



MEMOSLIP MANAGEMENT SYSTEM

USER MANUAL

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3 CONSIGNEE

3.1 NAVIGATING THE APPLICATION

Click the hamburger menu in the top right of the application to activate the navigation menu:




3.2 REGISTRATION


The consigner will provide you with a QR code to scan. Scanning it will bring you to this page:

Register

Username

Email

Password
 

Confirm Password
 

Name


Phone Number

VAT-Number

Insurance Number

National Registry Number

ID Copy
 No file chosen

National Registry Expiration Date
 

Selfie
 No file chosen

Insurance Coverage (EUR)

☐ I have read and agree to the platform's terms of service and privacy policy.
☐ I have read and agree to the memo's terms of service and privacy policy.

Fill in the fields and upload a copy of your ID and a Selfie.

Tick the checkboxes to agree to the terms of service and finally press the blue “Submit” button.

You will see the following message:

Your account has been sent for validation to the consigner. Once it's accepted, it can be used.



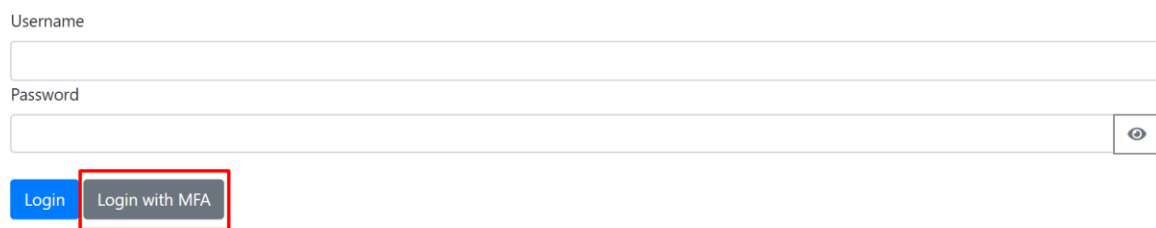
Now wait until you are notified that the consigner has reviewed and accepted your registration.

3.3 LOGGING IN

Once the consigner has accepted your registration you will be able to log in to the application by filling in your username and password in the relevant boxes on the log-in screen.

3.3.1 Logging in with MFA

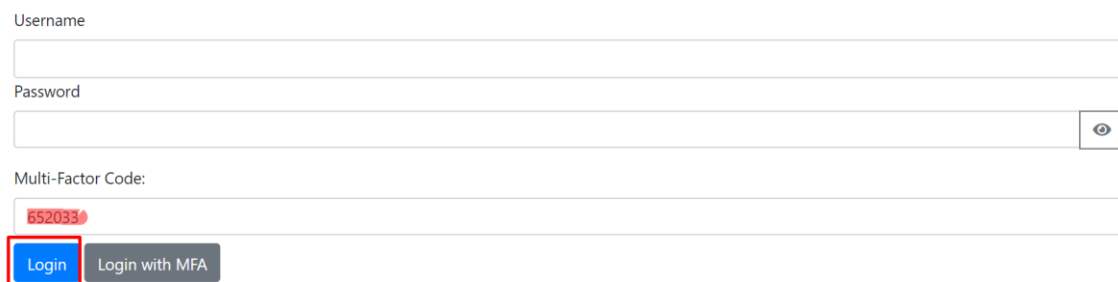
If you have Multi Factor Authentication enabled, you can click “Login with MFA”



Username

Password

You can then fill in the Multi-Factor-Code found in your Authenticator app to log in.



Username

Password

Multi-Factor Code:

3.4 ENABLING / DISABLING MULTI FACTOR AUTHENTICATION

To enable Multi Factor Authentication, log in and view your User Details page.
Click the “Enable MFA” button:

User Details

Username: Marius2

Name: Marius :))

Role: Consignee

VAT-Number: BE0400378485

Insurance Number: 123456



Insurance Coverage (EUR): 34555

Phone Number: 04468340000

ID Number: 03040600136

ID Expire Date: 10-01-2024

ID Copy:



[Enable MFA](#)

You will be shown a QR code you can scan with the Microsoft Authenticator App:

Multi-Factor Authentication has been successfully enabled.

Scan the QR code with your preferred authenticator to activate it:

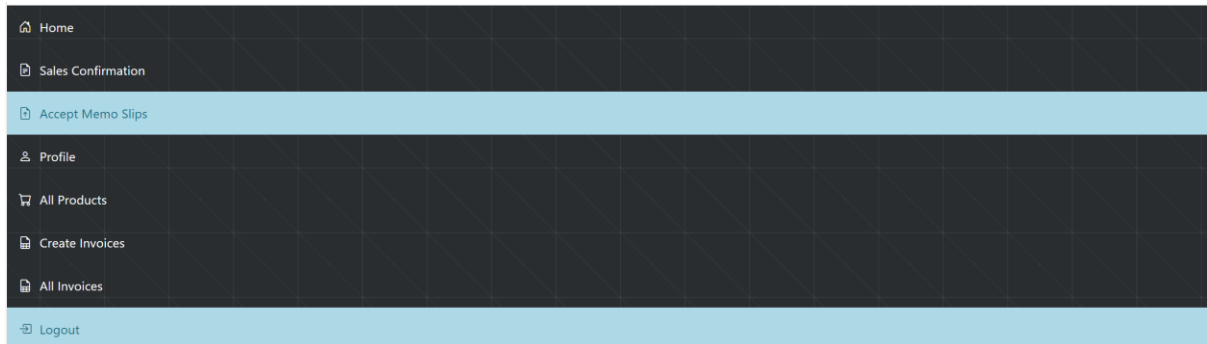


[Disable MFA](#)

If you would like to disable Multi Factor Authentication there is a button to do so.

3.5 ACCEPTING A MEMOSLIP PROPOSAL

If your consigner has initiated a Memoslip proposal, you will find it by navigating to “Accept Memo Slips”:



You will be shown a page with all of your pending proposals, where you can “Accept” or “Decline”:

Pending Memo slip proposals:

Id	Products				Consigner	Consignee	Actions
	Description	Carat	Price	Remarks			
5	uncut red diamonds	12	8912 eur	sell quickly, smells bad	Dev Jewels	Marius :))	Accept Decline
	super cool blue diamond	44	33333 eur	slightly damaged			

You will be prompted to enter your password and accept the terms of services:

Password:

Confirm Password:

☒ I accept the terms and services of the memo

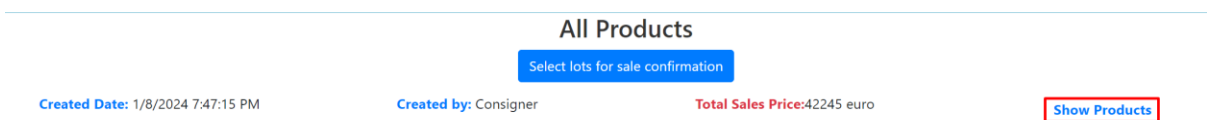
Press “OK” to accept the memo.

3.6 CREATING A SALES CONFIRMATION

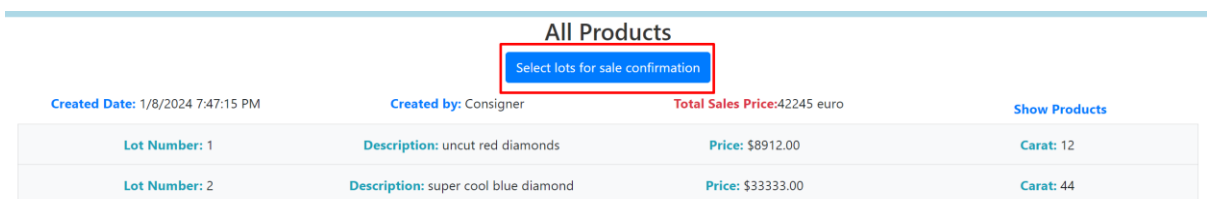
To create a Sales Confirmation, navigate to the “All Products” page:



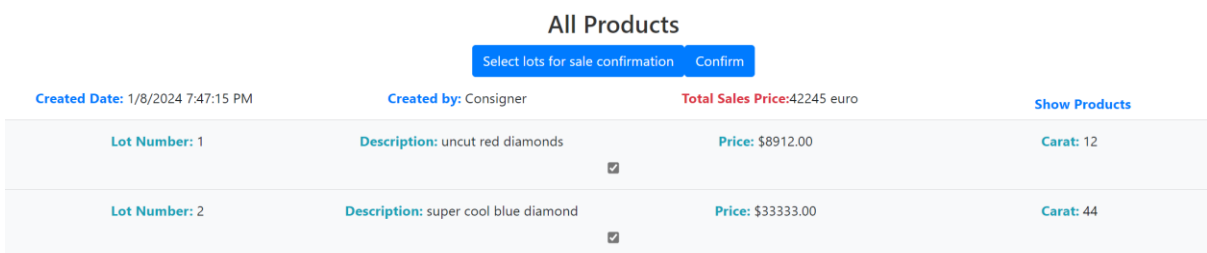
You will be shown a page with all products you currently hold on memo sorted by memo slip. You can click “Show Products” on one or multiple at the same time to expand the products:



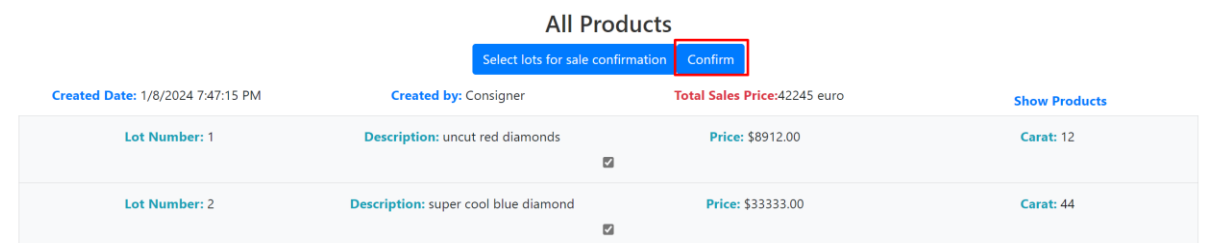
Then click “Select lots for sale confirmation”:



Select one or multiple products from one or multiple memoslips:



Click “Confirm”:



Fill in the amount of Carats that you’ve sold of each product and at what price:

Lot Number: 1			
Description: uncut red diamonds			
Price	8912	Carat	12

Lot Number: 2			
Description: super cool blue diamond			
Price	33333	Carat	44

Finally, select “Mark lot(s) as sold”, fill in your agreed commission percentage and select a duration for the payment plan.

Then click “Confirm”:

Opmerking toevoegen

Lot Number: 1

Description: uncut red diamonds

Price

8912

Carat

12

Lot Number: 2

Description: super cool blue diamond

Price

33333

Carat

44

☒ Mark lot(s) as sold

☐ Mark lot(s) as stolen

☐ Mark lot(s) as returned

☐ Mark lot(s) as lost

Commission Percentage

1

%

Select an Option:

☐ 15 days

☒ 30 days

☐ 45 days

☐ 60 days

☐ 90 days

☐ 120 days

Confirm

You will be prompted with a message saying the sales confirmation was successful.

4 CONSIGNER

4.1 CONSIGNEE REGISTRATION

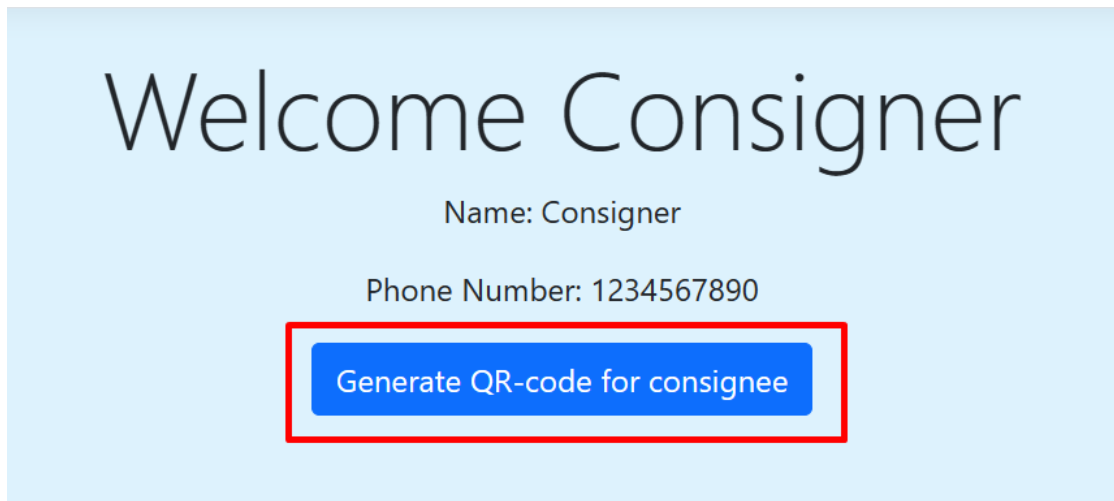
4.1.1 Accessing registration QR code

Get started with the registration process by providing your consignee-to-be with a QR code.

Navigate to the Profile page:

Dev Jewels Digital Memoslip System Your Memoslips Privacy Your Consignees Sales Confirmations Pending Consignees **Profile** Logout

Click the button to generate a QR Code:



Then you will get shown a QR Code which you can provide to your consignee-to-be:



Finally, wait until you are notified that the consignee has filled in the registration form.

4.1.2 Accepting pending consignee registration

Navigate to the Pending Consignees page:

Dev Jewels Digital Memoslip System Your Memoslips Privacy Your Consignees Sales Confirmations **Pending Consignees** Profile Logout

You will see an entry for each potential consigner that has filled in the registration form:

Your Pending Consignees

Refresh

Consignee2

Name: Jef Jefsensen

Email: consignee2@example.com

Phone Number: 0987654321

Marius2

Name: Marius :) :)

Email: marius.stoica2@student.ap.be

Phone Number: 04468340000

If you click one of the entries you will be able to review their details. Important to note is that the VAT Number is automatically checked to be valid.

Consignee Details:

Username: Marius2

Name: Marius :) :)

Email: marius.stoica2@student.ap.be

Phone Number: 04468340000

Insurance Number: 123456

Insurance Coverage: 34555

National Registry Number: 03040600136

National Registry Expiration Date: 10/01/2024 00:00:00

VAT Number: BE0400378485

ID Copy:



Accept

Decline

You can use the “Accept” or “Decline” buttons at the bottom to Accept or Decline the registration.

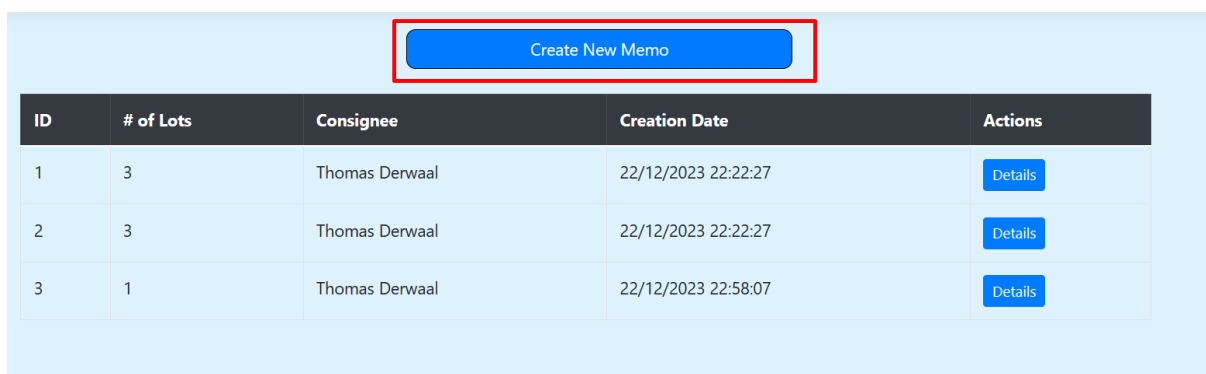
4.2 CREATE NEW MEMOSLIP

4.2.1 Initialising new Memoslip

Navigate to the “Your Memoslips” page:

Dev Jewels Digital Memoslip System **Your Memoslips** Privacy Your Consignees Sales Confirmations Pending Consignees Profile Logout

Click the “Create New Memo” button:



The screenshot shows the 'Your Memoslips' page. At the top, there is a blue button labeled 'Create New Memo'. Below it is a table with the following data:

ID	# of Lots	Consignee	Creation Date	Actions
1	3	Thomas Derwaal	22/12/2023 22:22:27	Details
2	3	Thomas Derwaal	22/12/2023 22:22:27	Details
3	1	Thomas Derwaal	22/12/2023 22:58:07	Details

4.2.2 Adding/Removing products

Click the “Add Product” button to add an additional row. Do this as many times as you want to add different products to the Memoslip:

Create Memo

Products

[Add Product](#)

Consignee

Thomas Derwaal

☐ I accept the Terms and Conditions

Password

Enter password

Create

You can also remove rows by clicking “Remove”:

Create Memo

Products

Lot number	Description	Carats	Price	Remarks	Remove
Lot number	Description	Carats	Price	Remarks	Remove

Add Product

Consignee

Thomas Derwaal

☐ I accept the Terms and Conditions

Password

Enter password

Create

4.2.3 Selecting the Consignee

If you click the currently selected Consignee you will get a dropdown menu of all your registered consignee's. Select the person you are making the Memoslip for:

Consignee

Thomas Derwaal

Thomas Derwaal

Marius :)

Marius :) :

4.2.4 Finalising the Memoslip

Accept the Terms and Conditions and fill in your password, then click "Create":

Create Memo

Products

1	uncut red diamonds	12	8912	sell quickly, smells bad	Remove
2	super cool blue diamond	44	33333	slightly damaged	Remove

Add Product

Consignee

Thomas Derwaal

☒ I accept the Terms and Conditions

Password

.....

Create

4.3 APPROVING A SALES CONFIRMATION

Navigate to “Sales Confirmations”:

Dev Jewels Digital Memoslip System Your Memoslips Privacy Your Consignees **Sales Confirmations** Pending Consignees Profile Logout

Click “Approve Sales Confirmation” of the Sales Confirmation you want to confirm:

Sales Confirmations						
Sales Confirmation #	Created Date	Consignee	Total Sales Price	Commision percentage	Commision to pay	Status
2	12/22/2023	Thomas Derwaal	\$2000,00	1%	20	Approved
Product ID	Lot Number		Sale Price	Carats Sold		
7			2000,00	1		
3	01/08/2024	Marius :))	\$42245,00	1% Edit	422,45	new
Confirm Changes Approve Sales Confirmation						
Product ID	Lot Number		Sale Price	Carats Sold		
10			8912,00	12	✓ ✗	
11			33333,00	44	✓ ✗	