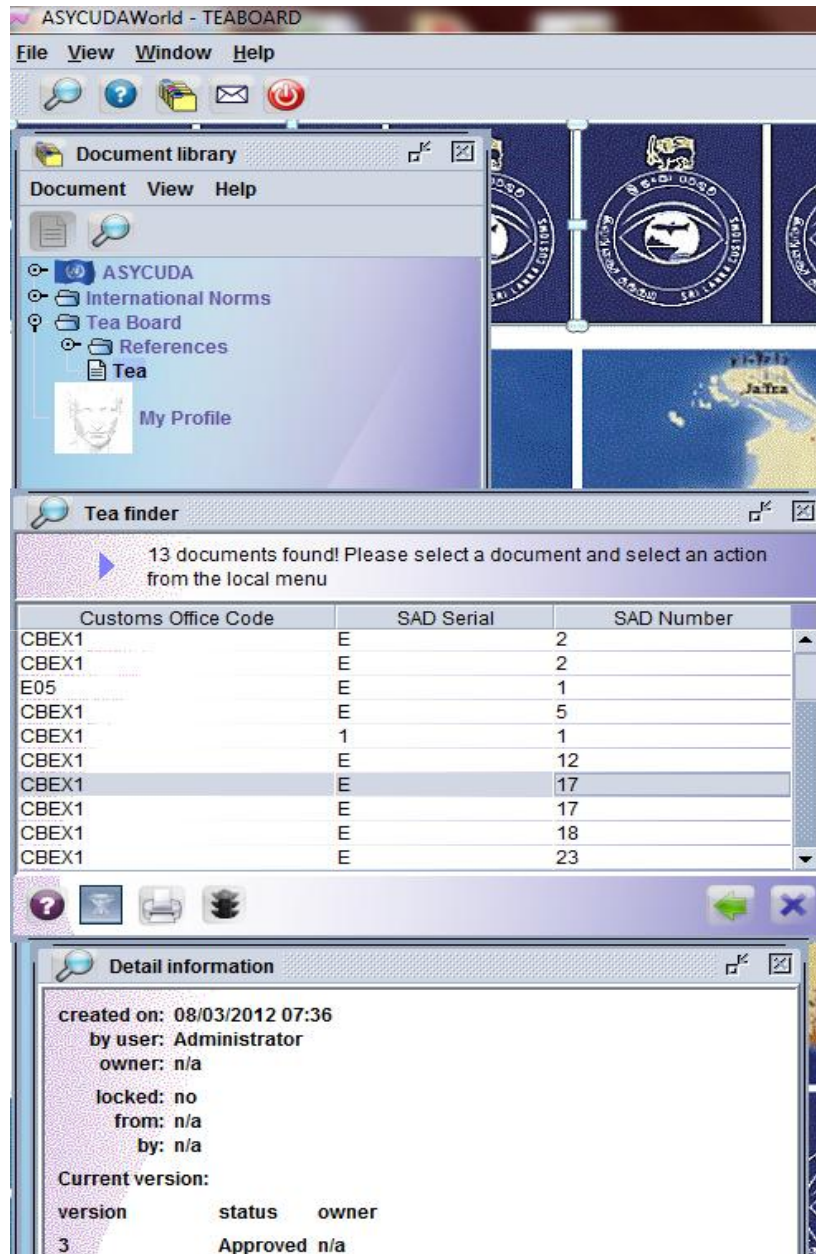
**PARTICULARS OF SALE**

DATE OF SALE	SALE CODE	BR CODE	LOT NO	INV NO	GARDEN MARK	GRADE	RATE PER KG	QUANTITY IN KG	TOTAL VALUE
2012-03-08	IHKJ	JKHJ	67	6786	HJJKH	HKJH	56	34	1904

Transaction completed

Approve is done.

Click on the green right mark and the blend sheet will be approved.



When the status is checked it will appear as Approved.

ASYCUDAWorld - TEABOARD

File View Window Help

Tea - Reject [CBEX1]

File Edit View Help

100 %

**ASYCUDA**

Form 100% LOCAL

BLEND SHEET NO 2012 / 3 PARTICULARS OF THE TEA BOUGHT AT THE COLOMBO TEA AUCTION  
 AND PRIVATE TREATY TO BE EXPORTED TO \_\_\_\_\_

EXPORTER REG NO VBVBV AS UNBLENDED STRAIGHT LINES/BLEND BULK/PACKETS/TEA IN TEA BAGS

EXPORTER TIN 1142234417000

CUSDEC REG NO CBEX1 2012 E 2

BLEND NO 2011G/26 QUANTITY TO BE EXPORTED (KGs) 48.00

AVG RATE PER KG 1,989.42 GRADE/STANDARD NINA'S BLEND

FOB AVG 1,989.42 DATE OF BLEND 21/12/2001

LION LOGO NOT USED

**PARTICULARS OF SALE**

DATE OF SALE	SALE CODE	BR CODE	LOT NO	INV NO	GARDEN MARK	GRADE	RATE PER KG	QUANTITY IN KG	TOTAL VALUE
Date of Sale	Sale Code	BR Code	LOT No	INV No	Garden Mark	Grade	Rate per KG	QTY in KG	Total Value (Rs)

Transaction completed

Rejection is done.

Yes

If the Tea Board rejects the blend sheet a message will appear stating so.

The status will be rejected.



ASYCUDAWorld - TEABOARD

File View Window Help

Document library

Document View Help

- ASYCUDA
- International Norms
- Tea Board
  - References
  - Tea
- My Profile

Tea finder

13 documents found! Please select a document and select an action from the local menu

Customs Office Code	SAD Serial	SAD Number
CBEX1	E	2
CBEX1	E	2
E05	E	1
CBEX1	E	5
CBEX1	1	1
CBEX1	E	12
CBEX1	E	17
CBEX1	E	17
CBEX1	E	18
CBEX1	E	23

Detail information

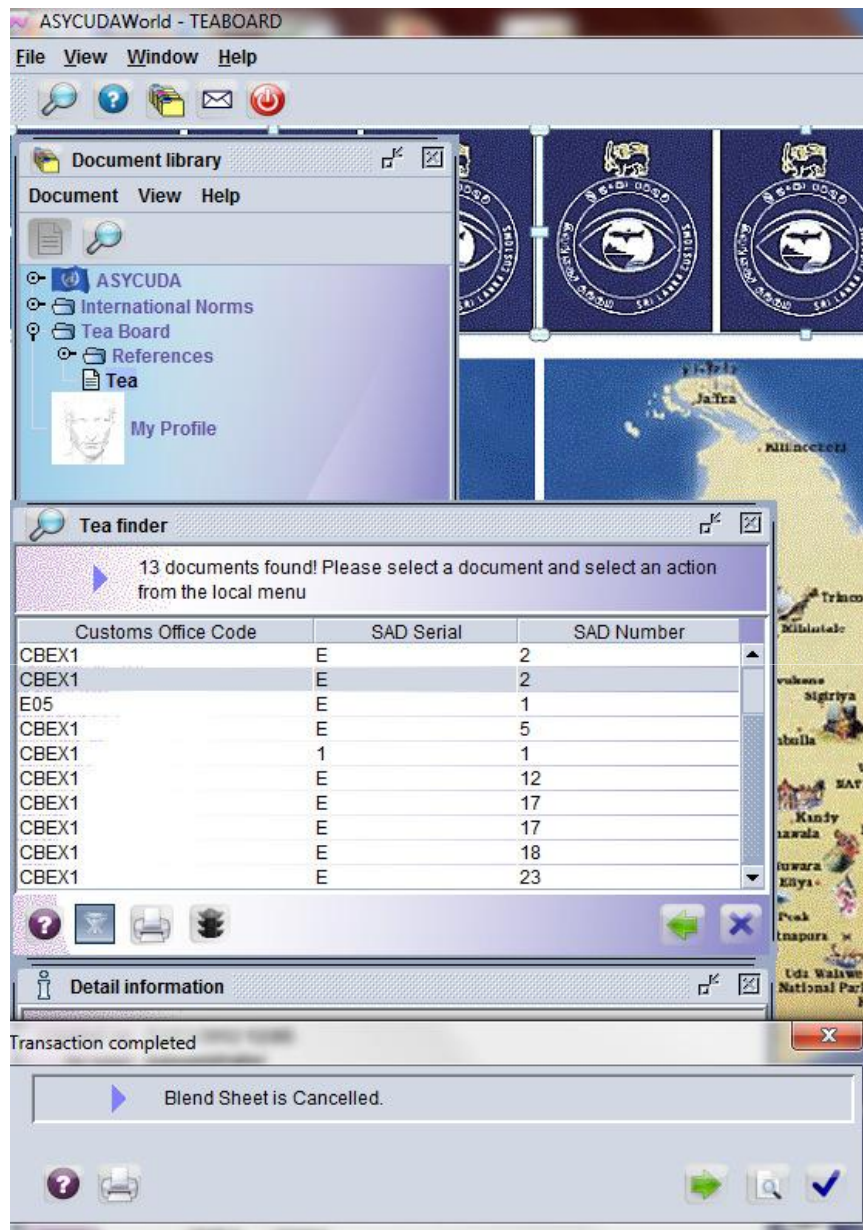
created on: 02/03/2012 12:05  
 by user: Administrator  
 owner: n/a  
 locked: no  
 from: n/a  
 by: n/a

Current version:

version	status	owner
3	Rejected	n/a

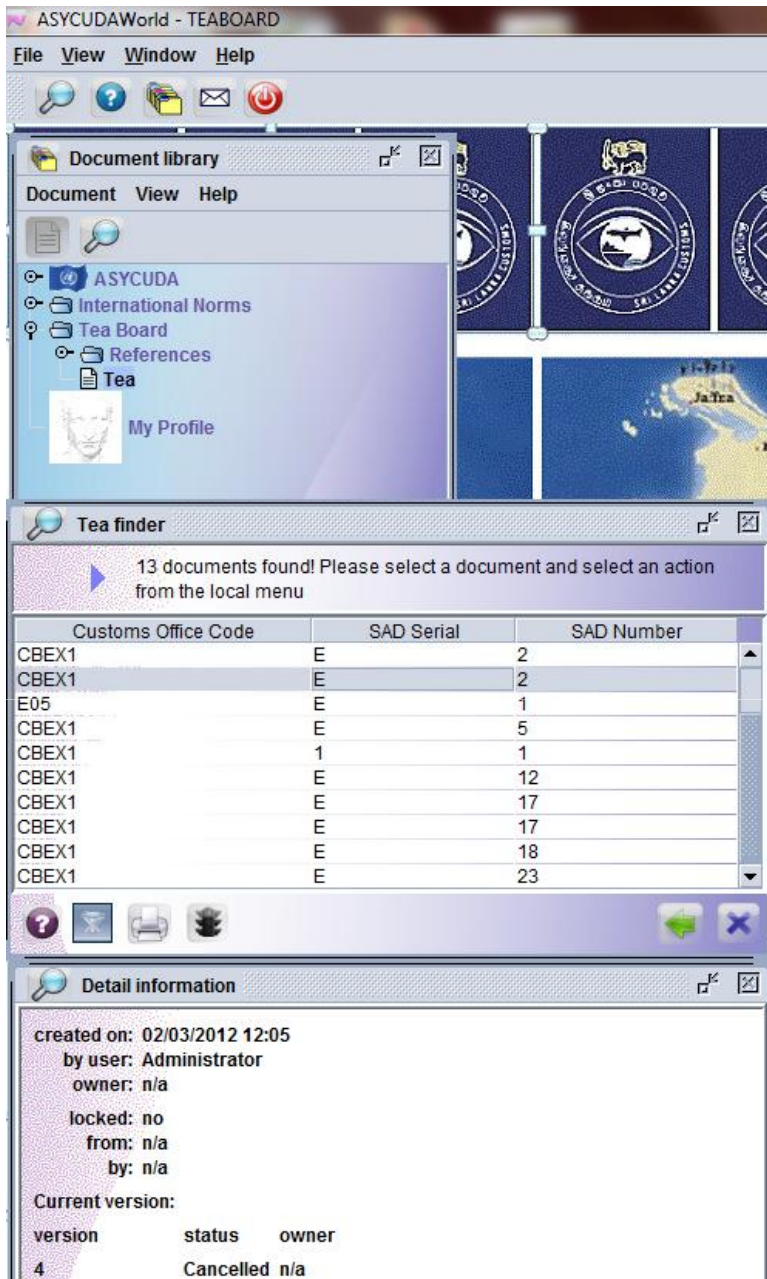
The rejection status can be viewed by both the broker and the tea board.





Blend sheet can also be cancelled.

The status will now be cancelled.



The broker can now see that the status of his blend sheet is cancelled.