THE ORDER INFORMATION SYSTEM FOR INSPECTION AND TESTING SERVICES COMPANY

by

MR. PRAMOTE WITHUNNTAKIT

Final Report of the Three - Credit Course
CS 6998 System Development Project

Submitted in Partial Fulfillment of the Requirements for the Degree of
Master of Science in Computer Information Systems
Assumption University

November, 1997
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ABSTRACT

This System Development Project provides a study, analysis, design, and development of The Order Information System for Inspection and Testing Services Company. The analysis and design of the system cover the information gathering, the functions of the existing system, the existing problems, and the user’s requirements. It also includes the design of the proposed system to solve or minimize the current problems. The new system will help the users reduce a task redundancy, the operating cost, and time consuming. Moreover, it help the users get current, accurate and reliable information of the proposed system.

The scope of the project concerns with all recordings of the order information and all of its transaction activities within a inspection and testing services company. Also, it will produce Certificates, invoices, and create several kinds of reports.

A AS/400 system is designed to support the employee interaction through the shared information, to improve the employee productivity, and to get standardization of computer information usage.
ACKNOWLEDGMENT

The efforts of many of people went into the creation of this project. Some of these people shared with me their experiences teaching and learning management information system. Others reviewed the manuscript and offered helpful suggestions about ways to improve definitions, classifications, or methods of presenting materials. And, of course, still others were involved in the physical preparation of the project.

The author wishes to thank my advisor, Dr. Suphmit Chittayasotorn, for his helpful suggestions ways to make this project a better structured format.

Finally, my additional thanks all of my instructors, my managers, and my family for the time they spent with me about suggesting the information system analysis and design technique and encouraging me to complete this project.
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1. INTRODUCTION

This chapter is the background of the project, objectives of the project, scope of the project and project plan.

1.1 Background of the Project

The Order Information System is one of the most important systems of every company to aid in making decisions among alternative courses of action, it assists in reducing a large number of events into a usable, informative form.

The Order Information System is a project development which is designed to support the commercial divisions of SGS (Thailand) Limited which is the world's largest organization in the field of inspection, testing, verification and quality systems certification, based on the company's policy that SGS shall allocate a unique internal reference identification number of each inspection, testing or monitoring order received and/or every associated sample inspected. All subsequent correspondence, job instructions, analysis reports, orders to subcontractors, testing or inspection reports and certificates, samples, invoices etc. shall carry the prime order reference number. For inspection and testing order applicable to bulk commodities, raw materials, manufacturing series, on-line production and shipments in batches or parcels, all relevant sampling labels, reports and certificates shall bear an appropriate batch or lot number to preserve batch identity. Certification sealing and stamping devices and associated records shall be maintained which detail the identification of personnel issued with such devices.

The major problems of the existing system can be summarized as follows:

- Order processing, invoices, and report of certificates raising are slow and inaccurate because the existing system is done by manually system.

- No sufficient information base for management to plan, forecast and determine market trend for each fiscal year.

- No computer based information system for existing Order Information System.

So it is necessary to develop the computer based information system for the Order Information System which meet user requirement and is able to support the commercial division of SGS (Thailand) Limited.
The company had already implemented Accounting System, Invoicing System, and Collection System on AS/400 system. Thus, it is reasonable to develop Order Information System on AS/400 system too, for interface all system together in the future.
1.2 Objective of the Project

The objectives of the project on the Order Information System for Inspection and Testing Services Company are as the following:

- To study the existing system as well as the interaction with the existing system.

- To analyze the problems of the existing system and design the computer based information system as The Order Information System for Inspection and Testing Services Company.

- To develop, testing, and implement computer based information system as Order Information System for Inspection and Testing Services Company.

- To reduce the time of the manual processing into interactive computerized system.

- To develop a system which will meet all the requirements of management.

- To speed up process, streamlining a process through elimination of unnecessary or duplicated steps.

- To control and manage the process of issue Report of Certificates.

- To control and manage the process of issue Draft Invoices and Official Invoices.

- To control and manage the process of order information and status of orders.

- To control and manage the inspectors' job assignment.

- To keep and analysis the order information.

- To develop and test the Order Information System for Inspection and Testing Services Company which will be created by RPG/400 language in AS/400 system platform.
1.3 Scope of the Project

The project will cover major parts of the Order Information System for Inspection and Testing Services Company which are as the following:

- **Order Confirmation and Order Entry.**
  When a job arrives at the company, the order must be entered into the system. Order details, identification and all the information which is important to keep track of the order should be entered into the system.

- **Order Scheduling and Releasing for Inspection and Testing.**
  Order scheduling can be done at this stage to be made an appointment, the location, and instructions for inspection and testing.

- **Job Assignment**
  When make an appointment, the supervisor will assign the inspectors who has suitable experience to do these jobs.

- **Inspection Result Entry**
  The inspectors will submit the inspection results to their supervisor after finish jobs. These results must be entered into the system for preparing the reports which are sent to the customer who submit order.

- **Produce The Reports**
  The important reports are 1. Certificates 2. Invoices. After inspection and its result is approved and enter into the system, the administrator staff will prepare the Certificates and Invoices for this order.
2. EXISTING SYSTEM

2.1 Background of the Organization

The SGS (Thailand) Limited provides international commercial trade facilitation and testing services, based on independent qualitative and quantitative results combined with appropriate commercial judgment.

The SGS (Thailand) Limited is the world’s largest organization in the field of inspection, testing, verification and quality systems certification. As such it

A. Carries out inspections, verifications, examinations, tests, sampling, measurements, and similar operations.

B. Issues reports and certificates relating to the aforesaid operations.

The company’s standard services are as follows

- Quality and/or quantity inspection
- Inspection of condition of goods, packing, containers and transportation
- Inspection of loading/discharge
- Sampling
- Laboratory analysis or other testing

SGS was established in Thailand in 1951 and has grown into a large, diverse and integrated group. SGS activities have expanded from agriculture product-based inspection into minerals, marine services, petrochemicals, textiles, consumer goods, environmental services, construction, consultancy, loss adjusting and quality systems certification to ISO 9000/ISO 14000 series of standards. Over its many years in Thailand SGS has risen to the forefront as a leader in its field, employing in excess of 1,300 full time employees.

As Thailand progresses towards the status of a Newly Industrialising Economy (NIE), SGS will continue to provide its traditional services and will work to develop new, high-tech, and innovative services in line with the increasingly sophisticated expectations of modern business and industry.

The scope of SGS services is broad and covers the inspection, testing, verification and quality systems certification requirements of all aspects of the vibrant Thai economy.
Figure 2.1 Organization Chart of SGS (Thailand) Limited.
2.2 Existing Functions

The current Order Information System for Inspection and Testing Services Company is based on manual or paper system. There are only standalone PCs which are used for generating the required reports for the existing system.

The existing functions of The Order Information System for Inspection and Testing Services Company are as the following:

- **Record Order Information**
  When a job arrives at the company, the order information must be recorded into a order book. After checking the desired information with a customer, a administrator staff prepares a order confirmation report for management approval and send it via facsimile to customer who press this order.

- **Inspection Appointment**
  After send order confirmation report to customer, a administrator staff will contract the customer to appoint date, time, and location for assigning inspector to inspect base on the instructions from the customer. Then prepare a job coverage report for inspectors who are assigned to do this job in the next step.

- **Inspector Assignment**
  When make an appointment, the supervisor will assign the inspectors who has suitable experience to do these jobs. This assignment will appear in job assignment report which is prepared by the supervisor. The inspectors will get his assignment from job assignment report on the department's board and receive a job coverage report from his supervisor. After finish jobs of each day, the inspectors will submit the inspection results to their supervisor.

- **Issue Certificates and Invoices**
  After complete inspection and its result is approved and the administrator staff will prepare the Certificates and Invoices for this order.
Figure 2.2 Context Diagram of Order Information System for Inspection and Testing Services Company (Existing System)
2.3 Existing Problems

The existing manual system causes many problems as the following:

- It spends too much time to produce any required reports.

- The updated information is not accurate and not up-to-date to support the decision making of the tactical level managers and the high level managers in a limited time. Thus, a mistake may occur.

- A large volume of data cannot be handled so the system is costly and consume too much time. Also, some data may be lost.

- Lack of the security procedure of accessing confidential information.

- Lack of the efficiency procedure to control and manage the process of issue Report of Certificates.

- Lack of the efficiency procedure to control and manage the process of issue Draft Invoices and Official Invoices.

- Lack of the efficiency procedure to control and manage the process of order information and status of orders.

- Lack of the efficiency procedure to control and manage the process of inspections' job assignment.

- Lack of the efficiency procedure to produce the order information statistics.
3. PROPOSED SYSTEM

3.1 User Requirements

The user requirement for the proposed system are the information system specifications that the users would like to get from the Order Information System for Inspection and Testing Services Company.

The user requirements of proposed system are as the following:

- To have a good database system which can easily handle the large volume of data.
- To have a well designed user interface to help the users feel convenient to process the data and generate the desired reports.
- To get the current, accurate, and reliable information to support the users for their decision making.
- To reduce the system cost in the long run, to reduce time consuming caused by redundancy tasks, and also, to reduce time to generate the important reports, Report of Certificates and Invoices, which will be sent to the customers.
- To get higher maintenance and control capabilities when any problem occurs.
- To be easier to control and manage the process of order information record and status of orders.
- To be easier to control and manage the process of inspectors' job assignment and inspection results.
- To be easier to control and manage the process of issue Report of Certificates.
- To be easier to control and manage the process of issue Draft Invoices and Official Invoices.
- To be easier to produce, keep, and analysis the order information statistics.
Figure 3.1 Context Diagram of Order Information System for Inspection and Testing Services Company (New System)
3.2 Proposed Functions

The proposed functions of the proposed system are as the following:

- Customer Details Process
- Order Login Process
- Prepare Inspection Schedule Process
- Job Assignment Process
- Entry Inspection Result Process
- Issue Certificates Report Process
- Issue Invoices Process

(The Proposed Dataflow Diagrams are shown in Appendix A)
Figure 3.2 Level-0 Data Flow Diagram of Order Information System
3.2.1 Data Dictionary
A data dictionary is a document that supports the proposed Dataflow Diagrams. It contains all terms and their definitions for all data flow, data stores, and all related systems.

(This is shown in Appendix F)

3.2.2 Process Specification
A process specification shows the description of what’s happening inside each bottom level, primitive bubble in a dataflow diagram. Its purpose is quite straightforward: it defines whatever must be done in order to transaction input and outputs. It can be expressed in many forms.

(This is shown in Appendix G)

3.3 Proposed Database
The proposed database system is designed by using the Entity-Relationship Diagram. It is a graphical modeling tool for showing relationships. For this part, it is included Entity Relationship Diagram, Mapped and Normalized Tables, Functional Dependencies, and Table Properties.

3.3.1 Entity Relationship Diagram ( ER Diagram )
The ER Diagram is shown in Figure 3.3.1
Figure 3.3.1 Entity Relationship Diagram
3.3.2 Mapped and Normalized Tables
The mapped and normalized tables are mapped from the Entity Relationship Diagram, such as the following:

1. ORDERS

<table>
<thead>
<tr>
<th>OrdNo</th>
<th>OrdDat</th>
<th>CusCde</th>
<th>ConPers</th>
<th>OurRef</th>
<th>YourRef</th>
<th>PortLoad</th>
<th>PortDisc</th>
<th>CnyOrig</th>
<th>CnyDest</th>
<th>Vessel</th>
<th>OrdRem</th>
<th>OrdSts</th>
<th>InvSts</th>
<th>CertSts</th>
</tr>
</thead>
</table>

All of them are shown in Appendix C

3.3.3 Functional Dependencies
The functional dependencies show the dependencies of all attributes to their primary key, such as the following:

1. ORDERS

All of them are shown in Appendix D

3.3.4 Table Properties

All of them are shown in Appendix E
3.4 Source Documents

The Order Information System for Inspection and Testing Services Company requires the source documents which are the input documents of the system. All of them are shown in Appendix H.

3.5 User Interface Design

The user interface designs are the design of entire input and output screens for the Order Information System for Inspection and Testing Services Company. All of them are shown in Appendix I.

3.6 Output Reports

The output reports are the reports in the forms printed out documents. Such reports are generate from the report screens. All of them are shown in Appendix J.
3.7 Proposed System Configuration

The Order Information System for Inspection and Testing Services Company is required to operate with a AS/400 system with storage for data and printer for output printing report. Software requirement is developed for this system specification.

3.7.1 Hardware Specification

1. AS/400 Advance Series Model 300  1 Unit
   • 48 Mb Main storage (Memory)
   • 4.8 GMb Fixed Disk (Hard disk)
   • 6 Lines Communication Controller
   • 2 Lines EIA 232/N.24
   • 2 Workstation Controller
   • 5.0 GMb External 8 mm. Tape Drive
2. IBM Dumb Terminal  26 Units
3. Printer Genicom Model 1040  5 Units
4. Printer EPSON  5 Units
5. PC Emulation Card  4 Units

3.7.2 System Software Specification

1. OS/400 (Integrated DB2/400)
2. System Development Tools
   • Screen Design Aid (SDA)
   • Program Development Manager (PDM)
   • Source Entry Utility (SEU)
   • Report Layout Utility (RLU)
   • Interactive Source Debugger
3. AS/400 Query
4. RPG/400 Compiler
5. SQL/400
6. AS/400 PC Support (Include PC Emulation Software)
Figure 3.7 Hardware Configuration
3.8 Cost and Benefit Analysis

3.8.1 Costs

There are 3 main categories of the proposed system cost:
1. Annual Operation Costs
2. Investment Costs
3. Implementation Costs

Annual Operation Costs

- Commercial Staff 240,000
- Continuous Paper 30,000
- Ribbon 2,000
- Miscellaneous Costs 28,000

Total Annual Operation Costs 300,000

Investment Costs

- Hardware Costs 690,000
- Software Costs 20,000
- Application Development Costs 200,000

Total Investment Costs 910,000

Implementation Costs

- Overhead Costs 50,000

Total Implementation Costs 50,000
3.8.2 Benefits

The benefits can be classified into 2 types, tangible and intangible benefits. For the proposed system, it can provide the benefits as follow:

3.8.2.1 Tangible benefits

The proposed system will reduce Operating Costs by eliminating the number of staff and manual operation.

Total Annual Operating Costs of the proposed system are 300,000 Bahts/Year. Total Annual Operating Costs of the existing system are 850,000 Bahts/Year. Thus, Total Annual Operating Costs will be saved 550,000 Bahts/Year.
Payback Period

Payback period is determined to get the number of years required to accumulate earning sufficient to cover the cost of the proposed system.

\[ P = \frac{I}{(1-T)R} \]

Where

- \( P \) = Payback period (year)
- \( I \) = Investment Cost or Capital Expenditure
- \( T \) = Tax rate (10%)
- \( R \) = Annual Saving Realize by Investment

\[ P = \frac{910,000}{(1-0.10)550,000} = 1.84 \quad (1 \text{ year and } 8 \text{ months}) \]

Net Present Value (NPV)

Net Present Value is a document cash flow approach based on the present value of money. The Net Present Value formula is shown below.

\[ NPV = R + \ldots + \frac{R}{(1+k)^1} - PV \]

Where

- \( NPV \) = Net Present Value
- \( PV \) = Cost of Proposed System = 300,000 Bahts
- \( R \) = Cash Flow (Annual Saving) = 550,000 Bahts
- \( k \) = Interest Rate = 12%
- \( n \) = Number of years saving available = 2 years

\[ NPV = \frac{550,000}{(1+0.12)^1} + \frac{550,000}{(1+0.12)^2} - 300,000 \]

\[ NPV = 491,071 + 438,457 - 300,000 \]

\[ NPV = 629,528 \text{ Bahts} \]
3.8.2.2 Intangible Benefits

- Get higher database security and system controlling
- Easier to enter data by using Graphical User Interface.
- Get current, accurate, and reliable information.
- Reduce some task redundancy and time to calculate the current unit price of all items.
- Get higher maintenance and control capabilities when any problem occurs.
- Easier to estimate the required budget of all factory department in the next accounting period.
4. PROJECT IMPLEMENTATIONS

4.1 Testing and Implementation

Testing of specific program, sub-programs, and total system are essential for quality assurance. Testing is done to turn up any existing problems with programs and then interfaces before the system is actually used.

Testing of the proposed system is divided into the following:

1. **Program Testing**
   A Programmers must create valid and invalid test data and test all possible cases. To create test data, they should test minimum and maximum values possible.

2. **Link Testing**
   When programs pass testing individual program, they must go through link testing. Link testing checks to see that interdependently can work together as it is planned.

3. **User Acceptance Testing**
   It is responsibility of the users to make their own data to test the system in order to meet their requirements.

4. **Operation Acceptance Testing**
   To ensure that the proposed system will have functions in the production environment without adversely effecting the existing system.

5. **System Testing**
   The entire system is run. The objective of the system testing is to verify that program meet the original programming specifications and make sure that the entire system functions as a whole, when all the programs are interconnected.
4.2 System Implementations

System implementation is the planned and orderly conversion from an existing system to the proposed system. It involves fine-turning system elements in order to maximize efficiency and productivity. Part of the task includes completing documentation and evaluating the final design to make sure that the system meets desired goals and objectives.

A task list may be developed, specifying what must be done. Here is a task list that should be developed for The Order Information System for Inspection and Testing Services Company.

1. Prepare Changeover Timetable
   All at once changeover is considered because the existing system is not an automated system. For this approach, the existing system is abandoned and the proposed system becomes completely operational on a specific date. All planning and design, purchasing, training, ordering, and the like are finished before this date. So, the proposed system is ready to go at the moment the existing system ceases to operate.

2. Notify Employees
   Official inform workers of the possibility of system changes. Explain how the change will affect employees and their working environment.

3. Undertake Training and In-service Program
   An in-service training of computer for each employee is needed.

4. Monitor System for Trouble Spots
   Time Delays, Debugging Software, Excessive Costs, Inconvenience to Employees, Inconvenience to other departments' employees are expected when the proposed system is first installed.

5. Evaluate Performance
   After install the proposed system, the performance of the proposed system must be evaluated.

6. Optimize Performance
   The performance of the proposed system must be optimized.

7. Complete System Documentation
   All system documentation must be completed and presented.
5. CONCLUSIONS AND RECOMMENDATIONS

5.1 Conclusions

In order to develop the Order Information System for Inspection and Testing Services Company, the analyst firstly has to study the existing system. Next, he analyze, design, and develop the proposed system.

The existing system is a manual or paper system. The stand alone PCs are used for generating any required reports and also including Certificate report for the customer. The redundancy tasks and the large volume of data handling causes highly operation cost and time consuming. The information of each orders are not accurate and update enough to support the decision making of the middle and high level managers in a limited time.

The proposed system includes analysis, design, and development of low cost computer-base information system. Its main propose is to meet the users’ requirements. It provides the data security by handling the large volume of data in only one place and having online backup system. Therefore, it is easy to maintain and control all integrated data. Besides, the users will convenient to process data and generate the desired reports. Thus, the users will get current, accurate, and reliable information to support their decision making at any time. The redundancy tasks will be reduced, so the system cost and time consuming will be reduced too and also to reduce time to generate report of certificates and Invoices which will be sent to the customers. Finally, the system will get higher maintenance and control capabilities when any problems occurs and also easier to control and manage the process of order information record and status of orders, inspectors’ job assignment and inspection results, issue report of certificates, draft invoices and official invoices, and it’s easy to produce, keep, and analysis the order information statistics.

The proposed system development project mainly includes the dataflow diagrams, database design, user interface design, and several reports. The RPG/400 is assigned to be the system development language. The AS/400 is designed in order to support multi-user to interact through the shared information. Also, only an authorized user can access to the system in order to increase system security. And, all users are not allowed to directly access to any tables to increase data security.
5.2 Recommendations

The proposed system helps the users to get rid of the tedious tasks and provide efficiency and effectiveness to their performances in the Commercial Division. The system also provide the accurate and reliable information which is used to support the decision making.

In the future, this system can be expanded and connected to the Payroll Information System for calculating job costing of each orders. The job costing module will represent the revenues which get from invoices that is issued to the customer and expenses which get from payroll information system that paid to each inspectors who done each jobs of each orders, and also includes fixed cost of commercial division, and then, to calculate the profit and loss of each orders. It will help the Commercial Division Manager to get the current actual information of each orders that which orders make profit or which orders make loss.
REFERENCES


APPENDIX A
DATAFLOW DIAGRAMS
DFD Level 1 of Process 1.0 Record Customer Details
DFD Level 1 of Process 3.0 Prepare Inspection Schedule Process
DFD Level 1 of Process 4.0 Job Assignment Process
DFD Level 1 of Process 5.0 Entry Inspection Result Process
DFD Level 1 of Process 6.0 Issue Certificate Report Process
DFD Level 1 of Process 7.0 Issue Invoice Process
APPENDIX B
ENTITY RELATIONSHIP DIAGRAM
Figure 3.3.1 Entity Relationship Diagram
APPENDIX C
MAPPED AND NORMALIZED TABLES
# Mapped and Normalized Tables

1. **ORDERS**

<table>
<thead>
<tr>
<th>OrdNo</th>
<th>OrdDat</th>
<th>CusCde</th>
<th>ConPers</th>
<th>OurRef</th>
<th>YourRef</th>
<th>PortLoad</th>
<th>PortDisc</th>
<th>CnyOrig</th>
<th>CnyDest</th>
<th>Vessel</th>
<th>OrdRem</th>
<th>OrdSts</th>
<th>InvSts</th>
<th>CertSts</th>
</tr>
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</table>

2. **ORDERS COMMODITIES**

<table>
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<th>NumPack</th>
<th>PackUom</th>
<th>GrossWgt</th>
<th>NetWgt</th>
<th>ExeWgt</th>
<th>WgtUom</th>
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</table>

3. **ORDERS INTERVENTION**

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4. **COMMODITIES**

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5. **INTERVENTION**

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6. **CUSTOMERS**

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</thead>
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9. JOB SCHEDULES COMMODITIES

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11. JOB ASSIGNMENT

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### Function Dependencies

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<td>PackUom</td>
</tr>
<tr>
<td>OrdNo, CommCde</td>
<td>GrossWgt</td>
</tr>
<tr>
<td>OrdNo, CommCde</td>
<td>NetWgt</td>
</tr>
<tr>
<td>OrdNo, CommCde</td>
<td>ExcWgt</td>
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<tr>
<td>OrdNo, CommCde</td>
<td>WgtUom</td>
</tr>
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</table>

#### 3. ORDERS INTERVENTION

| OrdNo, IntCde | IntDsc |

#### 4. COMMODITIES

| CommCde | CommDsc |

#### 5. INTERVENTION

| IntCde | IntDsc |

#### 6. CUSTOMERS

<table>
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<tr>
<td>CusCde</td>
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</tr>
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7. COUNTRIES

CnyCde → CnyNam

8. JOB SCHEDULES

OrdNo, JobDat → JobTim
OrdNo, JobDat → Place
OrdNo, JobDat → SchRem
OrdNo, JobDat → SchSts

9. JOB SCHEDULES COMMODITIES

OrdNo, JobDat, CommCde

10. JOB SCHEDULES INTERVENTION

OrdNo, JobDat, IntCde

11. JOB ASSIGNMENT

OrdNo, JobDat, EmpNo

12. EMPLOYEES

EmpNo → EmpNam
EmpNo → EmpTyp
EmpNo → EmpSts

13. CERTIFICATES

OrdNo, CertNo → CertDsc
OrdNo, CertNo → LinNo
OrdNo, CertNo → Details
OrdNo, CertNo → CertSts

14. DRAFT INVOICES

OrdNo, DftNo → DftDat
OrdNo, DftNo → InvTyp
OrdNo, DftNo → IncAmt
OrdNo, DftNo → VatAmt
OrdNo, DftNo → InvAmt
OrdNo, DftNo → DftSts
OrdNo, DftNo → InvNo
OrdNo, DftNo → InvDat
APPENDIX E
TABLES PROPERTIES
### TABLE 3.3.4.1 ORDERS FILE

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# TABLE 3.3.4.2 ORDER COMMODITIES FILE

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FILE NAME: Order Commodities
RECORD LENGTH: 103
### TABLE 3.3.4.3 ORDERS INTERVENTION FILE

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FILE NAME : Orders Intervention

RECORD LENGTH : 8

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### TABLE 3.3.4.4 COMMODITIES FILE

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FILE NAME : Commodities
RECORD LENGTH : 33
TABLE 3.3.4.5 INTERVENTIONS FILE

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### TABLE 3.3.4.6 CUSTOMER FILE

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TABLE 3.3.4.7 COUNTRIES FILE

FILE LAYOUT

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### TABLE 3.3.4.8 JOB SCHEDULE FILE

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**FILE NAME**: Job Schedule  
**RECORD LENGTH**: 92
TABLE 3.3.4.9 JOB SCHEDULE COMMODITIES FILE

FILE LAYOUT

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FILE NAME: Job Schedule Commodities
RECORD LENGTH: 16
TABLE 3.3.4.10  JOB SCHEDULE INTERVENTION FILE

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### TABLE 3.3.4.11 JOB ASSIGNMENT FILE

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**FILE NAME** : Job Assignment  
**RECORD LENGTH** : 17
TABLE 3.3.4.12 EMPLOYEES FILE

FILE LAYOUT

<table>
<thead>
<tr>
<th>SEQ</th>
<th>FIELD NAME</th>
<th>TYPE</th>
<th>WIDTH</th>
<th>DEC</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>EmpNo</td>
<td>N</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>EmpNam</td>
<td>C</td>
<td>45</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>EmpTyp</td>
<td>C</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>EmpSys</td>
<td>C</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

FILE NAME : Employees
RECORD LENGTH : 51
### TABLE 3.3.4.13 CERTIFICATES FILE

**FILE LAYOUT**

<table>
<thead>
<tr>
<th>SEQ</th>
<th>FIELD NAME</th>
<th>TYPE</th>
<th>WIDTH</th>
<th>DEC</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>OrdNo</td>
<td>N</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>CertNo</td>
<td>N</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>3</td>
<td>CertDes</td>
<td>C</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>LinNo</td>
<td>N</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>5</td>
<td>Details</td>
<td>C</td>
<td>75</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>CertSts</td>
<td>C</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>
### TABLE 3.3.4.14 DRAFT INVOICES FILE

**FILE LAYOUT**

<table>
<thead>
<tr>
<th>SEQ</th>
<th>FIELD NAME</th>
<th>TYPE</th>
<th>WIDTH</th>
<th>DEC</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>OrdNo</td>
<td>N</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>DftNo</td>
<td>N</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>3</td>
<td>DftDat</td>
<td>C</td>
<td>8</td>
<td>0</td>
</tr>
<tr>
<td>4</td>
<td>InvTyp</td>
<td>C</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>IncAmt</td>
<td>N</td>
<td>9</td>
<td>2</td>
</tr>
<tr>
<td>6</td>
<td>VatAmt</td>
<td>N</td>
<td>9</td>
<td>2</td>
</tr>
<tr>
<td>7</td>
<td>InvAmt</td>
<td>N</td>
<td>9</td>
<td>2</td>
</tr>
<tr>
<td>8</td>
<td>DftSts</td>
<td>C</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>InvNo</td>
<td>N</td>
<td>7</td>
<td>0</td>
</tr>
<tr>
<td>10</td>
<td>InvDat</td>
<td>N</td>
<td>8</td>
<td>0</td>
</tr>
</tbody>
</table>
APPENDIX F

DATA DICTIONARY
Data Dictionary

cerdsc = Certificate Description

cerno = Certificate Number

Certificates = \{ Certificates Information \}

Certificates Information = \@ ordno + cerno + cerdsc + linno +
details + certsts

certsts = Certificate Status

cetsts = Certificate Status

City = City name

Cnycde = County Code

cnydest = Country of Destination

Cnynam = Country name

cnyorig = Country of origin

commcde = Community code

Commodities = \{ Commodities Information \}

Commodities Information = \@ commcde + commdsc

Conpers = Contact Person

Countries = \{ Countries Information \}

Countries Information = \@ cnycde + cnydam

Cusadr = Customer Address

Cuscde = Customer Code

Cusnam = Customer Name

Cusssts = Customer Status

Customer Information = \@ cuscde + cusnam + cusadr + city +
zipcode + phone + faxno + custyp + cusvat + cussts

Customers

= { Customer Information }

custyp

= Customer Type

cusvat

= VAT Rate

Details

= Details of certificate
dftdat

= Draft Date
dftdat

= Draft Date
dftno

= Draft Number
dftsts

= Draft Status

Draft Invoices

= { Draft Invoices Information }

Draft Invoices Information

= @ ordno + dftno + dffdat + invtyp + incamt + valamt + invamt + dftsts + invno + invdat

Employees

= { Employees Information }

Employees Information

= @ Empno + Empnam + EmpTyp + Empsts

exewgt

= Weight Execution

Faxno

= Fax Number
goodsdsc

= Goods Description
grosswgt

= Gross weight

Incamt

= Income Amount

intcde

= Intervention Code

intdsc

= Intervention Description

Intervention

= { Intervention Information }

Intervention Information

= @ Intcde + Intdsc

invamt

= Invoice amount

F-2
invsts = Invoice Status
invtyp = Invoice Type

Job Assignment = { @ ordno + jobdat + intcde

Job schedules commodities Information = @ Ordno + Jobdat + CommCde

Job Schedules = { Job schedules information }

Job Schedules Commodities = { Job schedules commodities Info }

Job schedules Information = @ordno + jobdat + jobtim + place + schrem + schsts

Job schedules intervention Information = @ Ordno + Jobdat + IntCde

Jobdat = Job Date
Jobtim = Job Time
Linno = Line No
netwgt = Net Weight
numpack = Number Pack
Orddat = Order Date

Order = { Order Information }

Order commodities information = @ ordno + commcde + goodsdesc + numpack + packuom + grosswgt + exewgt + wgtuom

Order Information = @ ordNo + orddat + cuscde + conpers + ourref + yourref + portload + portdisc + cnyorig + cnydest + vessel + ordrem + ordsts + invsts + cetsts

Order Intervention = { Order Intervention information }

Order Intervention information = @oedno + incde

F-3
<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orders Commodities</td>
<td>= { Order commodities information }</td>
</tr>
<tr>
<td>Ordno</td>
<td>= Order number</td>
</tr>
<tr>
<td>ordrem</td>
<td>= Remark</td>
</tr>
<tr>
<td>ourref</td>
<td>= Our Reference</td>
</tr>
<tr>
<td>Packuom</td>
<td>= Pack unit of measurement</td>
</tr>
<tr>
<td>Phone</td>
<td>= Phone Number</td>
</tr>
<tr>
<td>place</td>
<td>= Place of Intervention</td>
</tr>
<tr>
<td>portdisc</td>
<td>= Port of discharge</td>
</tr>
<tr>
<td>portload</td>
<td>= Port of Loading</td>
</tr>
<tr>
<td>Schrem</td>
<td>= Remark</td>
</tr>
<tr>
<td>schsts</td>
<td>= Status</td>
</tr>
<tr>
<td>vatamt</td>
<td>= Vat Amount</td>
</tr>
<tr>
<td>vessel</td>
<td>= Vessel</td>
</tr>
<tr>
<td>wgtuom</td>
<td>= Weight Unit of Measurement</td>
</tr>
<tr>
<td>Yourref</td>
<td>= Your Reference</td>
</tr>
<tr>
<td>Zipcde</td>
<td>= Zip Code</td>
</tr>
</tbody>
</table>
APPENDIX G
PROCESS SPECIFICATIONS
### PROCESS **SPECIFICATION**

<table>
<thead>
<tr>
<th>PROCESS NAME</th>
<th>Verify Customer Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROCESS NUMBER</td>
<td>1.1</td>
</tr>
</tbody>
</table>

#### DESCRIPTION

- Received Customer Number from Customers
- Read Customers
- If found
  - Retrieve customer information
- Else
  - Create new customer information
- End if
- Send customer information to process 1.2

#### INPUT

- Customer Number
- Customer Information

#### OUTPUT

- Customer Information
## PROCESS SPECIFICATION

<table>
<thead>
<tr>
<th>PROCESS NAME</th>
<th>Generate Customer Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROCESS NUMBER</td>
<td>1.2</td>
</tr>
</tbody>
</table>

### DESCRIPTION

- Received customer information from Process 1.1

- If new customer

  Read Customers with last customer number

  Next customer number = Customer number + 1

  End if

- Send customer information to Process 1.3

### INPUT

- Customer information

### OUTPUT

- Customer information
- New customer number
<table>
<thead>
<tr>
<th>PROCESS NAME</th>
<th>Update Customer Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROCESS NUMBER</td>
<td>1.3</td>
</tr>
</tbody>
</table>

**DESCRIPTION**

- Received customer information from Process 1.2
- If new customer
  - Create customer information
  - Write Customers
  Else
  - Update Customers
  End if

**INPUT**

- Customer information

**OUTPUT**

- Customers
# PROCESS SPECIFICATION

**PROCESS NAME**: Login Order's General Information  
**PROCESS NUMBER**: 2.1

## DESCRIPTION
- Received Order Information Details from Customers  
- Read Customers with Customer Number  
- Read Countries with Country Code  
- If found
  - Create Order Information  
  - Send Order Information to Process 2.2  
  - End if

## INPUT
- Order Information Details

## OUTPUT
- Order Information
## PROCESS - SPECIFICATION

<table>
<thead>
<tr>
<th>PROCESS NAME</th>
<th>Login Order's Commodities Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROCESS NUMBER</td>
<td>2.2</td>
</tr>
</tbody>
</table>

### DESCRIPTION

- Received Order Information from Process 2.1
- Read Commodities with Commodity Code
- Validate Order Information
- Send Order Information to Process 2.3

### INPUT

- Order Information

### OUTPUT

- Order Information
<table>
<thead>
<tr>
<th>PROCESS NAME</th>
<th>Login Order’s Intervention Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROCESS NUMBER</td>
<td>2.3</td>
</tr>
</tbody>
</table>

### DESCRIPTION
- Received Order Information from Process 2.2
- Read Intervention with Intervention Code
- Validate Order Information
- Send Order Information to Process 2.4

### INPUT
- Order Information

### OUTPUT
- Order Information
**PROCESS SPECIFICATION**

<table>
<thead>
<tr>
<th>PROCESS NAME</th>
<th>Generate New Order Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROCESS NUMBER</td>
<td>2.4</td>
</tr>
</tbody>
</table>

**DESCRIPTION**

- Received Order Information from Process 2.3
- Create New Order Number

\[
\text{New Order Number} = \text{Last Order Number} + 1
\]
- Send Order Information to Process 2.5

**INPUT**

- Order Information

**OUTPUT**

- Order Information
# PROCESS-SPECIFICATION

<table>
<thead>
<tr>
<th>PROCESS NAME</th>
<th>Update Order Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROCESS NUMBER</td>
<td>2.5</td>
</tr>
</tbody>
</table>

## DESCRIPTION

- Received Order Information from Process 2.4
- If new information
  - Create Order Information
  - Write Orders
  - Write Order Commodities
  - Write Order Intervention
else
  - Update Orders
  - Update Order Commodities
  - Update Order Intervention
end if

## INPUT

- Order Information

## OUTPUT

- Orders
- Order Commodities
- Order Intervention

G-8
<table>
<thead>
<tr>
<th>PROCESS NAME</th>
<th>Issue Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROCESS NUMBER</td>
<td>2.6</td>
</tr>
</tbody>
</table>

**DESCRIPTION**

- Received Order Number from Screen
- Read Orders with Order Number
- Read Orders Commodities with Order Number
- Read Orders Intervention with Order Number
- Print Order Confirmation Report
- Send Order Confirmation Report to Customers
- Print Job Analysis Sheet
- Send Job Analysis Sheet to Commercial Divisions

**INPUT**

- Order Number

**OUTPUT**

- Order Confirmation Report
- Job Analysis Sheet
<table>
<thead>
<tr>
<th>PROCESS NAME</th>
<th>Get Order Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROCESS NUMBER</td>
<td>3.1</td>
</tr>
</tbody>
</table>

**DESCRIPTION**

- Received Order Number from Screen
- Read Orders with Order Number
- Read Orders Commodities with Order Number
- Read Orders Intervention with Order Number
- Create Order Information
- Send Order Information to Process 3.2

**INPUT**

- Order Number

**OUTPUT**

- Order Information

G-10
<table>
<thead>
<tr>
<th>PROCESS NAME</th>
<th>Get Customer Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROCESS NUMBER</td>
<td>3.2</td>
</tr>
</tbody>
</table>

**DESCRIPTION**

- Received Order Information from Process 3.1
- Read Customers with Customer Number
- Create Order and Customer Information
- Send Order and Customer Information to Process 3.3

**INPUT**

- Order Information

**OUTPUT**

- Order and Customer Information
### PROCESS SPECIFICATION

<table>
<thead>
<tr>
<th>PROCESS NAME</th>
<th>Receive Inspection Schedule Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROCESS NUMBER</td>
<td>3.3</td>
</tr>
</tbody>
</table>

#### DESCRIPTION

- Received Order and Customer Information from Process 3.2
- Received Schedule Information from Customers
- Create Order and Schedule Information
- Send Order and Schedule Information to Process 3.4

#### INPUT

- Order and Customer Information

#### OUTPUT

- Order and Schedule Information

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**PROCESS SPECIFICATION**

<table>
<thead>
<tr>
<th>PROCESS NAME</th>
<th>Update Inspection Schedule Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROCESS NUMBER</td>
<td>3.4</td>
</tr>
</tbody>
</table>

**DESCRIPTION**

- Received Order and Schedule Information from Process 3.3
- If new schedule
  - Write Job Schedule
  - Write Job Schedule Commodities
  - Write Job Schedule Intervention
  - Update Job Schedule
  - Update Job Schedule Commodities
  - Update Job Schedule Intervention
  - End if

**INPUT**

- Order and Schedule Information

**OUTPUT**

- Job Schedule
- Job Schedule Commodities
- Job Schedule Intervention
## PROCESS SPECIFICATION

**PROCESS NAME**: Get Inspection Schedule Information  
**PROCESS NUMBER**: 4.1

### DESCRIPTION

- Receive Order Number and Schedule Date from Screen  
- Read Job Schedule with Order Number and Schedule Date  
- Read Job Schedule Commodities with Order Number and Schedule Date  
- Read Job Schedule Intervention with Order Number and Schedule Date  
- Create Job Schedule Information  
- Send Job Schedule Information to Process 4.2

### INPUT

- Order Number  
- Schedule Date

### OUTPUT

- Job Schedule Information
**PROCESS SPECIFICATION**

<table>
<thead>
<tr>
<th>PROCESS NAME</th>
<th>Get Inspector Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROCESS NUMBER</td>
<td>4.2</td>
</tr>
</tbody>
</table>

**DESCRIPTION**

- Received Job Schedule Information from Process 4.1
- Received Employee Number from Screen
- Read Employees with Employee Number
- Create Job Schedule and Inspector Information
- Send Job Schedule and Inspector Information to Process 4.3

**INPUT**

- Job Schedule Information
- Employee Number

**OUTPUT**

- Job Schedule and Inspector Information
<table>
<thead>
<tr>
<th>PROCESS-SPECIFICATION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PROCESS NAME</strong>      : Update Job Assignment Information</td>
<td></td>
</tr>
<tr>
<td><strong>PROCESS NUMBER</strong>    : 4.3</td>
<td></td>
</tr>
<tr>
<td><strong>DESCRIPTION</strong>       :</td>
<td></td>
</tr>
<tr>
<td>- Accepted Job Schedule and Inspector Information from Process 4.2</td>
<td></td>
</tr>
<tr>
<td>- If new assignment</td>
<td></td>
</tr>
<tr>
<td>Write Job Assignment</td>
<td></td>
</tr>
<tr>
<td>Else</td>
<td></td>
</tr>
<tr>
<td>Update Job Assignment</td>
<td></td>
</tr>
<tr>
<td>End if</td>
<td></td>
</tr>
<tr>
<td>- Send Job Schedule and Job Assignment Information to Process 4.4</td>
<td></td>
</tr>
</tbody>
</table>

**INPUT** :  
- Job Schedule and Inspector Information

**OUTPUT** :  
- Job Schedule and Job Assignment Information
<table>
<thead>
<tr>
<th>PROCESS SPECIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROCESS NAME</td>
</tr>
<tr>
<td>PROCESS NUMBER</td>
</tr>
<tr>
<td>DESCRIPTION</td>
</tr>
<tr>
<td>- Accepted Job Schedule and Job Assignment Information from Process 4.3</td>
</tr>
<tr>
<td>- Print Job Assignment Report</td>
</tr>
<tr>
<td>- Send Job Assignment Report to Commercial Division</td>
</tr>
<tr>
<td>- Print Daily Job Coverage Report</td>
</tr>
<tr>
<td>- Send Daily Job Coverage Report to Inspectors</td>
</tr>
<tr>
<td>INPUT</td>
</tr>
<tr>
<td>- Job Schedule and Job Assignment Information</td>
</tr>
<tr>
<td>OUTPUT</td>
</tr>
<tr>
<td>- Job Assignment Report</td>
</tr>
<tr>
<td>- Daily Job Coverage Report</td>
</tr>
</tbody>
</table>

G-17
# PROCESS SPECIFICATION

<table>
<thead>
<tr>
<th>PROCESS NAME</th>
<th>Get Order Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROCESS NUMBER</td>
<td>5.1</td>
</tr>
</tbody>
</table>

## DESCRIPTION

- Received Order Number from Screen
- Read Orders with Order Number
- Read Orders Commodities with Order Number
- Read Orders Intervention with Order Number
- Create Order Information
- Send Order Information to Process 5.2

## INPUT

- Order Number

## OUTPUT

- Order Information
## PROCESS SPECIFICATION

<table>
<thead>
<tr>
<th>PROCESS NAME</th>
<th>Get Job Schedule Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROCESS NUMBER</td>
<td>5.2</td>
</tr>
</tbody>
</table>

### DESCRIPTION:
- Accepted Order Information from Process 5.1
- Accepted Schedule Date from Screen
- Read Job Schedule with Order Number and Schedule Date
- Read Job Schedule Commodities with Order Number and Schedule Date
- Read Job Schedule Intervention with Order Number and Schedule Date
- Create Job Schedule Information
- Send Order and Job Schedule Information to Process 5.3

### INPUT:
- Order Information
- Schedule Date

### OUTPUT:
- Order and Job Schedule Information
## PROCESS SPECIFICATION

<table>
<thead>
<tr>
<th>PROCESS NAME</th>
<th>Receive Inspection Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROCESS NUMBER</td>
<td>5.3</td>
</tr>
<tr>
<td>DESCRIPTION</td>
<td></td>
</tr>
<tr>
<td>- Accepted Order and Job Schedule Information from Process 5.2</td>
<td></td>
</tr>
<tr>
<td>- Accepted Inspection Result from Screen</td>
<td></td>
</tr>
<tr>
<td>- Validate Inspection Result</td>
<td></td>
</tr>
<tr>
<td>- Send Inspection Result to Process 5.4</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INPUT</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>- Order and Job Schedule Information</td>
<td></td>
</tr>
<tr>
<td>- Inspection Result</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OUTPUT</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>- Inspection Result</td>
<td></td>
</tr>
</tbody>
</table>
## PROCESS SPECIFICATION

<table>
<thead>
<tr>
<th>PROCESS NAME</th>
<th>: Update Inspection Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROCESS NUMBER</td>
<td>: 5.4</td>
</tr>
</tbody>
</table>

### DESCRIPTION

- Accepted Inspection Result from Process 5.3  
- Update Orders  
- Update Orders Commodities  
- Update Job Schedule  
- Update Job Schedule Commodities

### INPUT

- Inspection Result

### OUTPUT

- Orders  
- Orders Commodities  
- Job Schedule  
- Job Schedule Commodities
## PROCESS SPECIFICATION

<table>
<thead>
<tr>
<th>PROCESS NAME</th>
<th>Get Order Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROCESS NUMBER</td>
<td>6.1</td>
</tr>
</tbody>
</table>

### DESCRIPTION

- Received Order Number from Screen
- Read Orders with Order Number
- Read Orders Commodities with Order Number
- Read Orders Intervention with Order Number
- Create Order Information
- Send Order Information to Process 6.2

### INPUT

- Order Number

### OUTPUT

- Order Information
# PROCESS SPECIFICATION

<table>
<thead>
<tr>
<th>PROCESS NAME</th>
<th>Get Customer Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROCESS NUMBER</td>
<td>6.2</td>
</tr>
</tbody>
</table>

**DESCRIPTION**

- Accepted Order Information from Process 6.1
- Read Customers with Customer Number
- Create Order and Customer Information
- Send Order and Customer Information to Process 6.3

**INPUT**

- Order Information

**OUTPUT**

- Order and Customer Information
## PROCESS SPECIFICATION

<table>
<thead>
<tr>
<th>PROCESS NAME</th>
<th>Create Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROCESS NUMBER</td>
<td>6.3</td>
</tr>
</tbody>
</table>

### DESCRIPTION

- Accepted Order and Customer Information from Process 6.2
- Read Certificates
- Accepted Certificate Information from Screen
- Validate Certificate Information
- Create Certificate Information
- Send Certificate Information to Process 6.4

### INPUT

- Order and Customer Information
- Certificate Information
- Certificates

### OUTPUT

- Certificate Information
# PROCESS SPECIFICATION

<table>
<thead>
<tr>
<th>PROCESS NAME</th>
<th>Update Certificate Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROCESS NUMBER</td>
<td>6.4</td>
</tr>
</tbody>
</table>

## DESCRIPTION

- Accepted Certificate Information from Process 6.3

- If new certificate
  
  Write Certificates

Else

  Update Certificates

End if

- Send Certificate Information to Process 6.5

## INPUT

- Certificate Information

## OUTPUT

- Certificate Information
- Certificates
## PROCESS SPECIFICATION

<table>
<thead>
<tr>
<th>PROCESS NAME</th>
<th>Generate Draft Certificate Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROCESS NUMBER</td>
<td>6.5</td>
</tr>
</tbody>
</table>

### DESCRIPTION

- Accepted Certificate Information from Process 6.4
- Print Draft Certificate Report
- Send Draft Certificate Report to Commercial Division
- Accepted Approve Status from Commercial Division
- If Approve
  - Send Certificate Information to Process 6.6
End if

### INPUT

- Certificate Information

### OUTPUT

- Draft Certificate Report
- Approve Status
- Certificate Information

G-26
<table>
<thead>
<tr>
<th>PROCESS SPECIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROCESS NAME          : Generate Certificate Report</td>
</tr>
<tr>
<td>PROCESS NUMBER        : 6.6</td>
</tr>
</tbody>
</table>

**DESCRIPTION**

- Accepted Certificate Information from Process 6.5
- Print Certificate Report
- Send Certificate Report to Customers

**INPUT**

- Certificate Information

**OUTPUT**

- Certificate Report
<table>
<thead>
<tr>
<th>PROCESS NAME</th>
<th>Get Order Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROCESS NUMBER</td>
<td>7.1</td>
</tr>
</tbody>
</table>

**DESCRIPTION**

- Accepted Order Number from Screen
- Read Orders with Order Number
- Read Orders Commodities with Order Number
- Read Orders Intervention with Order Number
- Create Order Information
- Send Order Information to Process 7.2

**INPUT**

- Order Number

**OUTPUT**

- Order Information
## PROCESS SPECIFICATION

<table>
<thead>
<tr>
<th>PROCESS NAME</th>
<th>Get Customer Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROCESS NUMBER</td>
<td>7.2</td>
</tr>
</tbody>
</table>

### DESCRIPTION

- Accepted Order Information from Process 7.1
- Read Customers with Customer Number
- Create Order and Customer Information
- Send Order and Customer Information to Process 7.3

### INPUT

- Order Information

### OUTPUT

- Order and Customer Information
## PROCESS SPECIFICATION

<table>
<thead>
<tr>
<th>PROCESS NAME</th>
<th>Create Draft Invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROCESS NUMBER</td>
<td>7.3</td>
</tr>
</tbody>
</table>

### DESCRIPTION

- Accepted Order and Customer Information from Process 7.2
- Read Draft Invoice
- Accepted Draft Invoice Information from Screen
- Validate Draft Invoice Information
- Create Draft Invoice Information
- Send Draft Invoice Information to Process 7.4

### INPUT

- Order and Customer Information
- Draft Invoice Information
- Draft Invoice

### OUTPUT

- Draft Invoice Information
PROCESS NAME : Update Draft Invoice Information  
PROCESS NUMBER : 7.4

DESCRIPTION :
- Accepted Draft Invoice Information from Process 7.3
- If new draft invoice
  Write Draft Invoice
  Else
  Update Draft Invoice
  End if
- Send Draft Invoice Information to Process 7.5

INPUT :
- Draft Invoice Information

OUTPUT :
- Draft Invoice Information
- Draft Invoice
# PROCESS SPECIFICATION

<table>
<thead>
<tr>
<th>PROCESS NAME</th>
<th>Generate Draft Invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROCESS NUMBER</td>
<td>7.5</td>
</tr>
</tbody>
</table>

## DESCRIPTION

- Accepted Draft Invoice Information from Process 7.4
- Print Draft Invoice Report
- Send Draft Invoice Report to Commercial Division
- Accepted Approve Status from Commercial Division
- If Approve
  
  Send Draft Invoice Information to Process 7.6

End if

## INPUT

- Draft Invoice Information

## OUTPUT

- Draft Invoice Report
- Approve Status
- Draft Invoice Information
# PROCESS SPECIFICATION

<table>
<thead>
<tr>
<th>PROCESS NAME</th>
<th>Generate Official Invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROCESS NUMBER</td>
<td>7.6</td>
</tr>
</tbody>
</table>

## DESCRIPTION

- Accepted Draft Invoice Information from Process 7.5
- Print Official Invoice
- Send Official Invoice to Customers
- Send Official Invoice to Finance Division

## INPUT

- Draft Invoice Information

## OUTPUT

- Official Invoice
APPENDIX H

SOURCE DOCUMENTS
SUPERINTENDENCE INSTRUCTIONS

REF.NO.H.242/97

SOON SENG HUAT CO LTD.
122 NORTH SATHORN ROAD
BNAKOK 10500 THAILAND.

Tel. 2367568-87

13 NOV

To:

JOB NO. 582/97 SHIPMENT

SGS (Thailand) Limited
100 Nanglinchee Road, Yannawa
Bangkok, Thailand

Tel. 023413

THAI WHITE RICE 10 PCT BROKEN MAX. DOUBLE POLISHED AND DOUBLE SORTEDEX.

Number of Bags/Bales : 1,700 CARTONS.

Weight : N.W. 20.4000 M/T

G.W 21.3452 M/T

Place and Date of Inspection :

STUFFING IN 1 CONTAINER AT OUR RICEMILL ON 18-19/NOVEMBER/1997

1. WEIGHT AND QUALITY CERTIFICATE.
2. ANALYSIS CERTIFICATE.
3. CONTAINER CLEANLINESS CERTIFICATE.
4. FUMIGATION CERTIFICATE.

Analysis :

***THIS SHIPMENT NEEDS PHYTO***

Analysis :

FUMIGATION IN CONTAINERS WITH PH₃ (MAGNESIUM PHOSPHIDE) FOR 100 TABLETS

DURING 48 HOURS.**
## AGRICULTURE DIVISION

**Physical Analysis Results for Rice (Done at Inspection Place)**

For Pre-Loading and Loading Samples

<table>
<thead>
<tr>
<th>Commodity:</th>
<th>White Rice 10%</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Shipper:</strong></td>
<td>Soon Seng Huat Co., Ltd.</td>
</tr>
<tr>
<td><strong>Vessels:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Quantity:</strong></td>
<td>20.0 M/Tons.</td>
</tr>
<tr>
<td><strong>Order/Sample No.</strong></td>
<td>02548</td>
</tr>
<tr>
<td><strong>Destination:</strong></td>
<td>Israel</td>
</tr>
<tr>
<td><strong>Loading At:</strong></td>
<td>Soon Hua Seng G/D</td>
</tr>
<tr>
<td><strong>Inspector:</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Analysis Results

<table>
<thead>
<tr>
<th>Whole Grain</th>
<th>BROKEN size of Broken</th>
<th>HEAD RICE/BIG BROKEN</th>
<th>SMALL BROKEN C1</th>
<th>SMALL BROKEN C3</th>
<th>RED STREAKED KERNELS</th>
<th>RED KERNELS</th>
<th>CHALKY KERNELS</th>
<th>DAMAGED KERNELS</th>
<th>YELLOW KERNELS</th>
<th>SHRIVELLED KERNELS</th>
<th>MMATURE KERNELS</th>
<th>SPLIT KERNELS</th>
<th>FOREIGN MATTERS</th>
<th>SEEDS</th>
<th>CLUTinous Rice</th>
<th>WHITE RICE</th>
<th>ADDY (Per 1 KG)</th>
<th>MOISTURE</th>
<th>BILLING Degree</th>
<th>UritY</th>
</tr>
</thead>
<tbody>
<tr>
<td>60.6 %</td>
<td>10.2 %</td>
<td>19.0 %</td>
<td>2.0 %</td>
<td>0.8 %</td>
<td>0.8 %</td>
<td>0.4 %</td>
<td>0.2 %</td>
<td>0.2 %</td>
<td>0.0 %</td>
<td>0.3 %</td>
<td>0.0 %</td>
<td>0.0 %</td>
<td>0.0 %</td>
<td>0.0 %</td>
<td>0.0 %</td>
<td>0.0 %</td>
<td>0.0 %</td>
<td>0.0 %</td>
<td>0.0 %</td>
<td>0.0 %</td>
</tr>
</tbody>
</table>

**FOR BOILED RICE**

<table>
<thead>
<tr>
<th>FOR BOILED RICE</th>
<th>FOR BROKEN RICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black kernels</td>
<td>Whole grain 10/10</td>
</tr>
<tr>
<td>Half black kernels</td>
<td>3/4 or 8/10 up to less than 10/10</td>
</tr>
<tr>
<td>Peck</td>
<td>6.5/10 up to less than 8/10</td>
</tr>
<tr>
<td></td>
<td>5/10 to less than 3/4 or 8/10</td>
</tr>
<tr>
<td></td>
<td>3/10 up to less than 6.5/10</td>
</tr>
<tr>
<td></td>
<td>Less than 5/10</td>
</tr>
<tr>
<td></td>
<td>Small broken C1</td>
</tr>
<tr>
<td></td>
<td>Small broken C3</td>
</tr>
<tr>
<td></td>
<td>Foreign matters</td>
</tr>
<tr>
<td></td>
<td>Damaged grains</td>
</tr>
<tr>
<td></td>
<td>Yellow grains</td>
</tr>
<tr>
<td></td>
<td>Moisture</td>
</tr>
</tbody>
</table>

Ignored: [Signature]

Date: 19 Nov 1997

H-2
### Container Stuffing Report

**Ref. No.:** 02848

**Order No.:**

**Porters:** Soon Jonas Meek 40.7A

**Description of stuff:** Soon Meek 50.8 (Ransford)

**Quantity:** 17/00

<table>
<thead>
<tr>
<th>Container No.</th>
<th>2yo-6490</th>
</tr>
</thead>
<tbody>
<tr>
<td>Size</td>
<td>20&quot;</td>
</tr>
<tr>
<td></td>
<td>40&quot;</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SS wt.</th>
<th>Tare wt.</th>
<th>Net wt.</th>
<th>CU Ft.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Manufacturer/CSC details:**

- Manufacturer's name
- Manufacturer's No.
- Approval No.
- Manufacturer date

**nos. SGS PINK seal Label seal:**

- Applied by
- Ship agent
- Custom

**Edition of container (To be inspected prior to stuffing):**

- Free of infestation
- Free of odour
- Clean
- Dry
- Watertight

- Any damage which may affect to cargo, container has to be rejected. Sealing hole is damaged distorted or SGS seal could not be applied for any reason, seal bracket bolts is tampered, container has to be repaired/rejected.

**Check sealing applied by:**

- Intact
- Missing

**ds were loaded onto lorry nos.:**

- Yes
- No

**ctors accompanied the lorries:**

- Yes
- No

**Identify lorry no. and inspector’s name:**

- Date
- Time

**Identify lorry and seal nos.:**

- Date
- Time

**Ping marks:**

*THAI Written in Hangul Language*

**Description of goods during stuffing:**

- Photographs

**Empty container**

**Full stuffing with numbered door closed another door is opened**

**closing door with seals**

**Full stuffing with 2 doors opened**

**Average plan (Side view):**

**Vacant space % Approximately**

- Front

**Door**

**Unscreed stuffing:**

- Date
- Time
- Hrs.

**Nilled stuffing:**

- Date
- Time
- Hrs.

**Inspector (s):**

- Signature

- 03
**WEIGHT LIST**

**Shipper:** Soon Shing (M) Co. Ltd

**Place of Weighing:** Soon Shing G/D (Bangladesh)

**Lighter/Cargo boat:** STAFFING CONTAINER

**Destination:** ISRAEL

<table>
<thead>
<tr>
<th>MARKS</th>
<th>KILOS</th>
<th>KILOS</th>
<th>KILOS</th>
<th>KILOS</th>
<th>KILOS</th>
</tr>
</thead>
</table>

**SUB TOTAL:** 145.548

**Average weight per Bag:** 12.556 kos, gross

**Loading commenced:** 0800 hrs

**Finished:** 1400 hrs

**Shipment:** H-4

**Remarks:**
- Tare Found:
- CO 0.556 kg
- PACKING: 12 x 1 kg Poly
- New in Carton
- Unused Sound
- Second Hand
- Green Striped
- Three Blue Striped
- Plain
- Gunny Bags

**Total Weight:** 12.125.548 kos, net/gross

**Date:** 19.11.97

**Scale No.:** 0127-39

**Scope of Check:** 100%

**Grand Total:** 125.548

**Is refers to weight only and does not testify as to the proper description/marks of the goods or any other matter.**

**FORM NO. 122**
ANALYSIS RESULTS
FOR RICE UNDER SUPERVISION OF PACKING

SHIPPER: SOON STENG HUAT Oy LTD
COMMODITY: THAI WHITE RICE ID 7. BROKEN MAX DOUBLE POLISHED SORTED
FOR S/S: NAMFA BHUM DESTINATION: ISRAEL
PLACE OF SUPERVISION: SOON STENG BABAOA PACKING: 12/12.5SL KGS NET/GROSS
SUPERVISION FOR: ( ) STACKING (✓ LOADING
QUANTITY SUPERVISED: 1,200 CARTONS 26.4 M/tons, SGS Seal No.: ___

<table>
<thead>
<tr>
<th>Mst</th>
<th>Bkn</th>
<th>W.G</th>
<th>Chk</th>
<th>Dmg</th>
<th>Ylw</th>
<th>Glu</th>
<th>Pdy</th>
<th>B/S</th>
<th>PKC</th>
<th>PKC</th>
<th>UNDER NILL</th>
<th>Imm</th>
<th>Shv</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.6</td>
<td>9.2</td>
<td>60.6</td>
<td>5.2</td>
<td>0.1</td>
<td>0.2</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.2</td>
<td>0.15</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

REMARKS:

Tare: 0.1155
CARTON,
Condition of bags:
New CARTON (✓)
Unused Sound ( )
Second Hand ( )

Type of bags:
Polyethylene ( )
P.P. Bags ( )
Gunny Bags ( )
Jute Bags ( )

REMARKS:

AVERAGE

SUPERVISION COMMENCED: 8.00
COMPLETED: 17.00

(SGS Inspectors)
APPENDIX I
USER INTERFACE DESIGN
ORDMENU MAIN MENU

Order Information System 11/10/97
1997 RICE DEPARTMENT

Select one of the following:

Working Routine
- Maintain Customer File
- Maintain Order Information
- Inspection Schedule
- Allocate Inspector
- Inspection Entry
- Maintain Certificate
- Maintain Draft Invoice
- Close / Re-Open /Cancel Order

Enquiry Information
- Display Order Information
- Inquiry Order Statistics
- Inquiry Allocate Inspector By Emp.No.
- Inquiry Total Invoice By Commodity
- Inquiry Total Invoice By Customer
- Inquiry Total Invoice By Invoice Date

Print Reports
- Print Order Confirmation Report
- Print Job Analysis Sheet
- Print Daily Job Coverage
- Print Job Schedule Allocation
- Print Un-Assign Inspector
- Print Draft Certificate
- Print Certificate
- Print Draft Invoice
- Print Official Invoice
- Print Order Registration
- Print Order Book
- Print Order Statistic By Commodity
- Print Total Invoice By Commodity
- Print Summary Un-Invoice

Utility Files
- Maintain Commodities File
- Maintain Intervention File
- Maintain Countries File

F3=Exit F5=Refresh F7=Spooled Files F8=Work with Submitted Jobs
F9=Job Queue F10=Display Messages F12=Return F21=Command Line

*********************************************************************

FIGURE 3.5.1 MAIN MENU OF ORDER INFORMATION SYSTEM

I-1
Figure 3.5.2 Maintain Customer File (Screen 1)
**OEM007** Maintain Customer File
**PO**
**FR**

*Order Information System*

11/10/97

**CHANGE**

Customer Code . . . > AHANAYCOL
Customer Name . . . A. HANAY & CO., LTD.
Address Address . . 208_COTTON_EXCHANGE_BUILDING, LIVERPOOL_L3_9LA,

City . . .
Zip Code . . .
Phone . . .
Fax . . .
Customer Type .
Customer VAT % . 10.00
Customer Status . (B=Block, H=Hold)

* F3=Save&Exit F12=Return

* **FIGURE 3.5.3 MAINTAIN CUSTOMER FILE (SCREEN 2)**
**OEM007 Maintain Customer File**

*Order Information System*

* Display *

* *

* Customer Code . . . . . > AHANNAYCOL *
* Customer Name . . . . . > A. HANNAY & CO., LTD. *
* Address Address . . . . > 208 COTTON EXCHANGE BUILDING, LIVERPOOL L3 9LA, *
* *
* City . . . . . . . . . . > *
* Zip Code . . . . . . . . > *
* Phone . . . . . . . . . > *
* Fax . . . . . . . . . . > *
* Customer Type . . . . . > *
* Customer VAT % . . . . . > 10.00 *
* Customer Status . . . . . > (B=Block, H=Hold) *
* *
* *
* F12=Return *
* *

**FIGURE 3.5.4 MAINTAIN CUSTOMER FILE (SCREEN 3)**
**Maintain Customer File**

**Order Information System**

**Customer Code**

**Customer Name**

**Address Address**

**City**

**Zip Code**

**Phone**

**Telex**

**Fax**

**Customer Type**

**Customer VAT %**

**Customer Status** (B=Block, H=Hold)

**F3=Save&Exit  F12=Return**

---

**FIGURE 3.5.5 MAINTAIN CUSTOMER FILE ( SCREEN 3 )**

---

I-5
* OEM007 Maintain Customer File  EDPOFR *
* Order Information System  11/10/97 *
* 
* Type option, press Enter.  Position to . . ____________ *
* 2=Change  5=Display *
* 
* Opt  Name  Customer  Address *
* _  A. HANNAY & CO., LTD.  AHANNAYCOL 208 COTTON EXCHANGE BUI *
* _  A.H.GENERAL AGENCIES LTD.  AH 65/9 TROKCHAN SAPAN 3 *
* _  A.MEREDITH JONES & CO., L AMEREDITHJ YORKSHIRE HOUSE *
* _  A.  *
* _  A.  Select customer : *
* _  A/  From  AD ___________
* _  A/  To  AZ ___________
* _  AD  P12=Return *
* _  AD  *
* _  APROTHONG RICE COMMODITIE AFROT  C/O STR *
* _  AGRI.CO-OP.FEDERATION OF ACFT  79 NGAMWONGWAAN ROAD *
* _  AGRIEX CO., LTD.  AGRX  C/O PANAWONGSE BLDG *
* _  AGRO COMMODITIES PTE LTD.  AGROCOMMOD 98A TANJONG PAGAR ROAD *
* _  More... *
* F6=Add new customer  F12=Return  F21=Print list *
* 
* ***********************************************

FIGURE 3.5.6 MAINTAIN CUSTOMER FILE ( SCREEN 5 )
**Figure 3.5.7 MAINTAIN CUSTOMER FILE (SCREEN 6)**

<table>
<thead>
<tr>
<th>Customer ID.</th>
<th>Customer Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHANNAYCOL</td>
<td>A. HANNAY &amp; CO., LTD.</td>
<td>208 COTTON EXCHANGE</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BANGKOK</td>
</tr>
<tr>
<td>AH</td>
<td>A.H. GENERAL AGENCIES LTD.</td>
<td>65/9 TROKCHAN SAPAN 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BANGKOK</td>
</tr>
</tbody>
</table>

* F3 = Exit  F12 = Cancel  F19 = Left  F20 = Right  F24 = More keys
* AGM100 Maintain Order Information
* Order Information System
* RICE DEPARTMENT
* Order number to be changed: 1997 - __________
* F6=Add New Order  F10=Display Order  F12=Return

FIGURE 3.5.8 MAINTAIN ORDER INFORMATION (SCREEN 1)
AGM100 Maintain Order Information
Order Information System
RICE DEPARTMENT

Order number to be changed: 1997 - 

PMTCUST Prompt Customer Name

Enter name/partial name: CAP
CAPITAL RICE CO., LTD. CPT 439-4848 (26 L
CAPITAL SILO & DRYING CO., LTD CAPITALSIL 2232412-9

Enter=Select, F6=Add, F12=Return

Figure 3.5.9 MAINTAIN ORDER INFORMATION (SCREEN 2)
| **Customer** | CPT**** CAPITAL_RICE_CO.,_LTD. |
| **Contact Person** | |
| **Your Reference** | |
| **Buyer / Seller** | |
| **Our Reference** | |
| **Country of Origin** | |
| **Port of Loading** | |
| **Destination Country** | |
| **Port of Discharge** | |
| **Vessel** | |
| **Agent** | |
| **Remark** | |

*Note: * = Prompt available  F3=Save/Exit  F4=Prompt  F12=Return

* ********************** Maintain Order Information ***************************
* Order Information System  25/10/97  *
* RICE DEPARTMENT  ADD  *
* Order Number ... 1997 - 00000  Order Date : 25/10/97  *
* *
* ** Customer **
** Contact Person **
** Your Reference **
** Buyer / Seller **
** Our Reference **
** Country of Origin **
** Port of Loading **
** Destination Country **
** Port of Discharge **
** Vessel **
** Agent **
** Remark **

* Note : * = Prompt available  F3=Save/Exit  F4=Prompt  F12=Return *
* AGM120                     Commodity      EDPOFR *
* Order Information System   25/10/97 *
* RICE DEPARTMENT            *

* Order number : 1997 - 00407 Customer : CPT CAPITAL RICE CO. *
* - Date       : 25/10/97   Destination : BR BRAZIL *
* - Qty.       : .0000   Vessel      : ACX JASMIN *
* Exec. Qty.   : .0000   Balance Qty. : .0000   Sts : PND *

* Type options, press Enter:
  2=Change   4=Delete   5=Display
  
* Opt Code  Commodity Name  Ordered Qty.  Exec Qty.  Balance Qty. *
*          
  (No record found)

* F6=Add New Commodity  F10=Display Order  F12=Return  F15=Exit *

*********************************************************************

FIGURE 3.5.11 MAINTAIN ORDER INFORMATION ( SCREEN 4 )
* AGM120         Commodity EDPOPR *
* Order Information System 25/05/97 *
* RICE DEPARTMENT *

* Order number : 1997 - 00407 Customer : CPT CAPITAL RICE CO. *
*                                      .BR BRAZIL *
*                                      :ACX JASMIN *
*                                      Input commodity code : ____ .0000 Sts : PND *
*                                      F4=Prompt    F12=Return *

* Opt Code Commodity Name  Ordered Qty.  Exec Qty.  Balance Qty. *
* (No record found) *

* F6=Add New Commodity  F10=Display Order  F12=Return  F15=Exit *

*********************************************************************
* FIGURE 3.5.12 MAINTAIN ORDER INFORMATION ( SCREEN 5 ) *
* AGM120
* Order Information System
* RICE DEPARTMENT
* Order number : 1994 - 00407 Customer : CPT CAPITAL RICE CO.
* Input commodity code : ___
* F4=Prompt F12=Return
* PMTCOMM Prompt Commodity
* 21200 RICE DEPARTMENT
* Enter name/partial name : ____________________________
* 240 GLUTINOUS RICE
* 250 LOONZAIN RICE
* 270 PARBOILED RICE
* 290 VARIOUS RICE (STOCK)
* 205 WHITE RICE 5%
* More...
* Enter=Select F12=Return

FIGURE 3.5.13 MAINTAIN ORDER INFORMATION ( SCREEN 6 )
**AGM120**  
Add Commodity

**Order Information System**

**RICE DEPARTMENT**

<table>
<thead>
<tr>
<th>Order number</th>
<th>Date</th>
<th>Qty.</th>
<th>Exec. Qty.</th>
<th>Commodity</th>
<th>Destination</th>
<th>Vessel</th>
<th>Balance Qty.</th>
<th>Customer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1997 - 00407</td>
<td>25/10/97</td>
<td>.0000</td>
<td>.0000</td>
<td>290</td>
<td>BR</td>
<td>ACX</td>
<td>.0000</td>
<td>CAPITAL RICE CO.</td>
</tr>
</tbody>
</table>

**Desc of Goods**: VARIOUS_RICE_(STOCK)

**P.Q. Number**: 10000

**Pack Unit**: BAGS

**Weight - Gross**: 11111.00

**- Net**: 10000.00

**Unit of Weight**: BAG  BAG

**Packing in**: 

**Mark**: 

F3=Save and Exit  F4=Prompt  F12=Return

**FIGURE 3.5.14 MAINTAIN ORDER INFORMATION (SCREEN 7)**
AGM150 Intervention
Order Information System
RICE DEPARTMENT

Order number : 1997 - 00407
- Date : 25/10/97
- Qty. : 10,000.0000
- Exec. Qty. : .0000

Customer : CPT CAPITAL RICE CO
Destination : BR BRAZIL
Vessel : ACX JASMIN
Balance Qty. : 10,000.0000
Sts : PND

Intervention

(No records found)

F6=Add/Change  F10=Display order  F12=return  F15=Exit

*********************************************************************
FIGURE 3.5.16 MAINTAIN ORDER INFORMATION (SCREEN 9)
<table>
<thead>
<tr>
<th>AGM150 Intervention</th>
<th>Order Information System</th>
<th>RICE DEPARTMENT</th>
</tr>
</thead>
</table>
| Order number: 1997 - 00407 | Customer: CPT CAPITAL RICE CO., | *
| Date: 25/10/97 | Destination: BR BRAZIL | *
| Qty.: 10,000.0000 | Vessel: ACX JASMIN | *
| Exec. Qty.: 0.0000 | Balance Qty.: 10,000.0000 Sts: PND | *

**Intervention**

**FUMIGATION:**

* (Godown/Warehouse)*

**SHIPMENT INSPECTION ex WAREHOUSE:**

- PRE sampling/Weighing only
- Measurement
- Supervise Quality/Packing
- TRAVELling Day (... to-from-to ..)

**CONTAINER INSPECTION:**

- Container Condition/Cleanliness

**CONTAINER BOTTOM:**

* F6=Add/Change  F10=Display order  F12=Return  F15=Exit

---

**FIGURE 3.5.17 MAINTAIN ORDER INFORMATION (SCREEN 10)**
* AGM100 Maintain Order Information
* Order Information System
* RICE DEPARTMENT
* 
* Order number : 1997 - 00407 Customer : CPT CAPITAL RICE CO.,
* - Date : 25/10/97 Destination : BR BRAZIL
* - Qty. : 10,000.0000 Vessel : ACX JASMIN
* Exec. Qty. : .0000 Balance Qty. : 10,000.0000 Sts : INS
* 
* Sel  Description
* _    General Information  AGM110
* _    Commodity  AGM120
* _    Intervention  AGM150
* _    Inspection Schedule  AGM140
* 
* 
* 
* F10=Display Order  F12=Return  F15=Exit
* 
*********************************************************************

FIGURE 3.5.18 MAINTAIN ORDER INFORMATION ( SCREEN 11)
**AGM140 Inspection Schedule**

**Order Information System**

**RICE DEPARTMENT**

* Order number: 1997 - 00407  
  * Date: 25/10/97  
  * Qty.: 10,000.0000  
  * Exec. Qty.: 0.0000  
  * Customer: CPT CAPITAL RICE CO.,  
  * Destination: BR BRAZIL  
  * Vessel: ACX JASMIN  
  * Balance Qty.: 10,000.0000  
  * Sts: PND

* Type options, press Enter:  
  * 1=Add  2=Change  3=Copy  4=Hold  5=Display  6=Release  9=Delete

* Opt Comm  Date Time  Place of Intervention  Exec Qty.  Sts
  * 1 290 0/00/00

* F10=Display Order  F12=Return  F15=Exit

**FIGURE 3.5.19 INSPECTION SCHEDULE (SCREEN 1)**
**AGM140 Add Inspection Schedule**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order No.</td>
<td>1997 - 00407</td>
</tr>
<tr>
<td>Date</td>
<td>25/10/97</td>
</tr>
<tr>
<td>Customer</td>
<td>CAPITAL RICE</td>
</tr>
<tr>
<td>Vessel</td>
<td>ACX JASMIN</td>
</tr>
<tr>
<td>Destination</td>
<td>BRAZIL</td>
</tr>
<tr>
<td>Commodity</td>
<td>VARIOUS RICE (STOCK)</td>
</tr>
<tr>
<td>Total Qty.</td>
<td>10,000.0000</td>
</tr>
<tr>
<td>Supplier</td>
<td>CAPITAL RICE CO., LTD.</td>
</tr>
<tr>
<td>Exec. Qty.</td>
<td>.0000</td>
</tr>
<tr>
<td>Seq</td>
<td>001</td>
</tr>
<tr>
<td>Date</td>
<td>261097 ddmmyy</td>
</tr>
<tr>
<td>Time</td>
<td>08:30</td>
</tr>
<tr>
<td>Place</td>
<td>BANKNA_BANGKOK</td>
</tr>
<tr>
<td>Intervention</td>
<td>FUMIGATION</td>
</tr>
<tr>
<td>1</td>
<td>(Godown/Warehouse)*</td>
</tr>
<tr>
<td>SHIPMENT INSPECTION ex WAREHOUSE:</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>PRE sampling/Weighing only</td>
</tr>
<tr>
<td>-</td>
<td>Measurement</td>
</tr>
<tr>
<td>-</td>
<td>Supervise Quality/Packing</td>
</tr>
<tr>
<td>-</td>
<td>TRAVELling Day (. to-from-to ..)</td>
</tr>
<tr>
<td>CONTAINER INSPECTION:</td>
<td></td>
</tr>
<tr>
<td>-</td>
<td>Container Condition/Cleanliness</td>
</tr>
</tbody>
</table>

**FIGURE 3.5.20 INSPECTION SCHEDULE (SCREEN 2)**
<table>
<thead>
<tr>
<th>Commodity</th>
<th>VARIOUS RICE (STOCK)</th>
<th>Date</th>
<th>25/10/97</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier</td>
<td>CAPITAL RICE CO., LTD.</td>
<td>Time</td>
<td>00 : 00</td>
</tr>
<tr>
<td>Place</td>
<td>BANKNA_BANGKOK</td>
<td>Seq</td>
<td>002</td>
</tr>
</tbody>
</table>

FIGURE 3.5.21  INSPECTION SCHEDULE (SCREEN 3)
* AGM140 Inspection Schedule  
* Order Information System  
* RICE DEPARTMENT  

* Order number : 1997 - 00407 Customer : CPT CAPITAL RICE CO.,  
* - Date : 25/10/97 Destination : BR BRAZIL  
* - Qty. : 10,000.0000 Vessel : ACX JASMIN  
* Exec. Qty. : .0000 Balance Qty.: 10,000.0000 Sts : INS  

* Type options, press Enter.  
* 1=Add 2=Change 3=Copy 4=Hold 5=Display 6=Release 9=Delete  
*  
* Opt Comm Date Time Place of Intervention Exec Qty. Sts  
* _ 290 27/10/97 9:00 BANKNA BANGKOK RLS  
* _ 290 26/10/97 8:30 BANKNA BANGKOK HLD  

* F10=Display Order F12=Return F15=Exit  

*********************************************************************

FIGURE 3.5.21 INSPECTION SCHEDULE (SCREEN 4)
<table>
<thead>
<tr>
<th>Opt</th>
<th>Place</th>
<th>Ins.Date</th>
<th>Order Commodity</th>
<th>Ins Qty.</th>
<th>Sts</th>
</tr>
</thead>
<tbody>
<tr>
<td>_</td>
<td>'BHS03-04, SHFT09/</td>
<td>12/10/97</td>
<td>01087 WR5%</td>
<td>5,911</td>
<td>ALO</td>
</tr>
<tr>
<td>_</td>
<td>'BHS03-04, SHFT09/</td>
<td>13/10/97</td>
<td>01087 WR5%</td>
<td>5,911</td>
<td>ALO</td>
</tr>
<tr>
<td>1</td>
<td>'BHS03-04, SHFT09/</td>
<td>14/10/97</td>
<td>01087 WR5%</td>
<td>5,911</td>
<td>RLS</td>
</tr>
<tr>
<td>_</td>
<td>'BHS04-05, INSP07/</td>
<td>12/10/97</td>
<td>01084 WR15% (THA)</td>
<td>12,000</td>
<td>ALO</td>
</tr>
<tr>
<td>_</td>
<td>'BHS04-05, INSP07/</td>
<td>13/10/97</td>
<td>01084 WR15% (THA)</td>
<td>12,000</td>
<td>ALO</td>
</tr>
<tr>
<td>1</td>
<td>'BHS04-05, INSP07/</td>
<td>14/10/97</td>
<td>01084 WR15% (THA)</td>
<td>12,000</td>
<td>RLS</td>
</tr>
<tr>
<td>_</td>
<td>'KSC, INSP+ETL13-1</td>
<td>13/10/97</td>
<td>01172 PB100%STX,</td>
<td>2,500</td>
<td>RLS</td>
</tr>
<tr>
<td>_</td>
<td>'MIDPATSHED08, INS</td>
<td>12/10/97</td>
<td>01155 LOONZ100%B</td>
<td>7,014</td>
<td>ALO</td>
</tr>
<tr>
<td>_</td>
<td>'MIDPATSHED08, INS</td>
<td>13/10/97</td>
<td>01155 LOONZ100%B</td>
<td>7,014</td>
<td>ALO</td>
</tr>
<tr>
<td>_</td>
<td>'MIDPATSHED08, INS</td>
<td>14/10/97</td>
<td>01155 LOONZ100%B</td>
<td>7,014</td>
<td>RLS</td>
</tr>
<tr>
<td>_</td>
<td>'PATDOL11-16, INSP</td>
<td>12/10/97</td>
<td>01068 WR5%</td>
<td>2,000</td>
<td>ALO</td>
</tr>
<tr>
<td>_</td>
<td>'PATDOL11-16, INSP</td>
<td>13/10/97</td>
<td>01068 WR5%</td>
<td>2,000</td>
<td>ALO</td>
</tr>
</tbody>
</table>

* F4=Prompt  F5=Refresh  F12=Return

**FIGURE 5.5.22 ALLOCATE INSPECTOR (SCREEN 1)**

I-22
Allocate Inspector
Order Information System
RICE DEPARTMENT

Sel Code Inspector Name

Inspector:

Note: * = Prompt available  F3=Save&Exit  F4=Prompt  F12=Return

FIGURE 3.5.23 ALLOCATE INSPECTOR (SCREEN 2)
<table>
<thead>
<tr>
<th>Employee Name</th>
<th>No.</th>
<th>Dept</th>
<th>Type</th>
<th>Grade</th>
<th>Sts</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADISAK SIRIMOTE</td>
<td>2567</td>
<td>99300</td>
<td>Casual</td>
<td>C</td>
<td>E</td>
</tr>
<tr>
<td>AMNAT VIYAVANNA</td>
<td>0394</td>
<td>99300</td>
<td>Inspector</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>AMORNTEP SIRIMOTE</td>
<td>2409</td>
<td>99300</td>
<td>Inspector</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>AMPHAI TANTIVAKORN</td>
<td>0200</td>
<td>99300</td>
<td>Inspector</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>AMPHOL AIMSRINGKAN</td>
<td>0183</td>
<td>99300</td>
<td>Inspector</td>
<td>E</td>
<td></td>
</tr>
</tbody>
</table>

FIGURE 3.5.24 ALLOCATE INSPECTOR ( SCREEN 3 )
<table>
<thead>
<tr>
<th>Sel</th>
<th>Code</th>
<th>Inspector Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2409</td>
<td>AMORNTEP SIRIMOTE</td>
</tr>
</tbody>
</table>

Note: * = Prompt available  F3=Save&Exit  F4=Prompt  F12=Return

**Figure 3.5.25** ALLOCATE INSPECTOR (SCREEN 4)
**OEM200** Inspection Entry **EDPOFR**

* Order Information System 14/10/97 *
* RICE DEPARTMENT *

* Inspection Date > 13/10/97  Order Number > *ALL *

* Type options, press Enter. *
  1=Entry Quantity  2=Finished Job  3=Reject Job  5=Display  9=Recall *

* Opt Place of Intervention  Ins.Date Yr Order Commodity Sts *
  1 'MIDRAJ BURNABOY2, INSP 13/10/97 97 00385 GLUT10% ALO *
  * 'PATDOL31-36, LDG02/03 13/10/97 97 00371 RIZCARGO100% R ALO *
  * 'W14A, CHAOCHOM, SHFT24/ 13/10/97 97 00338 PB5% ALO *
  * 'W16D, SIAMSILO, INSP+LD 13/10/97 97 00138 PB15% {2400EMPT ALO *
  * BANGKOKRICE, SATHUPRADI 13/10/97 97 00335 FR100% A_SUPERIO ALO *
  * BANGKOKRICE, SATHUPRADI 13/10/97 97 00383 JR100% SUPER ALO *
  * KOWYOOHARICEMILL, UDORN 13/10/97 97 00334 GLUT25% ALO *
  * SINSAMRAN, NAKORNPANOM 13/10/97 97 00334 GLUT25% ALO *

* F12=Return *

** Bottom **

**FIGURE 3.5.26 INSPECTION ENTRY ( SCREEN 1 )**
OEM200  
Entry Quantity  
EDPOFR  
Order Information System  
14/10/97  
RICE DEPARTMENT  

Order number : 1994 - 00385  
Customer : SHSR  
Date : 08/10/97  
Destination : ID INDONESIA  
Qty. : 3,000.0000  
Vessel : REUNION  
Exec. Qty. : 3,000.0000  
Balance Qty. : 3,000.0000  

Comm > 240  
GLUT10%  
Qty.> 3,000.0000  
Exec.Qty.> .0000  
Bal.Qty.> 3,000.0000  
Supp > SOON HUA SBNG RICE CO.,LTD.  
Qty.> 3,000.0000  
Exec.Qty.> .0000  
Bal.Qty.> 3,000.0000  

Place > 'MIDRAJURNABOUY2, INSP02/03 BARWIL  
Inspection Date > 13/10/97  
Time > 8:0 Seq > 002  
Inspection Qty. > 3,000.0000  
Today Exec. Qty. > .0000  

Input Qty. . . . : 1000  
Remark . . . :  

F3=Save and Exit  
F12=Return  

Figure 3.5.27  
INSPECTION ENTRY (SCREEN 2)
**OEM200**
Reject Job

**Order Information System**
RICE DEPARTMENT

*Order number*: 1994 - 00338  **Shipper**: INTRD

- **Date**: 21/09/97  **Destination**: SA SAUDI ARABIA
- **Qty.**: 2,000.0000  **Vessel**: HAI LEE
- **Exec. Qty.**: 2,000.0000  **Balance Qty.**: .0000  **Sts**: INS

**Comm > 245 PB5%**
**Qty.** > 2,000.0000  **Exec Qty.** > 2,000.0000  **Bal Qty.** > .0000
**Supp**: INTERNATIONAL TRADING DEV.CORP.LTD.

**Qty.** > 2,000.0000  **Exec Qty.** > 2,000.0000  **Bal Qty.** > .0000

**Inspection Date**: 3/03/94  **Time**: 8 : 0  **Seq**: 012
**Place**: 'W14A,CHAOCHOM,SHFT24/02  **THORESEN**
**Inspection Qty.**: 2,000.0000  **Today Exec Qty.**: .0000

**Remark**: CANCEL

**F3=Save and Exit  F12=Return**

**FIGURE 3.5.28 INSPECTION ENTRY ( SCREEN 3 )**
OEM200  Finished Job  EDPOFR *
Order Information System  14/10/97 *
RICE DEPARTMENT  *

Order number : 1994 - 00371  Customer : VIR *
- Date : 04/10/97  Destination : RE REUNION *
- Qty. : 1,500.0000  Vessel : EAGLE *
Exec. Qty. : 1,500.0000  Balance Qty. : .0000 Sts : INS *

Comm > 250  RIZCARG0100%B,PRCARG0100% *
Qty. > 1,400.0000  Exec.Qty. > 1,400.0000  Bal.Qty. > .0000 *
Supp > VIRIYAROJ CO.,LTD. *
Qty. > 1,400.0000  Exec.Qty. > 1,400.0000  Bal.Qty. > .0000 *

Inspection Date > 3/03/94  Time > 8 : 0  Seq > 008 *
Place > 'PATDOL31-36,LDG02/03  UNITHAI *
Inspection Qty. > 1,500.0000  Today Exec. Qty. > .0000 *

Remark . . . . : ON_BOARD *
F3=Save and Exit  F12=Return *

* *************** INSPECTION ENTRY ( SCREEN 4 ) *************** *
APPENDIX J

OUTPUT REPORTS
To: EDPOFAR

Attn: 

Fax: 

From: SGS (THAILAND) LIMITED

RICE DEPARTMENT

100 NANGLINCHEE

KWANG CHONGNONSEE Khet YANNAWA

BANGKOK 10120

Tel: 6781813, 6781843

Fax: 678-1545

Telex: 20360 SGSBKK TH

Date: 9/12/97

ORDER CONFIRMATION

Time: 18:39:01

Order No. 1997-02438 Date: 24/11/97

Subject: Scope of Intervention

* || Fumigation ||

in VESSELHOLDS/ONBOARD

* || Superintendent ||

SUPERVISION QUALITY/WEIGHT/PACKING INSPECTION & LOADING

* || Ocean-Going ||

VESSELHOLDS CLEANLINESS & CONDITION

SUPERVISION OF LOADING ONBOARD

STOWAGEPLAN & STATEMENT OF FACT

* || Special Action ||

MouthOfBagsMustBeDouble-Stitched

ConditionOfBagsMustBeNEW & STRONG

MARKING MUST BE CLEARLY PRINTED

HOLDS ARE NOT ALLOWED TO BE USED !!

VERY STRICTLY & CAREFULLY !!

Vessel: NEW HORIZON

Commodity: WHITE RICE 25% SUPER

Weight: 10,500,000 MT

Quantity: 210,000.00 BAGS

We acknowledge with thanks for your dated appointing us to conduct inspection as per above. Please be assured of our best attention at all time. Our intervention will be in accordance with INTERNATIONAL FEDERATION OF INSPECTION AGENCIES STANDARD GENERAL CONDITIONS which is shown overleaf of SGS Certificate / Report.

If this confirmation is not according to your agreement or requirement, please contact us immediately.

Best regards,

Remarks:

We acknowledge with thanks for your dated appointing us to conduct inspection as per above. Please be assured of our best attention at all time. Our intervention will be in accordance with INTERNATIONAL FEDERATION OF INSPECTION AGENCIES STANDARD GENERAL CONDITIONS which is shown overleaf of SGS Certificate / Report.

If this confirmation is not according to your agreement or requirement, please contact us immediately.

Best regards,
JOB ANALYSIS SHEET

021200 : RICE DEPARTMENT

Time : 15:14:47

O. : 1997-05446

EAD REF. NO. : 

ATTEN : 

TELEF. : 

DESTINATION : ISRAEL

LAB NO. : 

SSH NO. 00000

SOON SENG HUAT CO., LTD.

NANTA BHUM

TY : WHITE RICE 10% MAX. DOUBLE POLI

WEIGHT : 20.4000 MT

NO. OF PACKAGE : 1,700.00 CARTONS

DATE

13 NOV 1997

19 NOV 1997

19 NOV 1997

19 NOV 1997

19 NOV 1997

20 NOV 1997

13 NOV 1997

19 NOV 1997

19 NOV 1997

20 NOV 1997

21 NOV 1997

21 NOV 1997

24 NOV 1997

25 NOV 1997

REM. : 

SIGNATURE

DATE

REMARK

T. S. W. v.

J-2

TELEF. : 

DATE : 

6 DAYS

REMARK

SIGNATURE

DATE : 

6 DAYS

REMARK

SIGNATURE

DATE : 

6 DAYS

REMARK

SIGNATURE

DATE : 

6 DAYS

REMARK

SIGNATURE

DATE : 

6 DAYS

REMARK

SIGNATURE

DATE : 

6 DAYS

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6 DAYS

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SIGNATURE

DATE : 

6 DAYS

REMARK

SIGNATURE

DATE : 

6 DAYS

REMARK

SIGNATURE

DATE : 

6 DAYS

REMARK

SIGNATURE

DATE : 

6 DAYS

REMARK

SIGNATURE

DATE : 

6 DAYS

REMARK
Company: SGS (THAILAND) LIMITED

Date: 9/12/97

JOB ANALYSIS SHEET

Time: 18:39:27

021200: RICE DEPARTMENT

M.V.: NEW HORIZON

Order No.: 1997-02438

Client: 00000000

Sample No.: 000000

Commodity: WHITE RICE 25% SUPER

Weight: 10,500,000 MT

Quantity: 210,000.00 BAGS

SCOPE OF INTERVENTION

- VESSELHOLDS/ONBOARD SUPERVISION QUALITY/WEIGHT/PACKING INSPECTION & LOADING
- HATCH/HOLDS CLEANLINESS & CONDITION SUPERVISION OF LOADING ONBOARD
- STOWAGE PLAN & STATEMENT OF FACT
- Mouth Of Bag Must Be Stitched By Machine
- Mouth Of Bag Must Be DOUBLE-STITCHED
- Condition Of Bags Must Be NEW & STRONG
- MARKING MUST BE CLEARLY PRINTED
- HOOKS ARE NOT ALLOWED TO BE USED!!
- VERY STRICTLY & CAREFULLY!!

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>DATE</th>
<th>SIGNATURE</th>
<th>REMARK</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ORDER RECEIVED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. JOB STARTED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. JOB COMPLETED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. SAMPLE ENTRY TO LAB</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. ANALYSIS COMPLETED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. REPORT DRAFT COMPLETED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. INVOICE DRAFT COMPLETED / SENT TO TYPE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. ADMIN. RECEIVED DRAFT INVOICE TO TYPE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. INVOICE COMPLETED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. TYPE COMPLETED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. DRAFT REPORT CHECKED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. CERTIFICATE COMPLETED</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. CERTIFICATE SIGNED BY MANAGER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. CERTIFICATE RECEIVED OR SENT TO CLIENTS</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL DAY FROM JOB COMPLETED TO ISSUE TO CLIENT: J-3

TOTAL DAY FROM JOB COMPLETED TO INVOICE COMPLETED: 1

TOTAL DAY: 1
# Daily Job Schedule Allocation

**Order No.:**

**Commodity:**

**Vessel:**

**Agent:**

**Destination:**

**Remarks:**

---

**Place of Intervention:** INS 03/12 BANGKOK J-4 (14.00)

- **Order No.:** 02500
- **Commodity:** WHITE RICE 25% SUPER
- **Vessel:** YON HO
- **Agent:** SEAWAY EXPRESS CO., LTD.
- **Destination:** INDONESIA
- **Supplier:** THAI MAPFEN TRADING CO., LTD.
- **Inspection Date:** 3/12/97 14:00
- **Remarks:**
  - Fumigation
  - Ocean-going
  - Hatch/hold cleanliness & condition
  - Supervision of loading on board
  - Stowage plan & statement of fact
  - Special Action
  - Condition of bags: Must be new & strong
  - Marking must be clearly printed
  - Hooks are not allowed to be used
  - Very strictly & carefully

---

**Place of Intervention:** INS 03/12 HIGHTREE, RAJAPAKSA (09.00)

- **Order No.:** 02401
- **Commodity:** WHITE RICE 25% SUPER
- **Vessel:** DISEA JAY
- **Agent:** PULSAMAT SHIPPING CO., LTD.
- **Destination:** INDONESIA
- **Supplier:** PUEN HENG LONG CO., LTD.
- **Inspection Date:** 3/12/97 07:00
- **Remarks:**
  - Fumigation
  - Ocean-going
  - Hatch/hold cleanliness & condition
  - Supervision of loading on board
  - Stowage plan & statement of fact
  - Special Action
  - Condition of bags: Must be new & strong
  - Marking must be clearly printed
  - Hooks are not allowed to be used
  - Very strictly & carefully

---

**Place of Intervention:** INS 03/12 WANGF 218, SUBATHAPORN (09.00)
<table>
<thead>
<tr>
<th>Order No.</th>
<th>Commodity</th>
<th>Vessel</th>
<th>Agent</th>
<th>Destination</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>#02407</td>
<td>295 WHITE RICE BX</td>
<td>PRINCESS OF LORNE</td>
<td>PANHAI SHIPPING LTD.</td>
<td>SAUDI ARABIA</td>
<td>Fumigation 249,9750 MT</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>5,355.00 BAGS</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>SOON HUA SENG RICE CO., LTD.</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Inspection Date: 3/12/97</td>
<td></td>
<td></td>
</tr>
<tr>
<td>#0230</td>
<td>225 WHITE RICE 25K SUPER</td>
<td>LI YANG</td>
<td>SEWAY EXPRESS CO., LTD.</td>
<td>INDONESIA</td>
<td>Fumigation 12,250,000 MT</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>245,000.00 BAGS</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>THAI MAPARN TRADING CO., LTD.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Inspection Date: 3/12/97</td>
<td></td>
<td></td>
</tr>
<tr>
<td>#0260</td>
<td>225 WHITE RICE 25K SUPER</td>
<td>DIBEBA WIN</td>
<td>PHUKHAI SHIPPING CO., LTD.</td>
<td>INDONESIA</td>
<td>Fumigation 7,300,000 MT</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>146,000.00 BAGS</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>WORLD GRAIN CO., LTD.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Inspection Date: 3/12/97</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Daily Job Coverage

Job No.: 1997/021200/02357/016
Sample No.: 00000
Inspection Date: 5/12/97 Time: 08:00

S (Thailand) Limited

Ient
Ur Ref.: C/1997/015

Material
240 Glutinous Rice 25% Broken

Agent
By Trucks

rt of Discharge

rt of Loading

Porters/Shippers

Receiver/Consignee

ACE of Inspection

Contact

Quantity (Net Wt): 5,100,000 MT 102,000.00 Bags

Quantity to be Inspected: 3,100,000 MT

Expected Inspector

Expected Inspector

SPE OF INTERVENTIONS

- Fumigation
- Supervision Quality/Weight/Packing
- Special Action
- Condition of Bags Must Be New & Strong
- Hooks Are Not Allowed to Be Used

Inspected Today:

Bags Gross

Kgs

Tare

Kgs

Net

Kgs

Date of Intervention:

Time Started at: __________ hrs. On: __________

Time Finished at: __________ hrs. On: __________

Meetings:

Weighing Lists

Reports

Printed: Date 9/12/97 Time 18:36:00 By: [Signature] (Chief Inspector)

See Special Instruction on Next Page
DAILY JOB COVERAGE

JOB NO. : 1997/021200/02357/016

Sample No. : 00000
Inspection Date : 5/12/97 Time : 00:00

S (THAILAND) LIMITED
CE DEPARTMENT

---

**ENT**
our Ref. : C/1997/015
Commodity : 240 GLUTINOUS RICE 25% BROKEN
vessel : BY TRUCKS
Agent
rt of Discharge : Country : LAOS
rt of Loading : Country : THAILAND
porters/Shippers : UN/FAO WORLD FOOD PROGRAMME
ceiver / Consignee : CHAIMONGKOL R/M,ROI ET
ace of inspection

---

Contact
ipment Quantity (Net Wt): 5,100,000 MT 102,000.00 BAGS
antity to be inspected : 3,100,000 MT
. Expected Inspector
pectors involved

---

ECIAL INSTRUCTION :

---

**M E...**
Read the attached Superintendent Instruction carefully prior to inspection.

Please "report/inquire" immediately if "any changing or queries" are found.

Please call for a new job coverage report when the additional job is required.

Never change the sequence of this job coverage to inspect instead of others.

Please feedback with reason on this job coverage when it is not inspected.

This job coverage have to be feedback not later than the next day.<RECEIVED>

Writing over the enclosed reports must be clearly and correctly performed.

---
**INSPECTOR DAILY TIMESHEET FORM**

<table>
<thead>
<tr>
<th>Company</th>
<th>SGS (THAILAND) LIMITED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Div./Dep.</td>
<td>021200 RICE DEPARTMENT</td>
</tr>
<tr>
<td>DATE</td>
<td>9/12/97</td>
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</table>

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Grade</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>VICHAN JIRAPRATWATANA</td>
<td>A2</td>
<td></td>
</tr>
</tbody>
</table>

* Transaction Type: S = STANDBY  P = Public Holiday  L = Sick Leave  T = Training  V = Vacation

Prepared By: ___________________________  Date: ___________________________

FinDiv. Recorded: ______________________  Date: ___________________________

Approved By: __________________________  Date: ___________________________  Printed By: EDPOFR  ON: 9/12/97  18:32:58
WEIGHT AND QUALITY CERTIFICATE

BANGKOK, 20th November 1997

Description of Cargo: THAI WHITE RICE 10 PCT BROKEN MAX. DOUBLE POLISHED AND DOUBLE SORTEXED.

Quantity: 1,700 CARTONS

scheduled for vessel: "NANTA BHUM"/"ZIM KOPER"

shippers: SOON SENG HUAT CO., LTD.

cope of Intervention: Ascertaining weight and quality of the cargo during loading ex godown(s).

INDINGS:

stating Marks: THAI WHITE RICE

(IN HEBREW LANGUAGE)

In 12 x 1 kg PE in a carton.

Weighing: 10% of the cartons selected at random on tested platform scale(s). On the basis of the above, we certify the loaded weight to be:

Total gross weight 21.3452 M/T

Tare 0.9452 M/T

Total net weight 20.4000 M/T

ampling: During loading 2% of the cartons were sampled.

A representative sample was prepared and allocated reference No. 02348.

uality: On basis of the inspection and analysis carried out on the samples drawn, we have found the rice as coming within the definition of white rice 10% as per Standards of Rice of Ministry of Commerce, Thailand, which corresponds to the designated goods description:

THAI WHITE RICE 10 PCT BROKEN MAX. DOUBLE POLISHED AND DOUBLE SORTEXED.

The rice was sound, dry and in merchantable condition at time of inspection.

lace of Intervention: Shipper's godown.

ate of Intervention: 19th November 1997.

This certificate reflects our findings at time and place of inspection as mentioned above only.

SGS (THAILAND) LIMITED

21/11/97
**ANALYSIS CERTIFICATE**

**Description of Cargo:** THAI WHITE RICE 10 PCT BROKEN MAX. DOUBLE POLISHED AND DOUBLE SORTEXED.

**Quantity:** 1,700 CARTONS

**Scheduled for vessel:** "NANTA BHUM"/"ZIM ROPER"

**Shippers:** SOON SENG HUAT CO., LTD.

**Shipping Marks:** THAI WHITE RICE (IN HEBREW LANGUAGE)

**Analysis:** On the shipment sample drawn during loading.

<table>
<thead>
<tr>
<th>Component</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whole Grain</td>
<td>60.6%</td>
</tr>
<tr>
<td>Broken - Size of Broken (below 4.3 mm.)</td>
<td>9.2%</td>
</tr>
<tr>
<td>Head Rice/Big Brokens</td>
<td>30.2%</td>
</tr>
<tr>
<td>Red Streaked Kernels</td>
<td>nil</td>
</tr>
<tr>
<td>Red Kernels</td>
<td>nil</td>
</tr>
<tr>
<td>Chalky Kernels</td>
<td>5.2%</td>
</tr>
<tr>
<td>Damaged Kernels</td>
<td>0.1%</td>
</tr>
<tr>
<td>Yellow Kernels</td>
<td>0.2%</td>
</tr>
<tr>
<td>Foreign Matters</td>
<td>nil</td>
</tr>
<tr>
<td>Glutinous Rice</td>
<td>nil</td>
</tr>
<tr>
<td>Paddy (per 1 kilo)</td>
<td>nil</td>
</tr>
<tr>
<td>Moisture</td>
<td>12.6%</td>
</tr>
<tr>
<td>Milling Degree</td>
<td>Well milled</td>
</tr>
</tbody>
</table>

SGS (THAILAND) LIMITED

J-10
CONTAINER CLEANLINESS CERTIFICATE

In accordance with the instructions received from OON SENG HUAT CO., LTD., we conducted a cleanliness survey of container prior to stuffing a shipment of rice designated as:

1,700 CARTONS THAI WHITE RICE 10 PCT BROKEN MAX. DOUBLE POLISHED AND DOUBLE SORTEXED.

scheduled for shipment per the "NANTA BHUM"/"ZIM KOPER".

We report as follows:

Date of inspection : 19th November 1997.

Place of inspection : Shipper's godown.


Condition of container:

We certify that the empty container was inspected by us immediately prior to loading and was found clean, dry, free of insect infestation and in such condition as not to contaminate the bagged rice to be loaded.

This certificate reflects our findings at time and place of intervention as indicated above only.

SGS (THAILAND) LIMITED

J-11
Certificate No.: 2001/ 1997-02348-001

LIGHT AND QUALITY CERTIFICATE

Description of Cargo: THAI WHITE RICE 10 PCT BROKEN MAX. DOUBLE POLISHED AND DOUBLE SORTEXED.

Quantity: 1,700 CARTONS

Shipped for vessel: "NANTA BHUM"

Shipper: SOON SENG HUAT CO., LTD.

Scope of Intervention: Ascertaining weight and quality of the cargo during loading ex godown(s).

NDINGS:

Sampling Marks: THAI WHITE RICE (IN HEBREW LANGUAGE)

Checking: In 12 x 1 kg PE in a carton.

Weighing: 10% of the cartons selected at random on tested platform scale(s). On the basis of the above, we certify the loaded weight to be:

Total gross weight: 21.3452 M/T

Tare: 0.9452 M/T

Total net weight: 20.4000 M/T

Sampling: During loading 2% of the cartons were sampled. A representative sample was prepared and allocated reference No. 02348.

Analysis: On basis of the inspection and analysis carried out on the samples drawn, we have found the rice as coming within the definition of white rice 10% as per Standards of Rice of Ministry of Commerce, Thailand, which corresponds to the designated goods description:

THAI WHITE RICE 10 PCT BROKEN MAX. DOUBLE POLISHED AND DOUBLE SORTEXED.

The rice was sound, dry and in merchantable condition at the time of inspection.

Scope of Intervention: Shipper's godown.

Date of Intervention: 19th November 1997.

This certificate reflects our findings at time and

This certificate is issued under the General Conditions of the International Federation of Inspection Agencies (IFIA), printed overleaf. The issuance of this Certificate does not exonerate buyers or sellers from exercising all their rights and discharging all their liabilities under the Contract of Sale. Stipulations to the contrary are not binding on us. The Company's responsibility under this Certificate is limited to gross negligence proven by the Principals and will in no case be more than ten times fees or commission. Except by special arrangement, samples, if drawn, will not be retained by the Company for more than three months.

SGS (THAILAND) LIMITED

Printed by RUNGNAPA 21/11/97 14:46:16
Certificate No.: 2001/1997-02348-002

BANGKOK, 20th November 1997

ANALYSIS CERTIFICATE

Description of Cargo: THAI WHITE RICE 10 PCT BROKEN MAX. DOUBLE POLISHED AND DOUBLE SORTEXED.

Quantity: 1,700 CARTONS

Scheduled for vessel: "NANTA BHUM"

Shippers: SOON SENG HUAT CO., LTD.

Shipping Marks: THAI WHITE RICE (IN HEBREW LANGUAGE)

Analysis: On the shipment sample drawn during loading.

<table>
<thead>
<tr>
<th>Analysis</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whole Grain Whole Grain</td>
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<td>Brokens:</td>
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<td>Size of Broken (below 4.3 mm.)</td>
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<tr>
<td>Chalky Kernels</td>
<td>5.2%</td>
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<td>Damaged Kernels</td>
<td>0.1%</td>
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<td>Paddy (per 1 kilo)</td>
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<tr>
<td>Moisture</td>
<td></td>
</tr>
<tr>
<td>Milling Degree</td>
<td>Well milled</td>
</tr>
</tbody>
</table>

SGS (THAILAND) LIMITED

This certificate is issued under the General Conditions of the International Federation of Inspection Agencies (IFIA), printed overleaf. The issuance of this Certificate does not exonerate buyers or sellers from exercising all their rights and discharging all their liabilities under the Contract of Sale. Stipulations to the contrary are not binding on us. The Company’s responsibility under this Certificate is limited to gross negligence proven by the Principals and will in no case be more than ten times fees or commission. Except by special arrangement, samples, if drawn, will not be retained by the Company for more than three months.
Certificate No.: 2001/ 1997-02348-003

BANGKOK, 20th November 1997

CONTAINER CLEANLINESS CERTIFICATE

In accordance with the instructions received from 1ON SENG HUAT CO., LTD., we conducted a cleanliness survey of the container prior to stuffing a shipment of rice designated as:

1,700 CARTONS THAI WHITE RICE 10 PCT BROKEN MAX. DOUBLE POLISHED AND DOUBLE SORTEXED.

Scheduled for shipment per the "NANTA BHUM"

We report as follows:

Date of inspection: 19th November 1997.

Place of inspection: Shipper’s godown.

No. of container: ZIMU 2705690.

Condition of container:

We certify that the empty container was inspected by us immediately prior to loading and was found clean, dry, free of insect infestation and in such condition as not to contaminate the bagged rice to be loaded.

This certificate reflects our findings at time and place of intervention as indicated above only.

SGS (THAILAND) LIMITED

This certificate is issued under the General Conditions of the International Federation of Inspection Agencies (IFIA), printed overleaf. The issuance of this Certificate does not exonerate buyers or sellers from exercising their rights and discharging their liabilities under the Contract of Sale. Stipulations to the contrary are not binding on us. The Company’s responsibility under this Certificate is limited to gross negligence proven by the Principals and will in no case be more than ten times fees or commission. Receipt by special arrangement, samples, if drawn, will not be retained by the Company for more than three months.
DEBIT NOTE

OUR REF:
02348

TOWER:
(12155736)

N SENG HUAT CO., LTD.
N HUA SENG GROUP BLDG.
NORTH SATHORN,
SRAK,BANGKOK-10500

CUSTOMER ATTENTION TO:
K.SUMILAI

ENQUIRY PLEASE CONTACT
ITA XAEMMANEE

E DEPARTMENT 1

DS: 210 WHITE RICE 10% MAX.DOUBLE POLISHED & SORTEXED

SEL: NANTA BHUM

SHIPPED FROM:

/ QTY:
20,4000 METRIC TONS PACKED IN 1700.00 CARTONS

T PRICE:
PER

DESCRIPTION

INSPECTION ON 19/11/97 : 1ST CONTAINER
CLEANLINESS CERTIFICATE

COUNTRY ORIGIN: THAILAND

FOR INTERNAL USE

SUB TOTAL
3,000.00

VALUE ADDED TAX
10.00 % (22471000)
J-15
300.00

TOTAL TO YOUR DEBIT
TOTAL TO YOUR CREDIT
THB
3,300.00

COLLECTION OF VAT IS IN COMPLIANCE WITH SECTION 82(4) OF THE REVENUE CODE

RUNGNAPA 24/11/97 9:16:57

APPROVED BY

พจนานุกรม
**SGS (Thailand) Limited**

**DEBIT NOTE**

**CREDIT NOTE**

**บริษัท เอลเซียแอส จำกัด**

123桟 ถนนเอกชัย แขวงบางปะอิน เขตบางกะปิ บางใหญ่ 10240

เลขประจำตัวผู้เสียภาษีอากร 3101762501

เลขประจำตัวผู้เสียภาษีอากรสำรอง 3101762501

**WHITE KICK-102 MAX DOUBLE POLISHED AS SORTED**

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>CURRENCY</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSPECTION ON 12/11/97 - 1ST CONTAINER</td>
<td>1,500.00</td>
<td>1,500.00</td>
<td></td>
</tr>
<tr>
<td>CLEANLINESS CERTIFICATE</td>
<td>1,500.00</td>
<td>1,500.00</td>
<td></td>
</tr>
</tbody>
</table>

**รวมจำนวนเงิน/SUB TOTAL**

2,000.00

2,000.00

**รวมจำนวนเงินที่ได้รับจะสูงสุด**

**TOTAL TO YOUR DEBIT**

**TOTAL TO YOUR CREDIT**

**หมายเหตุ**

Please pay upon receipt of Debit Note

**Prepared by**

**Approved by**

Order No. 1997-02349
Order Registration

Order No.: 1997-02439 Date: 24/11/97

Date: 9/12/97

MID.: OER331

or ID.: EDPOFR

sgny.: 9701 SSG FAR EAST LIMITED

G

ORDER REGISTRATION

Order No. 021200: RICE DEPARTMENT

Date : 9/12/97

Time : 10:47:00

General Information

Order Status: ING

Remarks: CHANGED VESSEL FROM LI YANG TO NEW HORIZON

Shipper: THAI MAPARN TRADING CO., LTD.

Destination: NEW HORIZON

Vessel: NEW HORIZON

Fumigation: Y

Transfer To Order No.: 023000-1997-09110

Total Order Qty. 10,500,0000

Total Exec. Qty. 8,000,0000

Commodity & Supplier

Commodity

No. Package

Packing Unit

Gross Weight

Order Qty., UOM

Execute Qty.

WHITE RICE 25X SUPER SR THAI MAPARN TRADING CO., LTD.

216,000.00 BAGS THAI MAPARN TRADING CO., LTD.

10,500,0000 MT 8,000,0000

3,500,0000

3,500,0000

7,000,0000

4,500,0000

Inspection Schedule

First Schedule: 27/11/97 Time 08:00 At SIAM RICE, JAIJLURANA

Latest Schedule: 17/12/97 Time 08:00 At LIG 10/12, WHARF 14C, SIAM SILO

*** No Record found ***

J-17
<table>
<thead>
<tr>
<th>Order No.</th>
<th>Dated</th>
<th>Shippers' Name</th>
<th>Vessel/Steak.No.</th>
<th>Place of Inspection</th>
<th>Execution Date</th>
<th>Invoice Amt.</th>
<th>VAT Amt.</th>
<th>Commodity</th>
<th>Intervention</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT</td>
<td>Commodity</td>
<td>Mth. Qty.</td>
<td>Year-To-Date Qty.</td>
<td>Prv. Year Qty. (Same Period)</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>-----</td>
<td>-----------------</td>
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<td></td>
<td></td>
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<tr>
<td>CFT</td>
<td>CAPITAL RICE CO., LTD.</td>
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<tr>
<td>200</td>
<td>WHITE RICE 100%</td>
<td>3,958.1914</td>
<td>51,217.0166</td>
<td>43,118.1977</td>
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<tr>
<td>205</td>
<td>WHITE RICE 5%</td>
<td>592.0000</td>
<td>2,356.9148</td>
<td>24,687.8301</td>
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<tr>
<td>210</td>
<td>WHITE RICE 10%</td>
<td>43.0000</td>
<td>502.5000</td>
<td>17,715.0000</td>
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<tr>
<td>215</td>
<td>WHITE RICE 15%</td>
<td>1,607.5000</td>
<td>4,740.5000</td>
<td>341.7600</td>
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<tr>
<td>225</td>
<td>WHITE RICE 25%</td>
<td>0.0000</td>
<td>574.0000</td>
<td>76,635.4966</td>
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<tr>
<td>230</td>
<td>WHITE RICE BROKE</td>
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<td>93,760.2070</td>
<td>69,219.0975</td>
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<tr>
<td>235</td>
<td>WHITE RICE 35%</td>
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<tr>
<td>240</td>
<td>GLUTINOUS RICE</td>
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<td>14,755.5537</td>
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<tr>
<td>245</td>
<td>PARBOILED RICE</td>
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<tr>
<td>250</td>
<td>LOOZAI RICE</td>
<td>4,772.0000</td>
<td>18,731.0000</td>
<td>21,811.5000</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

*** TOTAL BY SHIPPER ***

|                  | 16,374.2696 | 202,386.9103 | 282,057.9432 |

***** GRAND TOTAL *****

|                  | 16,374.2696 | 202,386.9103 | 282,057.9432 |

END OF REPORT

J-19
<table>
<thead>
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<th>Year-To-Date Qty.</th>
<th>Prv. Year Qty. (Same Period)</th>
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*** TOTAL BY COUNTRY ***

605.2799 5,327.3297 11,950.4646

***** GRAND TOTAL *****

605.2799 5,327.3297 11,950.4646

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**GRAND TOTAL**

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J-22
### Total Invoice By Activity/Commodity

**Activity** : 021210 RICE

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*** Total of 021210 : RICE ***

717,832.61
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<td>KINABALU LIMABELAS</td>
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<td>15/02/95</td>
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<td>XETHA BUM</td>
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<td>17/02/95</td>
<td>THFD THAI FOOD CORP., LTD.</td>
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<td>21/02/95</td>
<td>CHFN CHAIYAPORN INTERNATI</td>
<td>400.00</td>
<td>ARABIAN EXPRESS</td>
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<td>21/02/95</td>
<td>SINGR SIAN INTER GRAIN CO.</td>
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<td>EQUATOR EMERALD</td>
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<td>1995-0056</td>
<td>10/03/95</td>
<td>HCR HUA CHUN RICE CO.</td>
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<td>EVER TRUST</td>
<td>CLO</td>
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<td>1995-0057</td>
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<td>CHPS CHAI FRASIT PRODUCTS</td>
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<td>CHPS CHAI FRASIT PRODUCTS</td>
<td>499.99</td>
<td>SONG DAY</td>
<td>CLO</td>
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<td>1995-0065</td>
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<td>GPJ G.PREMIUM LIMITED</td>
<td>160.00</td>
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<td>20/03/95</td>
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<td>DELMAS BODAIVUVE</td>
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<td>RATHA BUM</td>
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