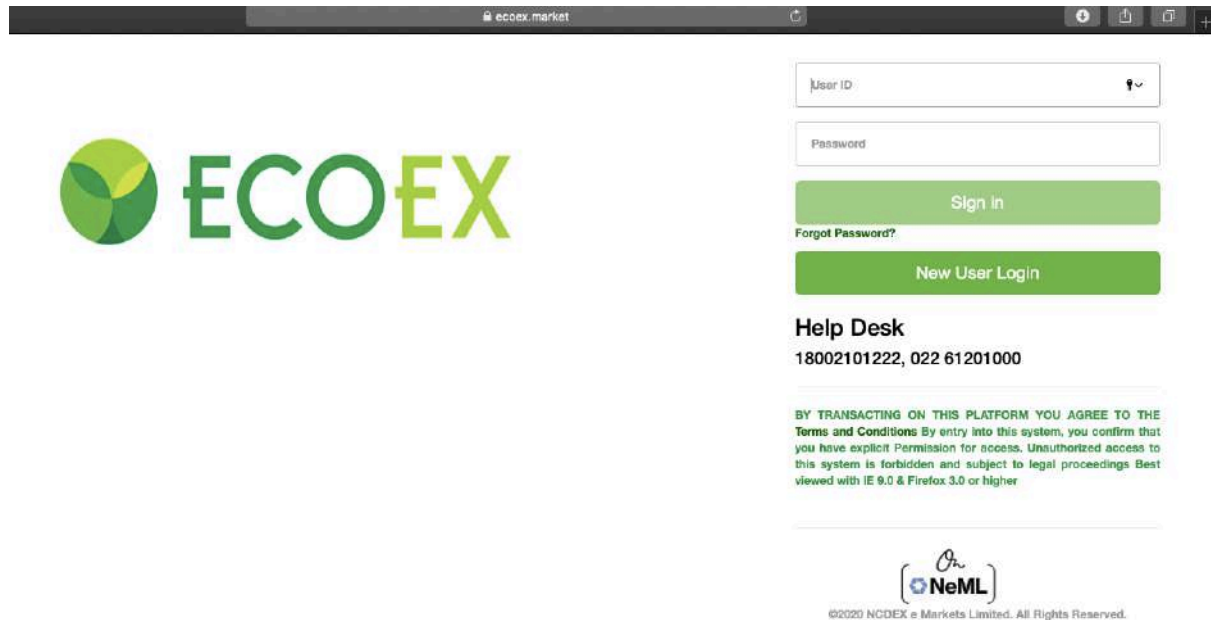


**UNIT CREATION &**  
**INVENTORY**  
**MANAGEMENT MANUAL**

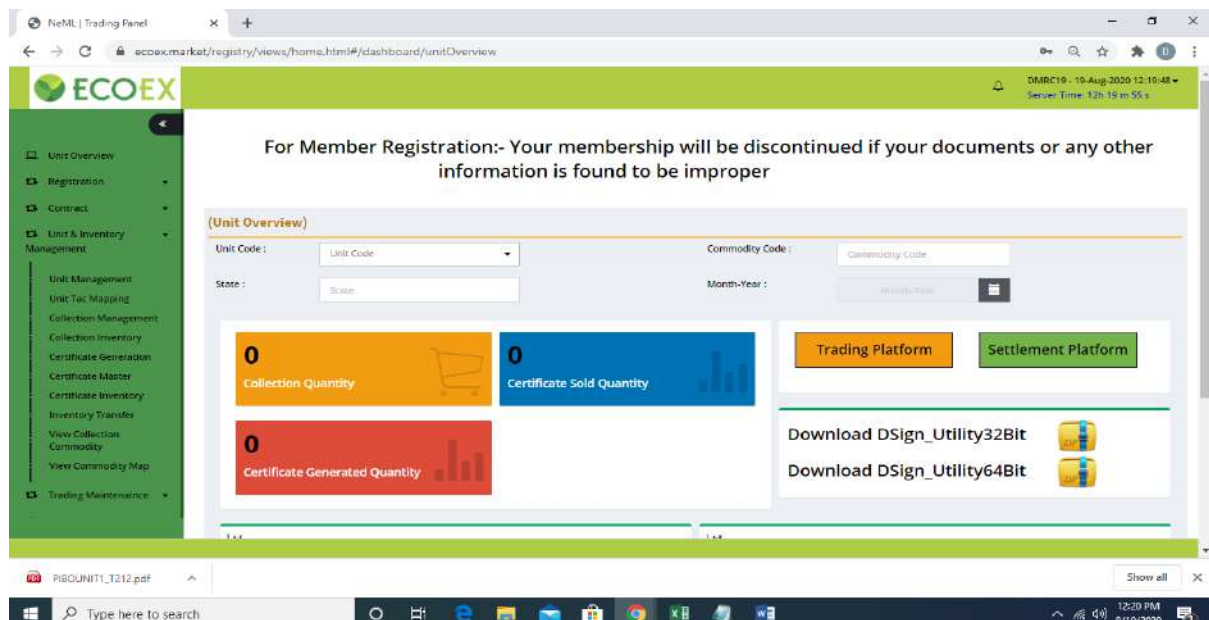
## A)UNIT CREATION-

1) Click on <https://registry.ecoex.market/Registry> and enter the User Id and password and click on Sign in.



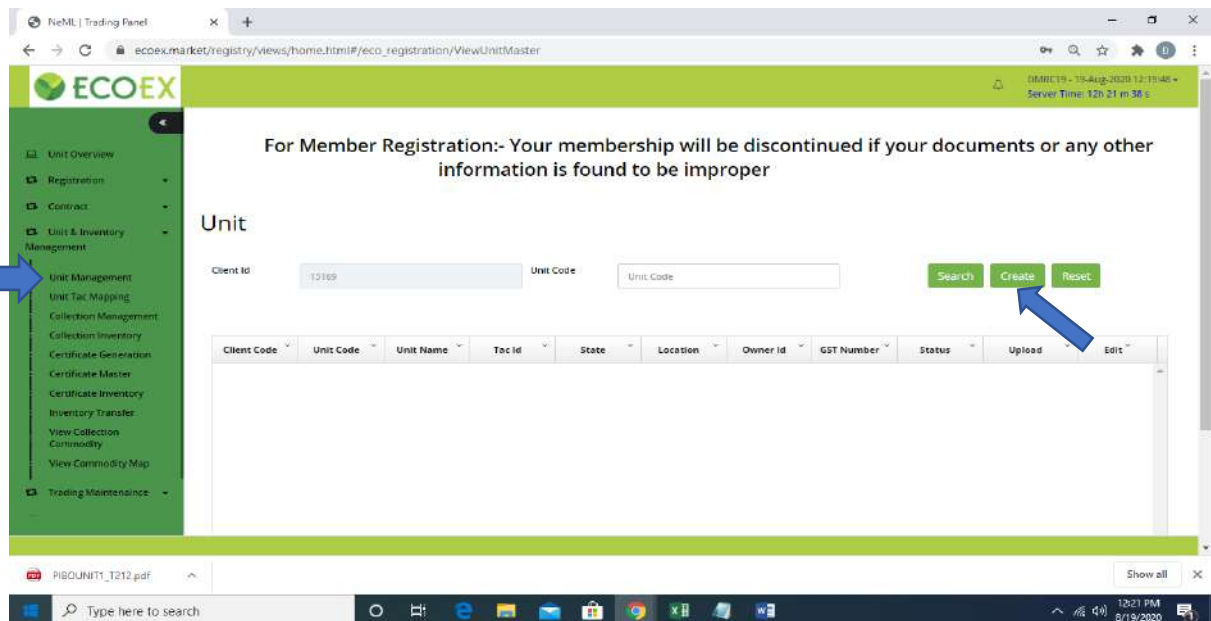
The screenshot shows the login page for ECOEX. On the left is the ECOEX logo. On the right, there are input fields for 'User ID' and 'Password', a 'Sign in' button, a 'Forgot Password?' link, and a 'New User Login' button. Below these is a 'Help Desk' section with the phone number 18002101222, 022 61201000. At the bottom, there is a disclaimer: 'BY TRANSACTING ON THIS PLATFORM YOU AGREE TO THE Terms and Conditions By entry into this system, you confirm that you have explicit Permission for access. Unauthorized access to this system is forbidden and subject to legal proceedings Best viewed with IE 9.0 & Firefox 3.0 or higher'. The NeML logo and copyright notice '©2020 NCOEX e Markets Limited. All Rights Reserved.' are also present.

User will be redirected to the following screen



The screenshot shows the 'Unit Overview' dashboard in the ECOEX system. A warning message at the top states: 'For Member Registration:- Your membership will be discontinued if your documents or any other information is found to be improper'. The dashboard includes a left-hand navigation menu with options like 'Unit Overview', 'Registration', 'Contract', 'Unit & Inventory Management', 'Unit Management', 'Unit Tax Mapping', 'Collection Management', 'Collection Inventory', 'Certificate Generation', 'Certificate Master', 'Certificate Inventory', 'Inventory Transfer', 'View Collections', 'Commodity', 'View Commodity Map', and 'Trading Maintenance'. The main content area features a '(Unit Overview)' section with filters for 'Unit Code', 'Commodity Code', 'State', and 'Month-Year'. Below the filters are three summary cards: 'Collection Quantity' (0), 'Certificate Sold Quantity' (0), and 'Certificate Generated Quantity' (0). To the right, there are buttons for 'Trading Platform' and 'Settlement Platform', and links to 'Download DSign\_Utility32Bit' and 'Download DSign\_Utility64Bit'. The top right corner shows the user 'DMBC19' and the server time '12:19:48' on '19-Aug-2020'. The Windows taskbar at the bottom shows the date '0/19/2020' and the time '12:20 PM'.

## 2) Click on Unit Management and then on Create



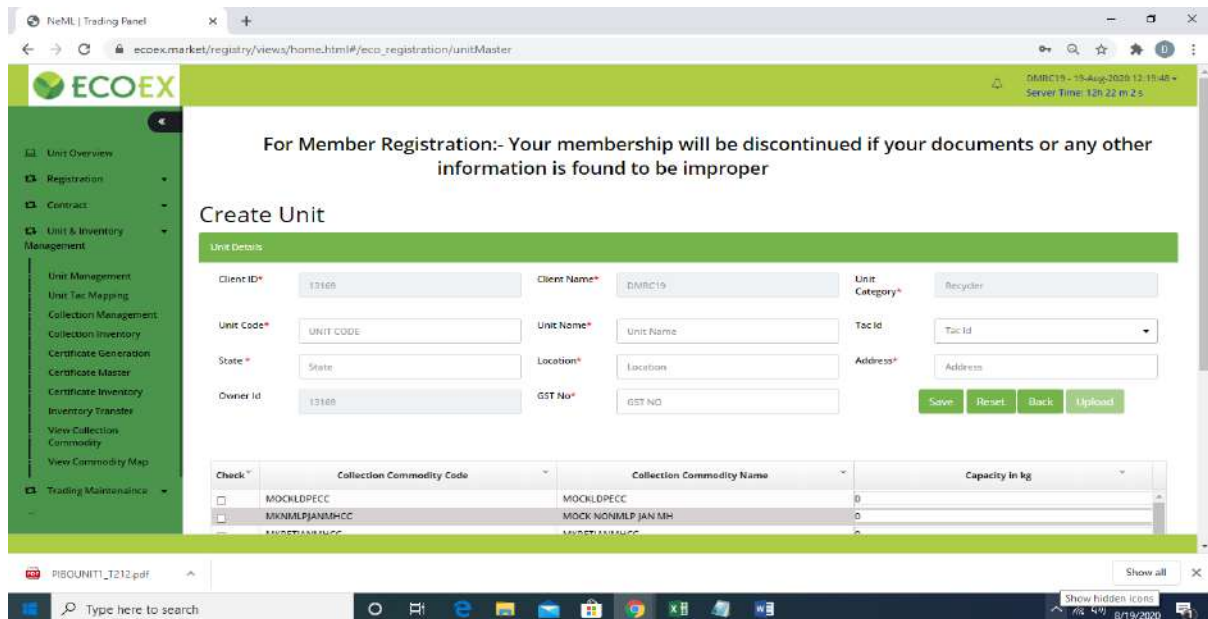
The screenshot displays the ECOEX trading panel interface. The browser address bar shows the URL `ecoex.market/registry/views/home.html#/eco_registration/ViewUnitMaster`. The page header includes the ECOEX logo and the text "DMBIC19 - 19-Aug-2020 12:19:46 Server Time: 12h 21 m 38 s".

The main content area features a message: "For Member Registration:- Your membership will be discontinued if your documents or any other information is found to be improper". Below this message is the "Unit" management section, which includes a "Client Id" field with the value "13169" and a "Unit Code" field. To the right of these fields are three buttons: "Search", "Create", and "Reset". A blue arrow points to the "Create" button.

The left sidebar contains a navigation menu with the following items: Unit Overview, Registration, Contract, Unit & Inventory Management, Unit Management (highlighted with a blue arrow), Unit Tax Mapping, Collection Management, Certificate Generation, Certificate Master, Certificate Inventory, Inventory Transfer, View Collection Commodity, View Commodity Map, and Trading Maintenance.

At the bottom of the page, there is a table with the following columns: Client Code, Unit Code, Unit Name, Tac Id, State, Location, Owner Id, GST Number, Status, Upload, and Edit. The table is currently empty.

3) Fill the mandatory details like Unit Name, State, Location, GST etc and select the commodities collected in the unit.



For Member Registration:- Your membership will be discontinued if your documents or any other information is found to be improper

### Create Unit

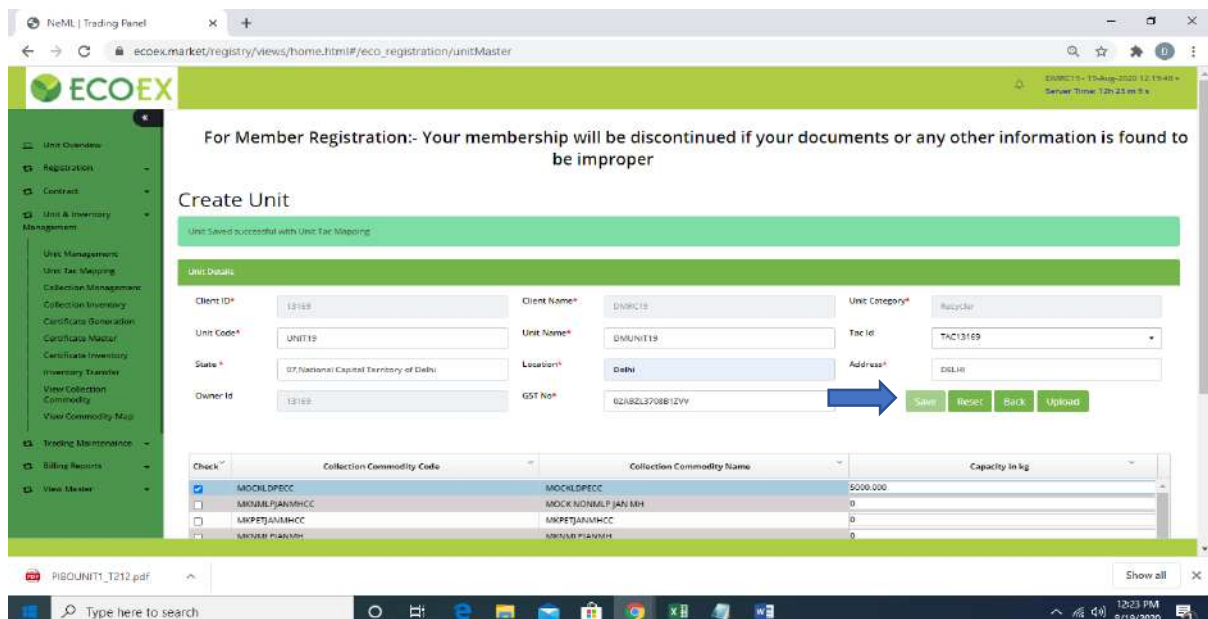
**Unit Details**

Client ID\* 13169 Client Name\* DMRC19 Unit Category\* Recycler  
 Unit Code\* UNIT CODE Unit Name\* Unit Name Tac Id Tac Id  
 State\* State Location\* Location Address\* Address  
 Owner Id 13169 GST No\* GST NO

Save Reset Back Upload

Check	Collection Commodity Code	Collection Commodity Name	Capacity in kg
<input type="checkbox"/>	MOCHLDPECC	MOCHLDPECC	0
<input type="checkbox"/>	MKNMLPJANMHCC	MOCK NONMLP JAN MH	0
<input type="checkbox"/>	MUPETJANMHCC	MUPETJANMH	0

4) Click on Save.



For Member Registration:- Your membership will be discontinued if your documents or any other information is found to be improper

### Create Unit

Unit Saved successful with Unit Tax Mapping

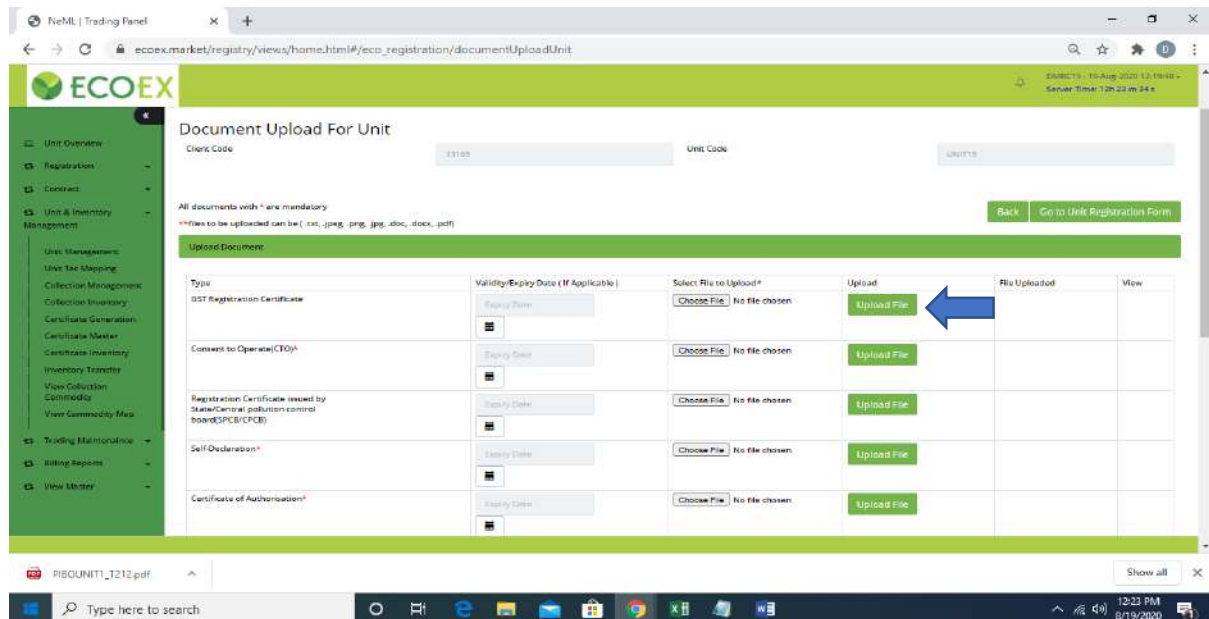
**Unit Details**

Client ID\* 13169 Client Name\* DMRC19 Unit Category\* Recycler  
 Unit Code\* UNIT19 Unit Name\* DMUNIT19 Tac Id TAC13169  
 State\* 07/National Capital Territory of Delhi Location\* Delhi Address\* DELHI  
 Owner Id 13169 GST No\* 02ABZL3708B1ZVV

Save Reset Back Upload

Check	Collection Commodity Code	Collection Commodity Name	Capacity in kg
<input checked="" type="checkbox"/>	MOCHLDPECC	MOCHLDPECC	5000.000
<input type="checkbox"/>	MKNMLPJANMHCC	MOCK NONMLP JAN MH	0
<input type="checkbox"/>	MUPETJANMHCC	MUPETJANMH	0
<input type="checkbox"/>	MUPETJANMH	MUPETJANMH	0

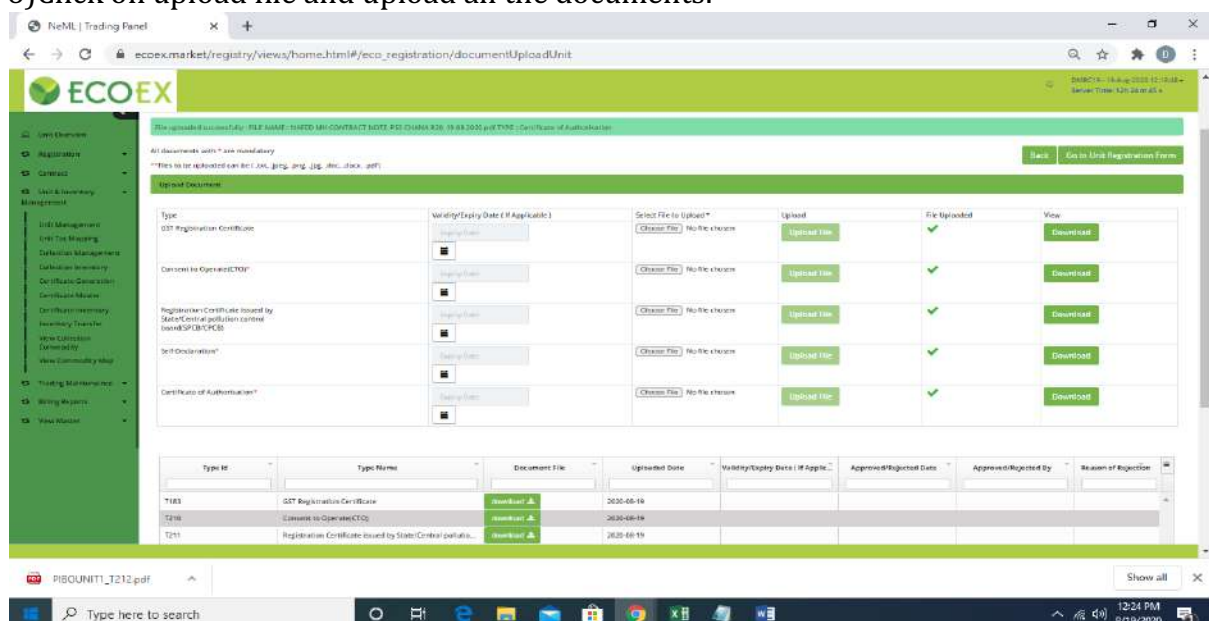
## 5) Member is required to upload the mandatory document



The screenshot shows the 'Document Upload For Unit' page in the ECOEX system. The page title is 'Document Upload For Unit'. Below the title, there are input fields for 'Client Code' (containing 'E1155') and 'UNIT CODE' (containing 'UNIT15'). A message states: 'All documents with \* are mandatory. (Files to be uploaded can be (.doc, .jpeg, .png, .jpg, .doc, .docx, .pdf))'. There are 'Back' and 'Go to Unit Registration Form' buttons. The main section is titled 'Upload Document' and contains a table with the following columns: Type, Validity/Expiry Date (If Applicable), Select File to Upload\*, Upload, File Uploaded, and View. The table has five rows, each with an 'Upload File' button. A blue arrow points to the 'Upload File' button in the first row.

Type	Validity/Expiry Date (If Applicable)	Select File to Upload*	Upload	File Uploaded	View
IST Registration Certificate	Expiry Date	Choose File No file chosen	Upload File		
Consent to Operate(CTO)*	Expiry Date	Choose File No file chosen	Upload File		
Registration Certificate issued by State/Central pollution control board(SPCB/CPCB)	Expiry Date	Choose File No file chosen	Upload File		
Self Declaration*	Expiry Date	Choose File No file chosen	Upload File		
Certificate of Authorisation*	Expiry Date	Choose File No file chosen	Upload File		

## 6) Click on upload file and upload all the documents.

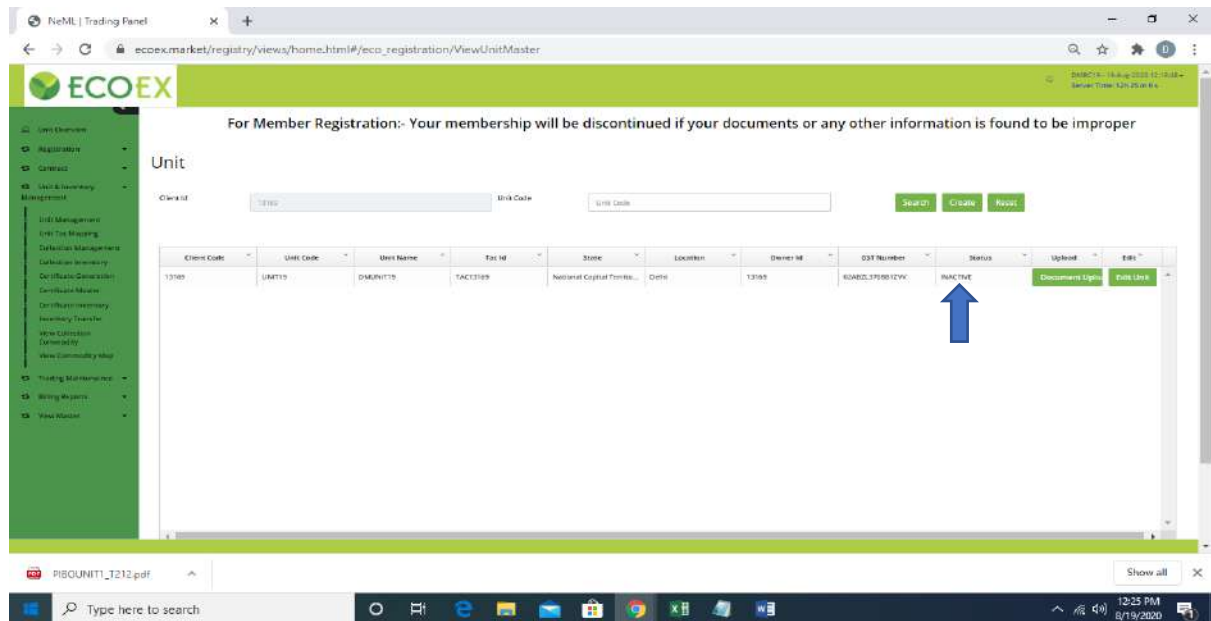


The screenshot shows the 'Document Upload For Unit' page after the documents have been uploaded. The 'File Uploaded' column now contains green checkmarks for all rows. Below the main table is a summary table with the following columns: Type ID, Type Name, Document File, Uploaded Date, Validity/Expiry Date, Approved/Rejected Date, Approved/Rejected By, and Reason of Rejection.

Type ID	Type Name	Document File	Uploaded Date	Validity/Expiry Date (If Applicable)	Approved/Rejected Date	Approved/Rejected By	Reason of Rejection
T103	IST Registration Certificate	Download	26/08/2020				
T210	Consent to Operate(CTO)	Download	26/08/2020				
T211	Registration Certificate issued by State/Central pollution control board(SPCB/CPCB)	Download	26/08/2020				

**\*\*EcoEx Admin will now approve/reject the unit.**

## Member can check the status of Unit Approval



For Member Registration:- Your membership will be discontinued if your documents or any other information is found to be improper

Unit

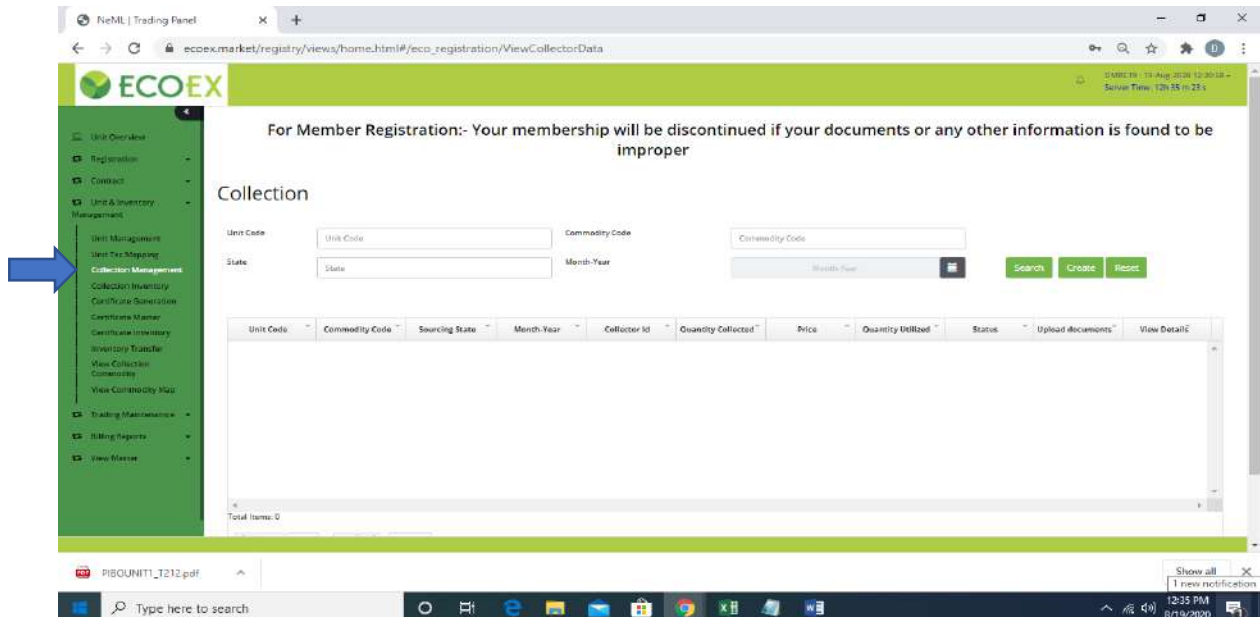
Client Code:  Unit Code:

Client Code	Unit Code	Unit Name	Fac ID	State	Location	Branch ID	DDT Number	Status	Upload	Edit
13185	UM113	DMUNIT13	TAC13189	National Capital Terr...	Delhi	13185	BOARD.1318512VY	INACTIVE	<input type="button" value="Documents Upload"/>	<input type="button" value="Edit Unit"/>

*\*\*Once the EcoEx Admin will approve the unit, the status of unit will be reflected as ACTIVE.*

## B)COLLECTION CREATION-

1)Click on Collection Management and then click on “Create”

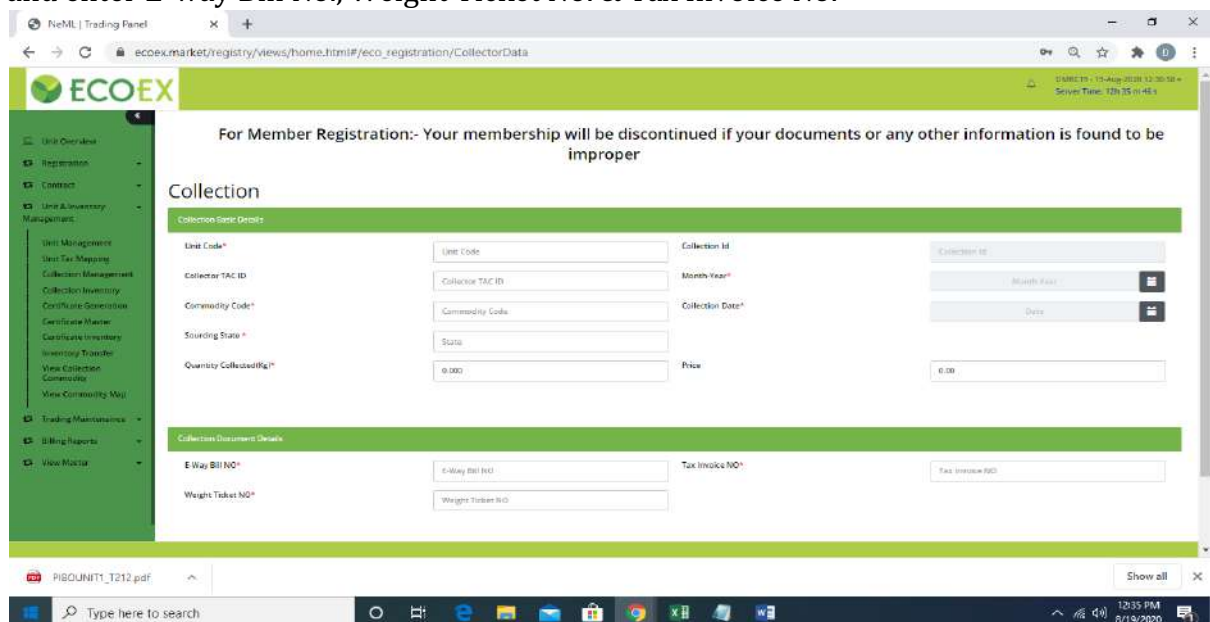


The screenshot shows the 'Collection' management page in the ECOEX system. The left sidebar contains a menu with 'Collection Management' highlighted by a blue arrow. The main content area displays a form for creating a collection. The form includes the following fields:

- Unit Code:
- Commodity Code:
- State:
- Month-Year:

Below the form is a table with the following columns: Unit Code, Commodity Code, Sourcing State, Month-Year, Collector ID, Quantity Collected, Price, Quantity Utilized, Status, Upload documents, and View Details. The table is currently empty, and the total items count is 0. A 'Create' button is located at the bottom right of the form area.

2) Fill the mandatory details like Commodity, sourcing state, Month-Year ,Quantity etc and enter E-way Bill No., Weight Ticket No. & Tax Invoice No.

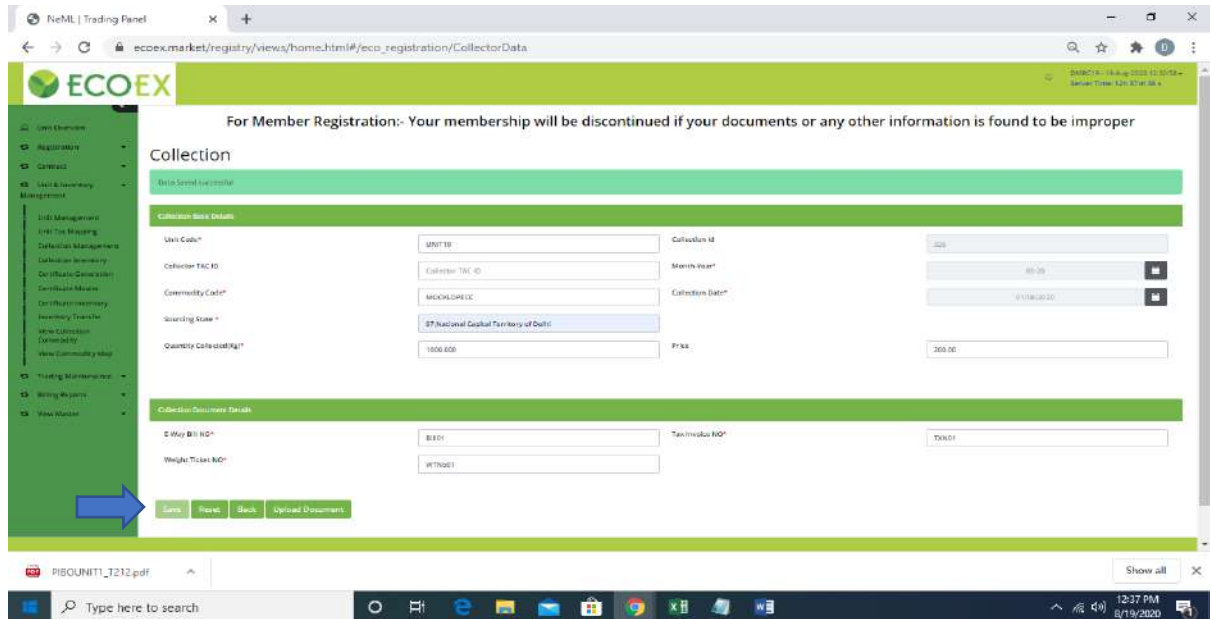


The screenshot shows the 'Collection' management page in the ECOEX system with the form filled out. The left sidebar contains a menu with 'Collection Management' highlighted. The main content area displays the form for creating a collection. The form includes the following fields:

- Unit Code:
- Collector TAC ID:
- Commodity Code:
- Sourcing State:
- Quantity Collected:
- Price:
- Collection ID:
- Month-Year:
- Collection Date:
- E-Way Bill NO:
- Weight Ticket NO:
- Tax Invoice NO:

The form is divided into two sections: 'Collection Static Details' and 'Collection Document Details'. The 'Create' button is located at the bottom right of the form area.

### 3) Click on Save



The screenshot shows a web browser window with the URL `ecorexmarket/registry/views/home.html#/eco_registration/CollectorData`. The page title is "For Member Registration:- Your membership will be discontinued if your documents or any other information is found to be improper". The main content area is titled "Collection" and contains a form with the following fields:

Collection Basic Details			
Unit Code*	<input type="text" value="UNIT10"/>	Collection Id	<input type="text" value="101"/>
Collector TAC ID	<input type="text" value="Collector_TAC_ID"/>	Month Year*	<input type="text" value="08-20"/>
Commodity Code*	<input type="text" value="MCOALDREX"/>	Collection Date*	<input type="text" value="01/08/2020"/>
Sourcing State*	<input type="text" value="ST National Capital Territory of Delhi"/>	Price	<input type="text" value="200.00"/>
Quantity Collected(Kg)*	<input type="text" value="1000.00"/>		

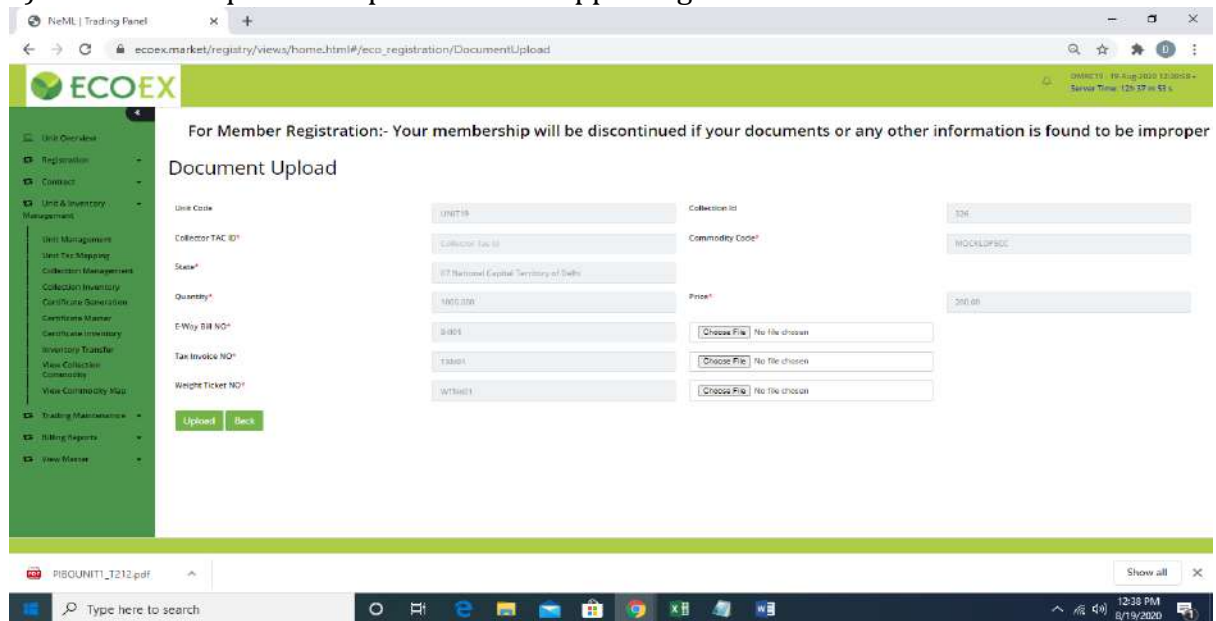
Collection Document Details			
E Way Bill NO*	<input type="text" value="EWD1"/>	Tax Invoice NO*	<input type="text" value="TAXD1"/>
Weight Ticket NO*	<input type="text" value="WTRD1"/>		

At the bottom of the form, there are four buttons: "Save", "Reset", "Back", and "Upload Document". A blue arrow points to the "Save" button.

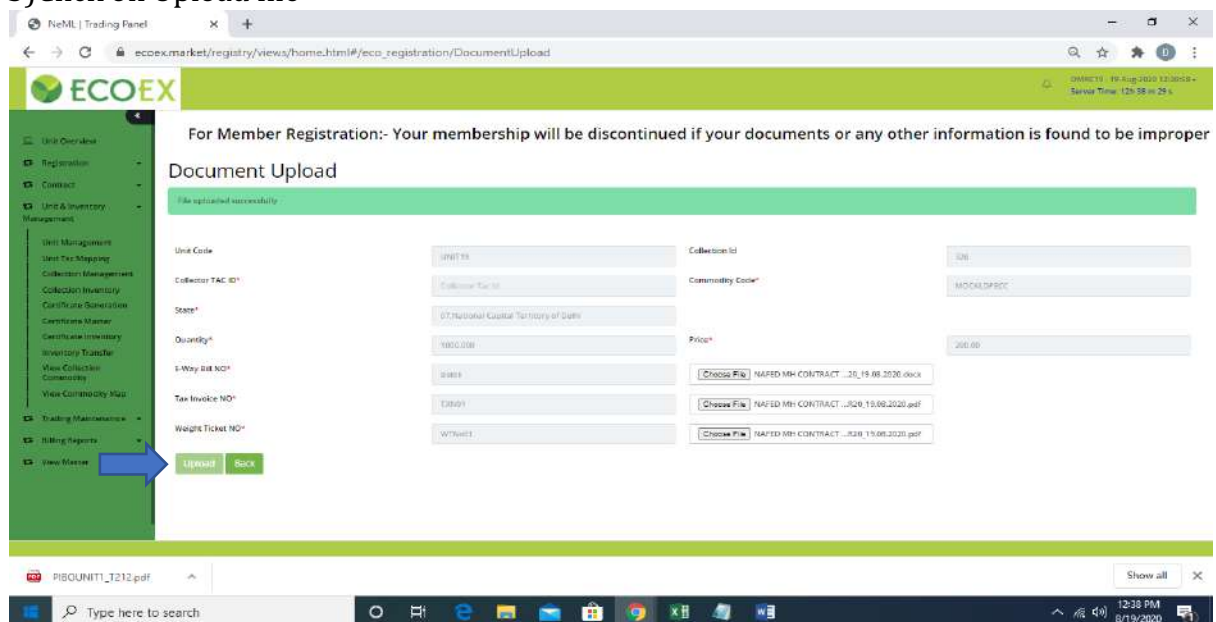
The Windows taskbar at the bottom shows the time as 12:37 PM on 8/19/2020. A PDF file named "PIBOUNIT1\_T212.pdf" is open in the background.



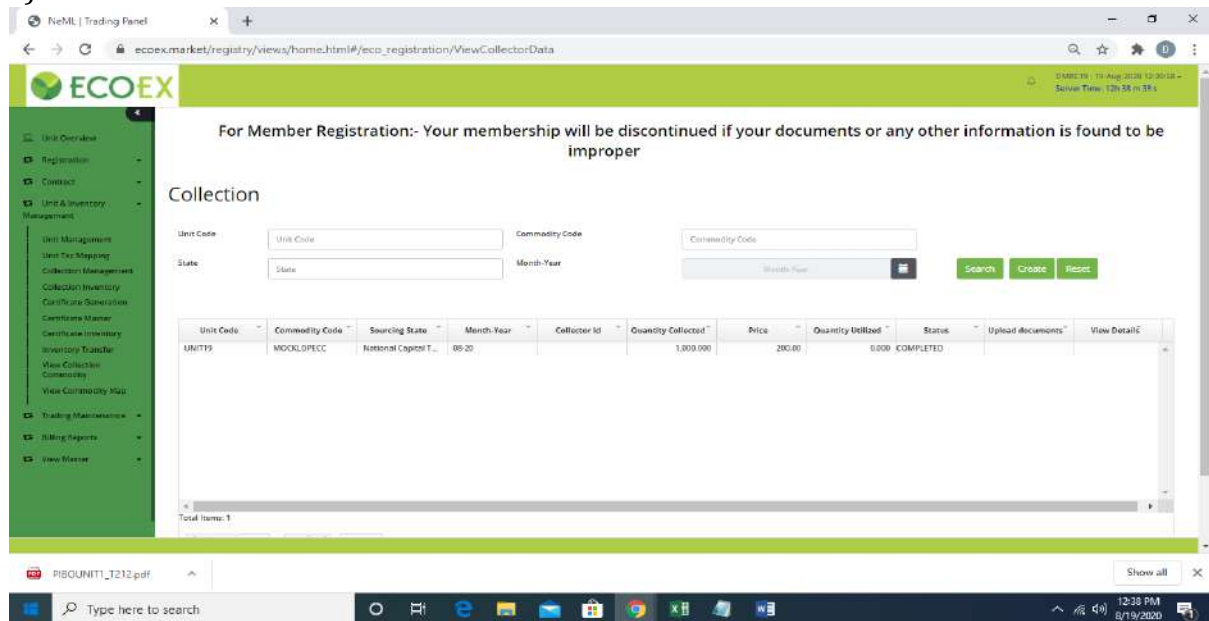
#### 4) Member is required to upload all the supporting documents.



#### 5) Click on Upload file



## 6) Collection Status-



For Member Registration:- Your membership will be discontinued if your documents or any other information is found to be improper

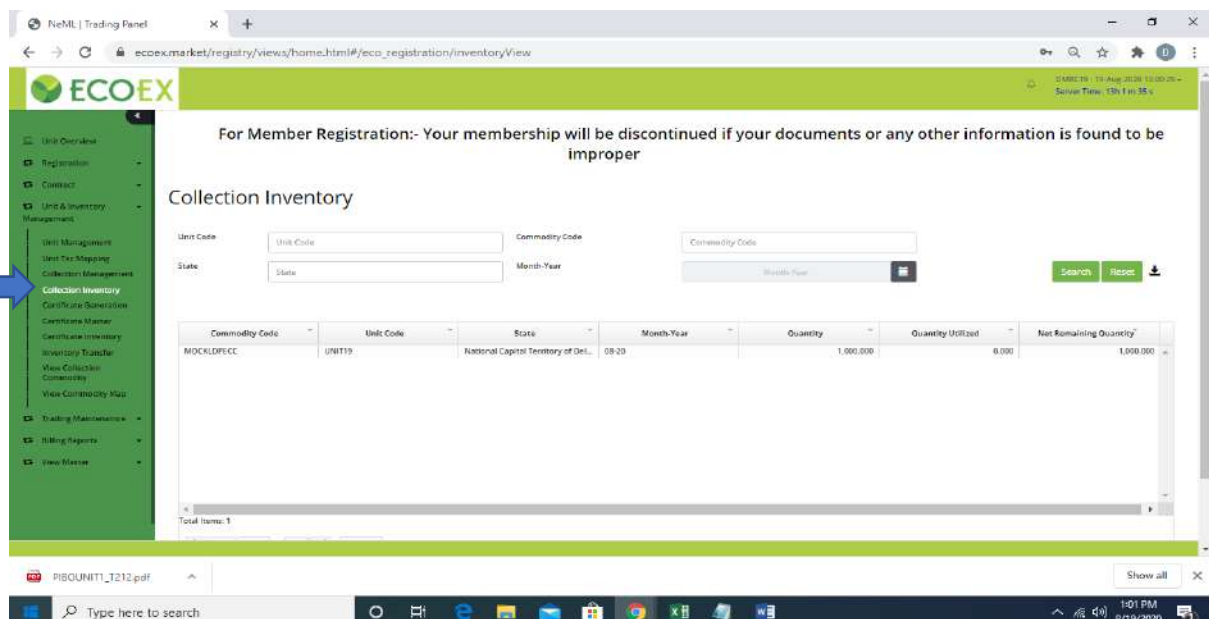
### Collection

Unit Code:  Commodity Code:   
 State:  Month-Year:

Unit Code	Commodity Code	Sourcing State	Month-Year	Collector Id	Quantity Collected	Price	Quantity Utilized	Status	Upload documents	View Details
UMT19	MOCKLOPECC	National Capital T...	08-20		1,000.000	200.00	0.000	COMPLETED		

Total Items: 1

Member can check the commodity wise collections by clicking on “Collection Inventory”.



For Member Registration:- Your membership will be discontinued if your documents or any other information is found to be improper

### Collection Inventory

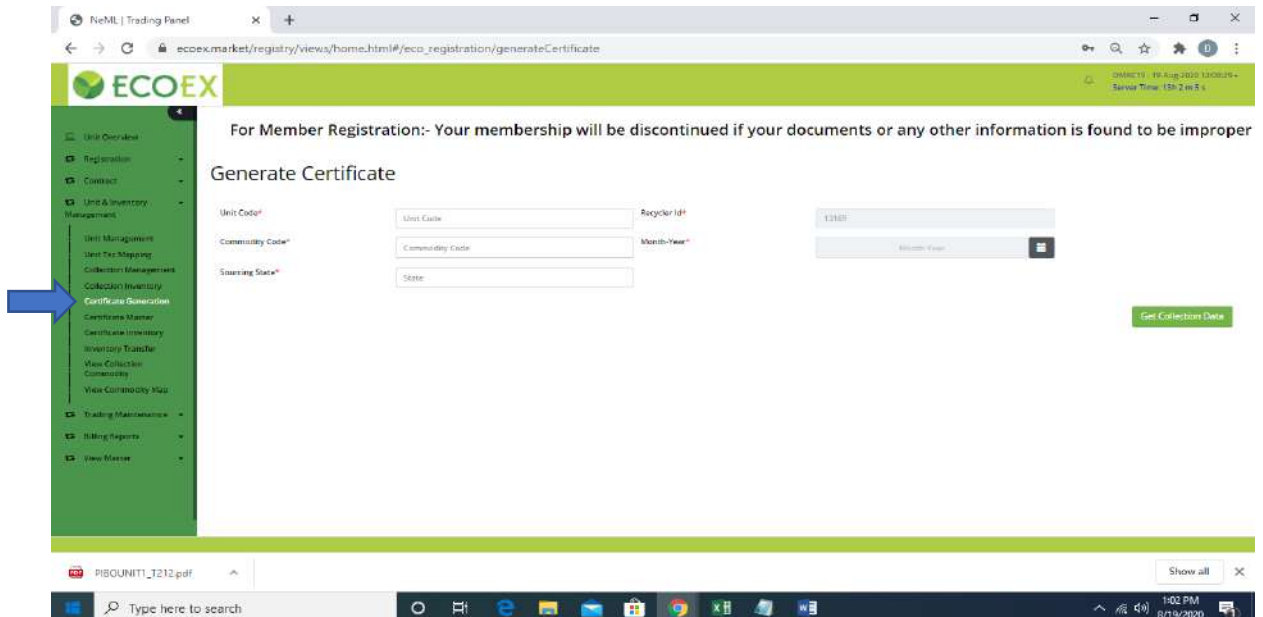
Unit Code:  Commodity Code:   
 State:  Month-Year:

Commodity Code	Unit Code	State	Month-Year	Quantity	Quantity Utilized	Net Remaining Quantity
MOCKLOPECC	UMT19	National Capital Territory of Del...	08-20	1,000.000	0.000	1,000.000

Total Items: 1

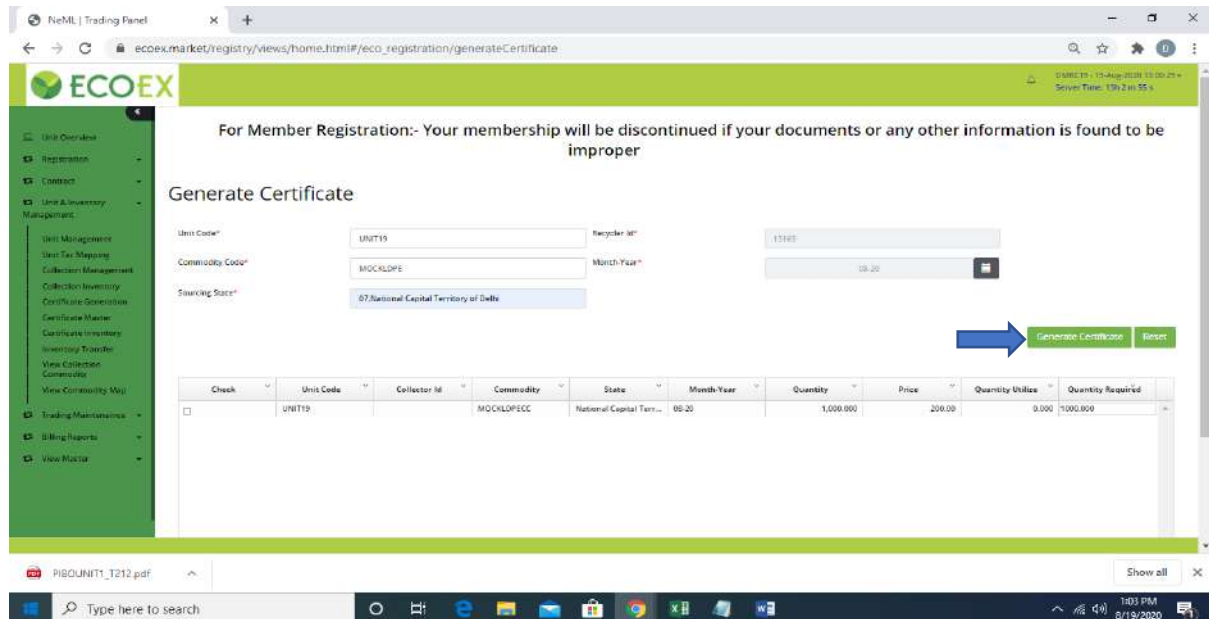
## C) CERTIFICATE CREATION

1) Click on Certificate Generation.



The screenshot displays the 'Generate Certificate' page in the ECOEX web application. The browser address bar shows the URL: `ecorex.market/registry/views/home.html#/eco_registration/generateCertificate`. The page header includes the ECOEX logo and a status bar with the text: 'DMRCH11 19-Aug-2020 13:05:15 - Server Time: 13h 2m 5s'. A warning message at the top states: 'For Member Registration:- Your membership will be discontinued if your documents or any other information is found to be improper'. The main content area is titled 'Generate Certificate' and contains several input fields: 'Unit Code\*' (with a dropdown menu), 'Commodity Code\*' (with a dropdown menu), 'Sourcing State\*' (with a dropdown menu), 'Recycle Id\*' (with a dropdown menu), and 'Month-Year\*' (with a dropdown menu). A 'Get Collections Data' button is located on the right side of the form. The left sidebar menu is visible, with a blue arrow pointing to the 'Certificate Generation' option. The Windows taskbar at the bottom shows the time as 1:02 PM on 8/19/2020.

2) Select Unit Code, Commodity Code, Month -Year & Sourcing state, fill the desired certificate quantity and click on Generate Certificate.



For Member Registration:- Your membership will be discontinued if your documents or any other information is found to be improper

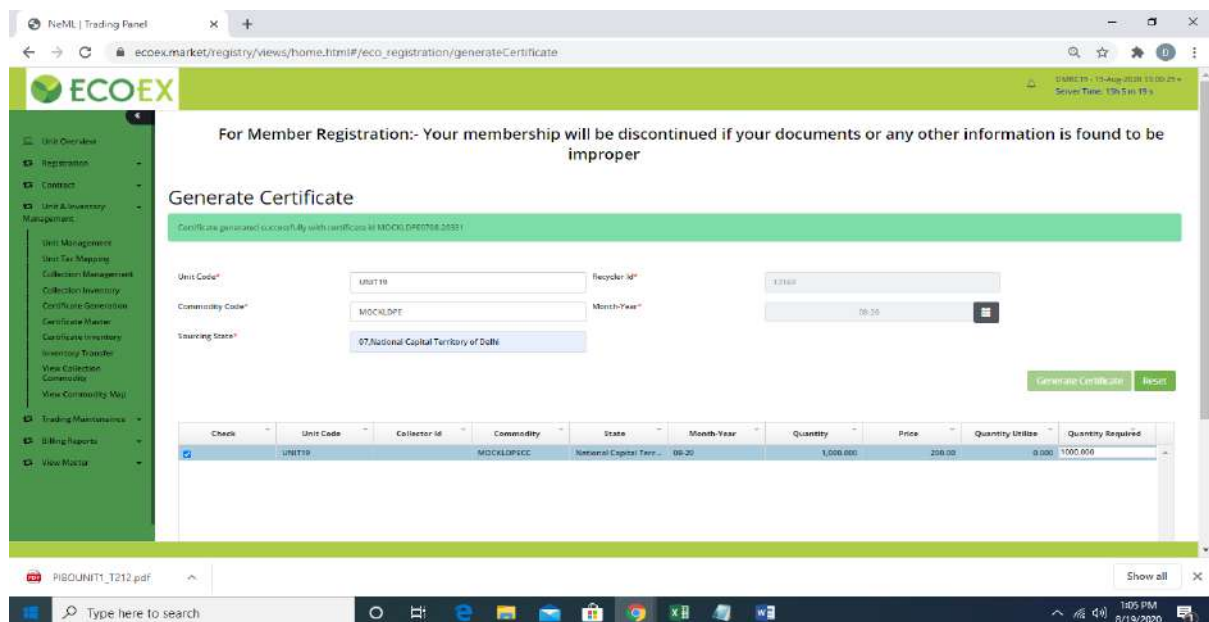
### Generate Certificate

Unit Code\*  Recorder ID\*

Commodity Code\*  Month-Year\*

Sourcing State\*

Check	Unit Code	Collector Id	Commodity	State	Month-Year	Quantity	Price	Quantity Utilize	Quantity Required
<input type="checkbox"/>	UNIT19		MOCKLOPECC	National Capital Terr...	08-20	1,000,000	200.00	0.000	1000.000



For Member Registration:- Your membership will be discontinued if your documents or any other information is found to be improper

### Generate Certificate

Certificate generated successfully with certificate # MOCKLOPE082008

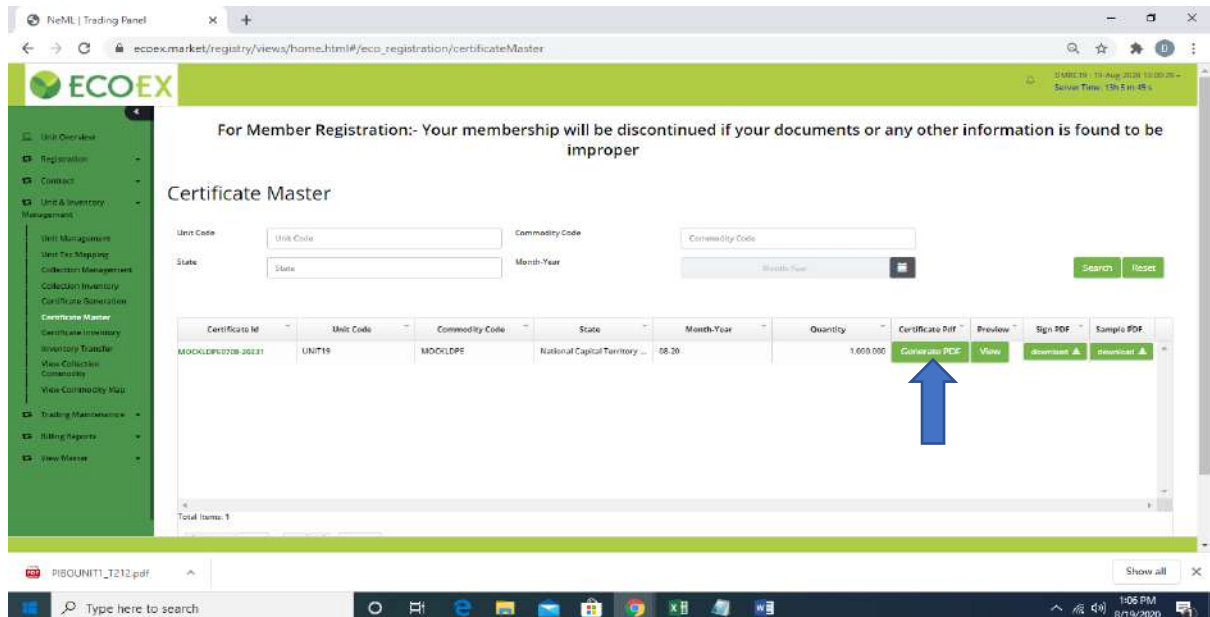
Unit Code\*  Recorder ID\*

Commodity Code\*  Month-Year\*

Sourcing State\*

Check	Unit Code	Collector Id	Commodity	State	Month-Year	Quantity	Price	Quantity Utilize	Quantity Required
<input checked="" type="checkbox"/>	UNIT19		MOCKLOPECC	National Capital Terr...	08-20	1,000,000	200.00	0.000	1000.000

3) Click on Certificate Master. Select the unit code, state & Month -year and then click on search.  
Click On Generate PDF.



For Member Registration:- Your membership will be discontinued if your documents or any other information is found to be improper

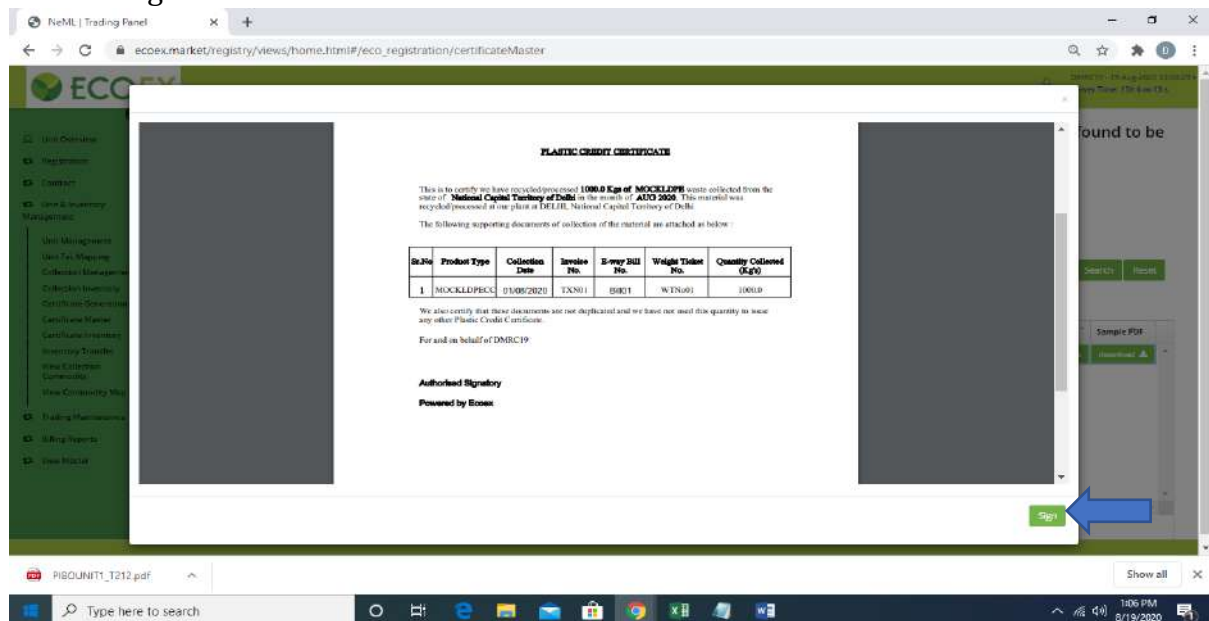
### Certificate Master

Unit Code:  Commodity Code:   
State:  Month-Year:

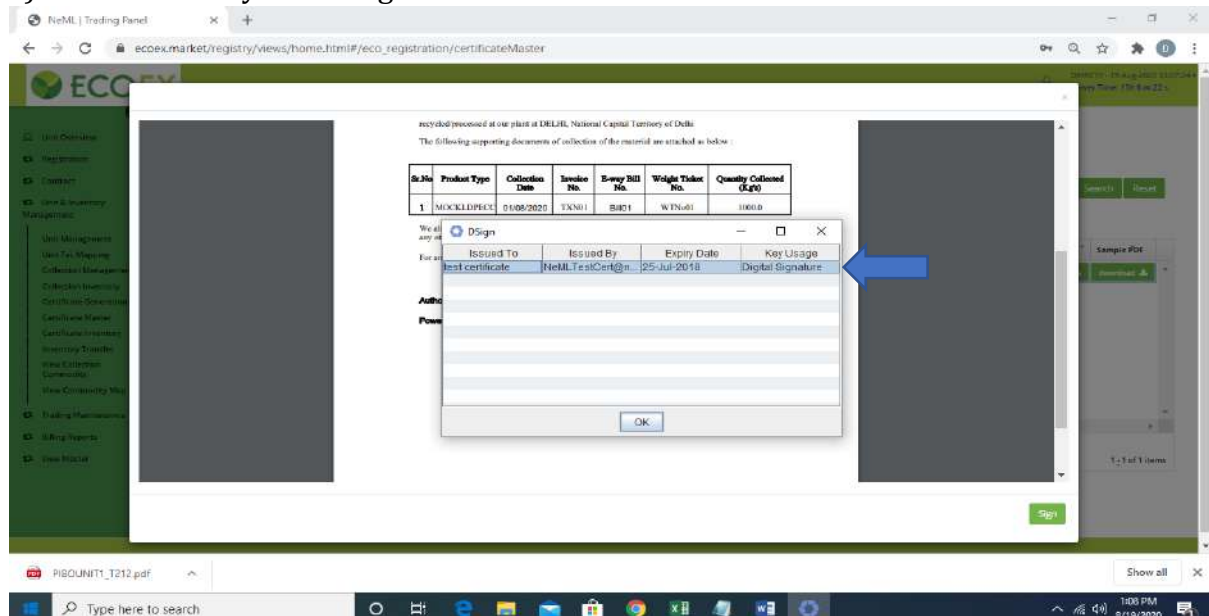
Certificate ID	Unit Code	Commodity Code	State	Month-Year	Quantity	Certificate Pdf	Preview	Sign PDF	Sample PDF
MOCKLEP02708.20231	UNIT19	MOCKLEP02	National Capital Territory...	08.20	1,000,000	<a href="#">Generate PDF</a>	<a href="#">View</a>	<a href="#">Download</a>	<a href="#">Generate</a>

Total Items: 1

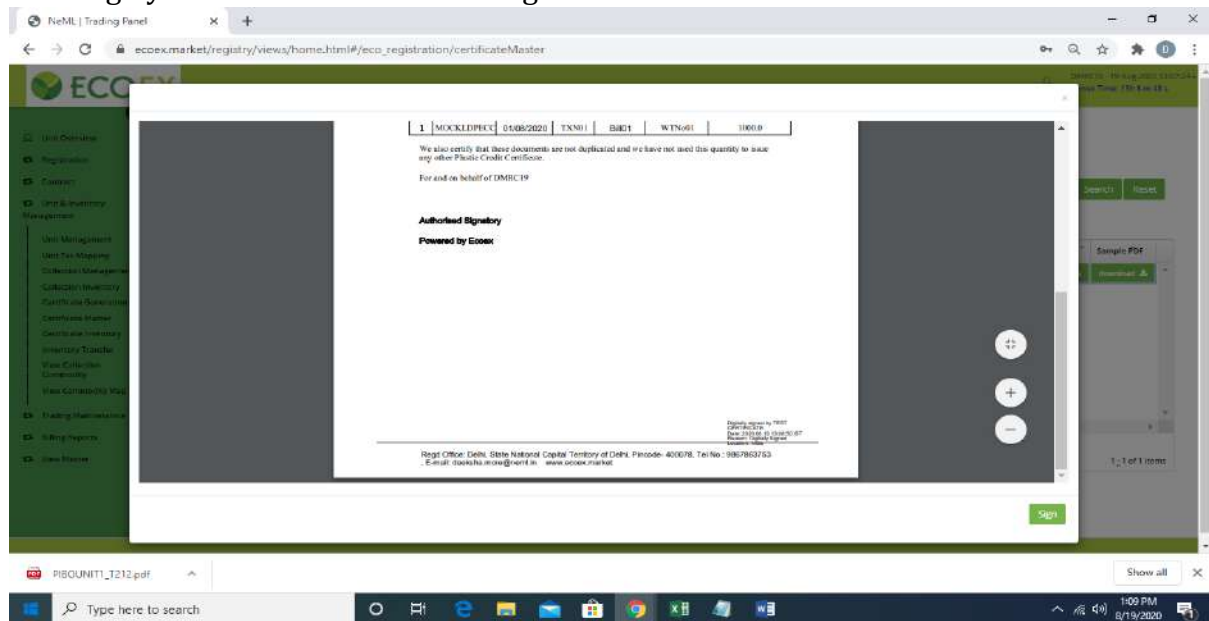
4) Once the member generates the pdf file of certificate, member is required to D-sign the certificate.  
Click on Sign



5) Select the utility and D-sign the certificate.



After sign you can check view the D-signed certificate



6) Certificate Inventory-Member can now the certificate inventory by clicking on Certificate Inventory.

