



South African Grain Information Service NPC  
Suid Afrikaanse Graaninligtingsdiens NWM

Online Submission Manual: Products

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This manual is supplied to aid in the completion of the online return.

Before an online return can be submitted you must be registered as a co-worker at SAGIS. A registration form must be completed and submitted. SAGIS will then provide you with a Username and Password to be able to log in and complete the return online.

Please follow the link to the website: <http://products.sagis.org.za>

#### PLEASE NOTE

Wheaten and Maize products must please be completed in full tonnages.

Pan **Baked Bread Products** must be completed in **UNITS**



SAGIS: in service of the Maize, Winter cereals, Oilseeds & Sorghum industries

#### Welcome

The main goal of SAGIS is the gathering, processing, analysing and timeous distribution of reliable agronomic information to all role players.

As time progressed and the needs of the industries changed, SAGIS was approached to also render additional information services to the industries.

For example, the monitoring of import tariffs, audit certificates for the minimum market access and weekly import and export figures for the maize and wheat industries.

#### Welkom

SAGIS se hoofdoelstelling is die versameling, verwerking, analisering en tydige verspreiding van betroubare agronomiese inligting aan alle rolspelers.

Soos tyd aanstap en die behoeftes van die bedrywe verander, word SAGIS genader om ook diverse inligtingsfunksies vir die bedrywe te verrig.

Soos bv. die monitering van inventariewe, ouditserifikate vir minimum marktoegang en weeklikse in- en uitvoer syfers vir die mielie en koringbedrywe.

#### Login

Username:

Password:



Who should register	Wie moet registreer
<p>On request by role players in the Maize and Wheat Industries, the Minister of Agriculture, Forestry and Fisheries approved Statutory Measures for the mandatory registration of manufacturers, importers and exporters of maize and wheat products by the South African Grain Information Service (NPC) (SAGIS). These measures compel them to keep complete records and to submit monthly returns to SAGIS.</p> <p>To comply to these statutory measures, manufacturers of the above products had to register with SAGIS immediately after the date at which this statutory measure came into force. [Government Gazette number 38189, notice numbers R. 884 and R. 885 of 14 November 2014, under sections 13 and 18 of the Marketing of Agricultural Products Act, 1996 (Act No. 47 of 1996)].</p> <p>Each person who becomes a manufacturer, importer or exporter of maize products or wheat products after the date at which this statutory measure comes into force, shall register with SAGIS within 30 days.</p> <p>Please find herewith links to all the required documentation:</p> <ul style="list-style-type: none"> <li>• Statutory Measure: Registration</li> <li>• Statutory Measure: Returns</li> <li>• Application form for Registration as SAGIS Co-worker</li> </ul> <p>Completed forms must be emailed to <a href="mailto:productregistration@sagis.org.za">productregistration@sagis.org.za</a>, or faxed to (012) 349-9200.</p>	<p>Op versoek van die rolspelers in die Mielie en Koring bedrywe, het die Minister van Landbou, Bosbou en Visserye, statutêre maatreëls vir die verpligte registrasie van vervaardigers, invoerders en uitvoerders van mielie- en koringprodukte by die Suid-Afrikaanse Graan Inligtingsdiens (NWM) (SAGIS) goedgekeur. Hierdie maatreëls verplig medewerkers om volledige rekords te hou en maandelikse opgawes aan SAGIS te verskaf.</p> <p>Om aan die vereistes van hierdie Statutêre Maatreëls te voldoen, is vervaardigers, invoerders en uitvoerders van mielie- en koringprodukte verplig om onmiddellik na die datum waarop hierdie Statutêre Maatreël in werking tree, by SAGIS te registreer (Staatskoerant nommer 38189, kennisgewings nommers R. 884 en R. 885 van 14 November 2014, uitgereik in terme van artikels 13 en 18 van die Wet op Bemarking van Landbouprodukte, 1996 (Wet No. 47 van 1996)).</p> <p>Elke persoon wat nadat die Statutêre Maatreël in werking getree het h verwerker, invoerder of uitvoerder van mielie- of koringprodukte word, moet by SAGIS registreer.</p> <p>Vind asb. skakels na die relevante dokumentasie:</p> <ul style="list-style-type: none"> <li>• Statutory Measure: Registration</li> <li>• Statutory Measure: Returns</li> <li>• Aansoek vorm vir Registrasie as SAGIS Medewerker</li> </ul> <p>Voltooidde vorms moet per e-pos na <a href="mailto:productregistration@sagis.org.za">productregistration@sagis.org.za</a> gestuur word of na (012) 349 9200 gefaks word.</p>

Once on the home page you will be required to log in with the username and password provided to you by SAGIS(Marked as A).

Please note the other useful links at the bottom of the page (Marked B):

- Statutory Measure: Registration
- Statutory Measure: Returns
- Application form for Registration as SAGIS Co-worker

Once logged in you will be directed to your Dashboard. Here any communication from SAGIS to its co-workers will be visible (Marked C).

The navigation on the left (Marked D) consist of the following:

- Dashboard ( Notifications from SAGIS)
- Submit Returns (Create, Edit and Submit returns)
- Statistics (Each Co-worker's personal statistics as submitted)

D

Dashboard Home

Submit Returns

Statistics

## Dashboard

Overview and latest statistics

Welcome to the new SAGIS Wheat return submission website

First Return - 04/08/2015

Please ensure to capture all July returns as soon as possible

Applicable to Wheaten Products

Click on the “Submit Returns” link to open the page to create your return.  
Each co-worker must first create a new return before it can be completed and submitted.

Click on the “New Return” button to create a new return (Marked E)

Dashboard Home / Products / Returns

Submit Returns

Statistics

## Returns

Monthly product returns

+ New Return E

Show 10 entries

Search:

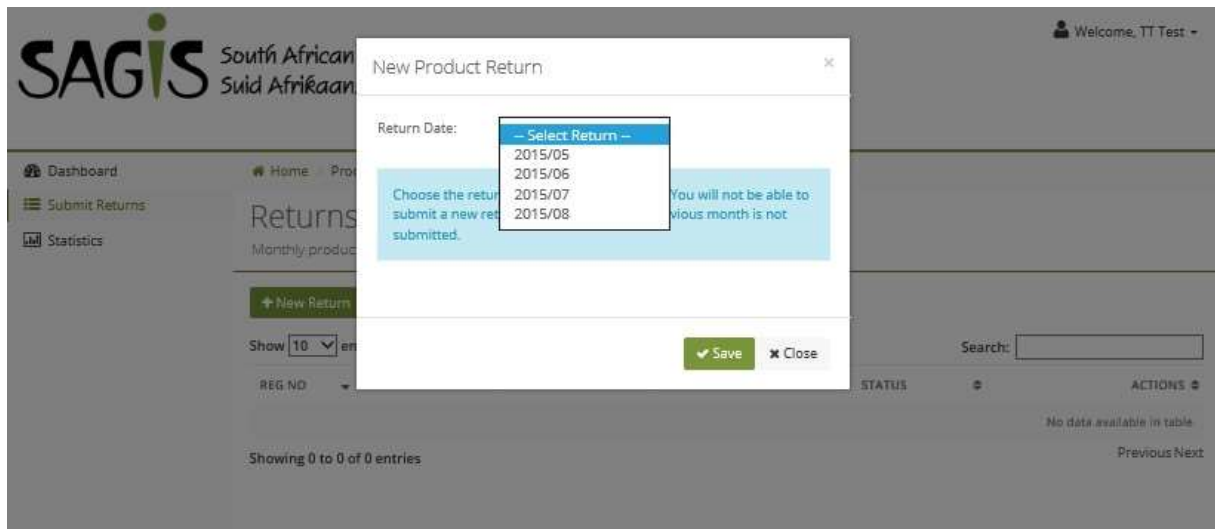
REG NO	INFO FOR	COMPANY	BRANCH	STATUS	ACTIONS
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No data available in table

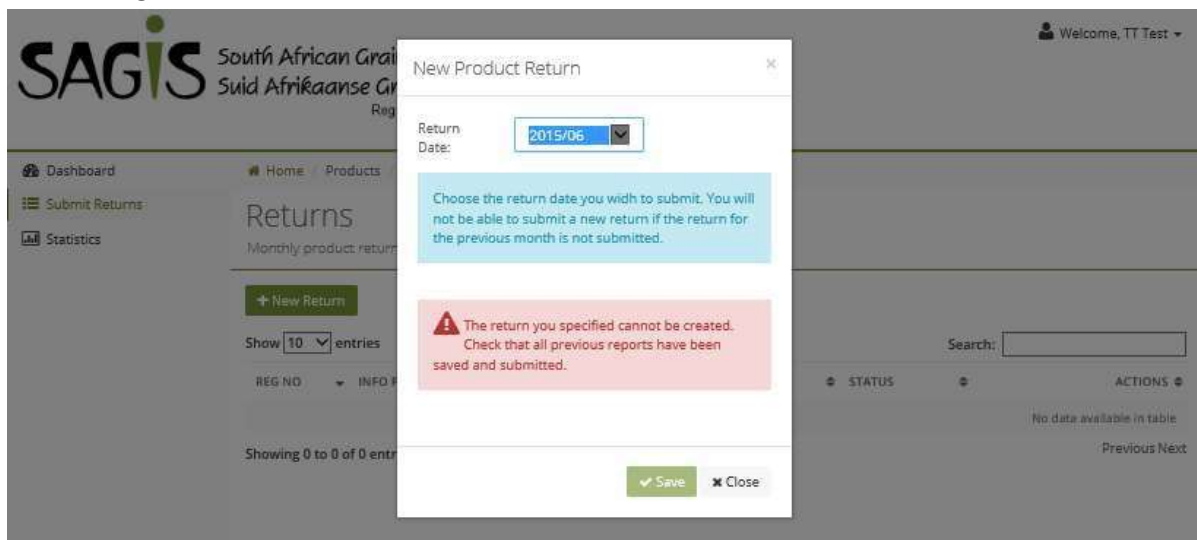
Showing 0 to 0 of 0 entries

Previous Next

Once clicked a pop-up screen will appear to select the month you would like to create. Please select the month and save.



Please note that you will not be able to submit a return if the previous month's return is outstanding.



Once the return for the month is created its status will remain outstanding until the tonnages/units are completed and submitted as below:

The screenshot shows the SAGIS web application interface. At the top, the SAGIS logo is displayed with the text "South African Grain Information Service NPC" and "Suid Afrikaanse Graaninligtingsdiens NWM". Below the logo, the registration number "Reg no. 1997/019186/08" is visible. The user is logged in as "Welcome, TT Test". The main navigation menu includes "Dashboard", "Submit Returns", and "Statistics". The current page is titled "Returns" and shows a table of monthly product returns. The table has columns for "REG NO", "INFO FOR", "COMPANY", "BRANCH", "STATUS", and "ACTIONS". A single entry is shown with "REG NO" 110, "INFO FOR" 2015/05, "COMPANY" Test Company, "BRANCH" Test Company, and "STATUS" OUTSTANDING. A red "F" is placed over the "Edit" button in the "ACTIONS" column. The page also includes a search bar, a "New Return" button, and a "Showing 1 to 1 of 1 entries" indicator.

To add your tonnages/units click on the “Edit” button (Marked F) to open the return. The following window will open with two tabs called “Products” and “File Uploads”

- Products is where the tonnages/units will be completed for the required products
- File Uploads is for any file attachments additional to the normal return requirements.

Persons submitting information for more than one entity on one return is required to please submit a document detailing the tonnages/units per entity.

The screenshot shows the SAGIS web application interface for editing a return. The user is logged in as "Welcome, TT Test". The main navigation menu includes "Dashboard", "Submit Returns", and "Statistics". The current page is titled "Product Return - Test Company (2015/05)" and shows a form for submitting and processing product returns. A blue notification banner at the top states: "All submitted values for Maize and Wheat must be in TONS, and in UNITS for bread products. NO decimal values are allowed. If a certain product's variance is greater than the threshold, you need to supply a reason." The form has two tabs: "Products" and "File Uploads". The "Products" tab is selected, showing a green bar for "Wheat Products" with a red "G" over it. Below the bar, there is a "Submit Return" button and a "Cancel Edit" button.

To enter the tonnages/units please click on the green bar with the product name in it (Marked G). The products groups you are registered for will appear below each other, each with its own drop down list of products.bb

A list of all the products will be populated under your product group as below:

Dashboard | Home / Returns / Edit Return

### Product Return - Test Company (2015/05)

Submit and process product returns

All submitted values for Maize and Wheat must be in TONS, and in UNITS for bread products. NO decimal values are allowed. If a certain product's variance is greater than the threshold, you need to supply a reason.

Products | File Uploads

Wheat Products				
Code	Product	Amount	Previous Month	Variance Reason (if applicable)
W01-02	Manufactured: Self-Raising Flour (Tons)	100	0	
W01-03	Manufactured: White Bread Flour (Tons)	100	0	
W01-04	Manufactured: Brown Bread Flour (Tons)	100	0	
W01-05	Manufactured: Other Flour (Industrial) (Tons)	100	0	
W01-06	Manufactured: Whole Wheat Meal (Tons)	100	0	
W01-07	Manufactured: Bran (Tons)	100	0	Enter reason for variance
W01-08	Manufactured: Semolina (Tons)	100	0	Enter reason for variance
W02-01	Import: Cake Flour (Tons)	0	0	
W02-02	Import: Self-Raising Flour (Tons)	0	0	
W02-03	Import: White Bread Flour (Tons)	0	0	

Enter the tonnages/units next to the products. The “Variance Reason” column is linked to a percentage allocated by SAGIS to make follow up on reasons with big variances easier. This field will only become active once the difference between the current and previous month fall within this variance. It is also a required field which means that you will not be able to submit your until these fields are completed.

**PLEASE NOTE**

Wheaten and Maize products must please be completed in full tonnages.

**Pan Baked Bread Products** must be completed in **UNITS**

Once all fields are completed, please press the “Submit Return” button (Marked H) to submit your return.

W03-01	Export: Cake Flour (Tons)	<input type="text" value="0"/>	0	
W03-02	Export: Self-Raising Flour (Tons)	<input type="text" value="0"/>	0	
W03-03	Export: White Bread Flour (Tons)	<input type="text" value="0"/>	0	
W03-04	Export: Brown Bread Flour (Tons)	<input type="text" value="0"/>	0	
W03-05	Export: Other Flour (Industrial) (Tons)	<input type="text" value="0"/>	0	
W03-06	Export: Whole Wheat Meal (Tons)	<input type="text" value="0"/>	0	
W03-07	Export: Bran (Tons)	<input type="text" value="0"/>	0	
W03-08	Export: Semolina (Tons)	<input type="text" value="0"/>	0	

H

Please note that when SAGIS has closed a marketing year you will not be able to capture any returns as below. Please contact SAGIS on the contact details provided at on the second page of this manual, when you need to edit or submit a return for a season which is closed.

- [Dashboard](#)
- [Submit Returns](#)
- [Statistics](#)

[Home](#) / [Returns](#) / [Edit Return](#)

## Product Return - Test Company (2015/05)

Submit and process product returns

🔔 All submitted values for Maize and Wheat must be in TONS, and in UNITS for bread products. NO decimal values are allowed. If a certain product's variance is greater than the threshold, you need to supply a reason. ✕

Products

File Uploads

🔒 The marketing year for Wheat Products is currently closed by SAGIS for processing.



Once the return is processed and passed all the validations then the status will be changed to submitted.

The screenshot shows the SAGIS web application interface. At the top left is the SAGIS logo with the text 'South African Grain Information Service NPC' and 'Suid Afrikaanse Graaninligtingsdiens NWM'. Below this is the registration number 'Reg no. 1997/019186/08'. On the top right, there is a user profile icon and the text 'Welcome, TT Test'. The main navigation menu includes 'Dashboard', 'Submit Returns', and 'Statistics'. The current page is 'Returns', with a breadcrumb trail 'Home / Products / Returns'. The page title is 'Returns' and the subtitle is 'Monthly product returns'. There is a '+ New Return' button. Below this is a 'Show 10 entries' dropdown and a search box. A table displays one entry with the following details: REG NO: 110, INFO FOR: 2015/05, COMPANY: Test Company, BRANCH: Test Company, STATUS: SUBMITTED. The 'ACTIONS' column for this entry contains an 'Edit' button (highlighted with a red box) and a 'Details' button. At the bottom of the table, it says 'Showing 1 to 1 of 1 entries' and 'Previous 1 Next'.

To edit a return already submitted and processed just simply click on the “Edit” button (Marked I). The same screen will appear as if you would capture a new return with the same procedure except for the yellow box listed at the bottom (Marked as J)

The screenshot shows the 'Edit Return' page in the SAGIS application. The page title is 'Product Return - Test Company (2015/05)' and the subtitle is 'Submit and process product returns'. At the top left is the SAGIS logo and registration number. On the top right, it says 'Welcome, TT Test'. The navigation menu includes 'Dashboard', 'Submit Returns', and 'Statistics'. The breadcrumb trail is 'Home / Returns / Edit Return'. A blue warning message at the top states: 'All submitted values for Maize and Wheat must be in TONS, and in UNITS for bread products. NO decimal values are allowed. If a certain product's variance is greater than the threshold, you need to supply a reason.' Below this are two tabs: 'Products' and 'File Uploads' (marked with a red 'K'). Under the 'Products' tab, there is a dropdown menu for 'Wheat Products'. A yellow box (marked with a red 'J') contains the text 'Please supply a reason as to the amendments of this return' and a text input field. At the bottom right, there are two buttons: 'Submit Return' and 'Cancel Edit'.

This box is a required field and has to be completed once an already submitted return is changed. Please supply a reason for the change to the return in here. Once finished press the “Submit Return” button again to save your changes.

To upload a file click on the “File Uploads” tab (Marked K) to open following screen:

## Product Return - Test Company (2015/06)

Submit and process product returns

All submitted values for Maize and Wheat must be in TONS, and in UNITS for bread products. NO decimal values are allowed. If a certain product's variance is greater than the threshold, you need to supply a reason.

Products File Uploads

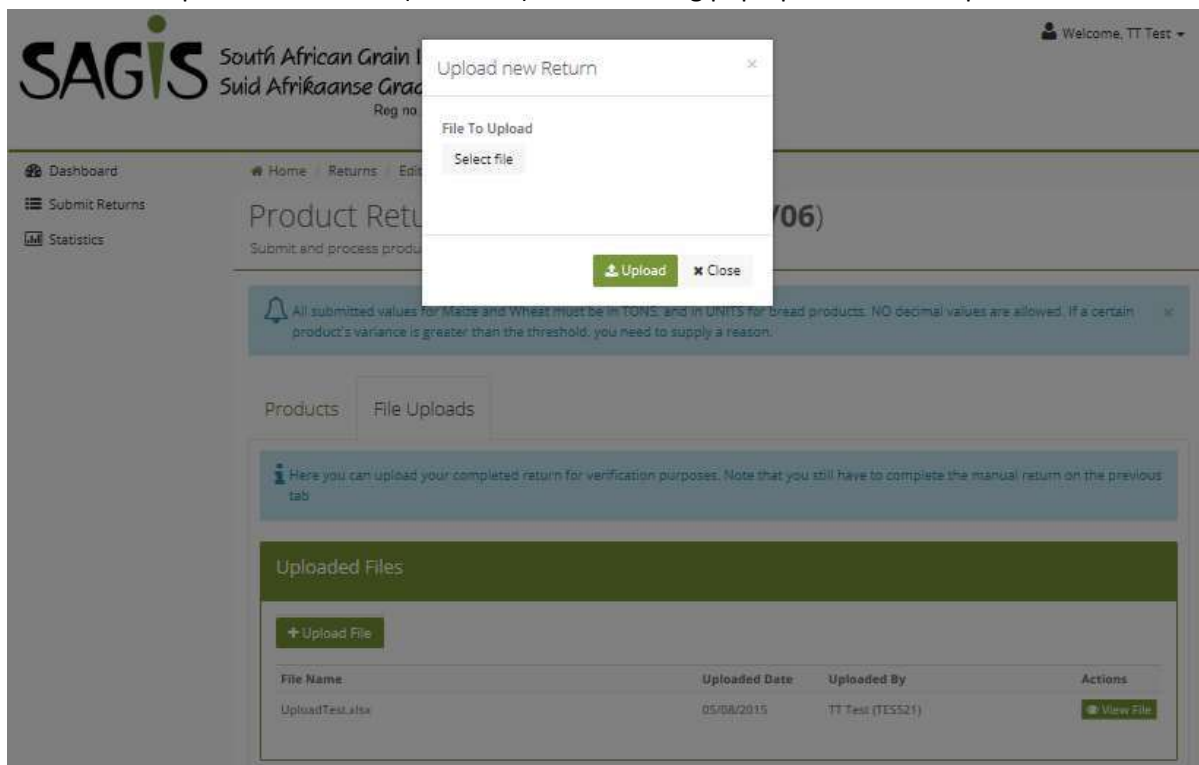
Here you can upload your completed return for verification purposes. Note that you still have to complete the manual return on the previous tab

### Uploaded Files

+ Upload File

File Name	Uploaded Date	Uploaded By	Actions
UploadTest.xlsx	05/08/2015	TT Test (TES521)	<a href="#">View File</a>

Click on the "Upload File" button (Marked L). The following pop-up window will open:



Click the "Save file" button to open the browser and open select the file you want to upload. Once added, click the "Upload Button".

Your file will now appear under this section. To view please press the “View File” button (Marked M). This will open your attached file.

Dashboard | Home / Returns / Edit Return

### Product Return - Test Company (2015/06)

Submit and process product returns

All submitted values for Maize and Wheat must be in TONS, and in UNITS for bread products. NO decimal values are allowed. If a certain product's variance is greater than the threshold, you need to supply a reason.

Products | **File Uploads**

Here you can upload your completed return for verification purposes. Note that you still have to complete the manual return on the previous tab

#### Uploaded Files

+ Upload File

File Name	Uploaded Date	Uploaded By	Actions
UploadTest.xlsx	05/08/2015	TT Test (TE5521)	<a href="#">View File</a>
UploadTest.xlsx	05/08/2015	TT Test (TE5521)	<a href="#">View File</a>

M

To view a return without editing it, click the “Details” button (Marked N)

Dashboard | Home / Products / Returns

### Returns

Monthly product returns

+ New Return

Show 10 entries Search:

REG NO	INFO FOR	COMPANY	BRANCH	STATUS	ACTIONS
110	2015/06	Test Company	Test Company	OUTSTANDING	<a href="#">Edit</a> <a href="#">Details</a>
110	2015/05	Test Company	Test Company	SUBMITTED	<a href="#">Edit</a> <a href="#">Details</a>

Showing 1 to 2 of 2 entries

Previous 1 Next

N

The following summary will appear for the return:

- Dashboard
- Submit Returns
- Statistics

Home / Products / Product Return Details

## Product Return Details

Product Return Details

Report No: 148	Submitted Date: 05/08/2015
Published Status: Not Published	Amendments: 0
Company: Test Company	Branch: Test Company
Submitted By: TT Test	Info For: 2015/05
Captured By: TT Test (TESS21)	

### Products

Code	Group	Product	This Month	Last Month	Difference	Variance Reason
W01-02	Wheaten Products	Manufactured: Self-Raising Flour	100	0	-Infinity %	
W01-03	Wheaten Products	Manufactured: White Bread Flour	100	0	-Infinity %	
W01-04	Wheaten Products	Manufactured: Brown Bread Flour	100	0	-Infinity %	
W01-05	Wheaten Products	Manufactured: Other Flour (Industrial)	100	0	-Infinity %	
W01-06	Wheaten Products	Manufactured: Whole Wheat Meal	100	0	-Infinity %	
W01-07	Wheaten Products	Manufactured: Bran	100	0	-Infinity %	New Product
W01-08	Wheaten Products	Manufactured: Semolina	100	0	-Infinity %	Maintenance

To open your own statistics click on the "Statistics" link on the left hand side. Currently this is still under development and will be available at a later stage.