Ginners Seed Cotton Verification
User Manual

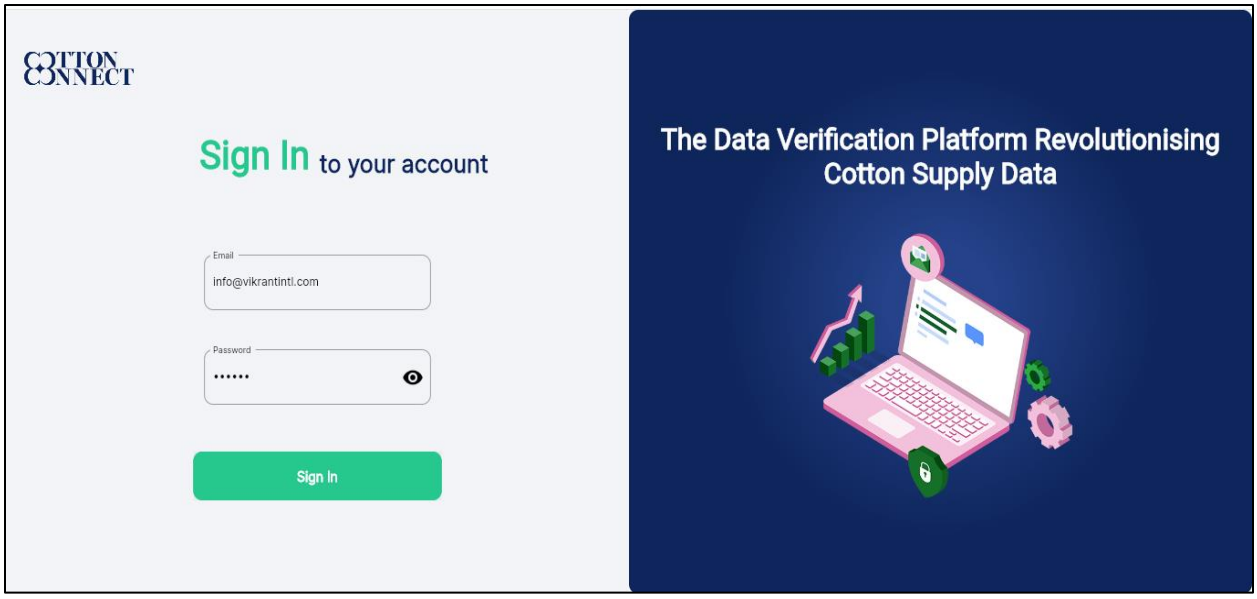
Step 1

- Open a Web Browser Like Chrome or Firefox, and Enter the below URL to the browser to visit the CottonConnect Website:

https://cottonconnectautomate.com/login

Step 2

- On the home page, user will see the below sign-in window.
- Enter your user credentials in the form and click on the "Sign In" button.

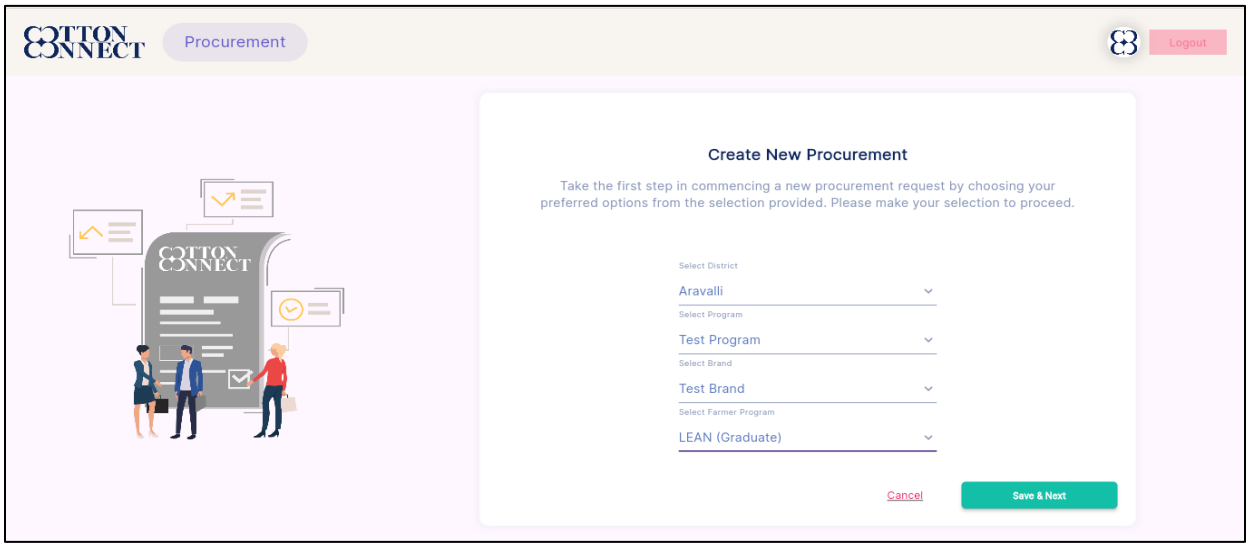


Step 3

- On successful login, user can see the log-in successful alert.
- After the first-time login, user can see the procurement page as shown in below with your Ginning factory name.
- User can start to create procurement request by clicking on "Create New Request" tab.

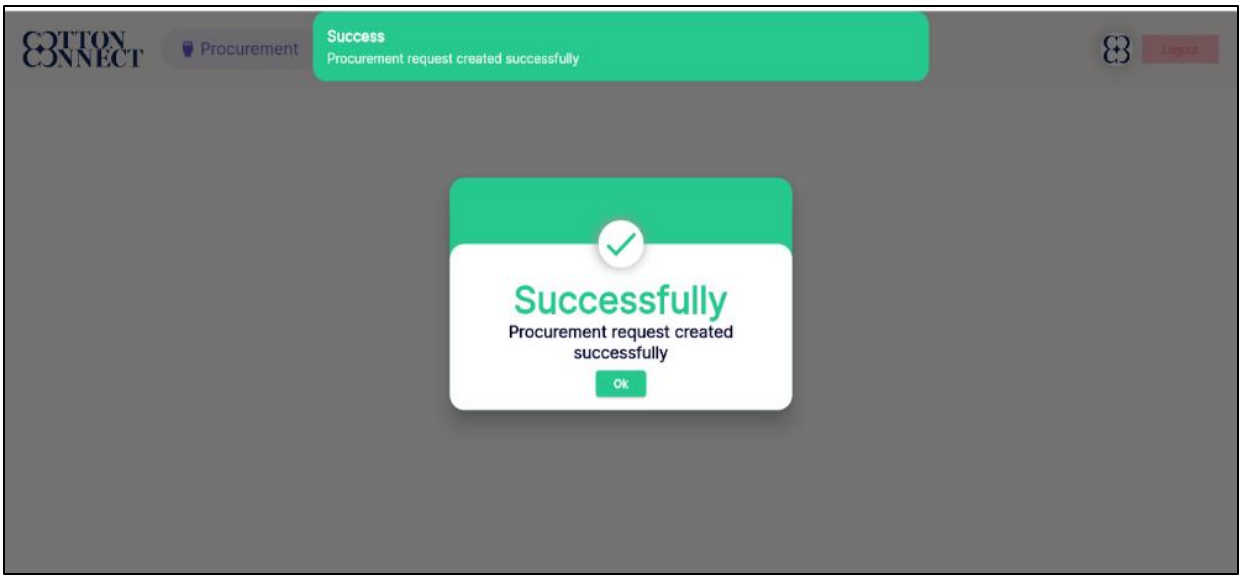
Step 4

- After clicking on 'Create New Request' tab, the below shown window will open.
- To create 'new procurement requests,' user can select assigned district, programme, and brand from the drop-down lists.
- After entering all proper details, click on the "Save & Next" tab.



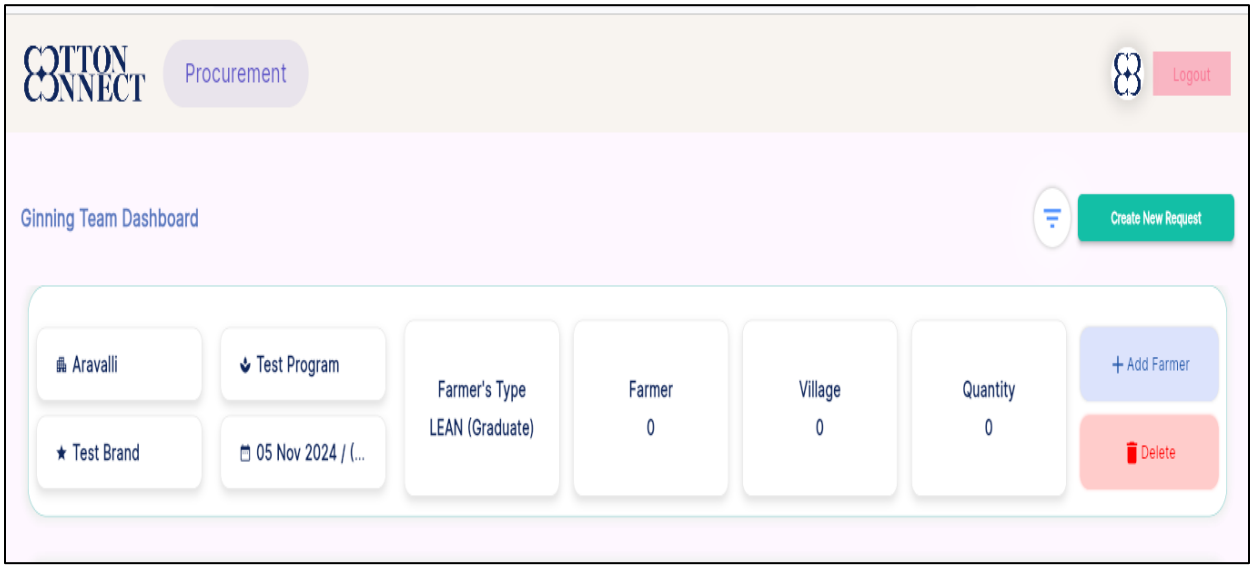
Step 5

- Now user can see the 'Procurement request created successfully' alert as shown below.



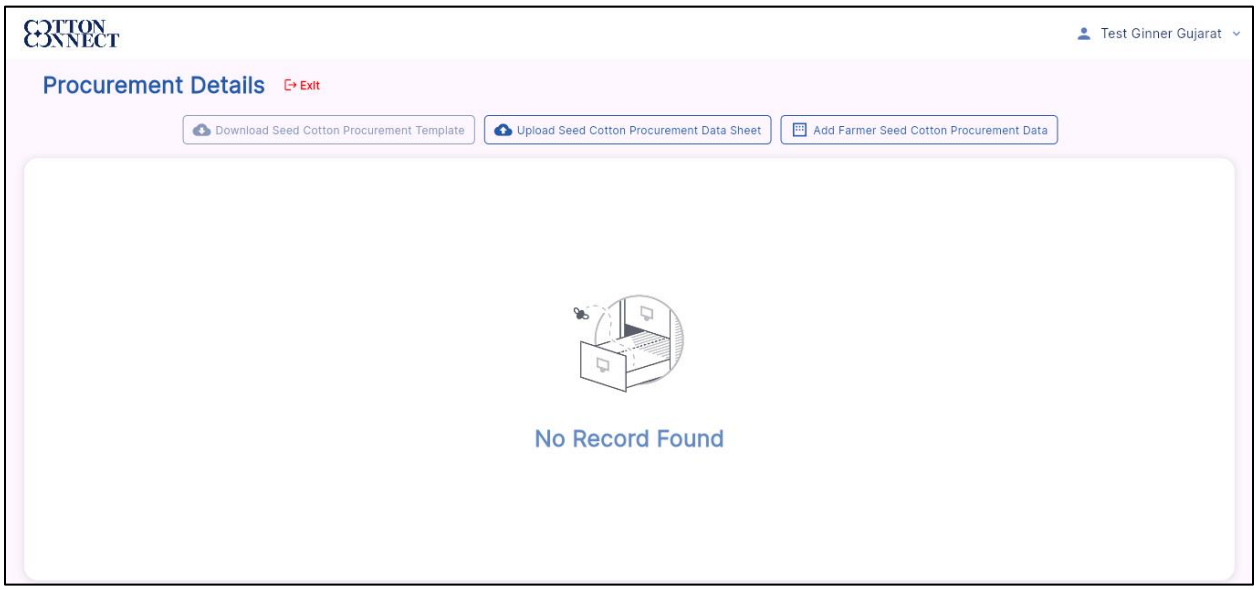
Step 6

- After clicking on the "OK" tab on the 'Procurement request created successfully' alert
- User can see the below page with newly created request and chosen details like district, programme, brand, and date of procurement request created
- User can now click on the "Add Farmer" tab to add farmers for procurement, or can delete this request if user want by clicking on the "Delete" tab



Step 7

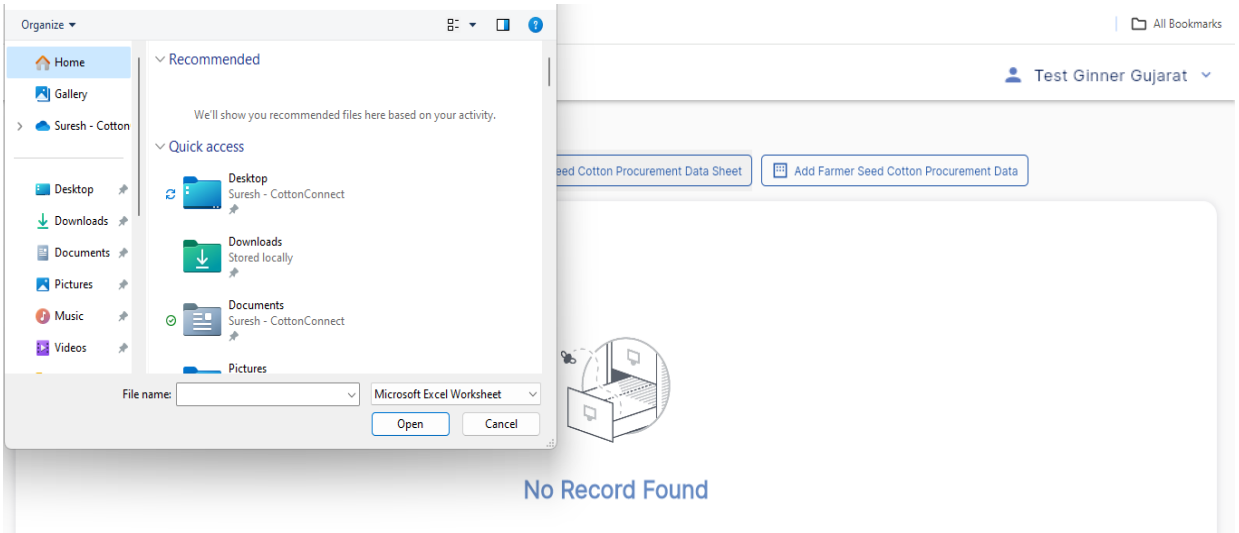
- After clicking on the "Add Farmer" tab, the below page will open.
- User can download the 'Seed Cotton Procurement' template; an Excel file will be downloaded to user device.
- User can enter the farmer's procurement details in the downloaded Excel file and save the file on your device (don't change format /don't add new column or edit headings)



Step 8

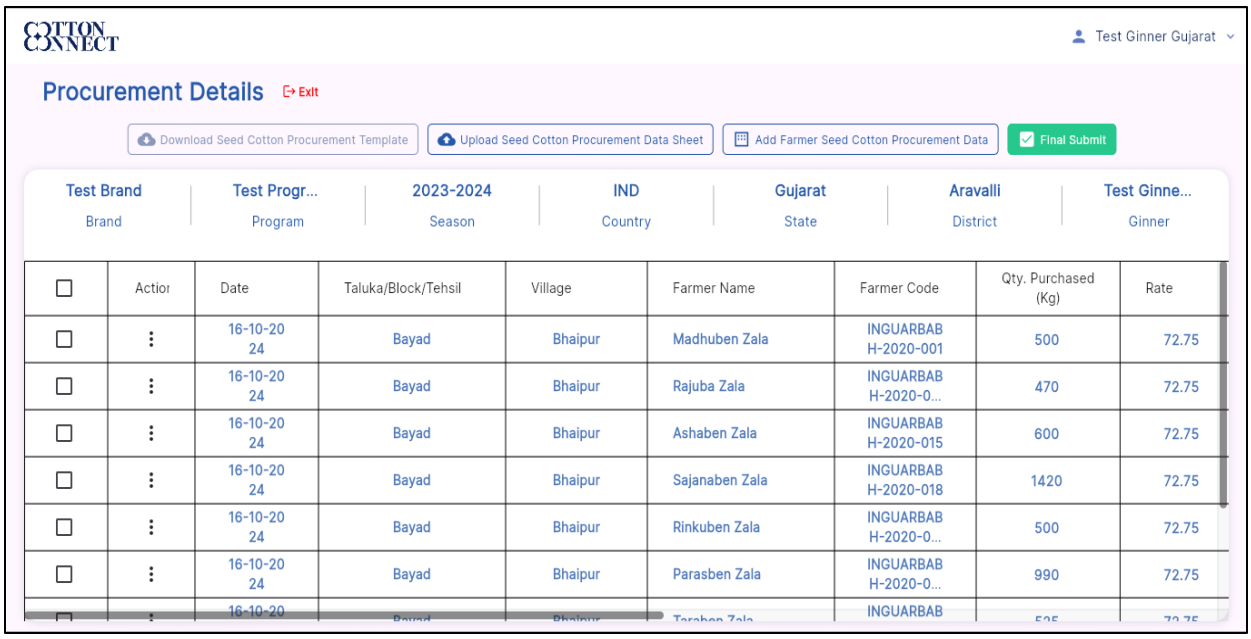
- User can upload procurement data by clicking on 'Upload Seed Cotton Procurement Data Sheet' option

Note: Only data files as per the given template can be uploaded.



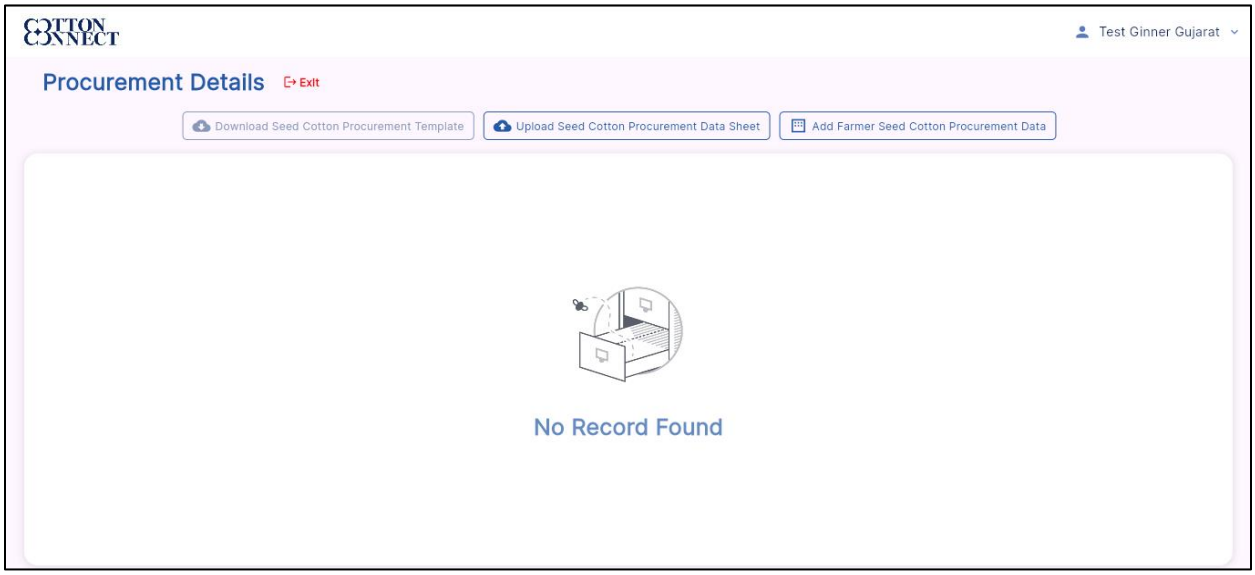
Step 9

- If the data file is as per the format, the 'farmer uploaded successfully' alert will appear.
- Now user can see all added farmer procurement data.
- User can edit individual farmer data by clicking on three dots in the action column. User can also select individual or all farmers on that page if want to delete farmers



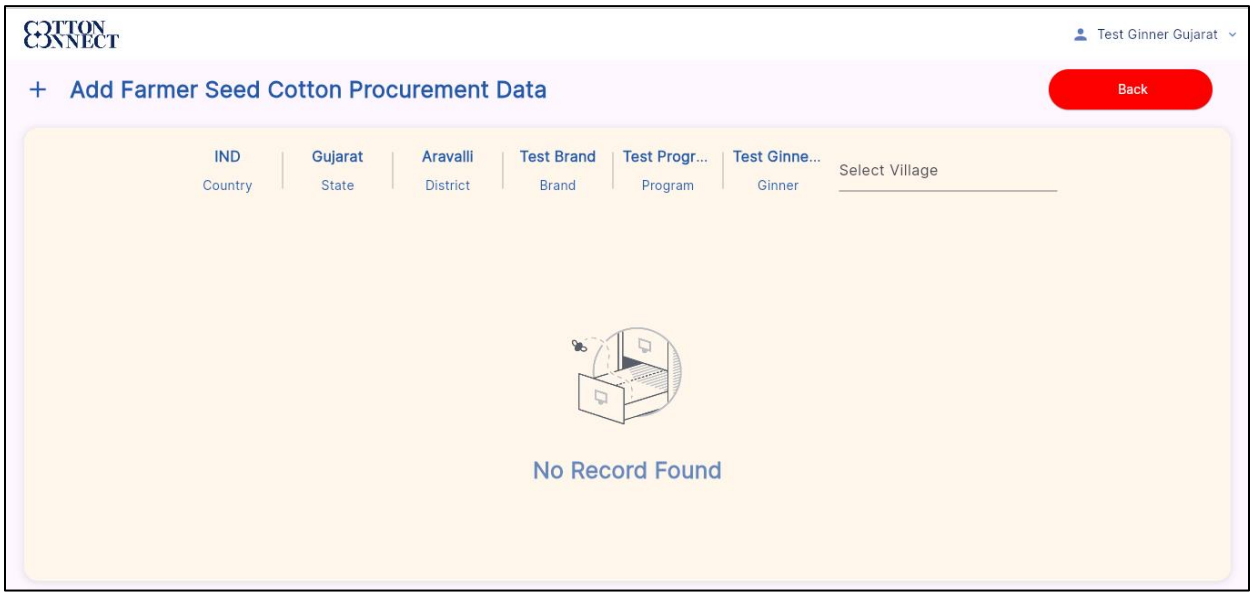
Step 10

- User also can use other options to add individual farmers from specific villages
- Click on the "Add Farmer Seed Cotton Procurement Data" tab.



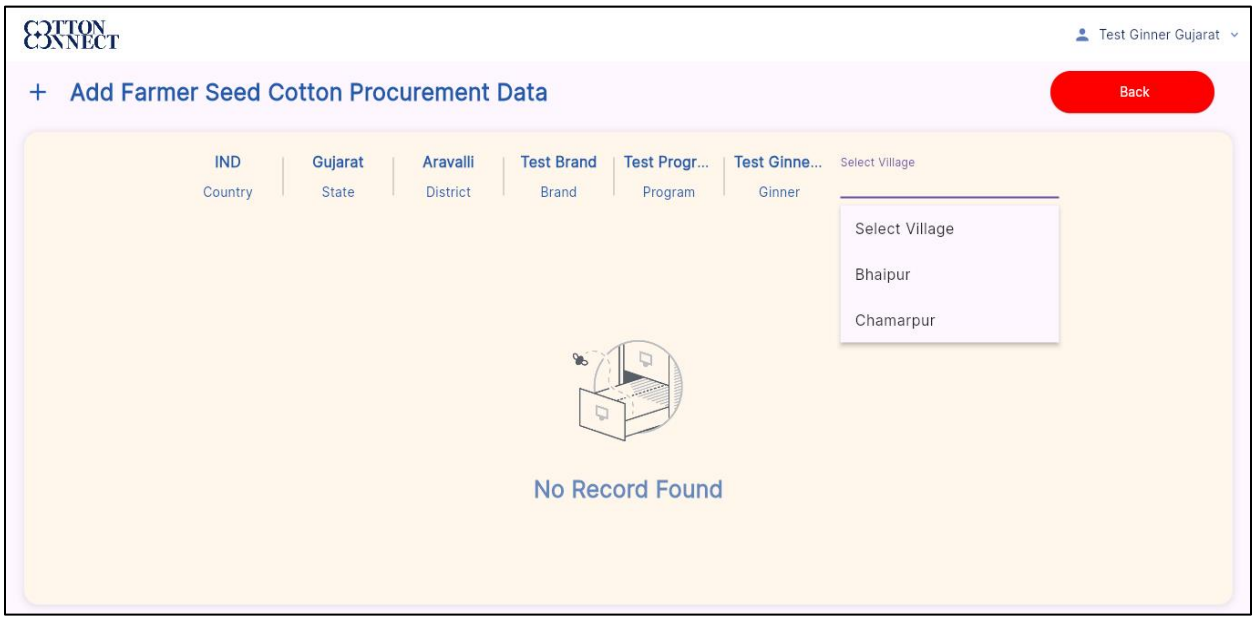
Step 11

- Add Farmer Seed Cotton Procurement Data page will open



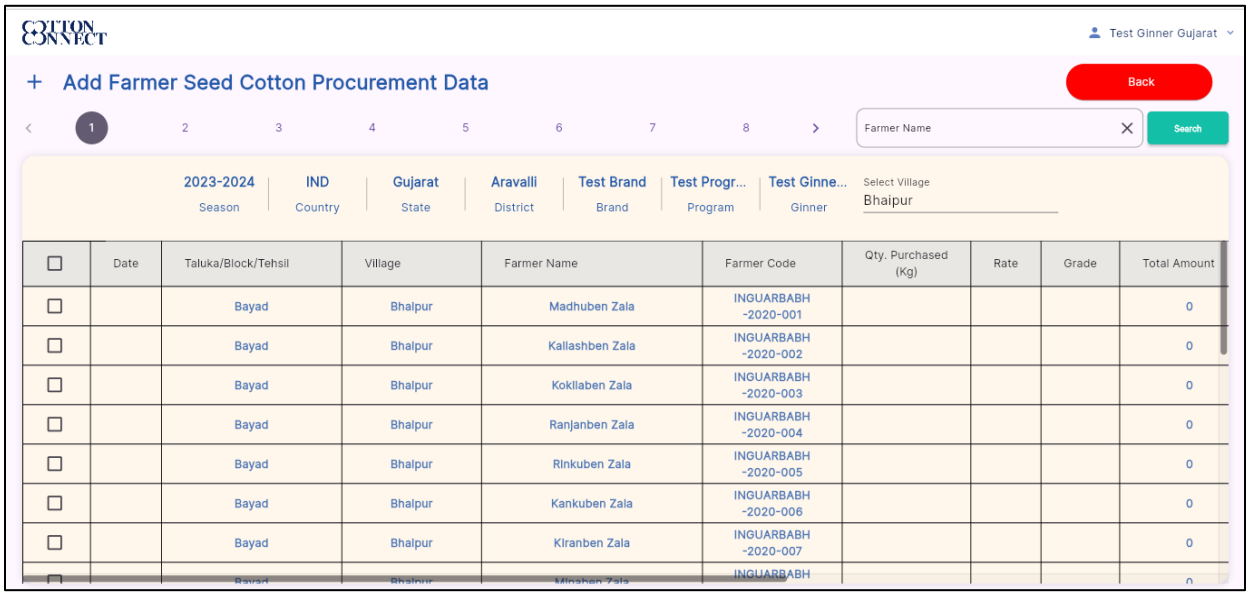
Step 12

- User can now select the village from which he wants to add farmers for procurement.



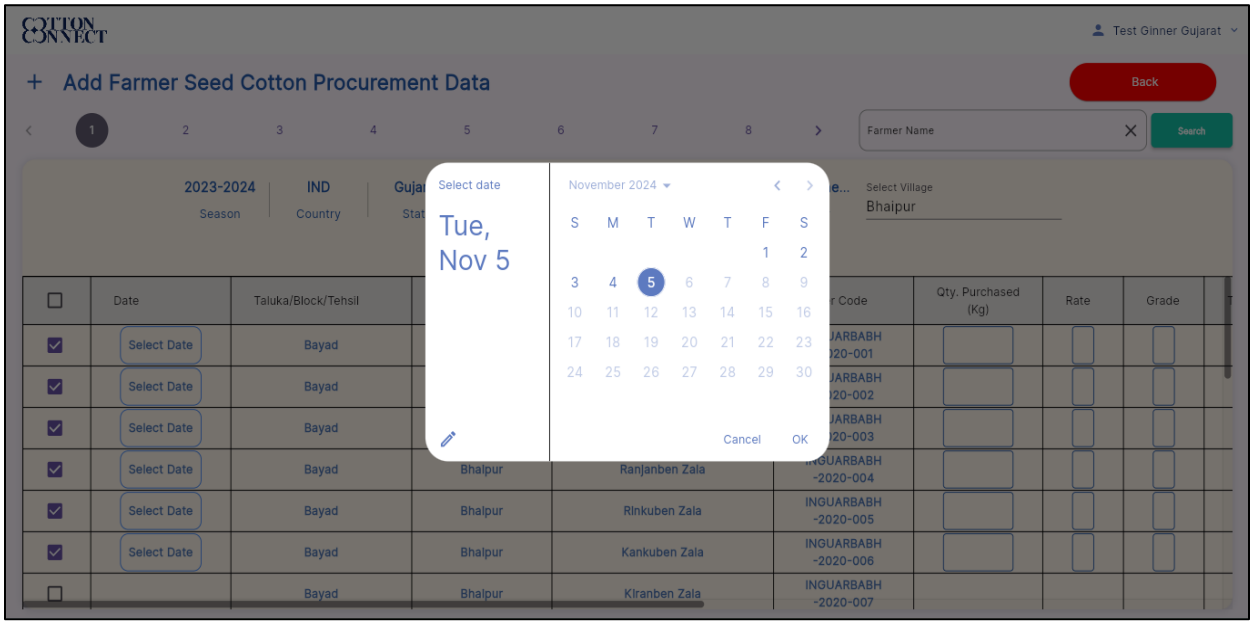
Step 13

- After selecting the village from the drop-down list, the farmer list will be visible for the selected village.
- User can see the checkboxes in front of every farmer entry. So, user can choose the multiple farmers as per procurement to add to the request using the checkboxes.



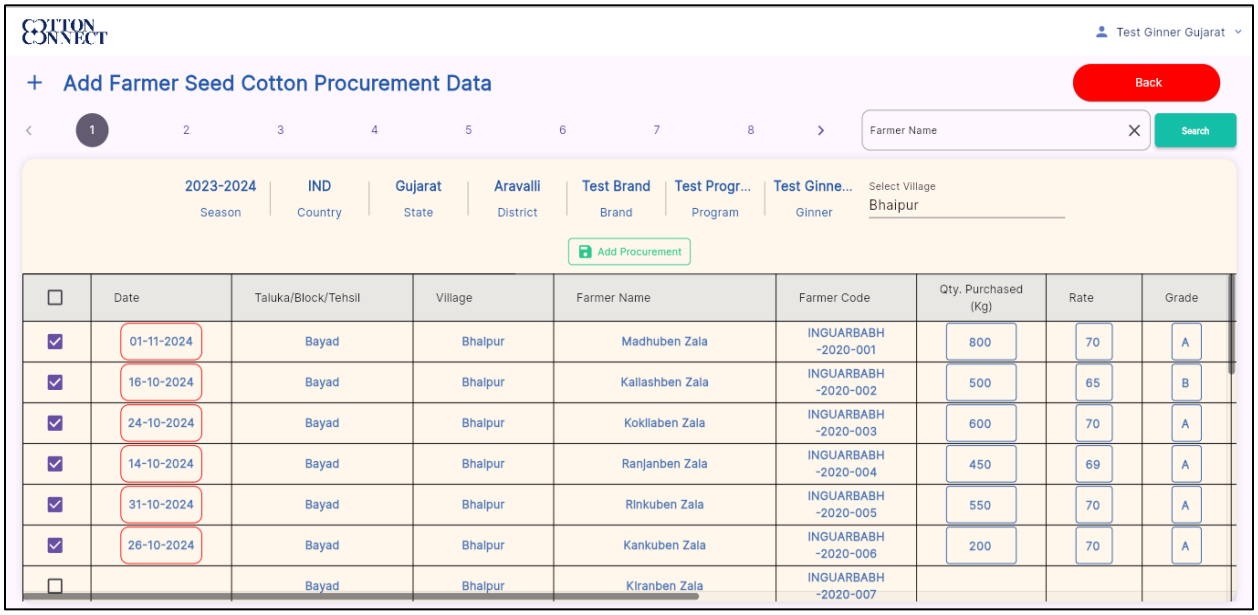
Step 14

- After selecting the farmers, user can now enter the date of procurement for each farmer



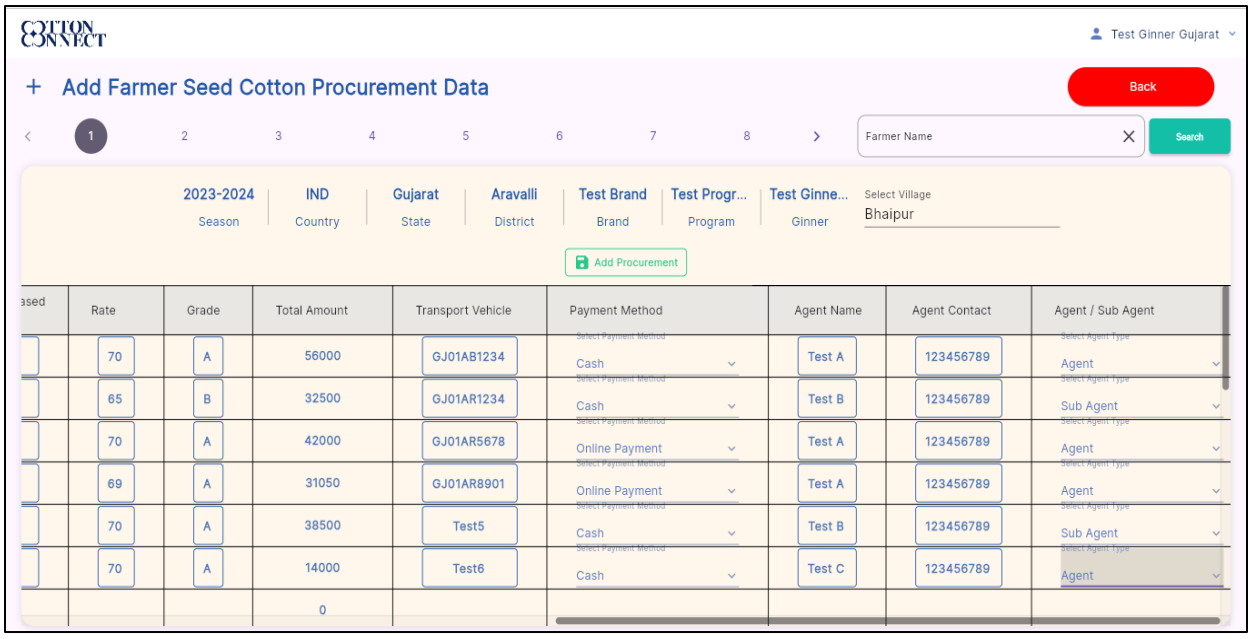
Step 15

- Select dates as seen below, and then enter the seed cotton quantity purchased (kg) rate, grade etc



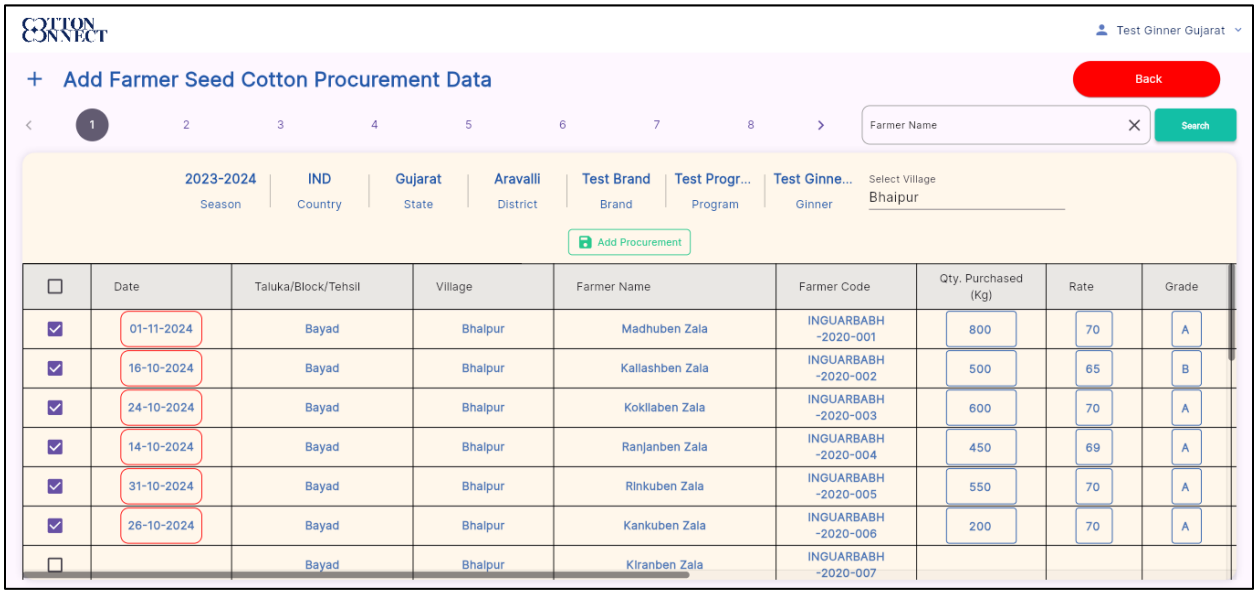
Step 16

- Also, enter the details like transport vehicle, payment method, agent name, agent contact number, agent type from drop-down.



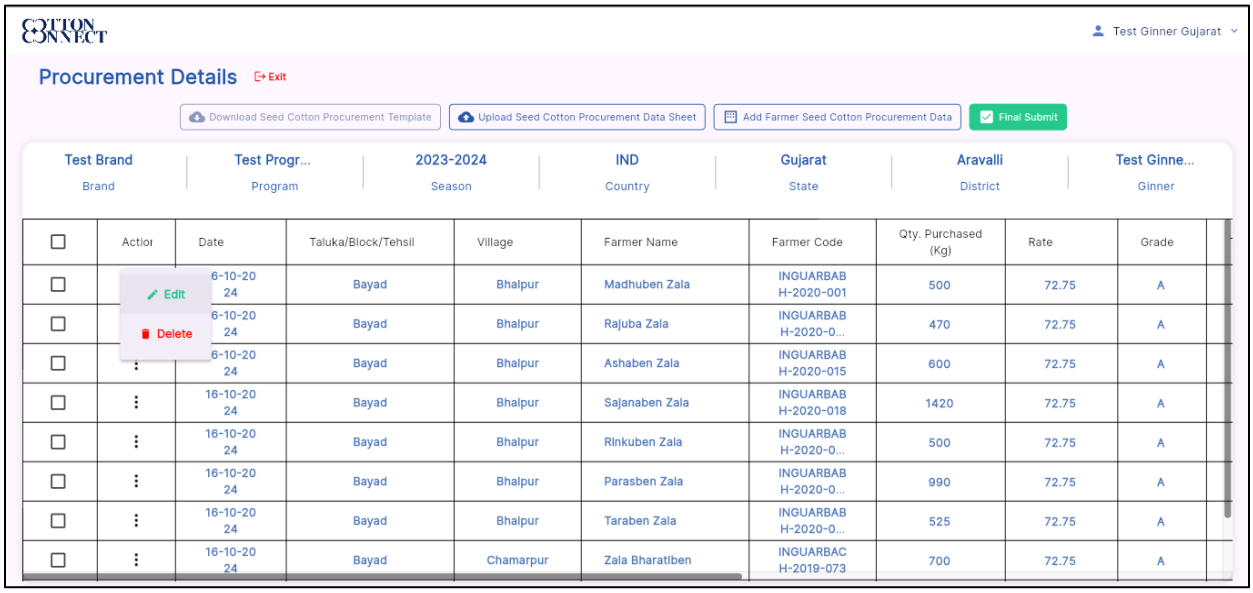
Step 17

- After entering all the details and selecting farmers, the 'Add Procurement' tab will appear, click on the tab to add procurement.



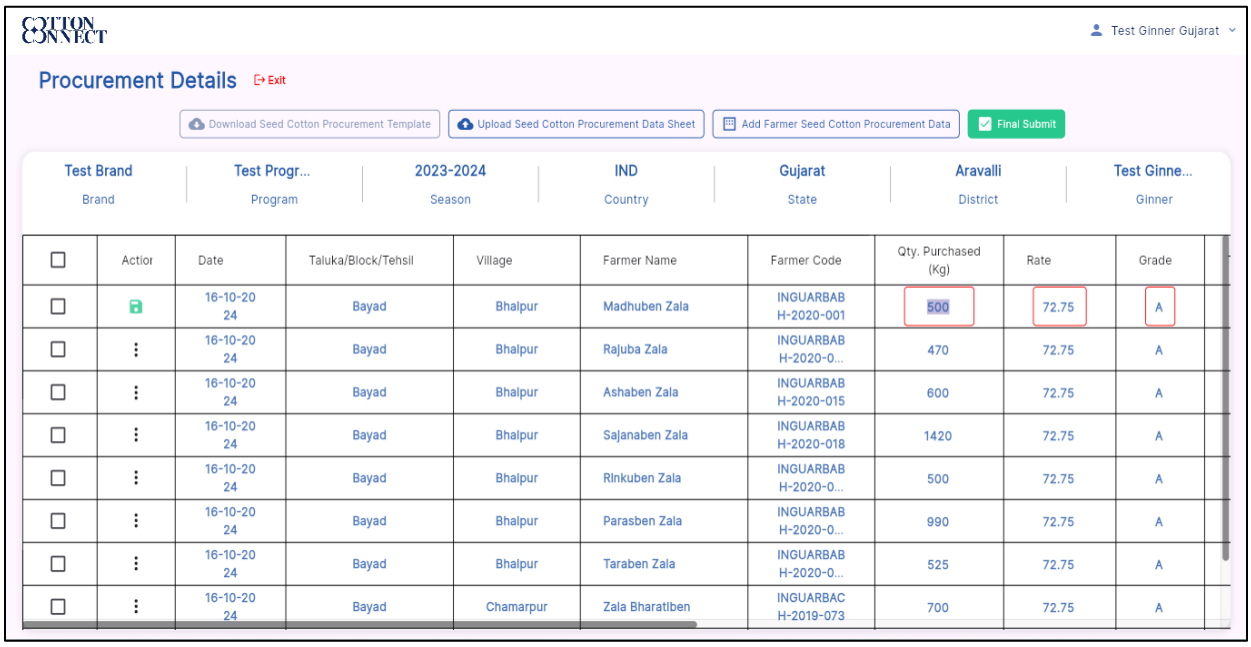
Step 18

- Procurement data will be added, here you can also edit individual farmer's data, by clicking on the 'edit' button from three dots under the action columns.



Step 19

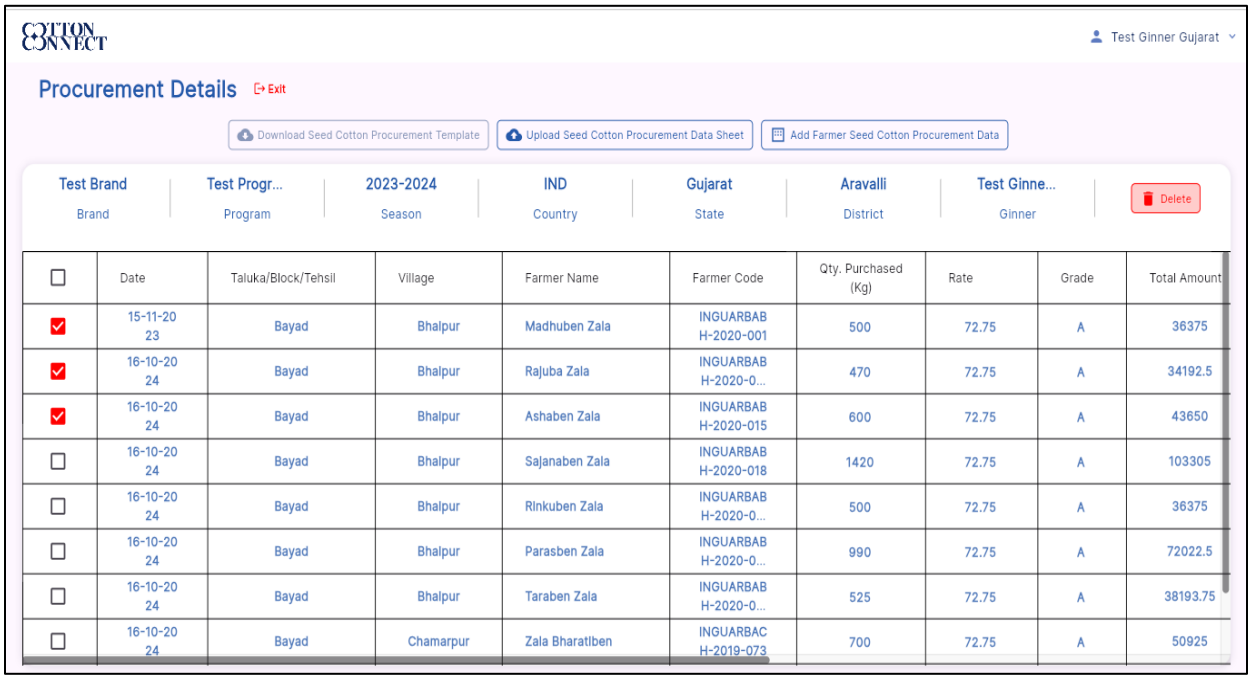
- Edit the details if required and click on the 'save' button under the action column



	Actior	Date	Taluka/Block/Tehsil	Village	Farmer Name	Farmer Code	Qty. Purchased (Kg)	Rate	Grade
☐		16-10-2024	Bayad	Bhalpur	Madhuben Zala	INGUARBABH-2020-001	500	72.75	A
☐	⋮	16-10-2024	Bayad	Bhalpur	Rajuba Zala	INGUARBABH-2020-0...	470	72.75	A
☐	⋮	16-10-2024	Bayad	Bhalpur	Ashaben Zala	INGUARBABH-2020-015	600	72.75	A
☐	⋮	16-10-2024	Bayad	Bhalpur	Sajanaben Zala	INGUARBABH-2020-018	1420	72.75	A
☐	⋮	16-10-2024	Bayad	Bhalpur	Rinkuben Zala	INGUARBABH-2020-0...	500	72.75	A
☐	⋮	16-10-2024	Bayad	Bhalpur	Parasben Zala	INGUARBABH-2020-0...	990	72.75	A
☐	⋮	16-10-2024	Bayad	Bhalpur	Taraben Zala	INGUARBABH-2020-0...	525	72.75	A
☐	⋮	16-10-2024	Bayad	Chamarpur	Zala Bharatiben	INGUARBACH-2019-073	700	72.75	A

Step 20

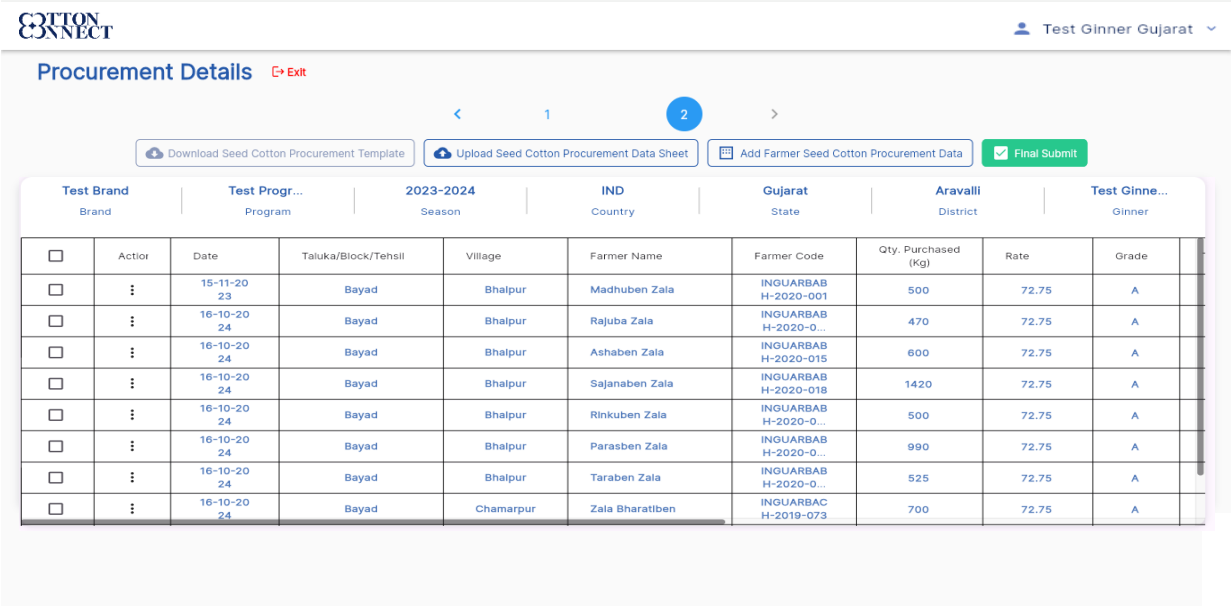
- User can also select the farmers to delete the entries.



	Date	Taluka/Block/Tehsil	Village	Farmer Name	Farmer Code	Qty. Purchased (Kg)	Rate	Grade	Total Amount
☑	15-11-2023	Bayad	Bhalpur	Madhuben Zala	INGUARBABH-2020-001	500	72.75	A	36375
☑	16-10-2024	Bayad	Bhalpur	Rajuba Zala	INGUARBABH-2020-0...	470	72.75	A	34192.5
☑	16-10-2024	Bayad	Bhalpur	Ashaben Zala	INGUARBABH-2020-015	600	72.75	A	43650
☐	16-10-2024	Bayad	Bhalpur	Sajanaben Zala	INGUARBABH-2020-018	1420	72.75	A	103305
☐	16-10-2024	Bayad	Bhalpur	Rinkuben Zala	INGUARBABH-2020-0...	500	72.75	A	36375
☐	16-10-2024	Bayad	Bhalpur	Parasben Zala	INGUARBABH-2020-0...	990	72.75	A	72022.5
☐	16-10-2024	Bayad	Bhalpur	Taraben Zala	INGUARBABH-2020-0...	525	72.75	A	38193.75
☐	16-10-2024	Bayad	Chamarpur	Zala Bharatiben	INGUARBACH-2019-073	700	72.75	A	50925

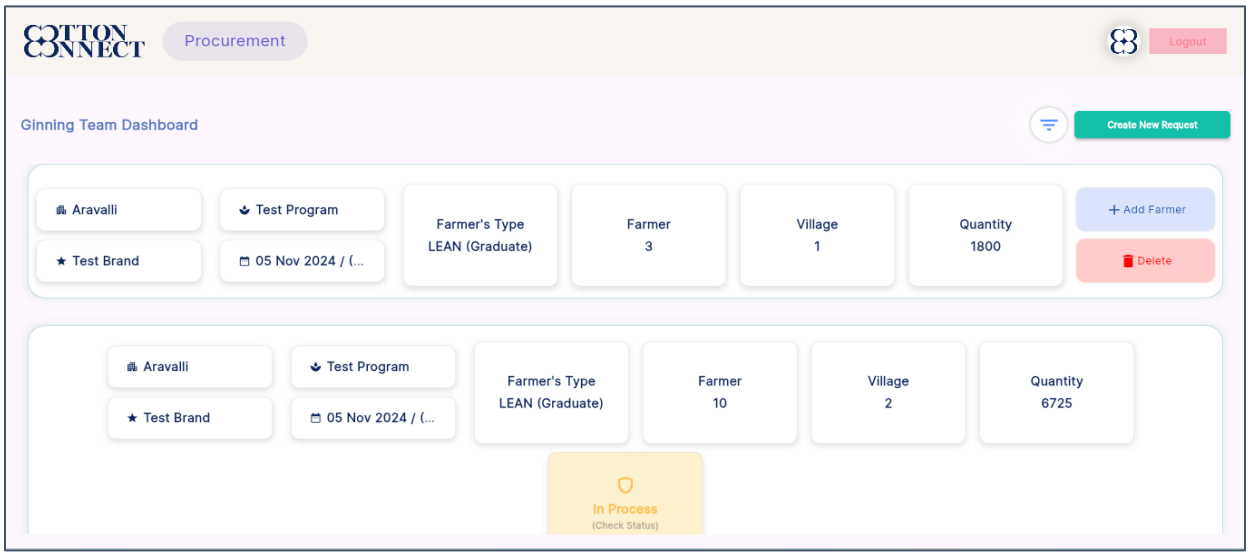
Step 21

- User can check farmers by clicking on page numbers. On each page, 30 farmers will appear.
- User can now finally submit your procurement request by clicking on "Final Submit" button



Step 22

- After successful submission, the procurement dashboard will appear, showing all your procurement requests and their status.
- On the dashboard user can start new request or Logout from account as per requirement



COTTON CONNECT
REIMAGINING THE FUTURE FOR SUPPLY CHAINS

TraceBale

For any queries or clarifications on seed cotton verification platform and its functionalities please write to us at:

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anil.dwivedi@cottonconnect.org

Copy and reach out for escalation

pramod.sonune@cottonconnect.org