

# **PRESTO: PULL-OUT REQUISITION MODULE**

## **USER MANUAL** ( REVIEWER & APPROVER)

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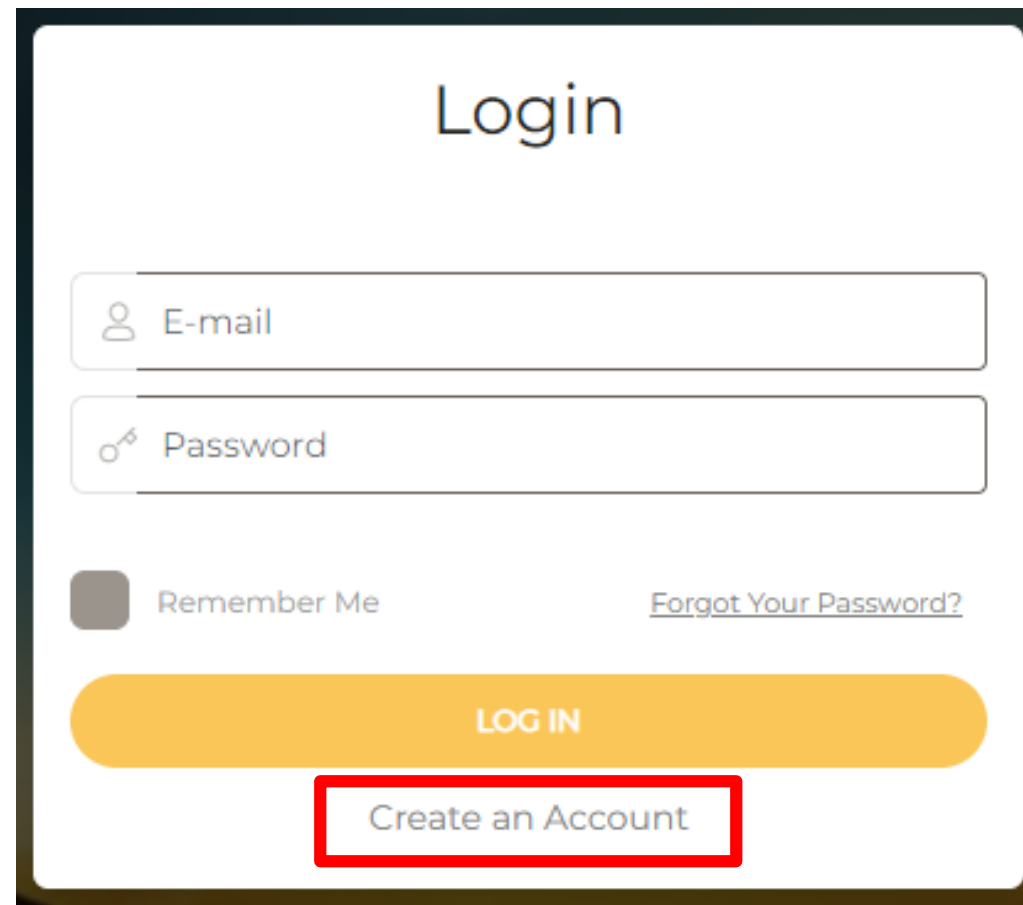
# HOW TO CREATE AN ACCOUNT?

## STEP 1

Open your web browser. In the address bar, type or paste the following URL for testing: **http://192.168.0.7:93/#/login**, and press Enter.

## STEP 2

On the webpage that opens, locate and click the "**Create an Account**" button.



The screenshot shows a login page with the title "Login". It features two input fields: "E-mail" and "Password". Below these fields are a "Remember Me" checkbox and a link for "Forgot Your Password?". A yellow "LOG IN" button is positioned below the "Remember Me" checkbox. At the bottom of the page, a red box highlights the "Create an Account" link.

## STEP 3

After clicking "**Create an Account**," you will be directed to a registration form. Fill in the required information, including your **Name**, **Email**, **Password**, and **Confirm Password**.

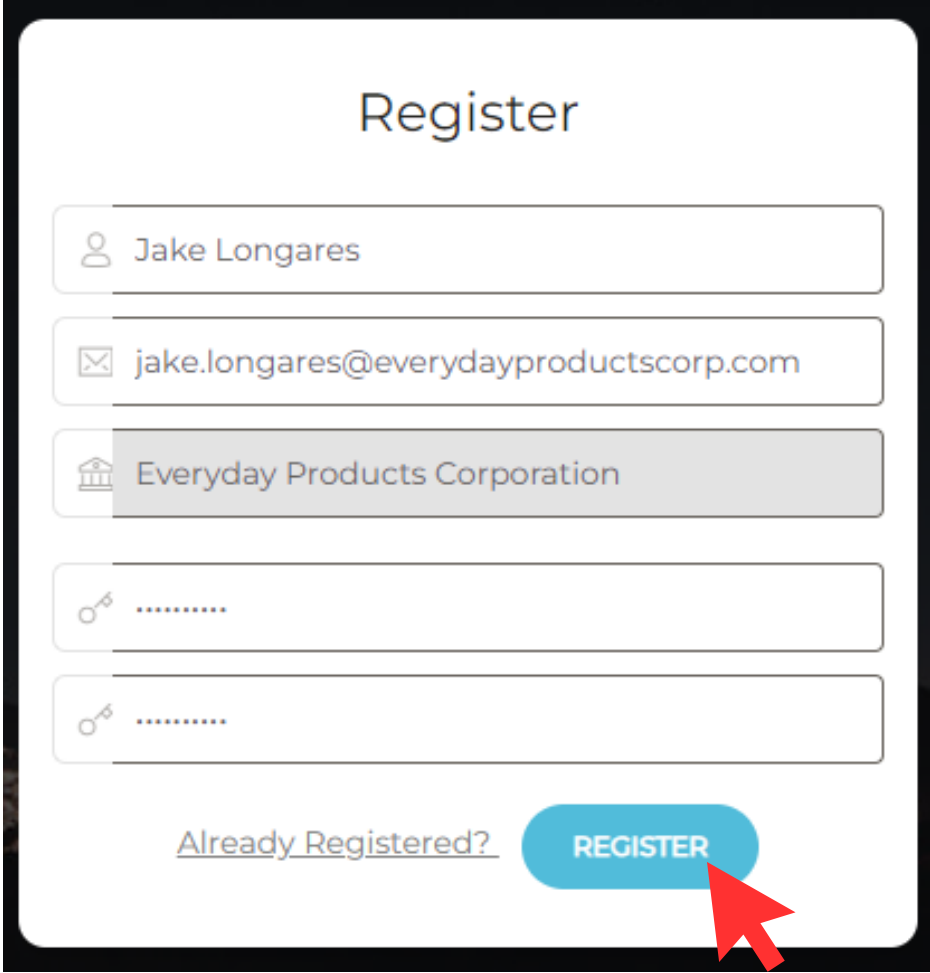


The screenshot shows a registration page with the title "Register". It features five input fields: "Name" (filled with "Jake Longares"), "Email" (filled with "jake.longares@everydayproductscorp.com"), "Company" (filled with "Everyday Products Corporation"), "Password", and "Confirm Password". A red box highlights the first three fields, and a red arrow points to the "Company" field. Below the input fields are links for "Already Registered?" and a blue "REGISTER" button.

*Note: The "Everyday Products Corporation" is auto assign depend what company email you entered.*

## STEP 4

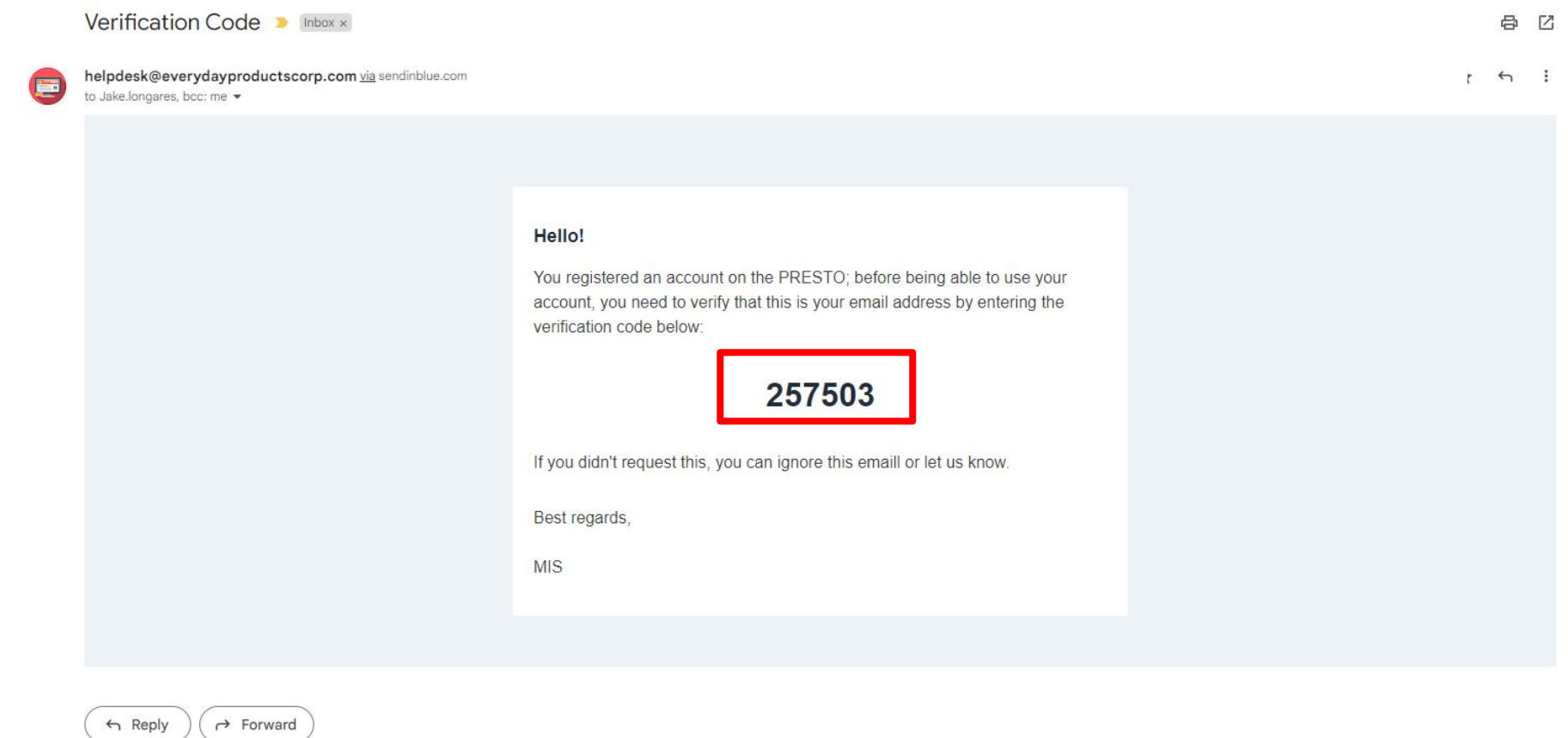
Once the registration form is completed, find and click the "**REGISTER**" button again to finalize your registration.



The screenshot shows a registration form titled "Register". It contains five input fields: a name field with "Jake Longares", an email field with "jake.longares@everydayproductscorp.com", a company field with "Everyday Products Corporation", and two password fields, both masked with dots. At the bottom left is a link "[Already Registered?](#)", and at the bottom right is a blue "REGISTER" button. A red arrow points to the "REGISTER" button.

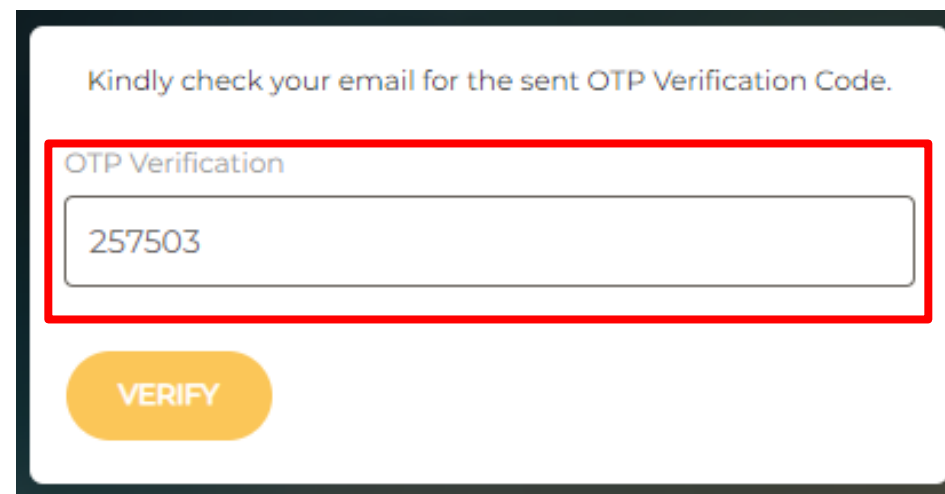
## STEP 5

Check your email inbox for a message from **PRESTO** with the email address **helpdesk@everydayproductscorp.com** and the subject "**Verification Code.**" Open the email and copy the **6-digits Verification Code.**



## STEP 6

Paste or type the **6-digits Verification Code** into the **OTP Verification** field.



Kindly check your email for the sent OTP Verification Code.

OTP Verification

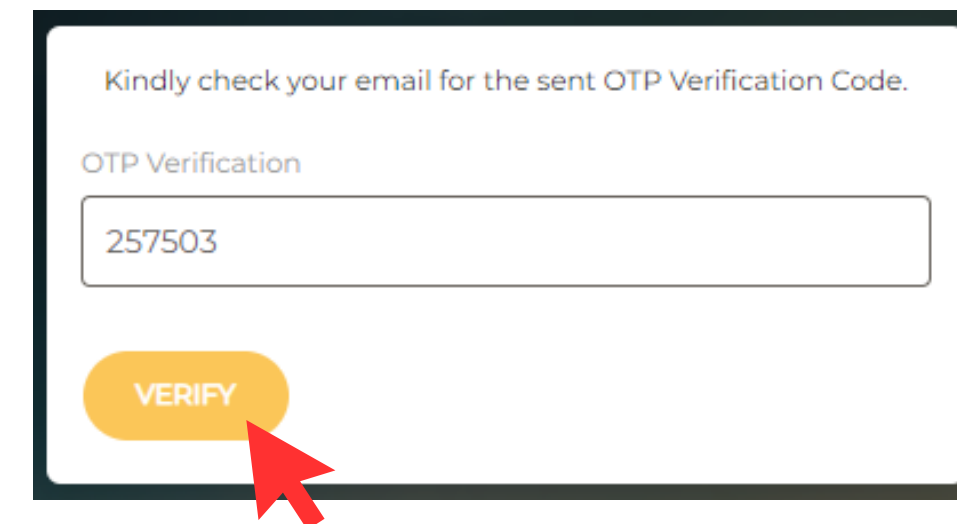
257503

VERIFY

A screenshot of a web form for OTP verification. At the top, it says 'Kindly check your email for the sent OTP Verification Code.' Below this is a text input field labeled 'OTP Verification' containing the code '257503'. The input field is highlighted with a red rectangular border. Below the input field is a yellow button with the text 'VERIFY'.

## STEP 7

Click the “**VERIFY**” button to confirm the verification.



Kindly check your email for the sent OTP Verification Code.

OTP Verification

257503

VERIFY

A screenshot of the same web form as in Step 6. It shows the instruction 'Kindly check your email for the sent OTP Verification Code.', the 'OTP Verification' field with the code '257503', and the 'VERIFY' button. A red mouse cursor arrow is pointing at the 'VERIFY' button.

*NOTE: The default role is configured as Reviewer. Should you require a change to Approver, kindly reach out to the MIS Team for assistance.*

# HOW TO ACCESS YOUR ACCOUNT?

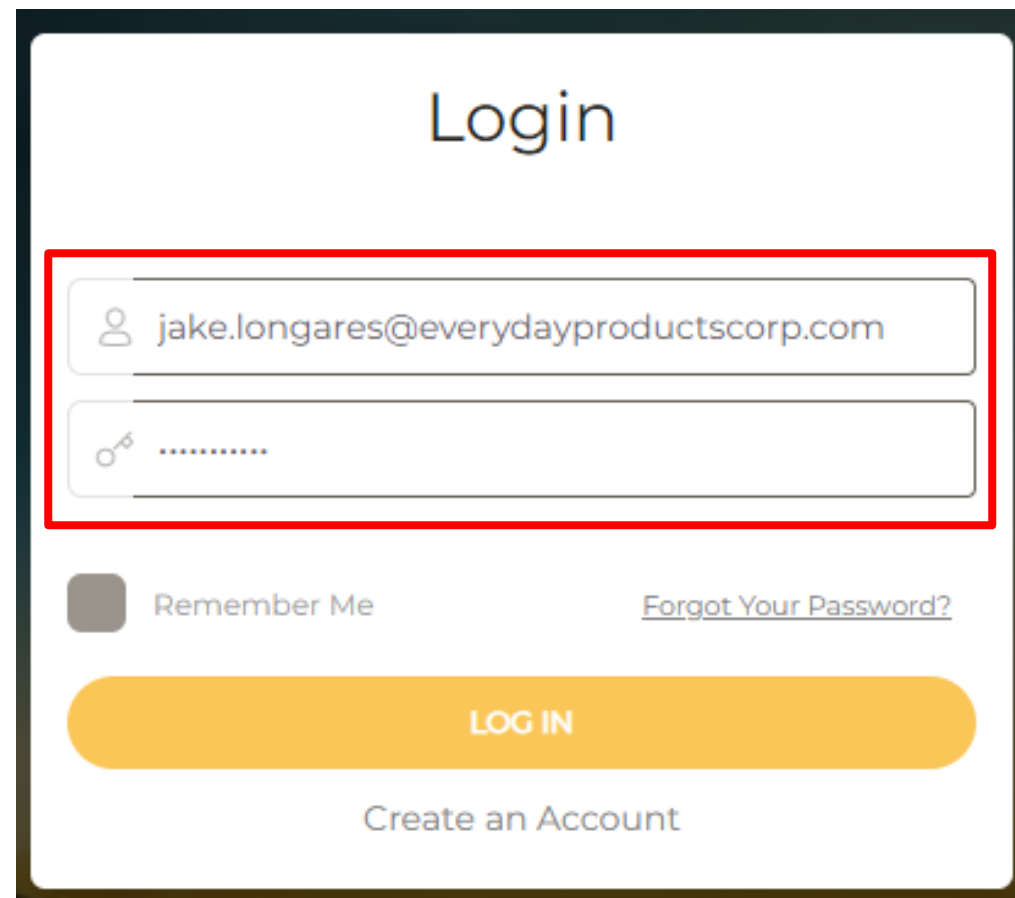


## STEP 1

Open a web browser and go to the PRESTO site by typing or pasting the following address in the URL bar: **http://192.168.0.7:93/#/login**. Press Enter to proceed.

## STEP 2

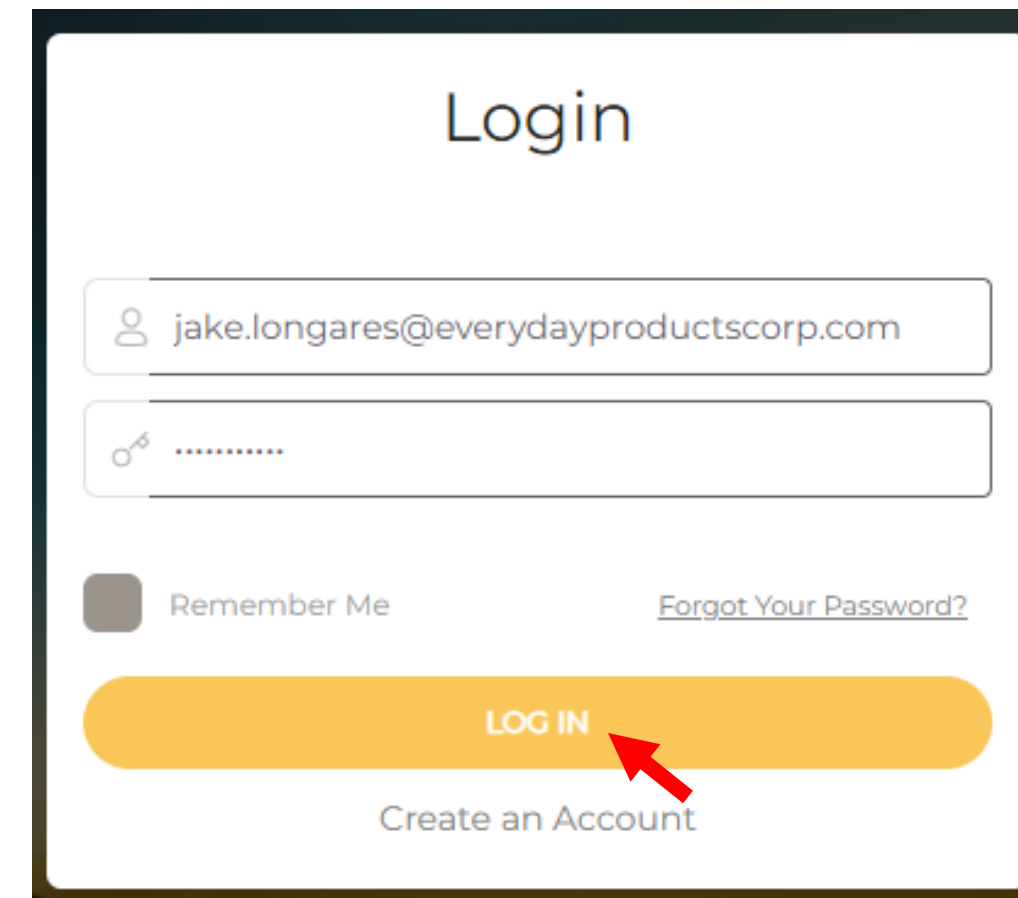
On the login page, locate the fields for Email and Password. Enter your **Email** and **Password** into the respective fields.



The screenshot shows the 'Login' page of the Barbizon Everyday website. The email field contains 'jake.longares@everydayproductscorp.com' and the password field is masked with dots. A red rectangle highlights both the email and password input fields. Below the fields are a 'Remember Me' checkbox, a 'Forgot Your Password?' link, a yellow 'LOG IN' button, and a 'Create an Account' link.

## STEP 3

After providing your credentials, find and click the "**LOG IN**" button. You will be successfully logged into your account upon clicking the button.

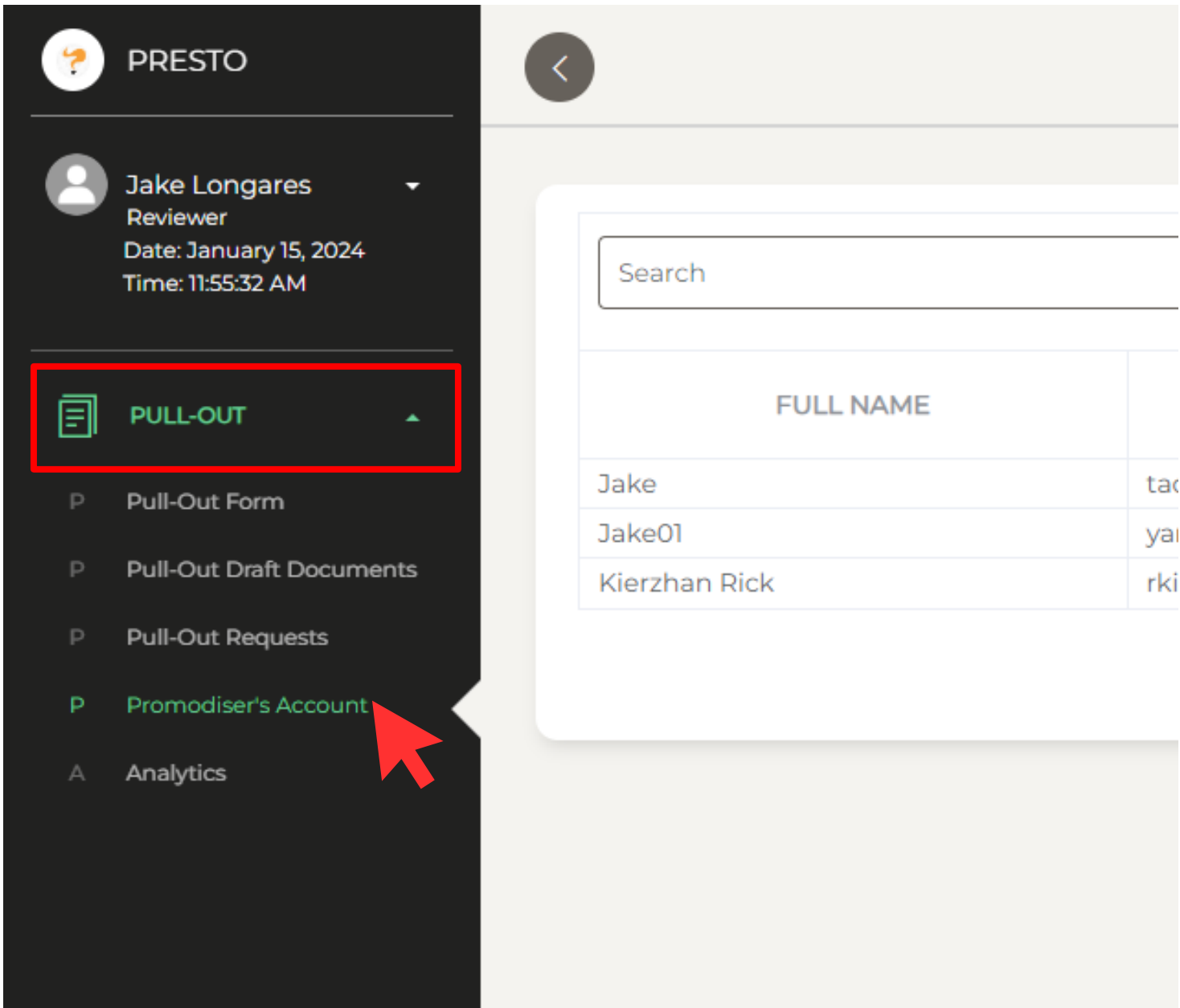


This screenshot is identical to the previous one, but with a red arrow pointing to the yellow 'LOG IN' button, indicating the next step in the process.

# ACTIVATION OF PROMO'S ACCOUNT (NEW ACCOUNT)

**STEP 1**

Within the sidebar, locate and click on the "PULL-OUT" option. After clicking "PULL-OUT," a drop-down menu will appear. From this menu, select "Promodiser's Account."



## STEP 2

Find the **promodiser's name** in the list. Alternatively, use the search bar to enter the promodiser's name.

10

FULL NAME	EMAIL	DATE REGISTERED	BRANCH	REQUEST	STATUS
Jake Longares	tachemichykun@gmail.com	January 15, 2024			<button>NEW ACCOUNT</button>
Kierzhan Rick	rkierzhan04@gmail.com	September 20, 2023	<button>NON-ROVING</button>		<button>ACTIVATED</button>

Showing 1 To 2 Of 2 Entries

« 1 »

## STEP 3

Locate and click the "NEW ACCOUNT" button in the **STATUS** column..

10

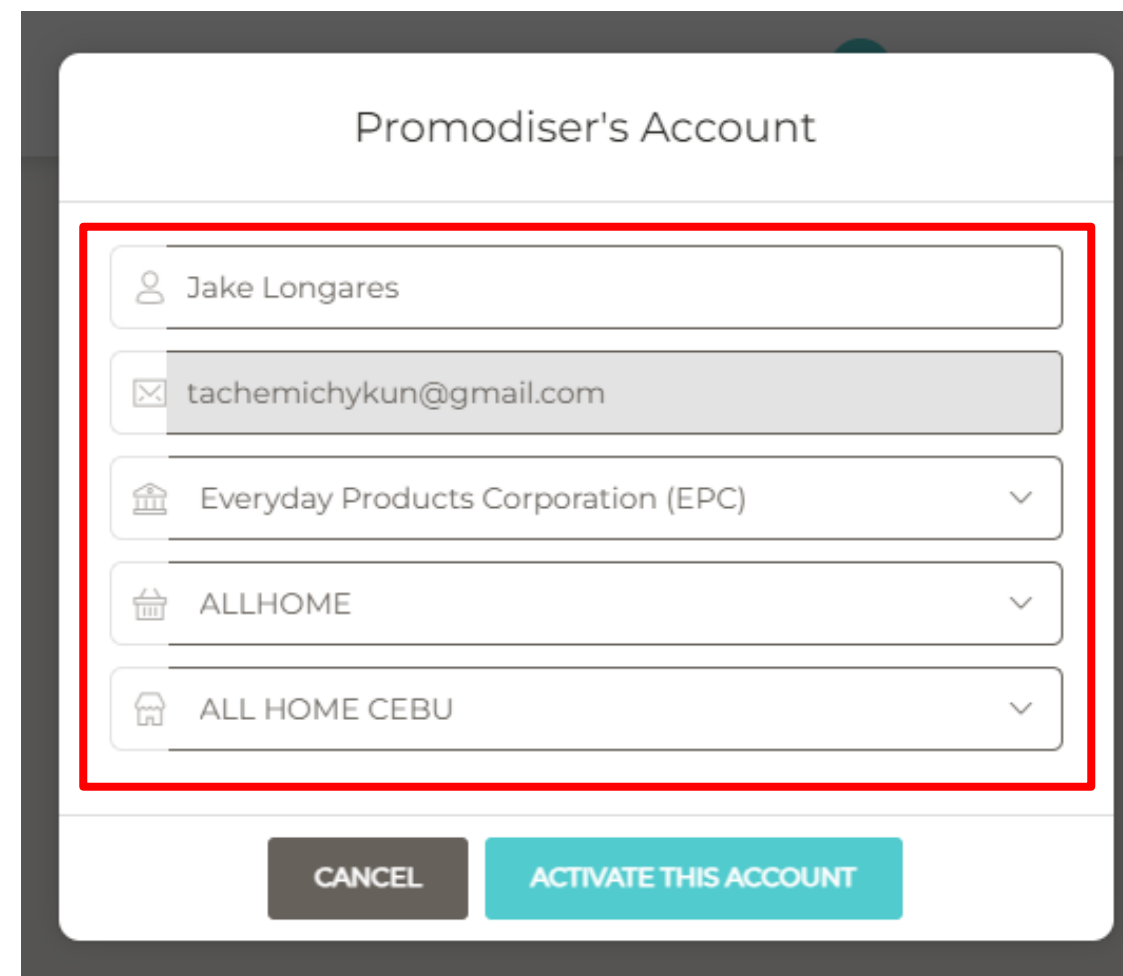
FULL NAME	EMAIL	DATE REGISTERED	BRANCH	REQUEST	STATUS
Jake Longares	tachemichykun@gmail.com	January 15, 2024			<button>NEW ACCOUNT</button>
Kierzhan Rick	rkierzhan04@gmail.com	September 20, 2023	<button>NON-ROVING</button>		<button>ACTIVATED</button>

Showing 1 To 2 Of 2 Entries

« 1 »

## STEP 4

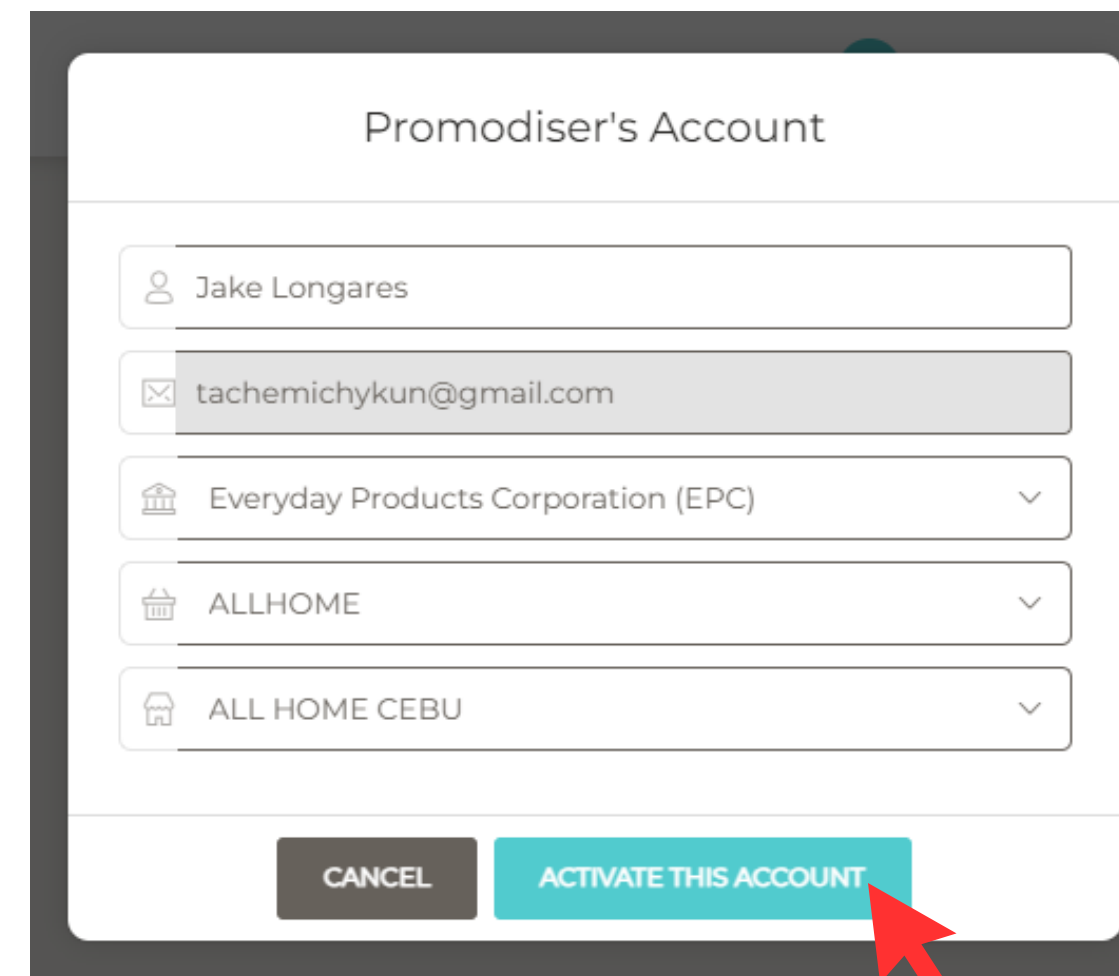
Select the assigned **Company**, **Chain Name**, and **Branch Name** of the promodiser.



The screenshot shows a mobile app interface titled "Promodiser's Account". It contains five input fields: a name field with "Jake Longares", an email field with "tachimichykun@gmail.com", and three dropdown menus. The first dropdown is labeled "Everyday Products Corporation (EPC)", the second "ALLHOME", and the third "ALL HOME CEBU". A red rectangular box highlights these three dropdown menus. At the bottom, there are two buttons: "CANCEL" and "ACTIVATE THIS ACCOUNT".

## STEP 5

Select the "ACTIVATE THIS ACCOUNT" button. You can then notify the promodiser that their account is now activated and ready for use in PRESTO.

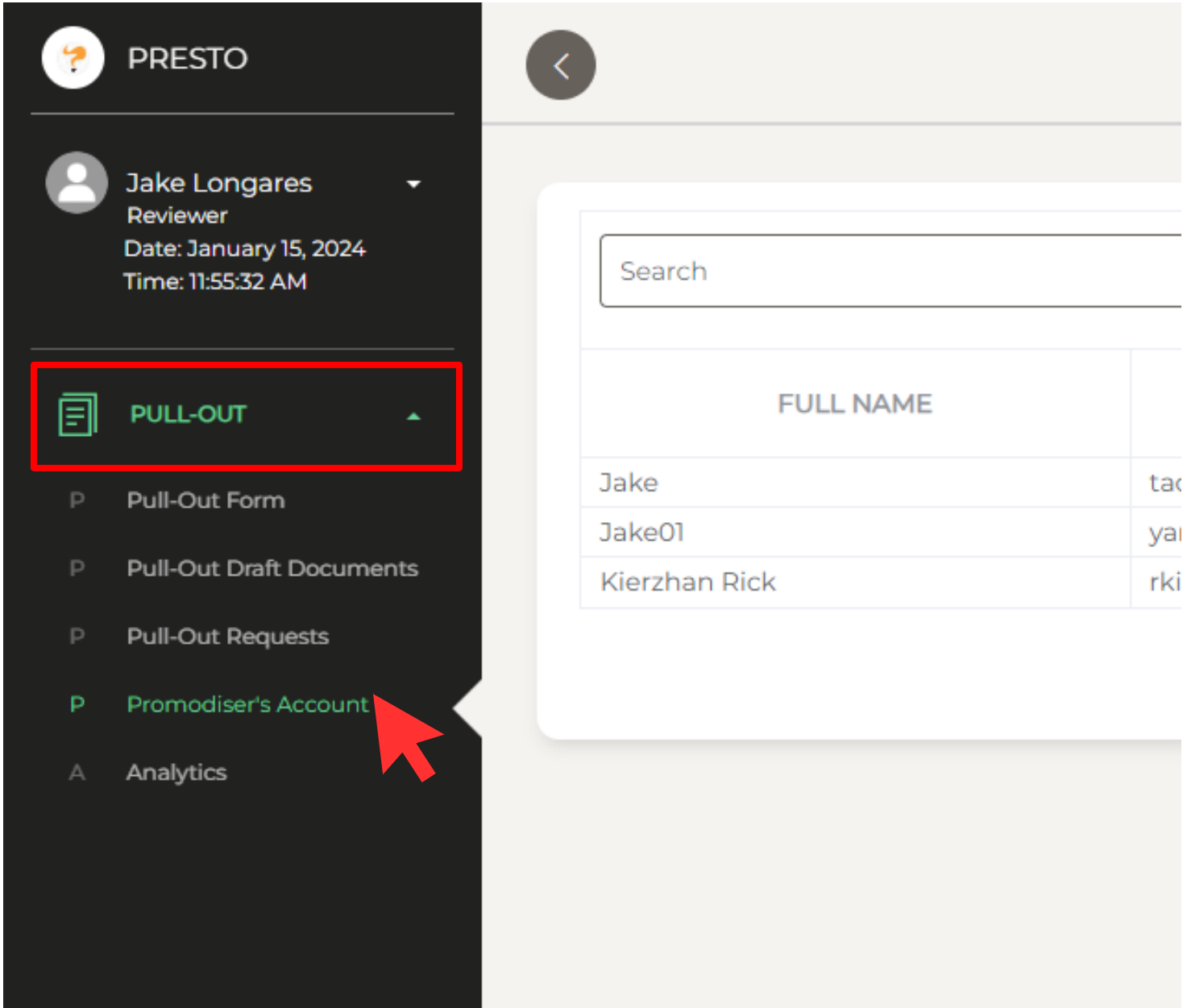


This screenshot shows the same "Promodiser's Account" form as in Step 4. The fields are identical. A red arrow points to the "ACTIVATE THIS ACCOUNT" button at the bottom right of the form.

# ACTIVATION OF PROMO'S ACCOUNT (OLD ACCOUNT)

# STEP 1

Within the sidebar, locate and click on the "PULL-OUT" option. After clicking "PULL-OUT," a drop-down menu will appear. From this menu, select "Promodiser's Account."



## STEP 2

Find the **promodiser's name** in the list. Alternatively, use the search bar to enter the promodiser's name.

10 ▾

FULL NAME	EMAIL	DATE REGISTERED ▴ ▾	BRANCH	REQUEST ▾	STATUS ▾
Kierzhan Rick	rkierzhan04@gmail.com	September 20, 2023	NON-ROVING		DEACTIVATED

Showing 1 To 2 Of 2 Entries

## STEP 3

Locate and click the "DEACTIVATED" button in the **STATUS** column.

10 ▾

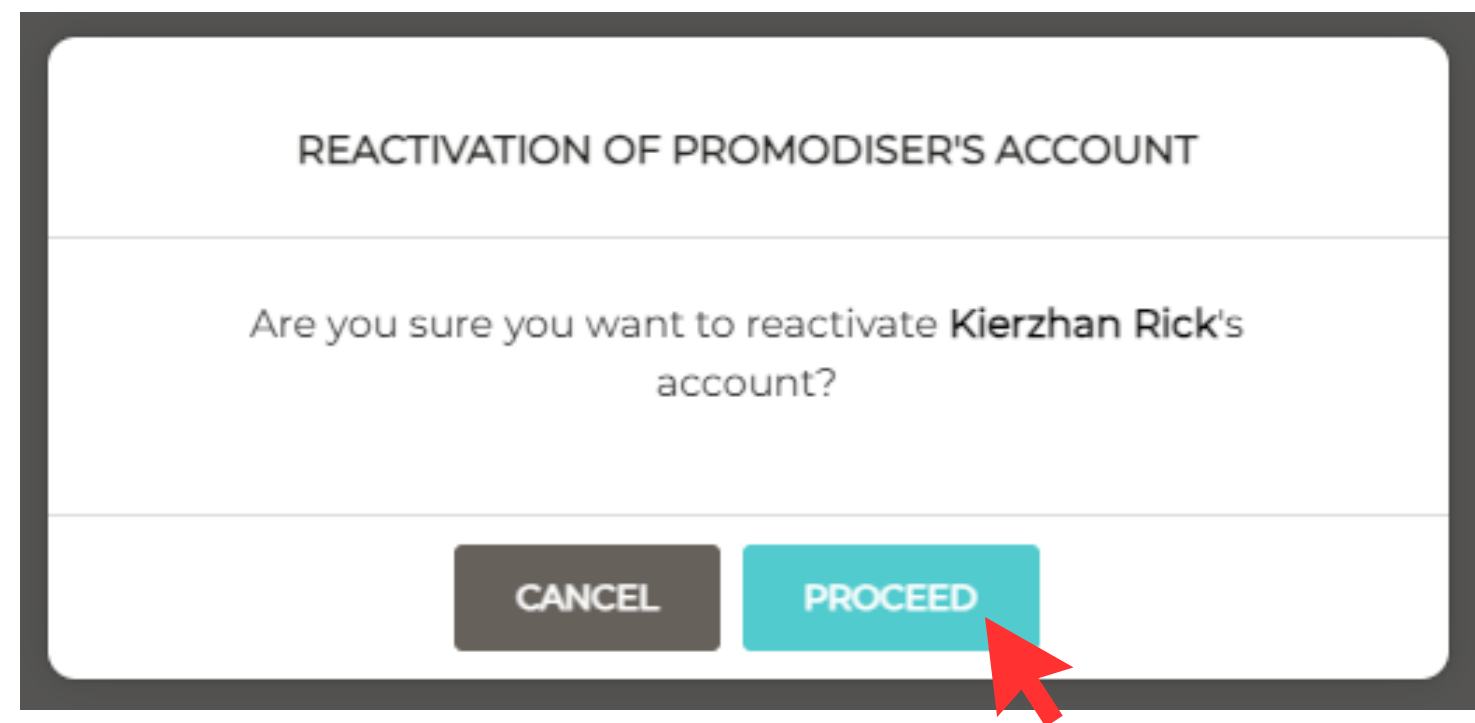
FULL NAME	EMAIL	DATE REGISTERED ▴ ▾	BRANCH	REQUEST ▾	STATUS ▾
Kierzhan Rick	rkierzhan04@gmail.com	September 20, 2023	NON-ROVING		DEACTIVATED

Showing 1 To 2 Of 2 Entries



## STEP 4

Click the "**PROCEED**" button to initiate the account reactivation process.



REACTIVATION OF PROMODISER'S ACCOUNT

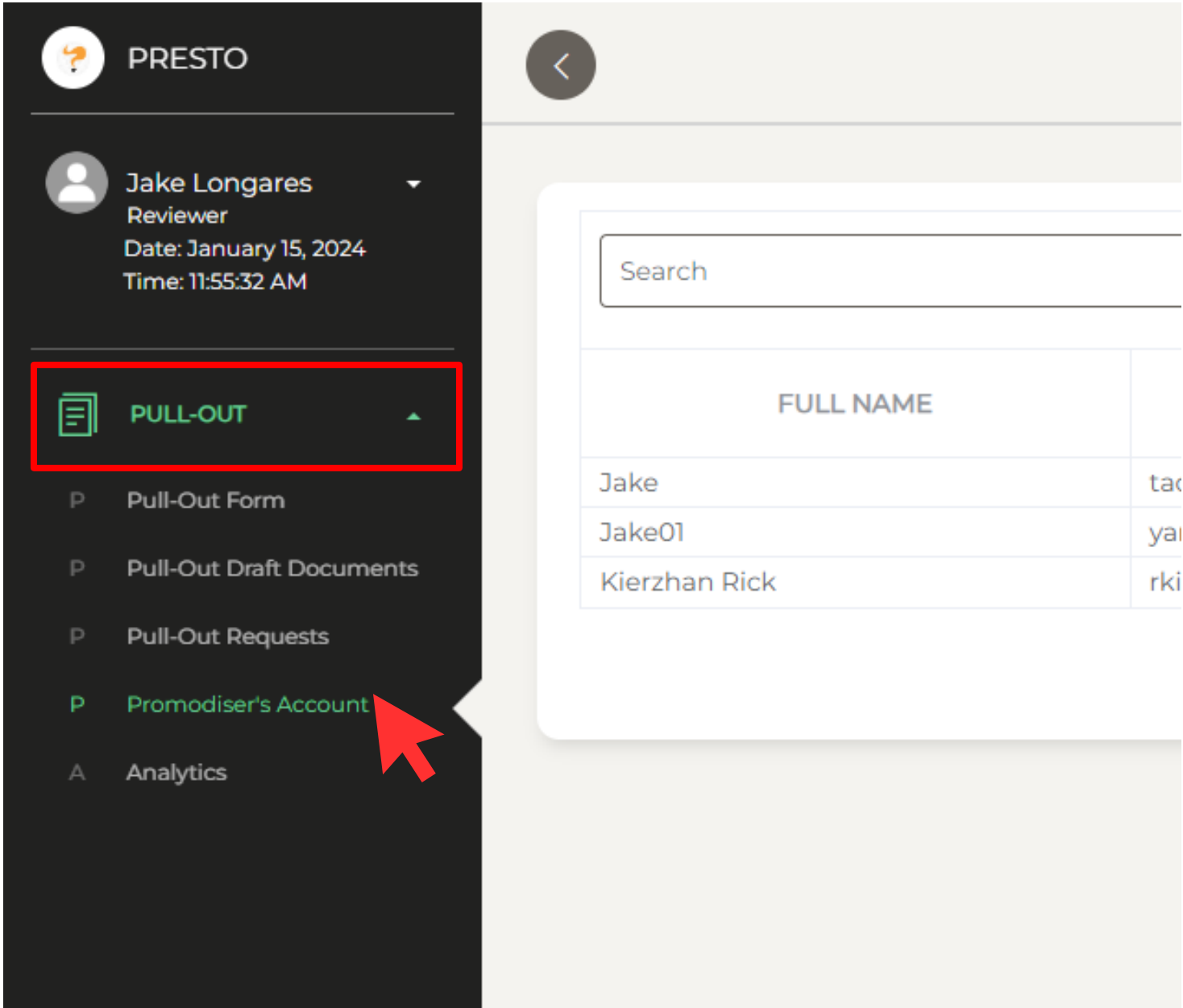
Are you sure you want to reactivate **Kierzhan Rick's** account?

**CANCEL** **PROCEED**

# DEACTIVATION OF PROMO'S ACCOUNT (OLD ACCOUNT)

# STEP 1

Within the sidebar, locate and click on the "PULL-OUT" option. After clicking "PULL-OUT," a drop-down menu will appear. From this menu, select "Promodiser's Account. "



## STEP 2

Find the **promodiser's name** in the list. Alternatively, use the search bar to enter the promodiser's name.

10 ▾

FULL NAME	EMAIL	DATE REGISTERED ▴ ▾	BRANCH	REQUEST ▾	STATUS ▾
Kierzhan Rick	rkierzhan04@gmail.com	September 20, 2023	NON-ROVING		ACTIVATED

« 1 »

## STEP 3

Locate and click the **"ACTIVATED"** button in the **STATUS** column.

10 ▾

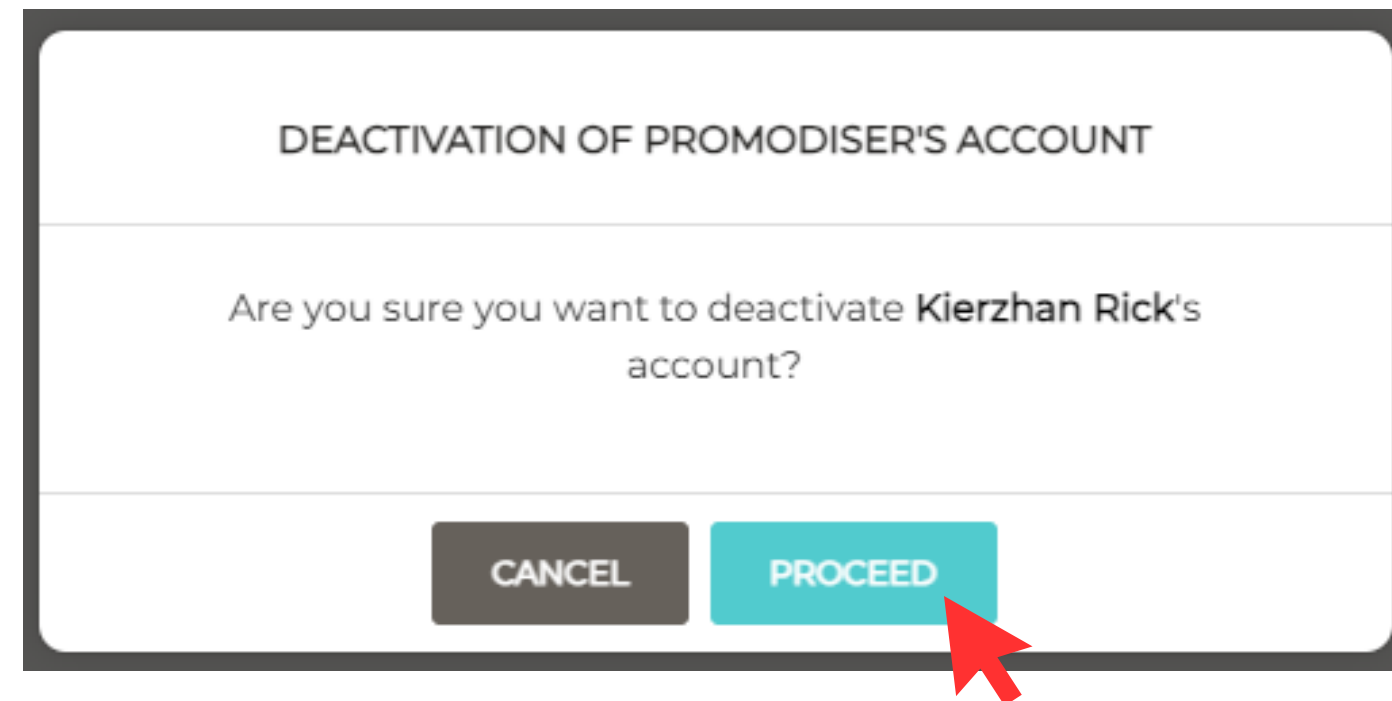
FULL NAME	EMAIL	DATE REGISTERED ▴ ▾	BRANCH	REQUEST ▾	STATUS ▾
Kierzhan Rick	rkierzhan04@gmail.com	September 20, 2023	NON-ROVING		ACTIVATED

« 1 »

Showing 1 To 2 Entries

## STEP 4

Click the "**PROCEED**" button to initiate the account deactivation process.



DEACTIVATION OF PROMODISER'S ACCOUNT

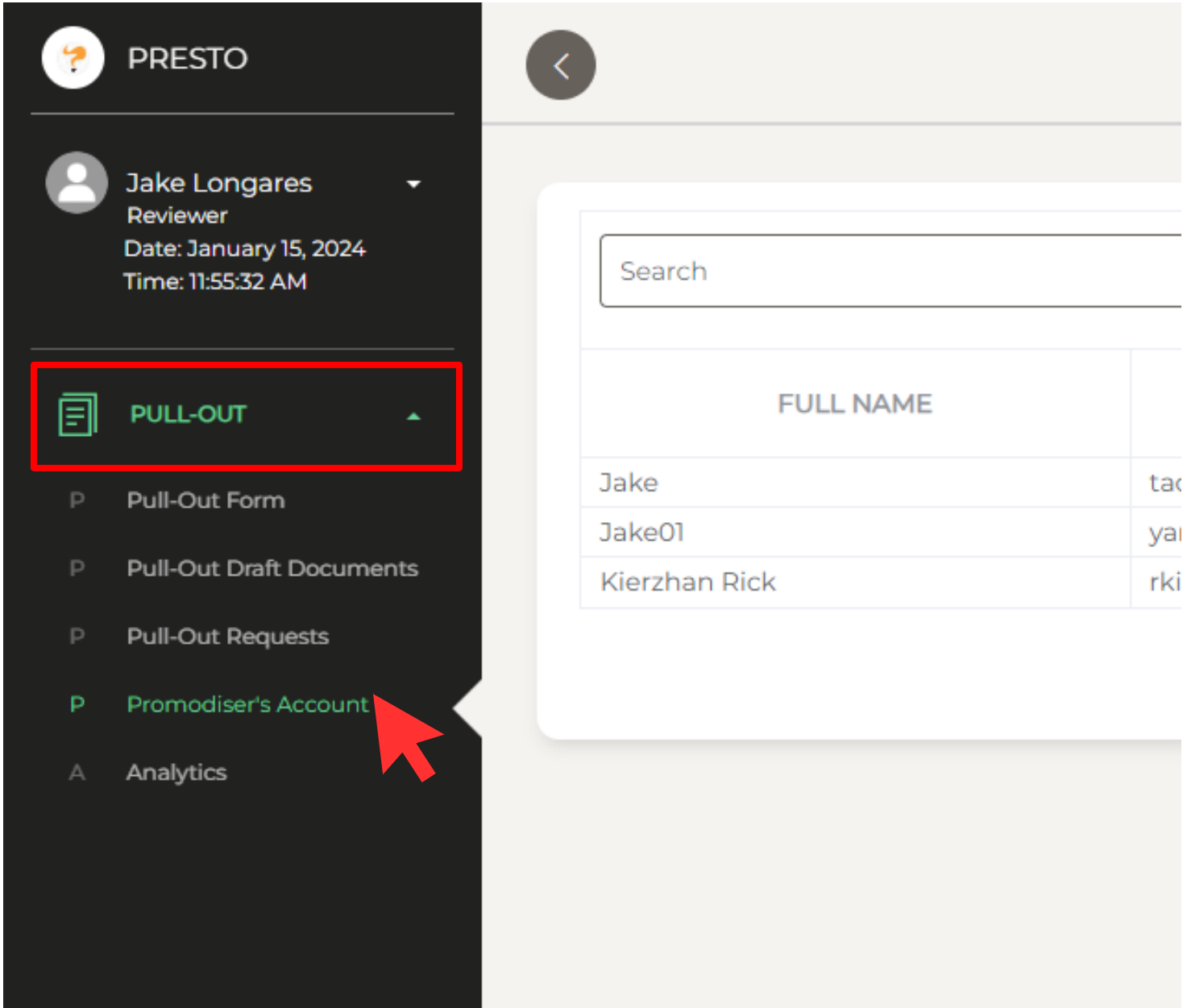
Are you sure you want to deactivate Kierzhan Rick's account?

CANCEL PROCEED

# ASSINGNING A PROMO'S TEMPORATY BRANCH

# STEP 1

Within the sidebar, locate and click on the "PULL-OUT" option. After clicking "PULL-OUT," a drop-down menu will appear. From this menu, select "Promodiser's Account. "



## STEP 2

Find the **promodiser's name** in the list. Alternatively, use the search bar to enter the promodiser's name.

10 ▾

FULL NAME	EMAIL	DATE REGISTERED ▴ ▾	BRANCH	REQUEST ▾	STATUS ▾
Kierzhan Rick	rkierzhan04@gmail.com	September 20, 2023	NON-ROVING		ACTIVATED

« 1 »

## STEP 3

Click the "**NON-ROVING**" or "**ROVING**" button in the **BRANCH** section.

10 ▾

FULL NAME	EMAIL	DATE REGISTERED ▴ ▾	BRANCH	REQUEST ▾	STATUS ▾
Kierzhan Rick	rkierzhan04@gmail.com	September 20, 2023	NON-ROVING		ACTIVATED

« 1 »

Showing 1 To 2 Of 2 Entries



STEP 4

Click the "ADD TEMPORARY BRANCH" button.

Promo Name: JAKE LONGARES  
Email: tachimichykun@gmail.com

1 Assigned Branch:

COMPANY	CHAIN NAME	BRANCH NAME	START DATE	EXPIRY DATE	ACTIONS
EPC	ALLHOME	ALL HOME CEBU			

CLOSE

ADD TEMPORARY BRANCH

STEP 5

Complete the required information, including selecting the **Company**, **Chain Name**, **Branch Name**, **Start Date**, and **End Date** for the temporary branch.

ASSIGNING OF TEMPORARY BRANCH FOR PROMO: JAKE LONGARES

Company

Everyday Products Corporation (EPC) ▾

Chain Name

DAISO ▾

Branch Name

DAISO ABREEZA DAVAO ▾

Start Date

2024-01-18

End Date

2024-01-30

ADD THIS BRANCH

BRANCH	START DATE	END DATE	ACTIONS
No Data			

CANCEL

PROCEED

STEP 6

Click the “ADD THIS BRANCH” button to add it to the list. You can add multiple temporary branches.

ASSIGNING OF TEMPORARY BRANCH FOR PROMO: JAKE LONGARES

Company

Everyday Products Corporation (EPC)

Chain Name

DAISO

Branch Name

DAISO ABREEZA DAVAO

Start Date

2024-01-18

End Date

2024-01-30

ADD THIS BRANCH

BRANCH	START DATE	END DATE	ACTIONS
No Data			

CANCEL

PROCEED

STEP 7

Click the "PROCEED" button after adding the temporary branch.

ASSIGNING OF TEMPORARY BRANCH FOR PROMO: JAKE LONGARES

Company

Select Company

Chain Name

Select Chain Name

Branch Name

Select Branch Name

Start Date

Pick a date

End Date

Pick a date

ADD THIS BRANCH

BRANCH	START DATE	END DATE	ACTIONS
DAISO ABREEZA DAVAO	2024-01-18	2024-02-29	<div><div></div><div></div></div>

CANCEL

PROCEED

Note: You can edit the details of the temporary branch by clicking the  button and delete it from the list by clicking the  button .

## STEP 8

Click the "CONFIRM" button to save the assignment.

ASSIGNING OF TEMPORARY BRANCH FOR PROMO: JAKE LONGARES

Company:  Chain Name:

Branch Name:  Date:

Assigning of Temporary Branch

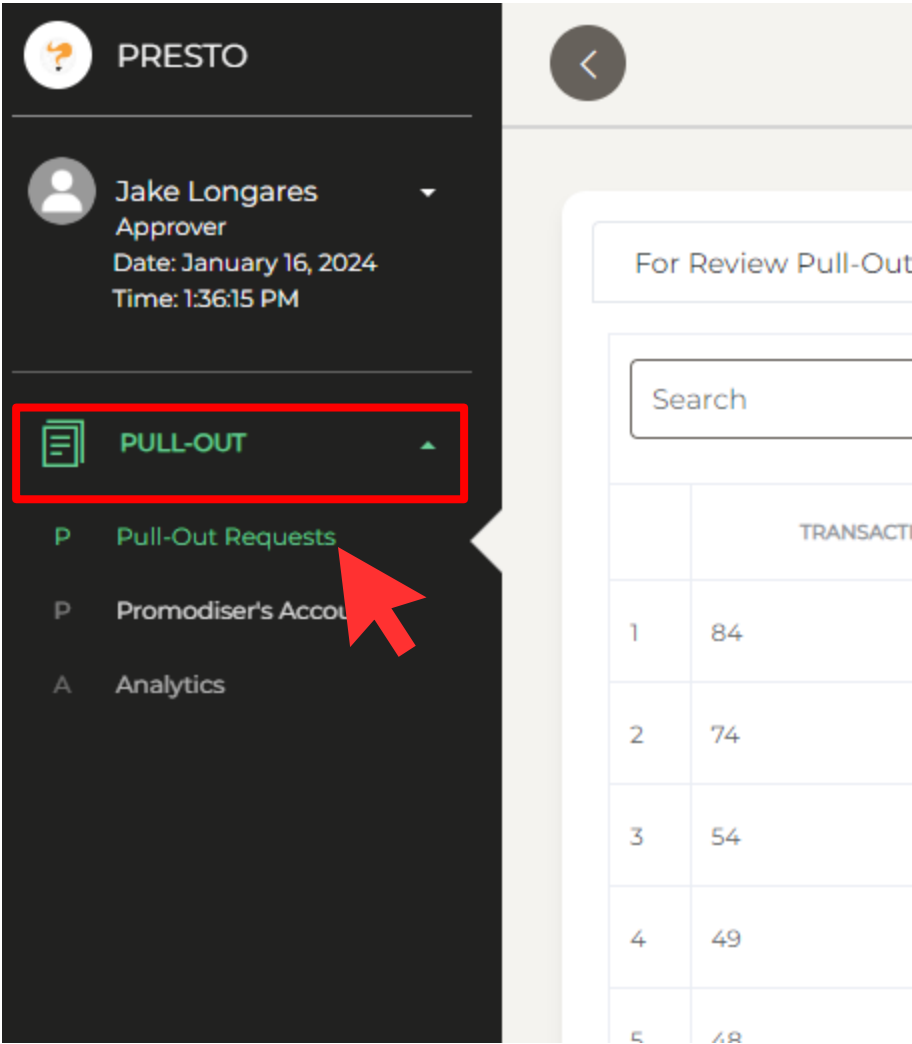
Do you want to continue?

BRANCH	START DATE	END DATE	ACTIONS
DAISO ABREEZA DAVAO	2024-01-18	2024-02-29	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

# **EXPORTING APPROVED PULL-OUT REQUESTS TO EXCEL**

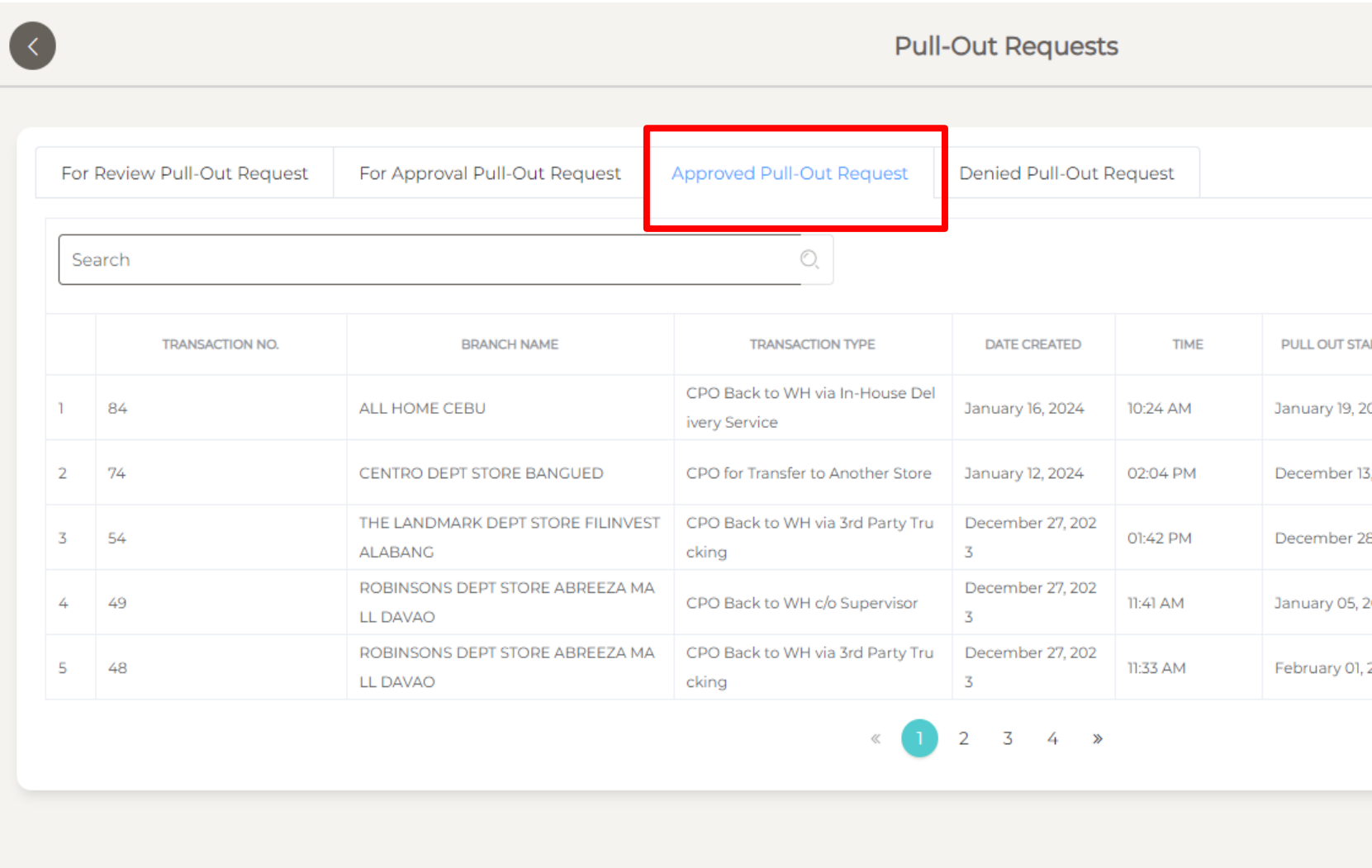
STEP 1

Within the sidebar, locate and click on the "PULL-OUT" option. After clicking "PULL-OUT," a drop-down menu will appear. From this menu, select "Pull-Out Requests."



STEP 2

Navigate to the For Approval Pull-Out Request panel.



# OPTIONAL STEP

Check the checkbox(es) you want to export.

5

EXPORT EXCEL

PULL OUT START DATE	PULL OUT END DATE	DETAILS	CHECK BOX
January 19, 2024	January 21, 2024		<input checked="" type="checkbox"/>
December 13, 2023	December 30, 2023		<input checked="" type="checkbox"/>
December 28, 2023	December 31, 2023		<input checked="" type="checkbox"/>
January 05, 2024	February 22, 2024		<input type="checkbox"/>
January 01, 2024	February 10, 2024		<input type="checkbox"/>

Showing 1 To 5 Of 16 Entries

*Note: You can check as many as needed.*

# STEP 3

Click "EXPORT EXCEL" button.

5

EXPORT EXCEL

PULL OUT START DATE	PULL OUT END DATE	DETAILS	CHECK BOX
January 19, 2024	January 21, 2024		<input checked="" type="checkbox"/>
December 13, 2023	December 30, 2023		<input checked="" type="checkbox"/>
December 28, 2023	December 31, 2023		<input checked="" type="checkbox"/>
January 05, 2024	February 22, 2024		<input type="checkbox"/>
January 01, 2024	February 10, 2024		<input type="checkbox"/>

Showing 1 To 5 Of 16 Entries

## STEP 4

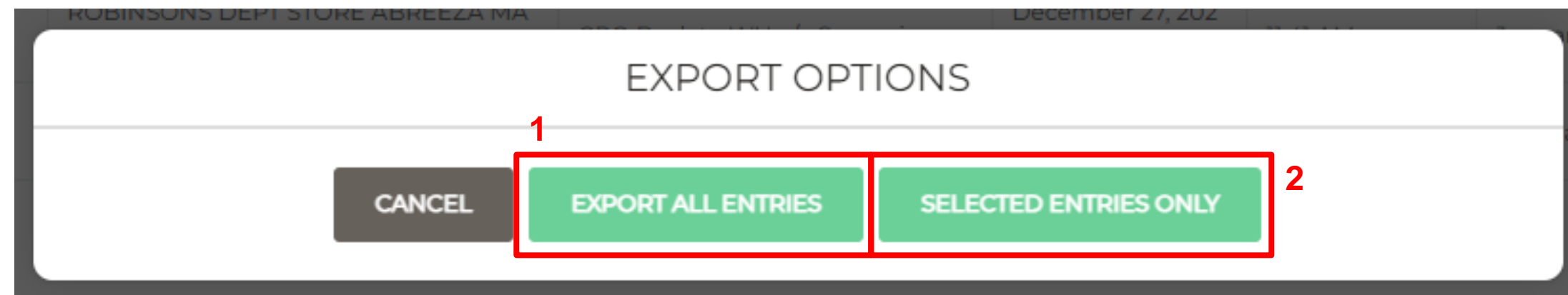
Click the "Export All Entries" or "Selected Entries Only" if you want to export or "Cancel" to abort the action.

### OPTION 1

Click the "EXPORT ALL ENTRIES" button if you want all **Approved Pull-Out Request**.

### OPTION 2

Click the "SELECTED ENTRIES ONLY" if you selected **specific Approved Pull-Out Requests**. These are the approved pull-out requests you selected in the previous optional step.

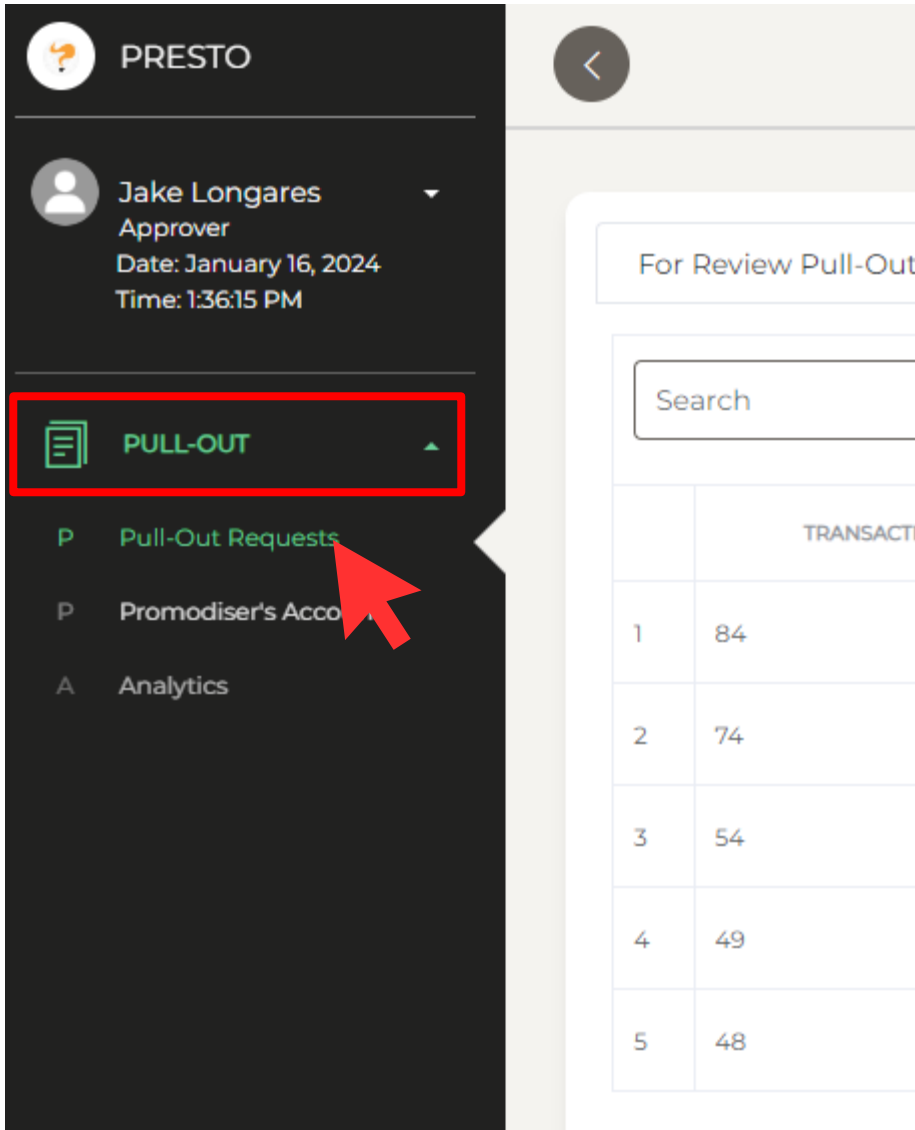


# **EXPORTING DENIED PULL-OUT REQUESTS TO EXCEL**



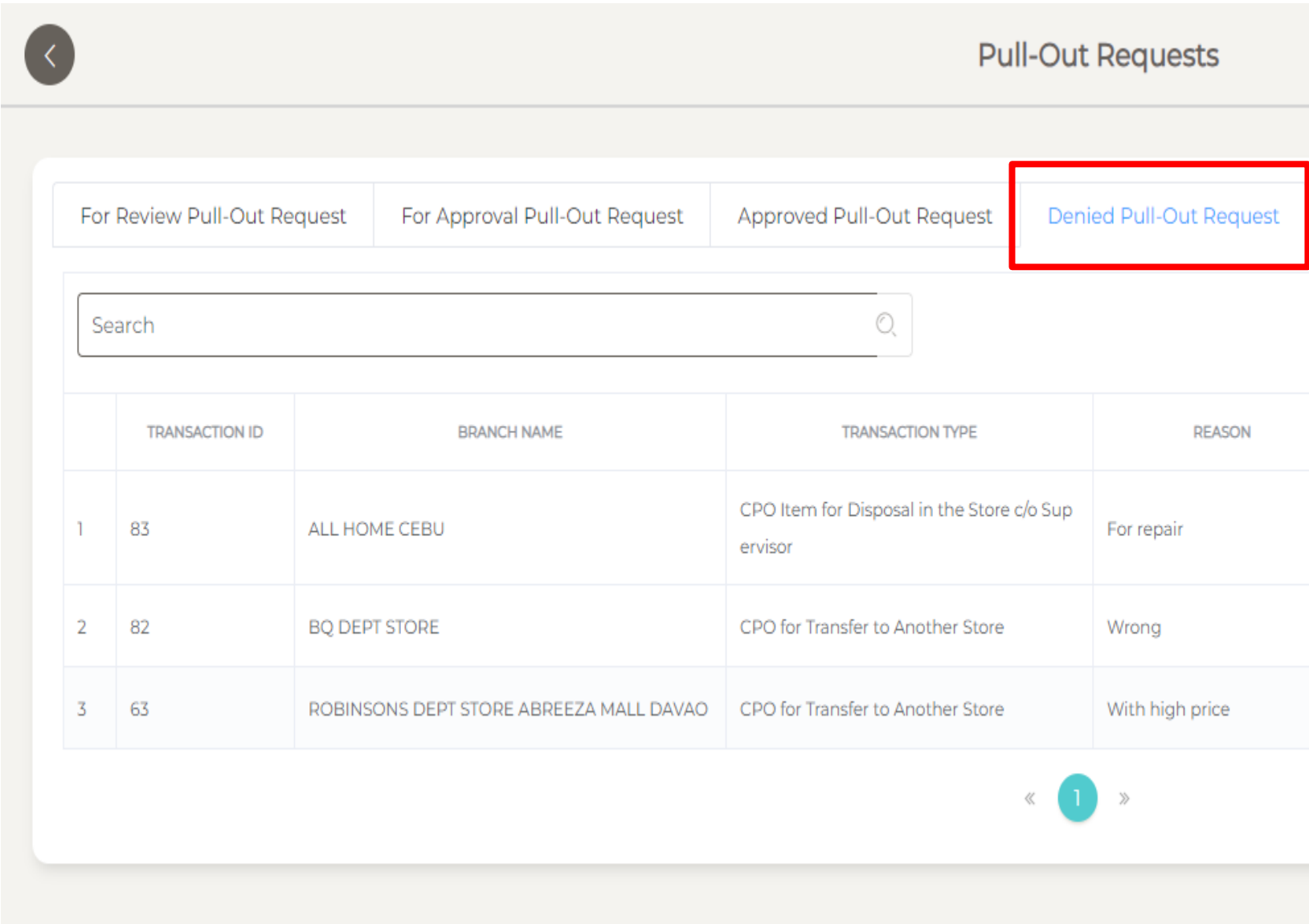
# STEP 1

Within the sidebar, locate and click on the "PULL-OUT" option. After clicking "PULL-OUT," a drop-down menu will appear. From this menu, select "Pull-Out Requests."



# STEP 2

Navigate to the "Denied Pull-Out Request" panel.



# OPTIONAL STEP

Check the checkbox(es) you want to export.

5

EXPORT EXCEL

DATE CREATED	TIME	DETAILS	CHECK BOX
y 16, 2024	09:42 AM		<input checked="" type="checkbox"/>
y 16, 2024	09:39 AM		<input type="checkbox"/>
y 08, 2024	02:14 PM		<input type="checkbox"/>

Showing 1 To 3 Of 3 Entries

# STEP 3

Click "EXPORT EXCEL" button.

5

EXPORT EXCEL

DATE CREATED	TIME	DETAILS	CHECK BOX
y 16, 2024	09:42 AM		<input checked="" type="checkbox"/>
y 16, 2024	09:39 AM		<input type="checkbox"/>
y 08, 2024	02:14 PM		<input type="checkbox"/>

Showing 1 To 3 Of 3 Entries

*Note: You can check as many as needed.*

## STEP 4

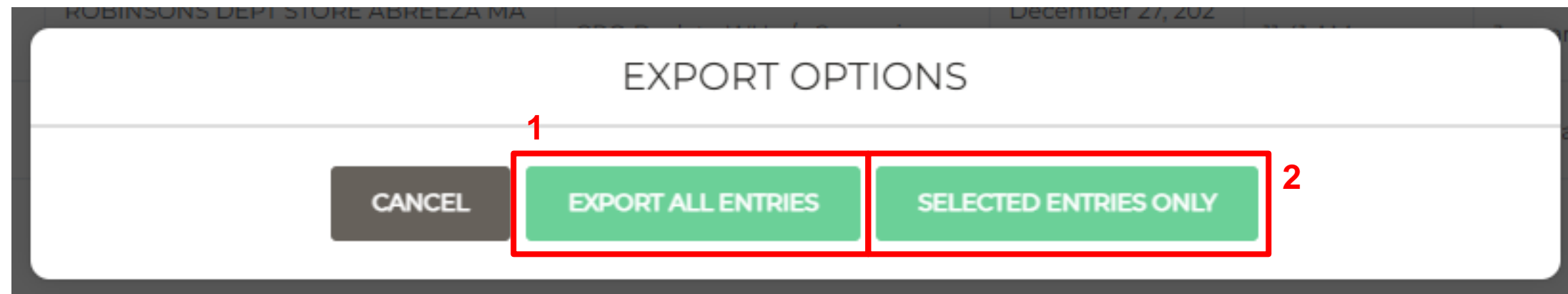
Click "Export All Entries" or "Selected Entries Only" if you want to export or "Cancel" to abort the action

### OPTION 1

Click "EXPORT ALL ENTRIES" button if you want all Approved Pull-Out Request

### OPTION 2

Click the "SELECTED ENTRIES ONLY" button if you have chosen **specific Denied Pull-Out Requests**. These are the denied pull-out requests you selected in the previous optional step.



# CREATION OF PULL-OUT

## STEP 1

Within the sidebar, locate and click on the "**PULL-OUT**" option.

## STEP 2

After clicking "**PULL-OUT**," a drop-down menu will appear. From this menu, choose "**Pull-Out Forms**."

## STEP 3


You will be redirected to the **Pull-Out Form** page, where you can initiate the creation of your Pull-Out Request.

The screenshot displays the PRESTO application interface. On the left is a dark sidebar with the PRESTO logo at the top. Below the logo, user information for Jake Longares (Reviewer) is shown, including the date January 15, 2024, and time 2:02:47 PM. A red rectangle highlights the 'PULL-OUT' menu item, which has a dropdown arrow. Below this, a list of options is visible: 'Pull-Out Form', 'Pull-Out Draft Documents', 'Pull-Out Reque...', 'Promodiser's Account', and 'Analytics'. A red mouse cursor points to the 'Pull-Out Reque...' option. The main content area is titled 'Pull-Out Requisition Form' and contains a form with four dropdown menus: 'Company' (labeled 'Select Company'), 'Chain Name' (labeled 'Select Chain Name'), 'Branch Name' (labeled 'Select Branch Name'), and 'Transaction Type' (labeled 'Select Transaction Type'). Below these is an 'Upload Images' section with a note: 'Upload Images (Up to 10 images [JPEG, PNG, and other image files] with a maximum size of 2 MB per image will be accepted.)' and an 'UPLOAD IMAGE' button. At the bottom right of the form are two buttons: 'SAVE AS DRAFT' (yellow) and 'SUBMIT' (green).

# SAVING PULL-OUT AS DRAFT

## STEP 1

Complete the **Company**, **Chain Name**, **Branch Name**, and **Transaction Type** field from the available options.



Pull-Out Requisition Form

Company

Everyday Products Corporation (EPC) ▼

Chain Name

ALLHOME ▼

Branch Name

ALL HOME BULACAN ▼

Transaction Type

CPO Back to WH via Chain Distribution Center ▼

+ ADD BOX LABEL

DELETED BOX LABEL

IMPORT ITEMS EXCEL

Upload Images (Up to 10 images [JPEG, PNG, and other image files] with a maximum size of 2 MB per image will be accepted.)


UPLOAD IMAGE

SAVE AS DRAFT

SUBMIT

## STEP 2

Locate and click the "Add Box Label" button on the screen to create a new box label.



Pull-Out Requisition Form

Company

Everyday Products Corporation (EPC) ▼

Chain Name

ALLHOME ▼


Branch Name

ALL HOME BULACAN ▼

Transaction Type

CPO Back to WH via Chain Distribution Center ▼

+ ADD BOX LABEL

 [DELETE BOX LABEL](#)

[IMPORT ITEMS EXCEL](#)

Upload Images (Up to 10 images [JPEG, PNG, and other image files] with a maximum size of 2 MB per image will be accepted.)

UPLOAD IMAGE

SAVE AS DRAFT

SUBMIT



# STEP 3

In the provided field, either type the box label you wish to use and then select it from the list or choose one from the available options.

## OPTION 1

Select from the available options in the drop-down list.

Pull-Out Requisition Form

Company

Everyday Products Corporation (EPC)

Chain Name

ALLHOME

Branch Name

ALL HOME BULACAN

+ ADD BOX LABEL

DELETE BOX LABEL

IMPORT ITEMS EXCEL

Box Label ( Items Remarks )

✓

✕

CLOSED STORE/BRANCH - GOOD ITEMS

CLOSED STORE/BRANCH - DAMAGED/DIRTY ITEMS

CLOSED STORE/BRANCH - DISPOSAL/CONTAINS BROKEN GLASS ITEMS

REGULAR PULL-OUT - GOOD ITEMS

REGULAR PULL-OUT - DAMAGED/DIRTY ITEMS

REGULAR PULL-OUT - DISPOSAL/CONTAINS BROKEN GLASS ITEMS

STORE TO STORE/BRANCH TO BRANCH - GOOD ITEMS

STORE TO STORE/BRANCH TO BRANCH - DAMAGED/DIRTY ITEMS

STORE TO STORE/BRANCH TO BRANCH - DISPOSAL/CONTAINS BROKEN GLASS ITEMS

Upload Images (Up to 10 images [JPEG, PNG, and other image files] with a maximum size of 2 MB per image will be accepted.)

UPLOAD IMAGE

SAVE AS DRAFT

SUBMIT

## OPTION 2

Type the box label in the text box, then select in from the drop-down list.

Pull-Out Requisition Form

Company

Everyday Products Corporation (EPC)

Chain Name

ALLHOME

Branch Name

ALL HOME BULACAN

+ ADD BOX LABEL

DELETE BOX LABEL

IMPORT ITEMS EXCEL

Damage and Dirty Item Pull-Out

✓

✕

Upload Images (Up to 10 images [JPEG, PNG, and other image files] with a maximum size of 2 MB per image will be accepted.)

UPLOAD IMAGE

SAVE AS DRAFT

SUBMIT

*Note: The label entered in the box will not be saved or incorporated into the available options for succeeding box label creation. If you decide to create a custom box label, kindly ensure to select it from the list for inclusion; otherwise, your created box label will be disregarded.*

STEP 4

To add the label, click the ☒ button to confirm or ☐ to cancel accordingly.

Pull-Out Requisition Form

Company

Chain Name

Branch Name

Everyday Products Corporation (EPC)

ALLHOME

ALL HOME BULACAN

+ ADD BOX LABEL

DELETE BOX LABEL

IMPORT ITEMS EXCEL

Damage and Dirty Item Pull-Out

☒

☐

Upload Images (Up to 10 images [JPEG, PNG, and other image files] with a maximum size of 2 MB per image will be accepted.)

UPLOAD IMAGE

SAVE AS DRAFT

SUBMIT

STEP 5

Select the **Box Label** to which you want to add an item.

Pull-Out Requisition Form

Company

Chain Name

Branch Name

Everyday Products Corporation (EPC)

ALLHOME

+ ADD BOX LABEL

DELETE BOX LABEL

IMPORT ITEMS EXCEL

Box No. 1 of 1

Damage and Dirty Item Pull-Out

Upload Images (Up to 10 images [JPEG, PNG, and other image files] with a maximum size of 2 MB per image will be accepted.)

UPLOAD IMAGE

SAVE AS DRAFT

STEP 6

Click the "Add Item" button to add a new item. This action will allow you to add a new item to the selected box label.

Pull-Out Requisition

Company

Chain Name

Branch Name

Everyday Products Corporation (EPC)

ALLHOME

ALL HOME

+ ADD BOX LABEL

DELETE BOX LABEL

IMPORT ITEMS EXCEL

Box No. 1 of 1 Damage and Dirty Item Pull-Out

+ ADD ITEM

ITEM CODE	DESCRIPTION	SIZE	COLOR
No Data			

Upload Images (Up to 10 images [JPEG, PNG, and other image files] with a maximum size of 2 MB per image will be accepted.)

UPLOAD IMAGE

SAVE AS DRAFT

SUBMIT

STEP 7

Choose either 16-digits or 12-digits item codes to be used as a reference for finding an Item Code.

Pull-Out Requisition Form

Company

Chain Name

Branch Name

Everyday Products Corporation (EPC)

ALLHOME

ALL HOME BULACAN

+ ADD BOX LABEL

DELETE BOX LABEL

IMPORT ITEMS EXCEL

Box No. 1 of 1 Damage and Dirty Item Pull-Out

☒ 16 Digit Barcode

☐ 12 Digit Barcode

Item Code

ITEM CODE	DESCRIPTION	SIZE	COLOR	CATEGC
No Data				

Upload Images (Up to 10 images [JPEG, PNG, and other image files] with a maximum size of 2 MB per image will be accepted.)

UPLOAD IMAGE

SAVE AS DRAFT

SUBMIT

STEP 8

Enter the first or last **4-digits** of the item code. This will filter and simplify the process of finding the item code.

Pull-Out Requisition Form

Company

Chain Name

Branch Name

Everyday Products Corporation (EPC)

ALLHOME

ALL HOME BULACAN

+ ADD BOX LABEL

DELETED BOX LABEL

IMPORT ITEMS EXCEL

Box No. 1 of 1

Damage and Dirty Item Pull-Out

16 Digit Barcode

12 Digit Barcode

1234

ITEM CODE

DESCRIPTION

CATEGORY

2010011999191234 - DX/B CALLA FRAMED W.ART

2010021198171234 - D/XD DION CERAMIC TABLE LAMP

2010990198981234 - SALESMAN SAMPLE PHOTO FRAME

2010990499981234 - SALESMAN SAMPLE DECORATIVE FAUX PLANT

Upload Images (Up to 10 images [JPEG, PNG, and other image files] with a maximum size of 2 MB per image will be accepted.)

UPLOAD IMAGE

STEP 9

Choose the particular item code from the drop-down list that matches the item you are adding.

Pull-Out Requisition Form

Company

Chain Name

Branch Name

Everyday Products Corporation (EPC)

ALLHOME

ALL HOME BULACAN

+ ADD BOX LABEL

DELETED BOX LABEL

IMPORT ITEMS EXCEL

Box No. 1 of 1

Damage and Dirty Item Pull-Out

16 Digit Barcode

12 Digit Barcode

1234

ITEM CODE

DESCRIPTION

CATEGORY

2010011999191234 - DX/B CALLA FRAMED W.ART

2010021198171234 - D/XD DION CERAMIC TABLE LAMP



2010990198981234 - SALESMAN SAMPLE PHOTO FRAME

2010990499981234 - SALESMAN SAMPLE DECORATIVE FAUX PLANT

Upload Images (Up to 10 images [JPEG, PNG, and other image files] with a maximum size of 2 MB per image will be accepted.)

UPLOAD IMAGE

STEP 10

To confirm and add the selected item from the list, click the  button to confirm or click the  button to cancel.

Pull-Out Requisition Form

Branch Name



Transaction Type

ALL HOME BULACAN

CPO Back to WH via Chain Distribution Center

[IMPORT ITEMS EXCEL](#)

181234




SIZE	COLOR	CATEGORY	QUANTITY	BOX LABEL
No Data				

um size of 2 MB per image will be accepted.)

SAVE AS DRAFT

SUBMIT

STEP 11

Enter the quantity directly into the field or use  to increment and  to decrement the quantity.

Pull-Out Requisition Form



Branch Name

Transaction Type

ALL HOME BULACAN

CPO Back to WH via Chain Distribution Center

[IMPORT ITEMS EXCEL](#)

SIZE	COLOR	CATEGORY	QUANTITY	BOX LABEL
FREE SIZE	ASSORTED COLOR	SALESMAN SAMPLE	<div><div></div><div>0</div><div></div></div>	Box No. 1 of 1 Damag

er image will be accepted.)

SAVE AS DRAFT

SUBMIT

# STEP 12

Click the “**UPLOAD IMAGE**” to upload an image.

Pull-Out Requisition Form

Company

Chain Name

Branch Name

Everyday Products Corporation (EPC)

ALLHOME

ALL HOME BULACAN

+ ADD BOX LABEL

DELETE BOX LABEL

IMPORT ITEMS EXCEL

Box No. 1 of 1 Damage and Dirty Item Pull-Out [ SALESMAN SAMPLE ]

+ ADD ITEM

	ITEM CODE	DESCRIPTION	SIZE	COLOR	CATEGO
<input type="checkbox"/>	2010990198981234	SALESMAN SAMPLE PHOTO FRAME	FREE SIZE	ASSORTED COLOR	SALESM

Upload Images (Up to 10 images [JPEG, PNG, and other image files] with a maximum size of 2 MB per image will be accepted.)

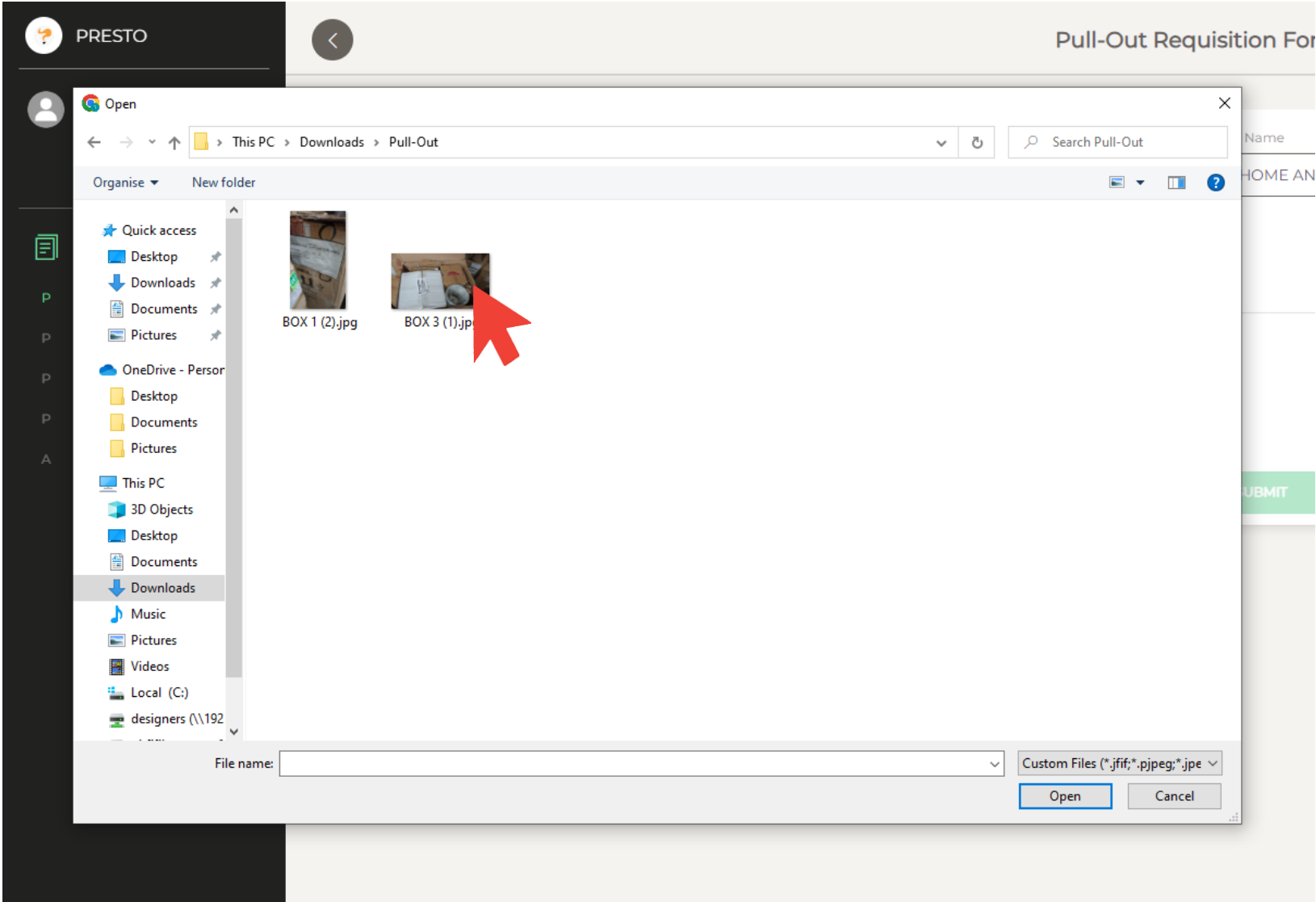
UPLOAD IMAGE

SAVE AS DRAFT

SUBMIT

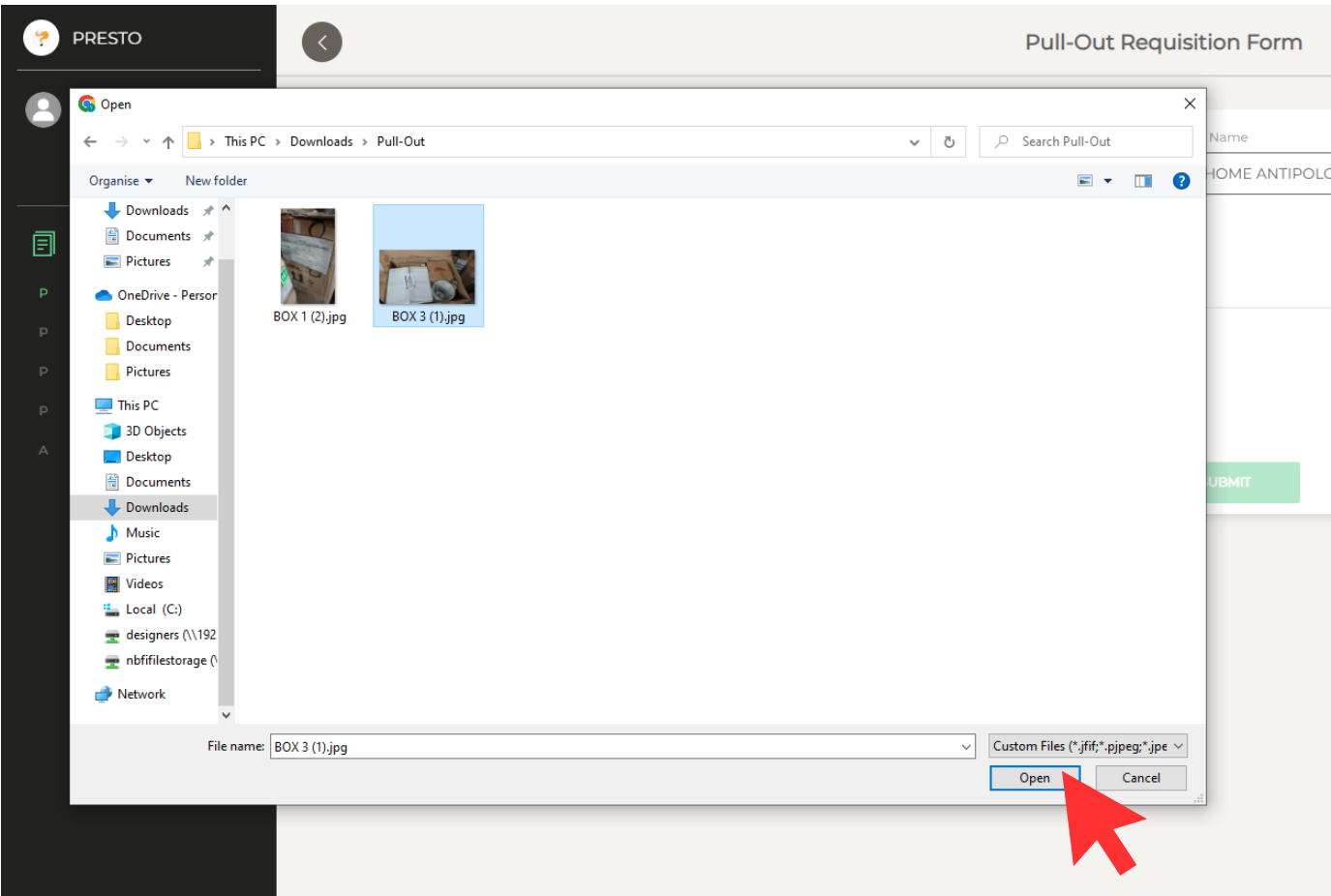
# STEP 13

Select the image file you intend to upload by clicking on it.



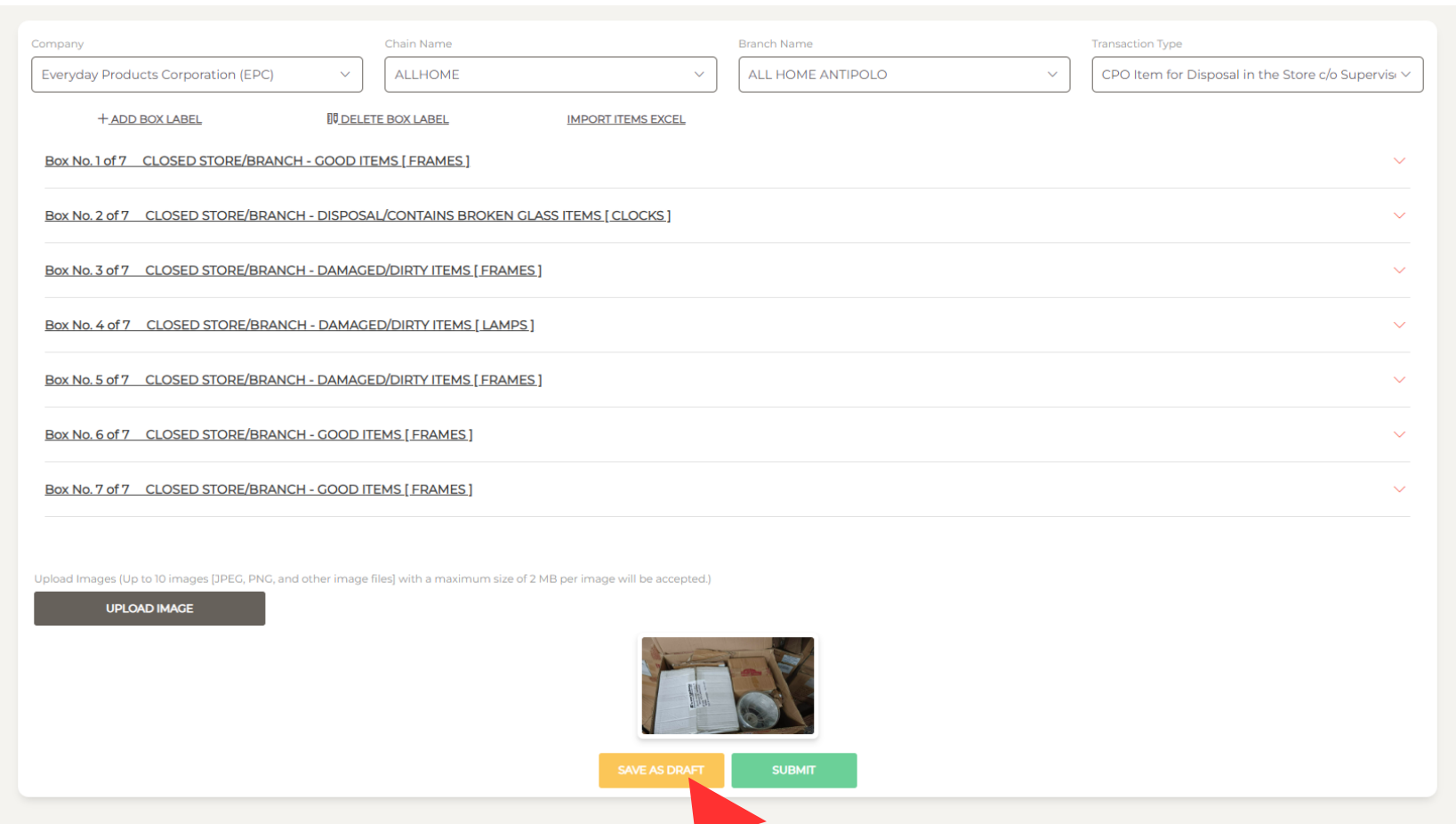
# STEP 14

Click the “Open” button to confirm.



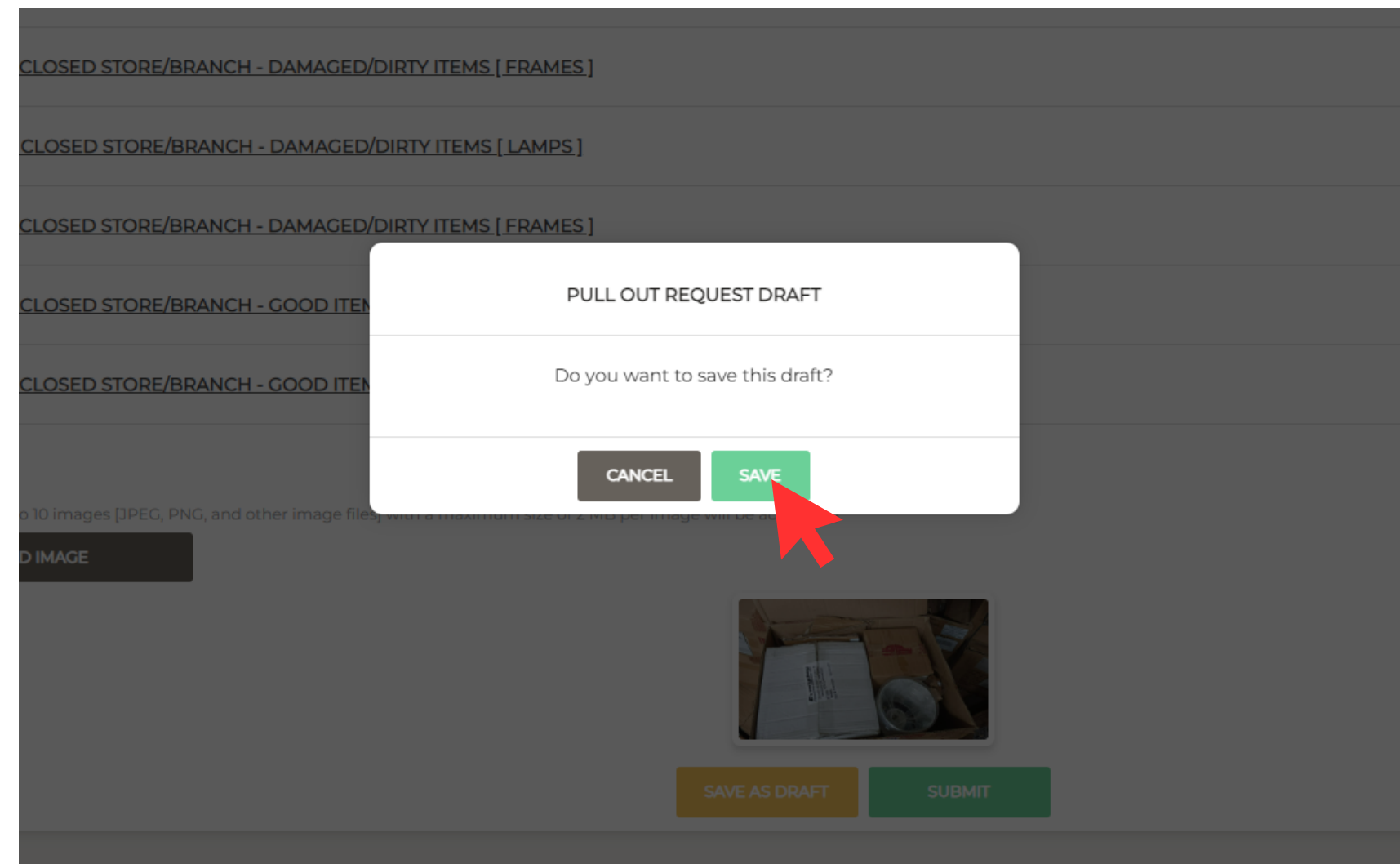
# STEP 15

Click the "SAVE AS DRAFT" button.



## STEP 16

Confirm changes by clicking “**SAVE.**” Wait for redirection to the Pull-Out Draft Documentation page. Your Pull-Out Request is now saved as a draft.

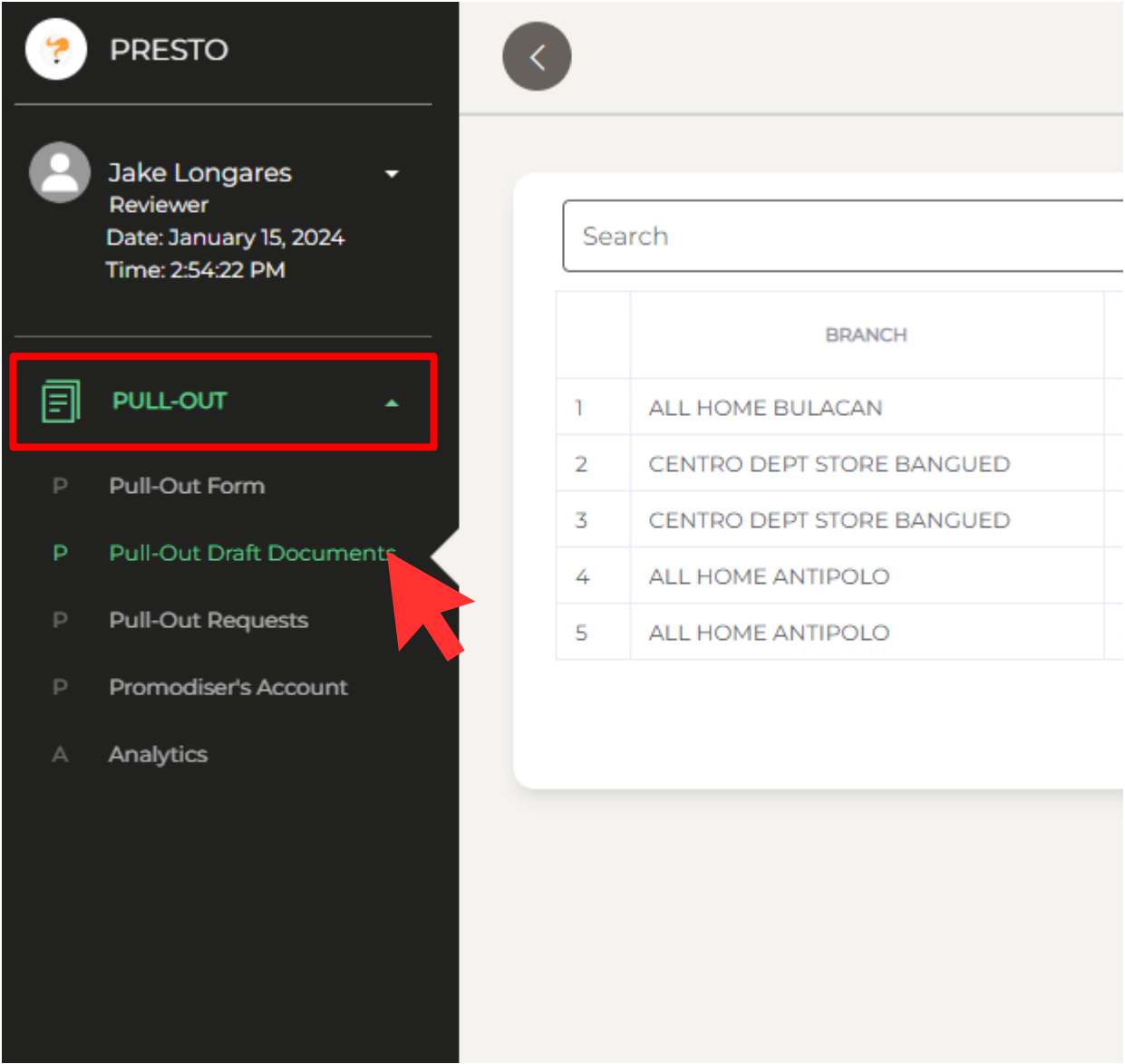




# **EDIT A DRAFT PULL-OUT REQUEST**

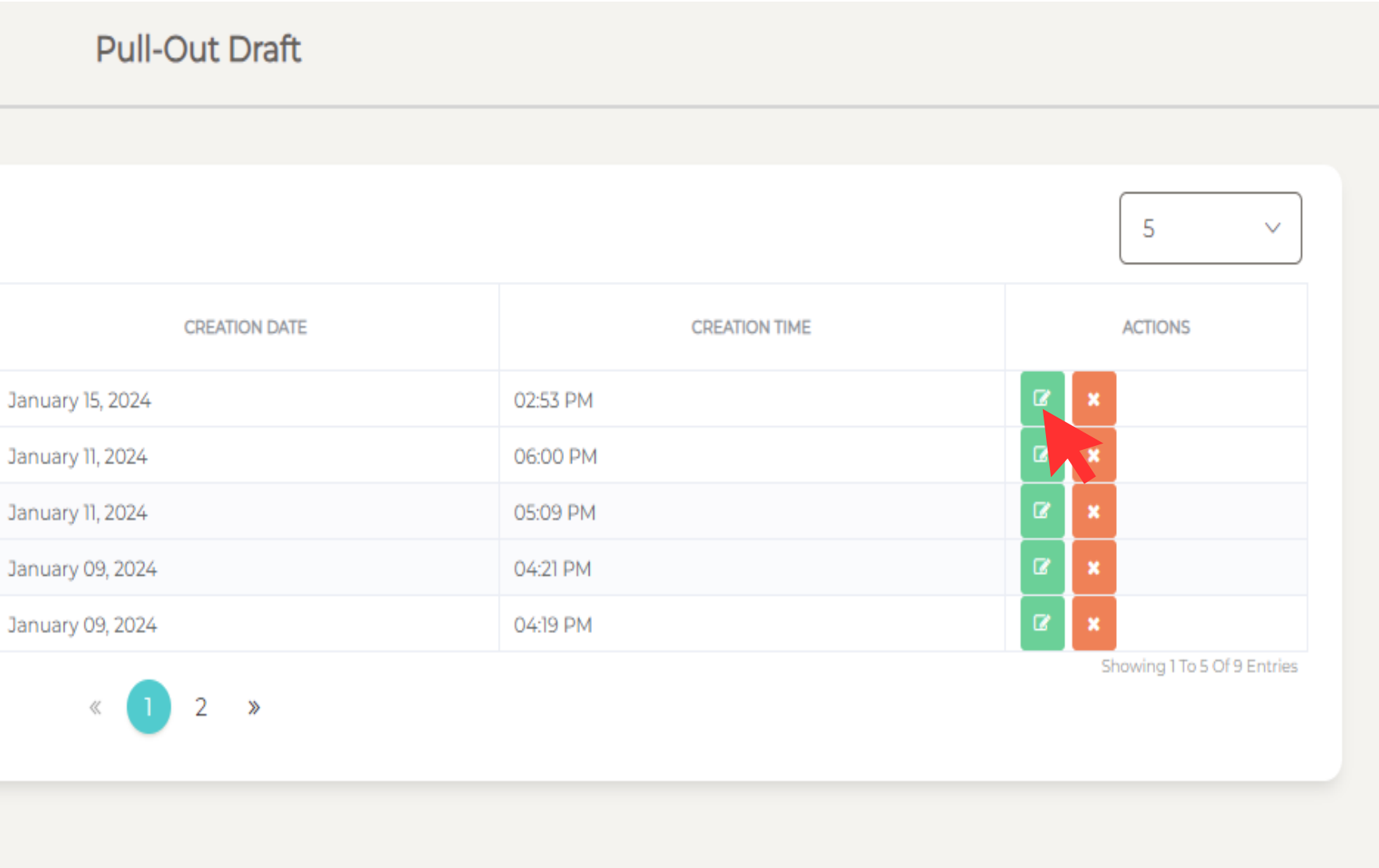
# STEP 1

Within the sidebar, locate and click on the "PULL- OUT" option. After clicking "PULL- OUT ," a drop-down menu should appear. From this menu, select "Pull- Out Draft Documents."



# STEP 2

In the **Actions** section, look for the  button. After clicking the button, wait for the page to redirect you to the "PULL-OUT FORM" page.



# STEP 3

After editing, you have the option to either save it again as a draft or submit it. Click the "Save as Draft" button to save as a draft, or click the "Submit" button to submit the edited pull-out request.

Company

Everyday Products Corporation (EPC) ▾

Chain Name

ALLHOME ▾

Branch Name

ALL HOME ANTIPOLLO ▾

Transaction Type

CPO Item for Disposal in the Store c/o Supervisi ▾

+ ADD BOX LABEL

DELETE BOX LABEL

IMPORT ITEMS EXCEL

Box No. 1 of 7

CLOSED STORE/BRANCH - GOOD ITEMS [ FRAMES ]

▾

Box No. 2 of 7

CLOSED STORE/BRANCH - DISPOSAL/CONTAINS BROKEN GLASS ITEMS [ CLOCKS ]

▾

Box No. 3 of 7

CLOSED STORE/BRANCH - DAMAGED/DIRTY ITEMS [ FRAMES ]

▾

Box No. 4 of 7

CLOSED STORE/BRANCH - DAMAGED/DIRTY ITEMS [ LAMPS ]

▾

Box No. 5 of 7

CLOSED STORE/BRANCH - DAMAGED/DIRTY ITEMS [ FRAMES ]

▾

Box No. 6 of 7

CLOSED STORE/BRANCH - GOOD ITEMS [ FRAMES ]

▾

Box No. 7 of 7

CLOSED STORE/BRANCH - GOOD ITEMS [ FRAMES ]

▾

Upload Images (Up to 10 images [JPEG, PNG, and other image files] with a maximum size of 2 MB per image will be accepted.)

UPLOAD IMAGE



SAVE AS DRAFT

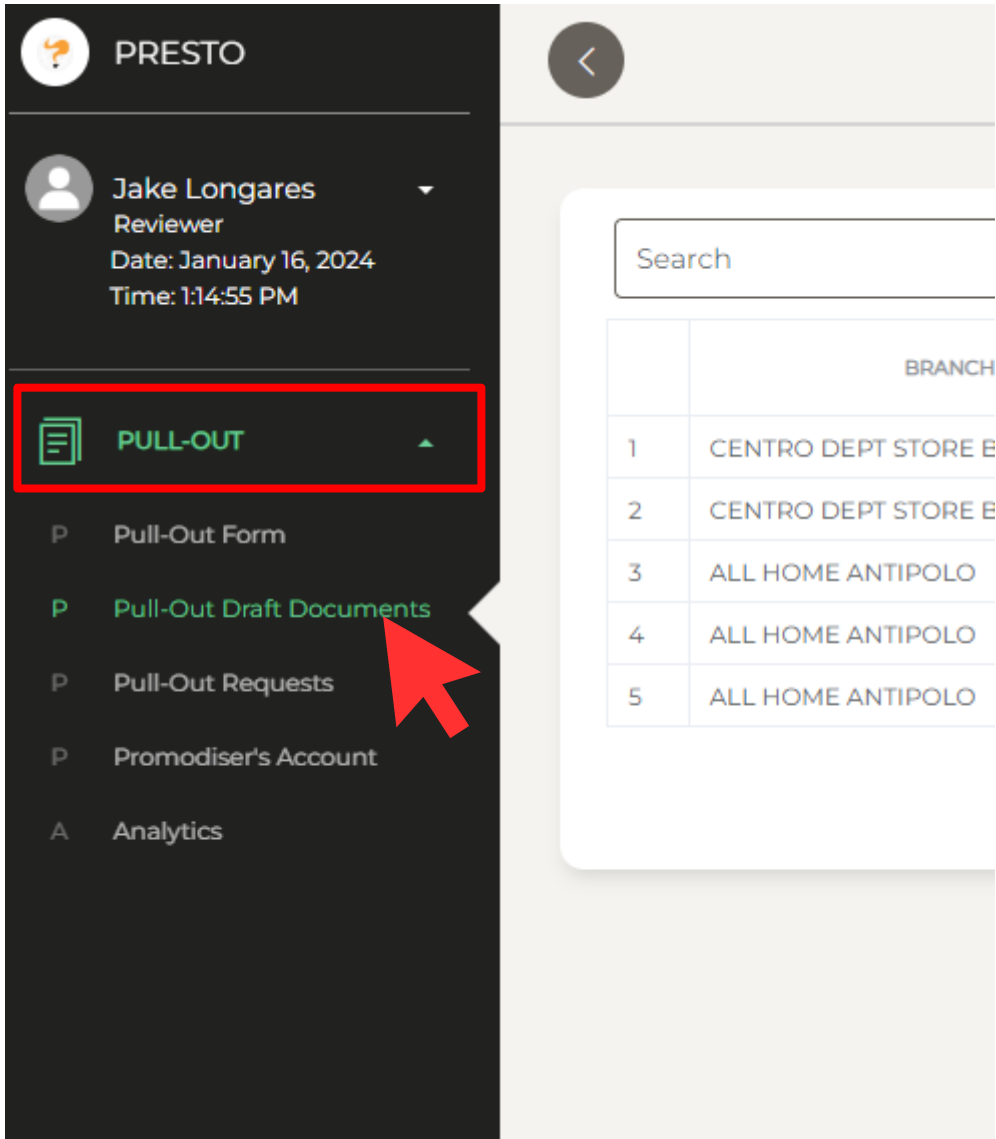
SUBMIT

If you click the "Submit" button, kindly proceed to Step 16 in the process of Submitting a Pull-Out Request, as outlined on page 62.

# DELETE PULL-OUT DRAFT

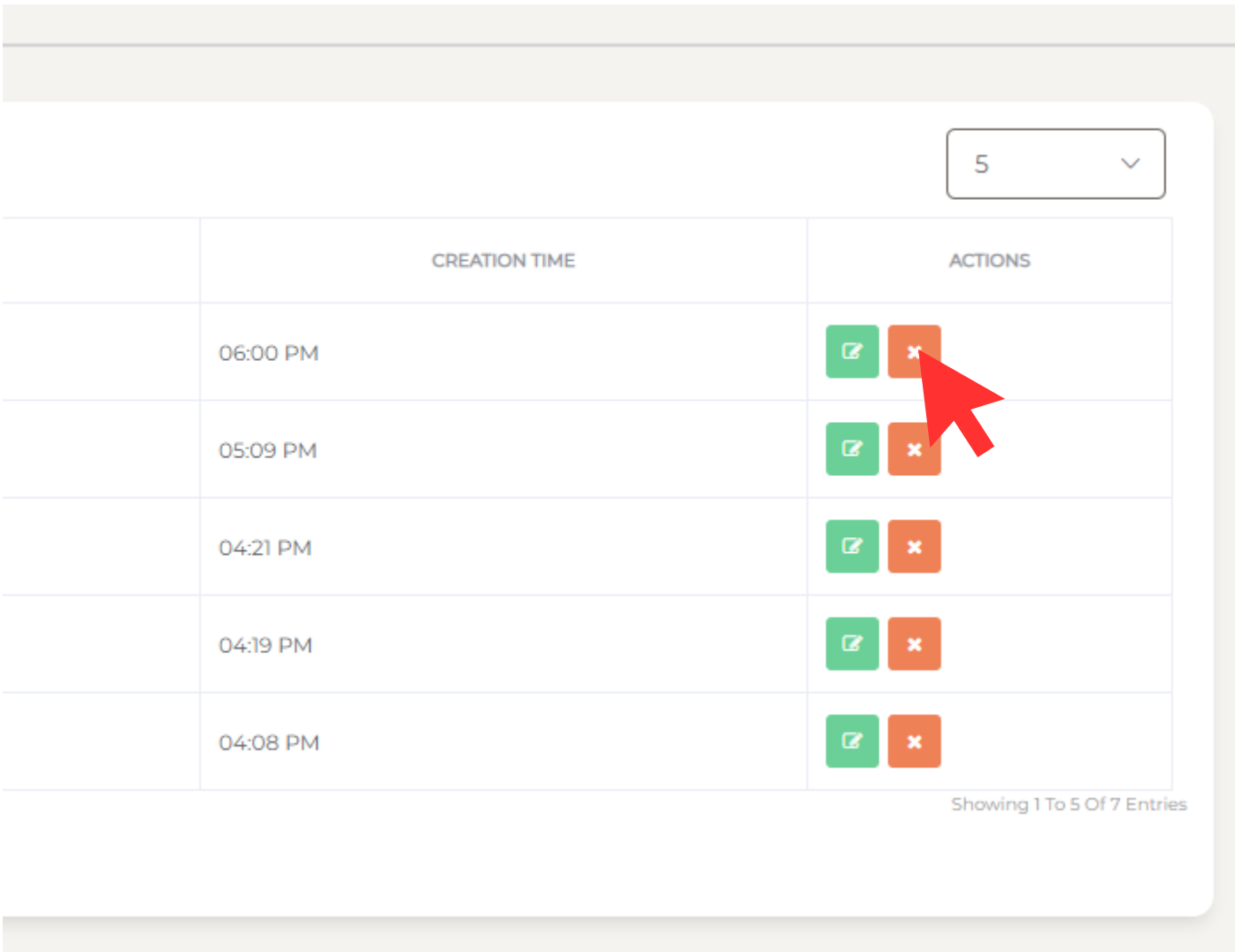
# STEP 1

Within the sidebar, locate and click on the "PULL- OUT" option. After clicking "PULL- OUT ," a drop-down menu should appear. From this menu, select "Pull- Out Draft Documents."



# STEP 2

Click the  button associated with the specific Pull-Out Request.



# STEP 3

Click the "Confirm" button to proceed with the deletion or choose the "Cancel" button to abort the action.

5

TION DATE	CREATION TIME	ACTIONS
	06:00 PM	<div><div></div><div></div></div>
	05:09 PM	
	04:21 PM	<div><div>Cancel</div><div>Confirm</div></div>
	04:19 PM	<div><div></div><div></div></div>
	04:08 PM	<div><div></div><div></div></div>

Showing 1 To 5 Of 7 Entries


»

Are you sure you want to delete this draft?

# **SUBMITTING A PULL-OUT REQUEST**

## STEP 1

Complete the **Company**, **Chain Name**, **Branch Name**, and **Transaction Type** field from the available options.



Pull-Out Requisition Form

Company

Everyday Products Corporation (EPC) ▼

Chain Name

ALLHOME ▼

Branch Name

ALL HOME BULACAN ▼

Transaction Type

CPO Back to WH via Chain Distribution Center ▼

+ ADD BOX LABEL

DELETED BOX LABEL

IMPORT ITEMS EXCEL

Upload Images (Up to 10 images [JPEG, PNG, and other image files] with a maximum size of 2 MB per image will be accepted.)

UPLOAD IMAGE


SAVE AS DRAFT

SUBMIT



## STEP 2

Locate and click the "Add Box Label" button on the screen to create a new box label.



Pull-Out Requisition Form

Company

Everyday Products Corporation (EPC) ▼

Chain Name

ALLHOME ▼


Branch Name

ALL HOME BULACAN ▼

Transaction Type

CPO Back to WH via Chain Distribution Center ▼

+ ADD BOX LABEL

 DELETE BOX LABEL

IMPORT ITEMS EXCEL

Upload Images (Up to 10 images [JPEG, PNG, and other image files] with a maximum size of 2 MB per image will be accepted.)

UPLOAD IMAGE

SAVE AS DRAFT

SUBMIT

# STEP 3

In the provided field, either type the box label you wish to use and then select it from the list or choose one from the available options.

## OPTION 1

Select from the available options in the drop-down list.

Pull-Out Requisition Form

Company

Chain Name

Branch Name

Everyday Products Corporation (EPC)

ALLHOME

ALL HOME BULACAN

+ ADD BOX LABEL

DELETE BOX LABEL

IMPORT ITEMS EXCEL

Box Label ( Items Remarks )

✓

✕

CLOSED STORE/BRANCH - GOOD ITEMS

CLOSED STORE/BRANCH - DAMAGED/DIRTY ITEMS

CLOSED STORE/BRANCH - DISPOSAL/CONTAINS BROKEN GLASS ITEMS

REGULAR PULL-OUT - GOOD ITEMS

REGULAR PULL-OUT - DAMAGED/DIRTY ITEMS

REGULAR PULL-OUT - DISPOSAL/CONTAINS BROKEN GLASS ITEMS

STORE TO STORE/BRANCH TO BRANCH - GOOD ITEMS

STORE TO STORE/BRANCH TO BRANCH - DAMAGED/DIRTY ITEMS

STORE TO STORE/BRANCH TO BRANCH - DISPOSAL/CONTAINS BROKEN GLASS ITEMS

Upload Images (Up to 10 images [JPEG, PNG, and other image files] with a maximum size of 2 MB per image will be accepted.)

UP

SAVE AS DRAFT

SUBMIT

## OPTION 2

Type the box label in the text box, then select in from the drop-down list.

Pull-Out Requisition Form

Company

Chain Name

Branch Name

Everyday Products Corporation (EPC)

ALLHOME

ALL HOME BULACAN

+ ADD BOX LABEL

DELETE BOX LABEL

IMPORT ITEMS EXCEL

Damage and Dirty Item Pull-Out

✓

✕

Upload Images (Up to 10 images [JPEG, PNG, and other image files] with a maximum size of 2 MB per image will be accepted.)

UPLOAD IMAGE

SAVE AS DRAFT

SUBMIT

*Note: The label entered in the box will not be saved or incorporated into the available options for succeeding box label creation. If you decide to create a custom box label, kindly ensure to select it from the list for inclusion; otherwise, your created box label will be disregarded.*

STEP 4

To add the label, click the ☐ button to confirm or ☐ to cancel accordingly.

Pull-Out Requisition Form

Company

Chain Name

Branch Name

Everyday Products Corporation (EPC)

ALLHOME

ALL HOME BULACAN

+ ADD BOX LABEL

DELETE BOX LABEL

IMPORT ITEMS EXCEL

Damage and Dirty Item Pull-Out

☒

☐

Upload Images (Up to 10 images [JPEG, PNG, and other image files] with a maximum size of 2 MB per image will be accepted.)

UPLOAD IMAGE

SAVE AS DRAFT

SUBMIT

STEP 5

Select the **Box Label** to which you want to add an item.

Pull-Out Requisition Form

Company

Chain Name

Branch Name

Everyday Products Corporation (EPC)

ALLHOME

+ ADD BOX LABEL

DELETE BOX LABEL

IMPORT ITEMS EXCEL

Box No. 1 of 1

Damage and Dirty Item Pull-Out

Upload Images (Up to 10 images [JPEG, PNG, and other image files] with a maximum size of 2 MB per image will be accepted.)

UPLOAD IMAGE

SAVE AS DRAFT

STEP 6

Click the "Add Item" button to add a new item. This action will allow you to add a new item to the selected box label.

Pull-Out Requisition

Company

Chain Name

Branch Name

Everyday Products Corporation (EPC)

ALLHOME

ALL HOME

+ ADD BOX LABEL

DELETE BOX LABEL

IMPORT ITEMS EXCEL

Box No. 1 of 1

Damage and Dirty Item Pull-Out

+ ADD ITEM

ITEM CODE	DESCRIPTION	SIZE	COLOR
No Data			

Upload Images (Up to 10 images [JPEG, PNG, and other image files] with a maximum size of 2 MB per image will be accepted.)

UPLOAD IMAGE

SAVE AS DRAFT

SUBMIT

STEP 7

Choose either 16-digits or 12-digits item codes to be used as a reference for finding an Item Code.

Pull-Out Requisition Form

Company

Chain Name

Branch Name

Everyday Products Corporation (EPC)

ALLHOME

ALL HOME BULACAN

+ ADD BOX LABEL

DELETE BOX LABEL

IMPORT ITEMS EXCEL

Box No. 1 of 1

Damage and Dirty Item Pull-Out

☒ 16 Digit Barcode

☐ 12 Digit Barcode

Item Code

ITEM CODE	DESCRIPTION	SIZE	COLOR	CATEGC
No Data				

Upload Images (Up to 10 images [JPEG, PNG, and other image files] with a maximum size of 2 MB per image will be accepted.)

UPLOAD IMAGE

SAVE AS DRAFT

SUBMIT

STEP 8

Enter the first or last **4-digits** of the item code. This will filter and simplify the process of finding the item code.

Pull-Out Requisition Form

Company

Everyday Products Corporation (EPC)

Chain Name

ALLHOME

Branch Name

ALL HOME BULACAN

+ ADD BOX LABEL

DELETED BOX LABEL

IMPORT ITEMS EXCEL

Box No. 1 of 1

Damage and Dirty Item Pull-Out

16 Digit Barcode

12 Digit Barcode

1234

ITEM CODE

DESCRIPTION

CATEGORY

2010011999191234 - DX/B CALLA FRAMED W.ART

2010021198171234 - D/XD DION CERAMIC TABLE LAMP

2010990198981234 - SALESMAN SAMPLE PHOTO FRAME

2010990499981234 - SALESMAN SAMPLE DECORATIVE FAUX PLANT

Upload Images (Up to 10 images [JPEG, PNG, and other image files] with a maximum size of 2 MB per image will be accepted.)

UPLOAD IMAGE

**b** BARBIZON  
**e** EVERYDAY

STEP 9

Choose the particular item code from the drop-down list that matches the item you are adding.

Pull-Out Requisition Form

Company

Everyday Products Corporation (EPC)

Chain Name

ALLHOME

Branch Name

ALL HOME BULACAN

+ ADD BOX LABEL

DELETED BOX LABEL

IMPORT ITEMS EXCEL

Box No. 1 of 1

Damage and Dirty Item Pull-Out

16 Digit Barcode

12 Digit Barcode

1234

ITEM CODE

DESCRIPTION

CATEGORY

2010011999191234 - DX/B CALLA FRAMED W.ART

2010021198171234 - D/XD DION CERAMIC TABLE LAMP

2010990198981234 - SALESMAN SAMPLE PHOTO FRAME



2010990499981234 - SALESMAN SAMPLE DECORATIVE FAUX PLANT

Upload Images (Up to 10 images [JPEG, PNG, and other image files] with a maximum size of 2 MB per image will be accepted.)

UPLOAD IMAGE

58

STEP 10

To confirm and add the selected item from the list, click the  button to confirm or click the  button to cancel.

Pull-Out Requisition Form

Branch Name

Transaction Type

ALL HOME BULACAN

CPO Back to WH via Chain Distribution Center

[IMPORT ITEMS EXCEL](#)

181234



SIZE	COLOR	CATEGORY	QUANTITY	BOX LABEL
No Data				

um size of 2 MB per image will be accepted.)

SAVE AS DRAFT

SUBMIT

STEP 11

Enter the quantity directly into the field or use  to increment and  to decrement the quantity.

Pull-Out Requisition Form

Branch Name

Transaction Type

ALL HOME BULACAN

CPO Back to WH via Chain Distribution Center

[IMPORT ITEMS EXCEL](#)

SIZE	COLOR	CATEGORY	QUANTITY	BOX LABEL
FREE SIZE	ASSORTED COLOR	SALESMAN SAMPLE	<div><div></div><div>0</div><div></div></div>	Box No. 1 of 1 Damag

er image will be accepted.)

SAVE AS DRAFT

SUBMIT

# STEP 12

Click the “**UPLOAD IMAGE**” button to upload an image.

Pull-Out Requisition Form

Company

Chain Name

Branch Name

Everyday Products Corporation (EPC)

ALLHOME

ALL HOME BULACAN

+ ADD BOX LABEL

DELETE BOX LABEL

IMPORT ITEMS EXCEL

Box No. 1 of 1 Damage and Dirty Item Pull-Out [ SALESMAN SAMPLE ]

+ ADD ITEM

	ITEM CODE	DESCRIPTION	SIZE	COLOR	CATEGO
<input type="checkbox"/>	2010990198981234	SALESMAN SAMPLE PHOTO FRAME	FREE SIZE	ASSORTED COLOR	SALESM

Upload Images (Up to 10 images [JPEG, PNG, and other image files] with a maximum size of 2 MB per image will be accepted.)

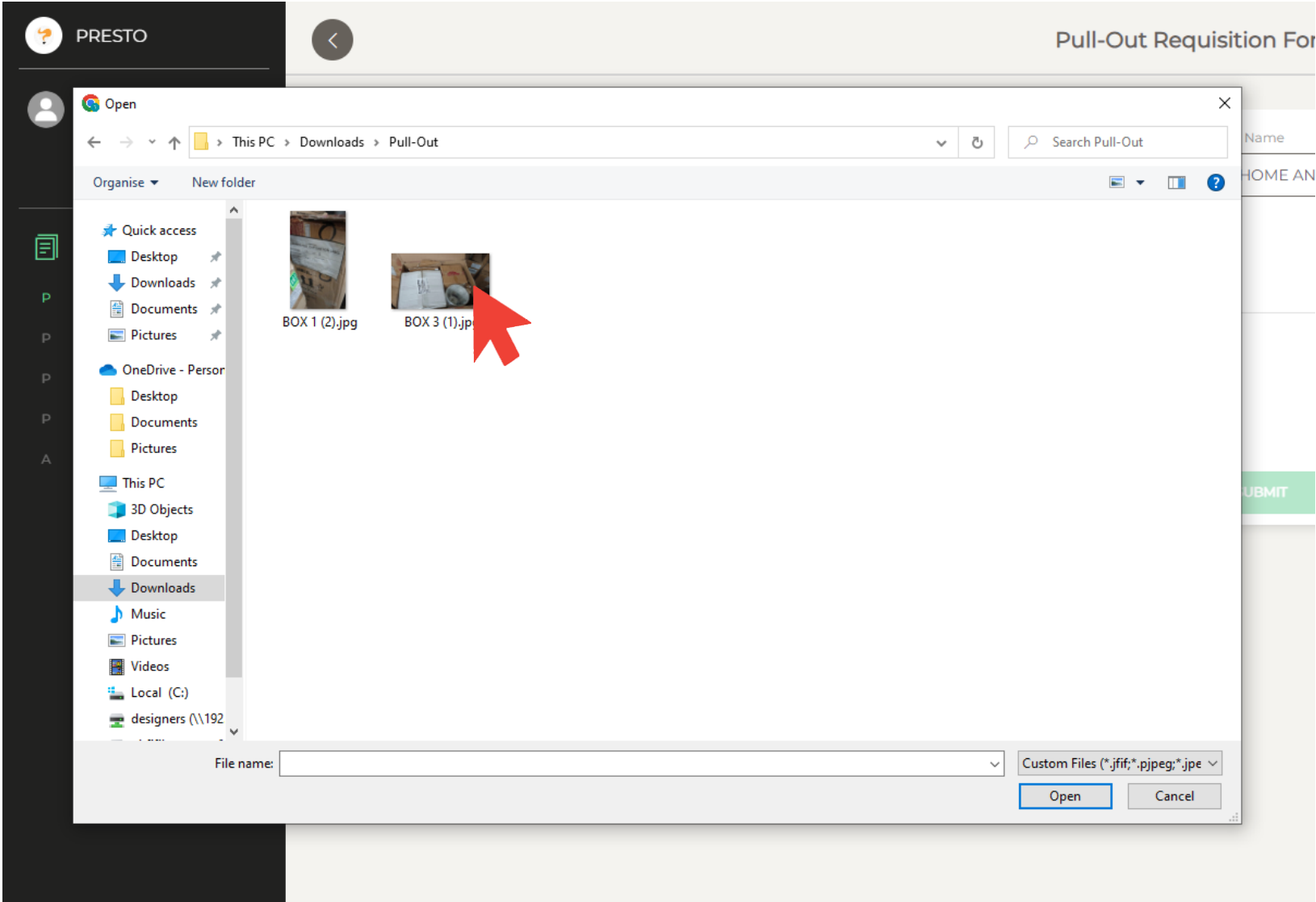
UPLOAD IMAGE

SAVE AS DRAFT

SUBMIT

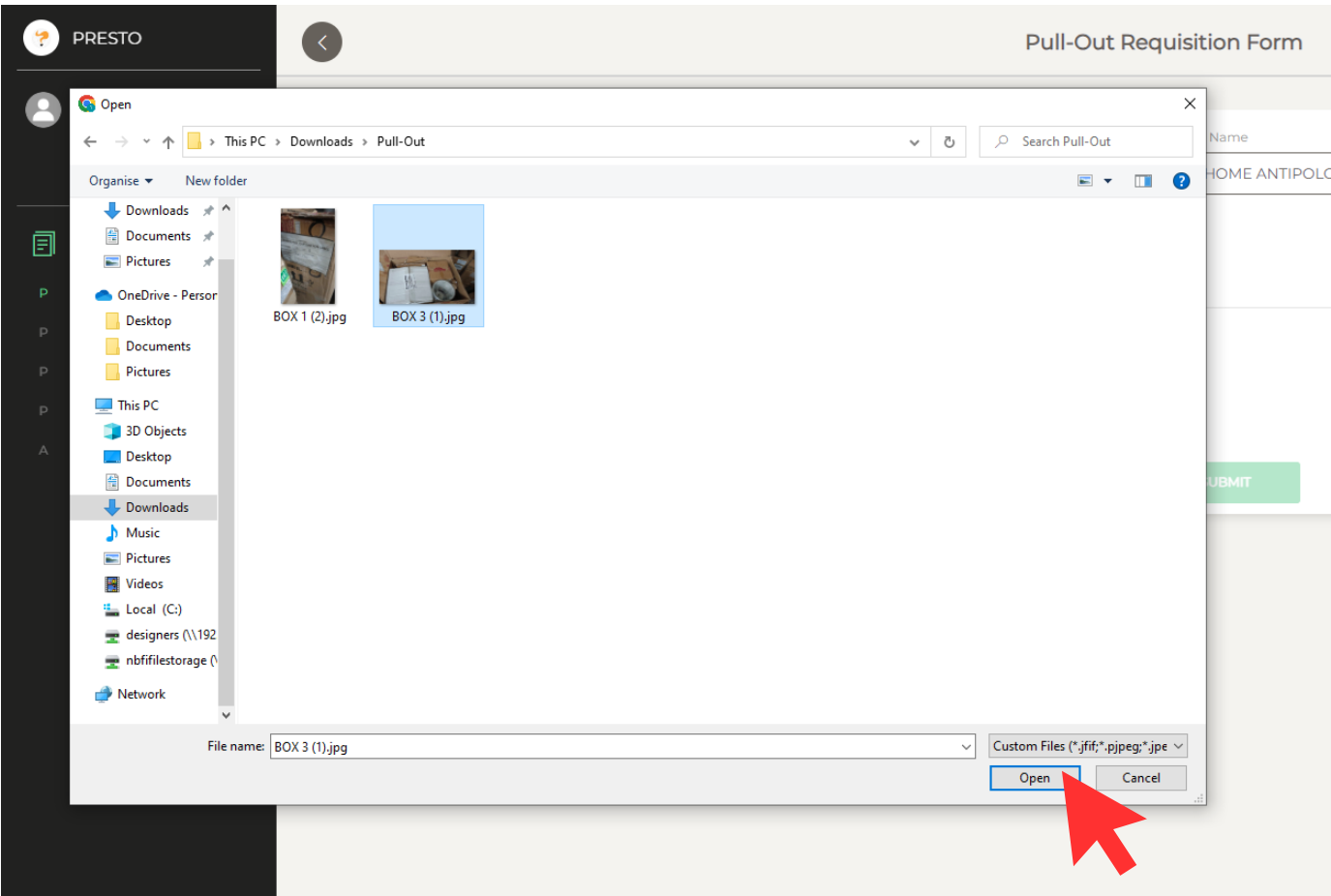
# STEP 13

Select the image file you want to upload by clicking on it.



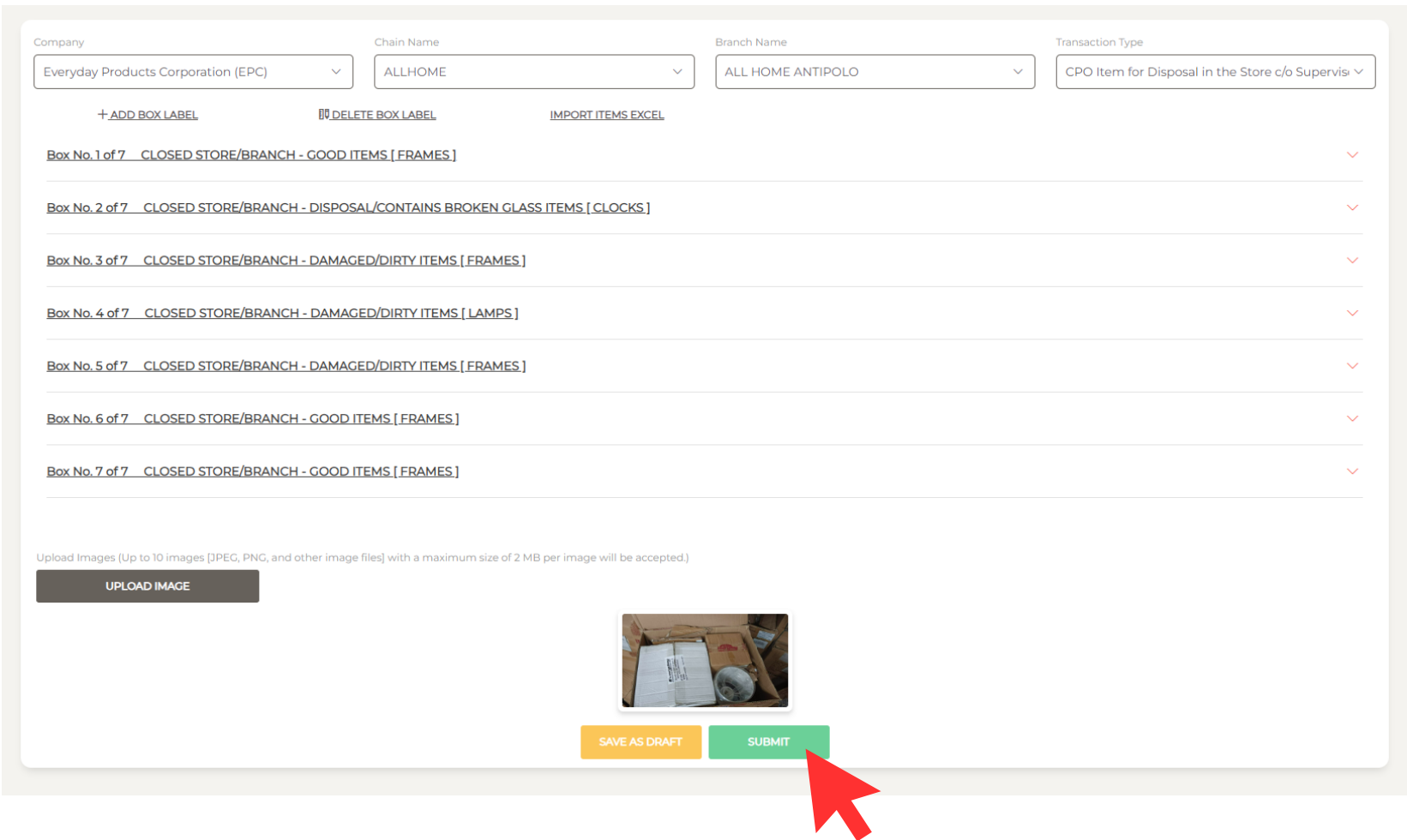
# STEP 14

Click the “Open” button to confirm.



# STEP 15

Click the “SUBMIT” button.





STEP 16

Click the “SUBMIT” button for confirmation.

PULL OUT REQUEST CONFIRMATION

Are you sure you want to submit your request?

CANCEL

SUBMIT

STEP 17

Fill up the **Assigned Personnel for Pull-Out/Promodiser/Accredited Service Representative**, **Pull-Out Date Started**, and **Pull-Out Date Ended**.

Assigned Personnel for Pull-Out/Promodiser/Accredited Service Representative

Jake Longares (RAO), Roland Alavera (Promodiser), and XDE Trucking

Date Started

2024-01-16

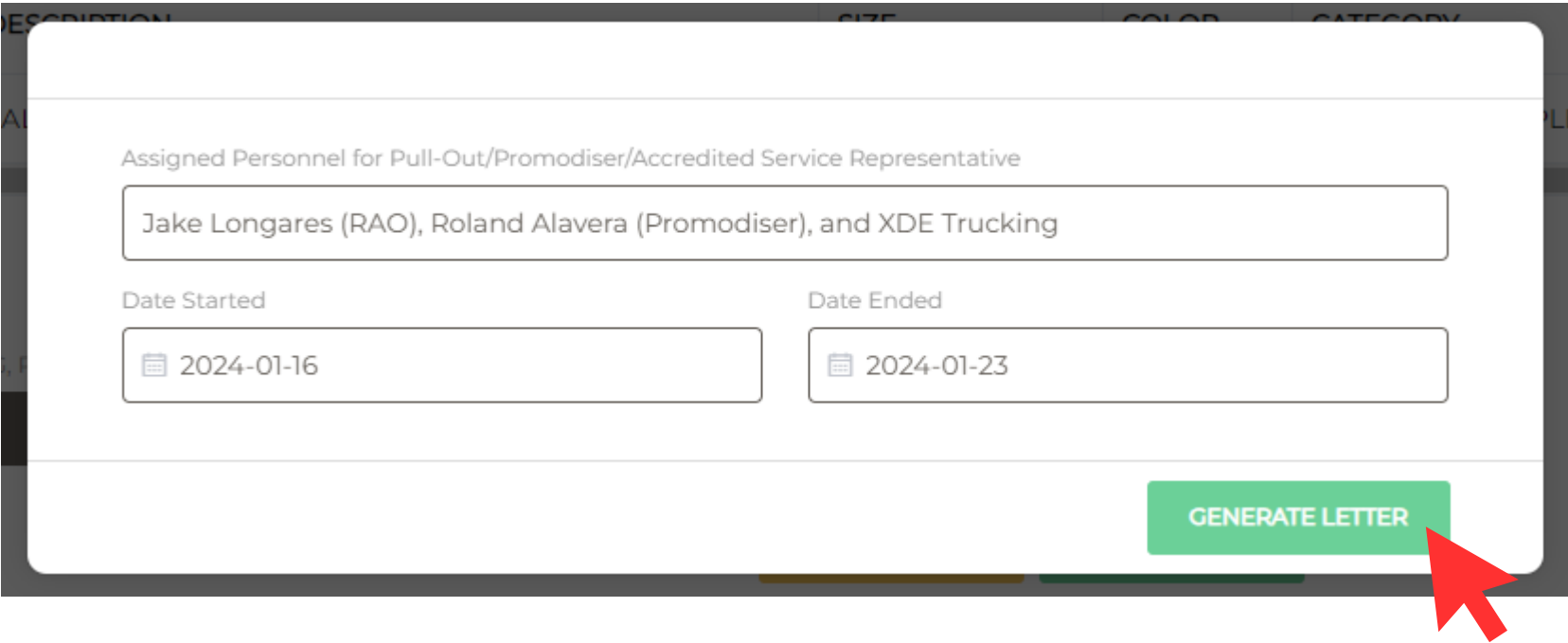
Date Ended

2024-01-23

GENERATE LETTER

**STEP 18**

Click "**GENERATE LETTER**" to finalize the submission of the pull-out request.



DESCRIPTION SIZE COLOR CATEGORY

Assigned Personnel for Pull-Out/Promodiser/Accredited Service Representative

Jake Longares (RAO), Roland Alavera (Promodiser), and XDE Trucking

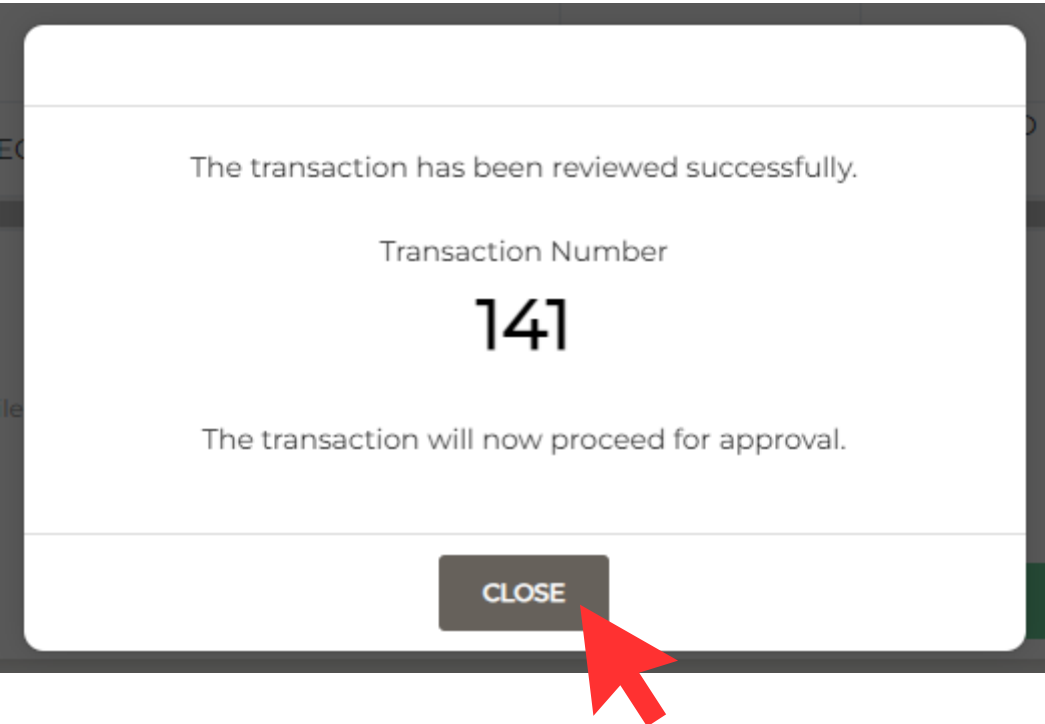
Date Started Date Ended

2024-01-16 2024-01-23

GENERATE LETTER

**STEP 19**

Take a photo or screenshot the transaction number of your pull-out and then click the "**Close**" button. Upon clicking, you will be directed to the newly generated letter in a separate tab.



The transaction has been reviewed successfully.

Transaction Number

141

The transaction will now proceed for approval.

CLOSE

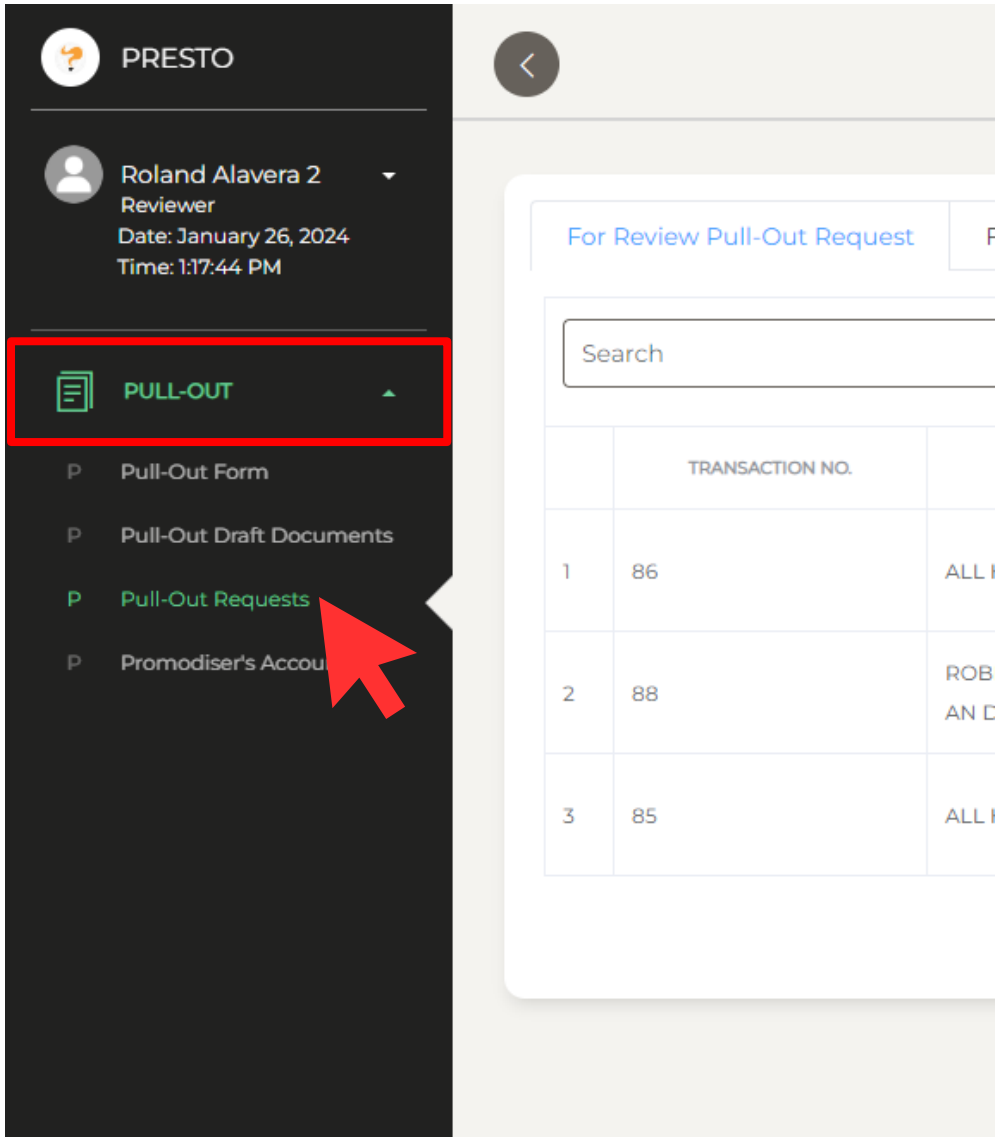
*Note: The Pull-Out Requests that you create will be submitted directly for “For Approval Pull-Out Request”.*

# MANAGING PULL-OUT REQUESTS


# HOW TO VIEW THE ATTACHED PHOTOS IN A PULL-OUT REQUEST

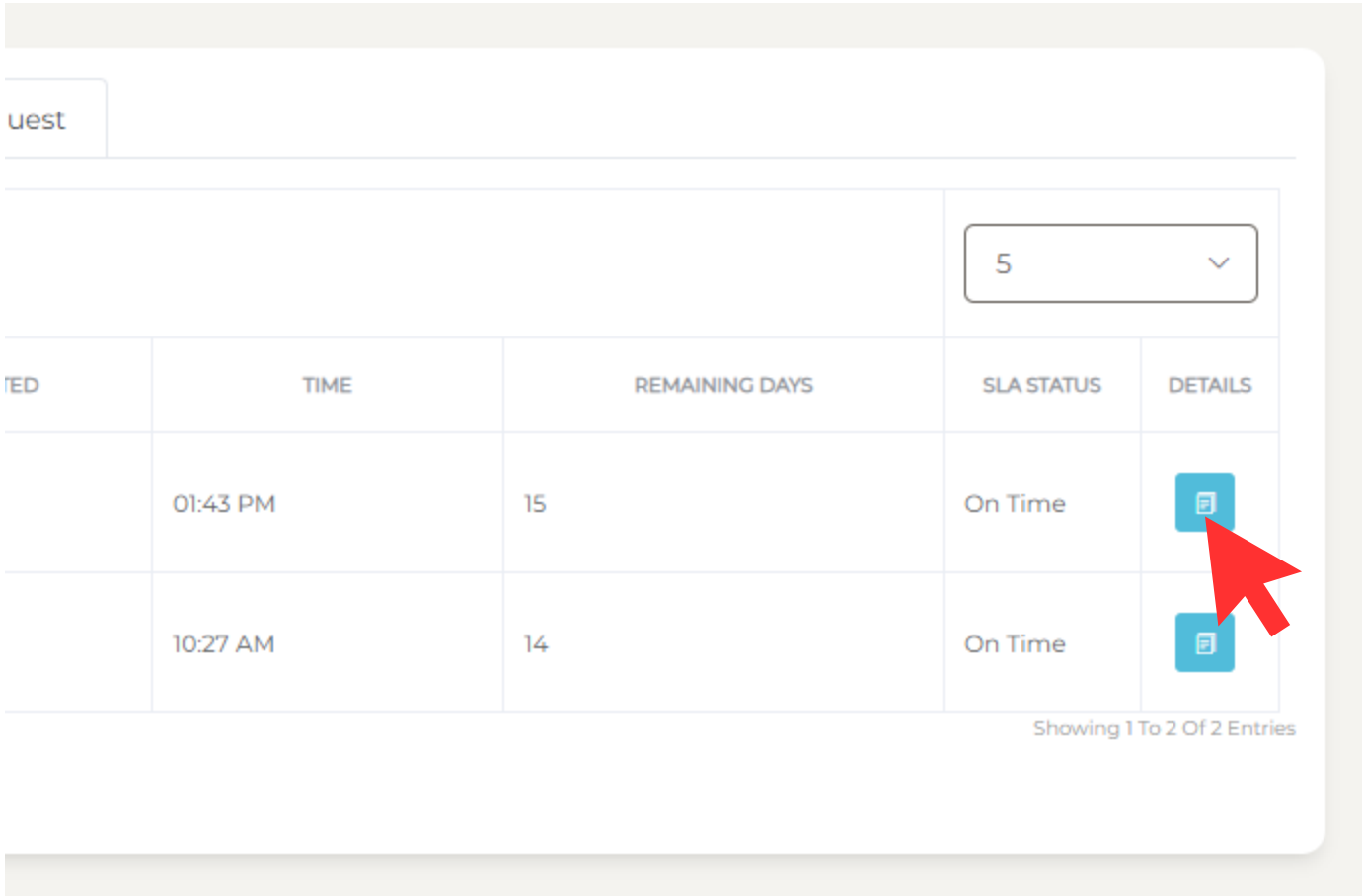
STEP 1

Within the sidebar, locate and click on the "PULL-OUT" option. After clicking "PULL-OUT," a drop-down menu should appear. From this menu, select "Pull-Out Requests."



STEP 2

Go to the Pull-Out Requests then click the  button to open the pull-out request details.



### STEP 3

Click the "VIEW" button, and a prompt containing all the attached photos will appear.

CLOSED STORE/BRANCH - DAMAGED/DIRTY ITEMS [ FRAMES ]	2	458.00
CLOSED STORE/BRANCH - DAMAGED/DIRTY ITEMS [ FRAMES ]	2	458.00
CLOSED STORE/BRANCH - DAMAGED/DIRTY ITEMS [ DECOR ]	2	250.00

Showing 1 To 5 Of 7 Entries

« 1 2 »

Number of Items  
14

CLOSE

VIEW

EXPORT

EDIT



DENIED

APPROVED



ROBINSONS DEPT STORE LIMKET KAT CAGAY  
AN DE ORO  
Supervisor  
January 17, 2024  
01:43 PM

Images

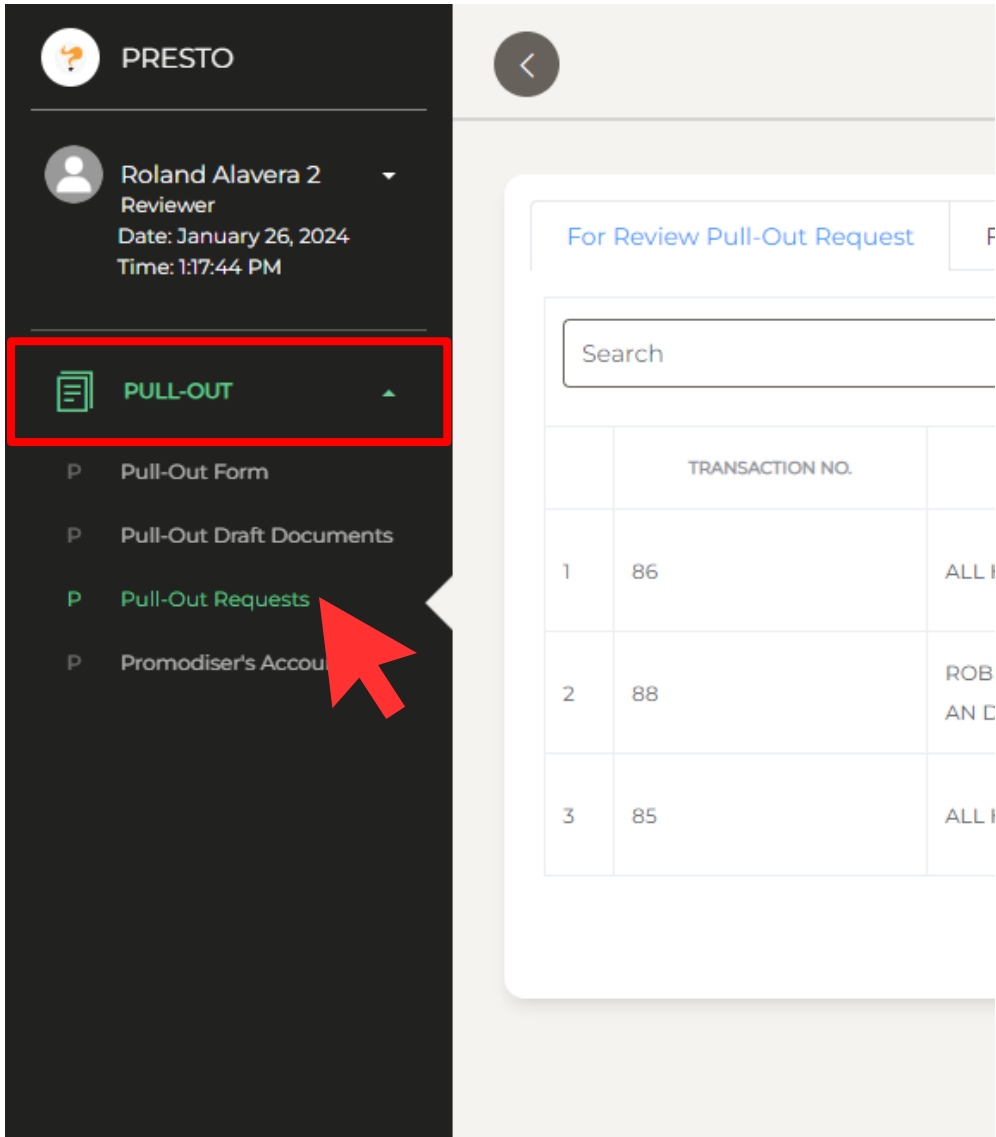


BACK


# **EXPORT THE ITEMS OF A PULL-OUT REQUEST TO EXCEL FILE**

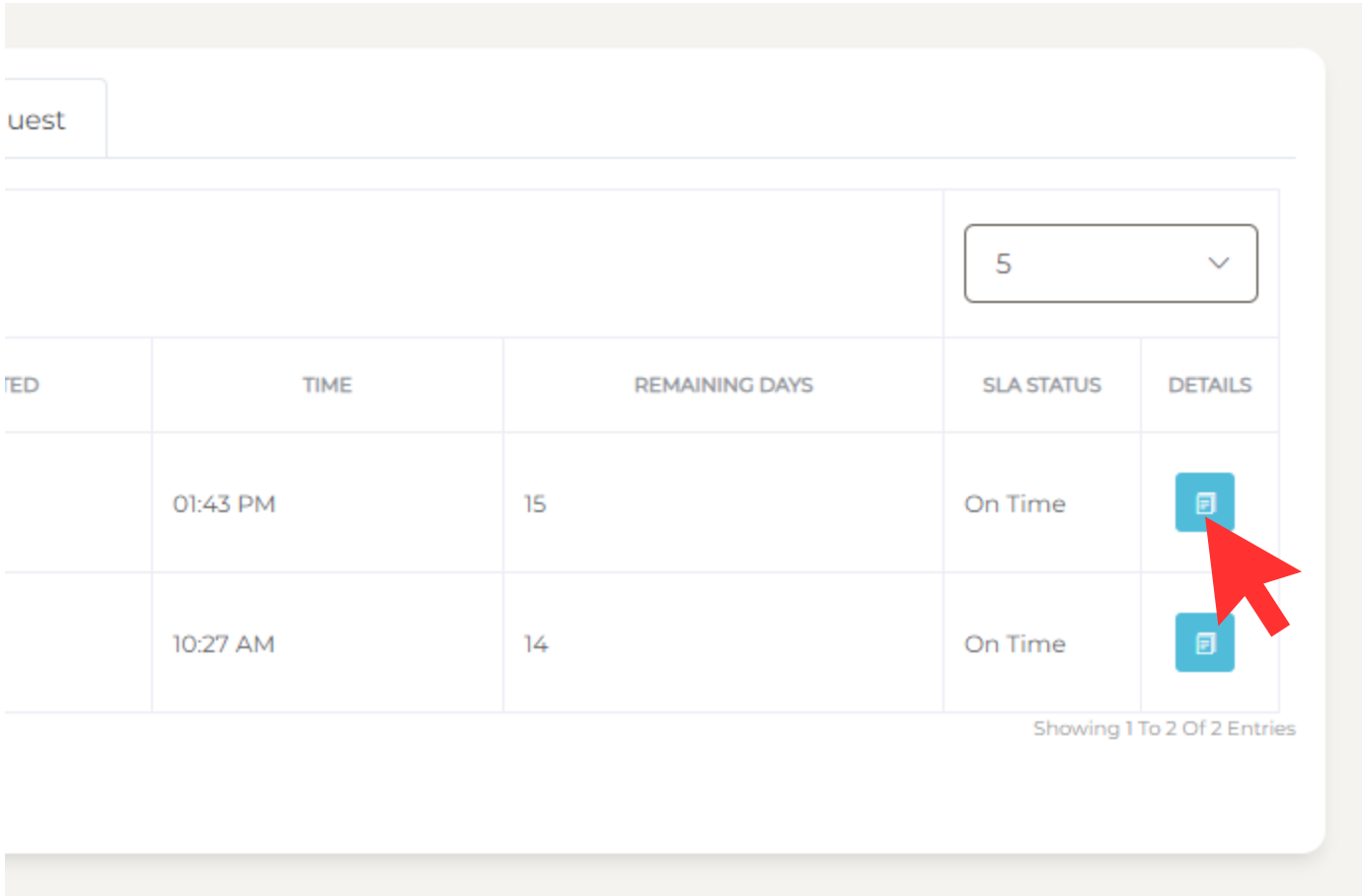
STEP 1

Within the sidebar, locate and click on the "PULL-OUT" option. After clicking "PULL-OUT," a drop-down menu should appear. From this menu, select "Pull-Out Requests."



STEP 2

Go to the Pull-Out Requests then click the  button to open the pull-out request details.





### STEP 3

Click the “**EXPORT**” button, and it will automatically download the Pull-Out Request items in an Excel file.

CLOSED STORE/BRANCH - DAMAGED/DIRTY ITEMS [ FRAMES ]	2	458.00
CLOSED STORE/BRANCH - DAMAGED/DIRTY ITEMS [ FRAMES ]	2	458.00
CLOSED STORE/BRANCH - DAMAGED/DIRTY ITEMS [ DECOR ]	2	250.00

Showing 1 To 5 Of 7 Entries

« 1 2 »

Number of Items  
14

**CLOSE** **VIEW** **EXPORT** **EDIT** **DENIED** **APPROVED**



PRESTO

01-17-2024\_ ROBINSONS DEPT STORE LIMKETKAI CAGAYAN DE ORO.xlsx  
18.3 KB • Done

Status  
**For Review**

Date Created  
**January 17, 2024**

Date Reviewed

Date Approved

5

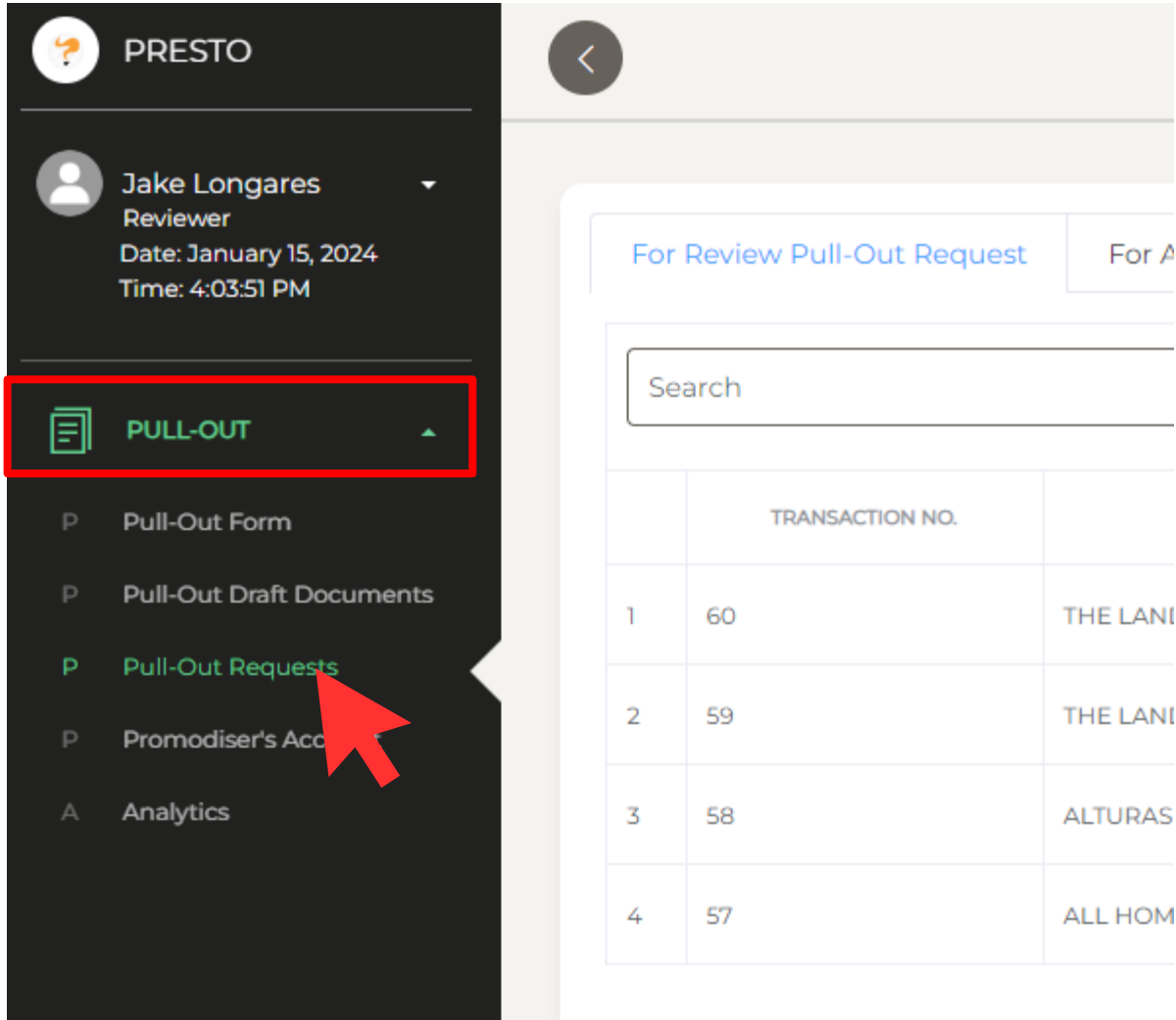
REMAINING DAYS SLA STATUS DETAILS

# **"FOR REVIEW" PULL-OUT REQUESTS**

# **APPROVING THE "FOR REVIEW" PULL-OUT REQUEST**

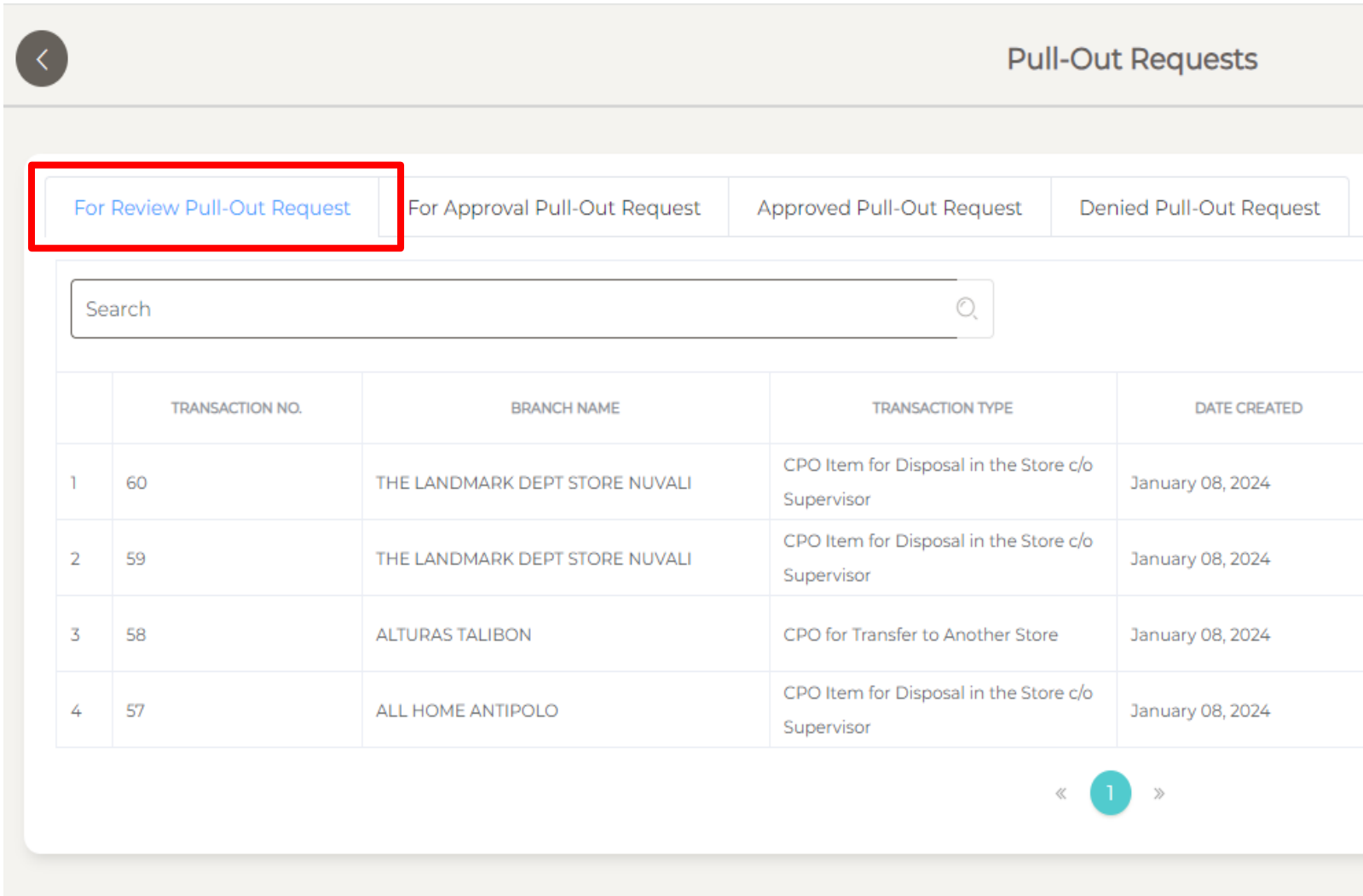
# STEP 1

Within the sidebar, locate and click on the "PULL-OUT" option. After clicking "PULL-OUT," a drop-down menu should appear. From this menu, select "Pull-Out Requests."



# STEP 2

Navigate to the "For Review Pull-Out Request" panel.



STEP 3





Click the  button to open the pull-out details.

Pull-Out Requests

request

Denied Pull-Out Request

5

TYPE	DATE CREATED	TIME	REMAINING DAYS	SLA STATUS	DETAILS
n the Store c/o	January 08, 2024	01:21 PM	8	On Time	
n the Store c/o	January 08, 2024	01:19 PM	8	On Time	
ther Store	January 08, 2024	01:16 PM	8	On Time	
n the Store c/o	January 08, 2024	01:13 PM	8	On Time	

« 1 »

Showing 1 To 4 Of 4 Entries

STEP 4

Click the "APPROVED" button.

FOR REVIEW PULL OUT TRANSACTION

Transaction Number  
60

Transaction Type  
CPO Item for Disposal in the Store c/o Supervisor

Status  
For Review

Branch  
THE LANDMARK DEPT STORE  
NUVALI

Created By  
Jake Longares

Date Created  
January 08, 2024

Chain  
LANDMARK

Reviewed By

Date Reviewed

Company  
Everyday Products Corporation  
(EPC)

Approved By

Date Approved

Search

ITEM CODE	CATEGORY/BRAND	BOX NUMBER	BOX LABEL	QUANTITY	AMOUNT
-----------	----------------	------------	-----------	----------	--------

« 1 »

Showing 1 To 0 Of 0 Entries

Number of Boxes  
0

Number of Items  
0

CLOSE

VIEW

EXPORT

EDIT

DENIED

APPROVED

**STEP 5**

Fill up the **Assigned Personnel for Pull-Out/Promodiser/Accredited Service Representative**, **Pull-Out Date Started**, and **Pull-Out Date Ended**.

A screenshot of a web form titled "Assigned Personnel for Pull-Out/Promodiser/Accredited Service Representative". The form contains three input fields: a text box for personnel names, and two date pickers for "Date Started" and "Date Ended". The text box contains "Jake Longares (RAO), Roland Alavera (Promodiser), and XDE Trucking". The "Date Started" field shows "2024-01-16" and the "Date Ended" field shows "2024-01-23". A green button labeled "GENERATE LETTER" is at the bottom right. A red rectangular box highlights the three input fields.

**STEP 6**

Click the "**GENERATE LETTER**" button to generate the pull-out request letter and finalize the pull-out review process. Upon clicking, you will be directed to the newly generated letter in a separate tab.

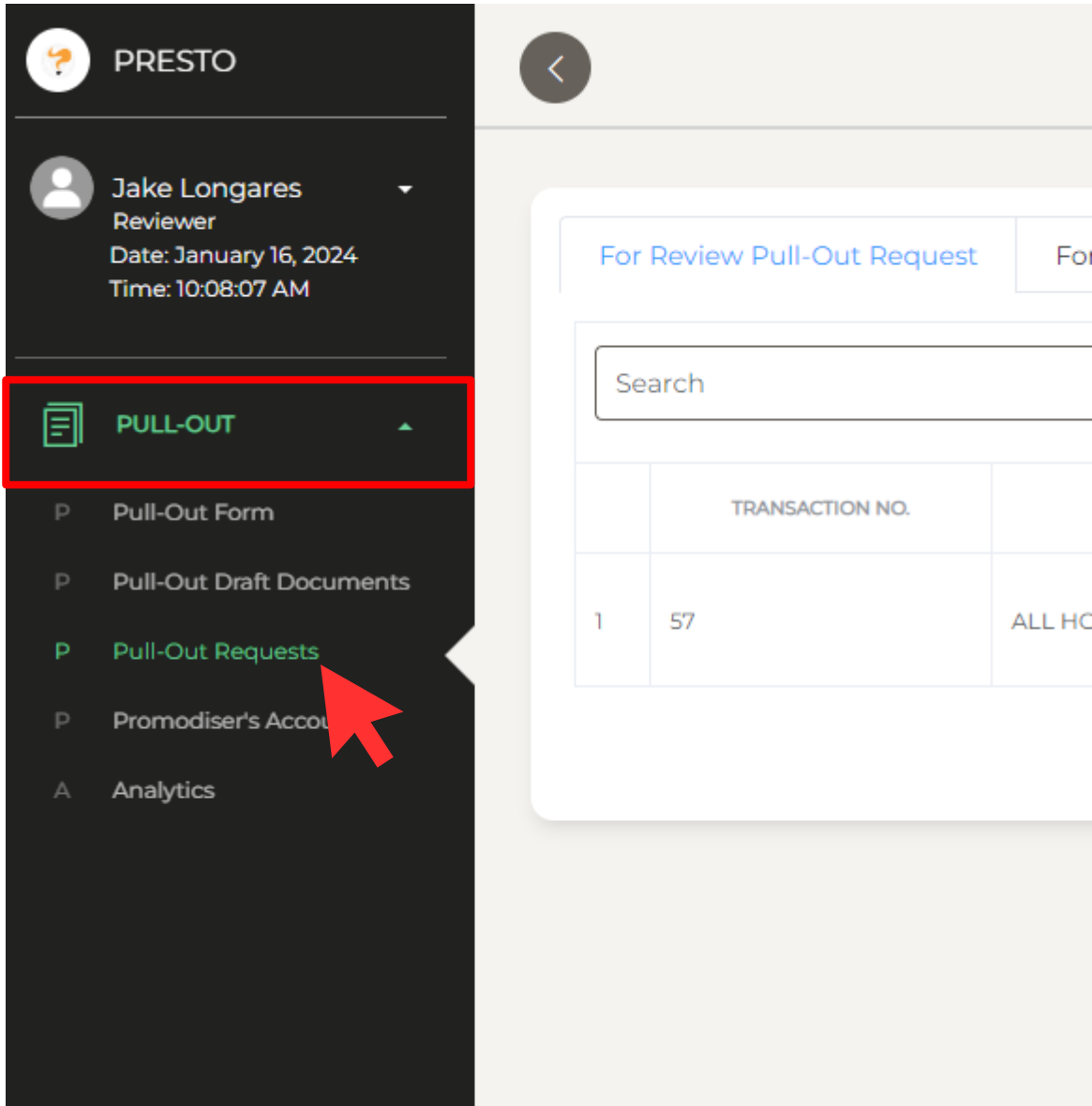
A screenshot of the same web form as in Step 5. The "GENERATE LETTER" button at the bottom right is highlighted with a red arrow pointing to it.

*Note: The Pull-Out Requests that you edit will be directly submit for "For Approval Pull-Out Request"*

**EDIT “FOR REVIEW PULL-OUT  
REQUEST”**

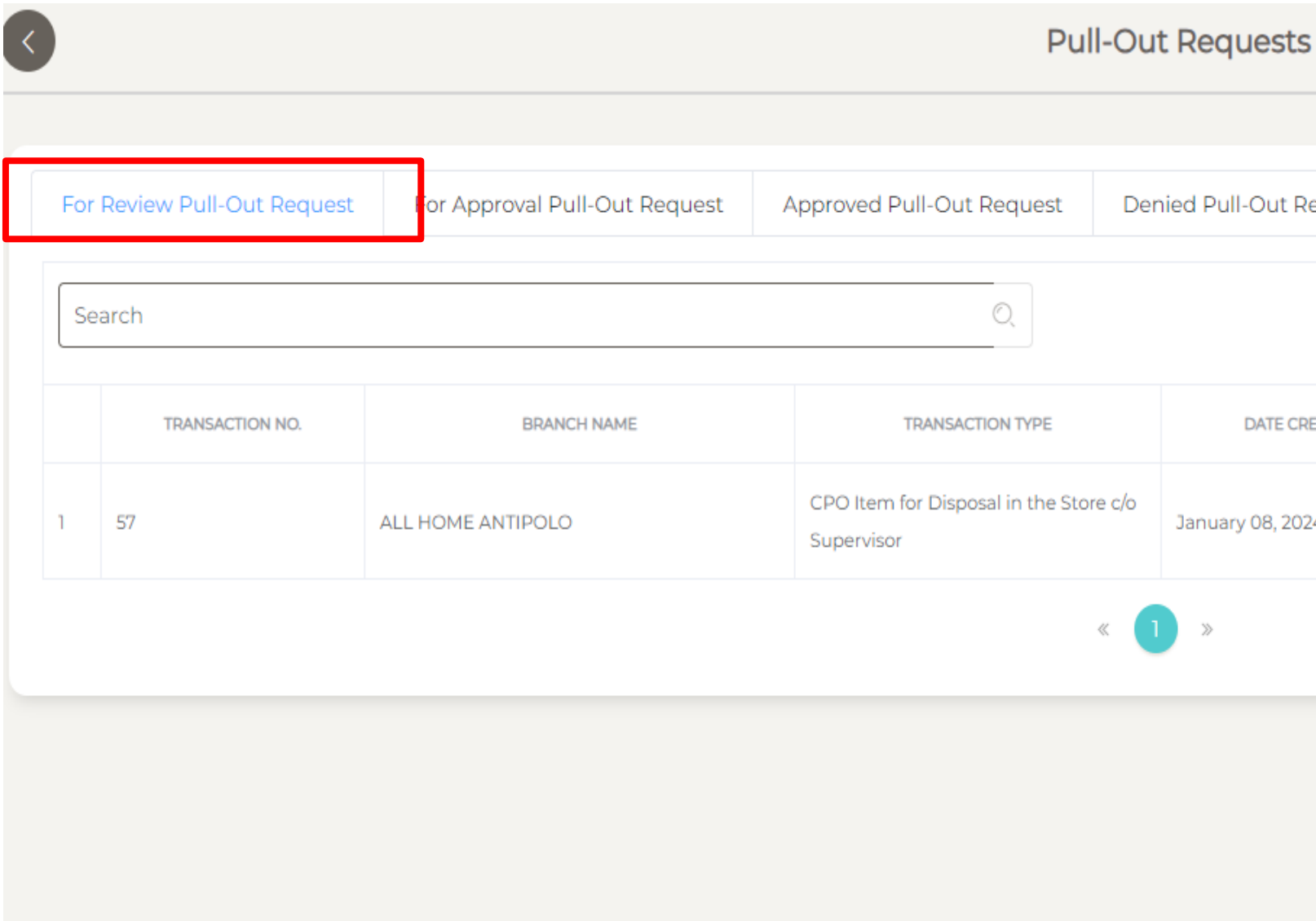
# STEP 1

Within the sidebar, locate and click on the "PULL-OUT" option. After clicking "PULL-OUT," a drop-down menu should appear. From this menu, select "Pull-Out Requests."



# STEP 2

Navigate to the For Review Pull-Out Request panel.






STEP 3

Click the  button to open the pull-out details.

5

	TIME	REMAINING DAYS	SLA STATUS	DETAILS
	01:13 PM	7	On Time	

Showing 1 To 1 Of 1 Entries

STEP 4

Click the "EDIT" button.

FOR REVIEW PULL OUT TRANSACTION

Transaction Number  
57

Transaction Type  
CPO Item for Disposal in the Store c/o Supervisor

Status  
For Review

Branch  
ALL HOME ANTIPOLLO

Created By  
Jake Longares

Date Created  
January 08, 2024

Chain  
ALLHOME

Reviewed By

Date Reviewed

Company  
Everyday Products Corporation (EPC)

Approved By

Date Approved

Search

ITEM CODE	CATEGORY/BRAND	BOX NUMBER	BOX LABEL	QUANTITY	AMOUNT
-----------	----------------	------------	-----------	----------	--------

Showing 1 To 0 Of 0 Entries

« 1 »

Number of Boxes  
0

Number of Items  
0

CLOSE

VIEW

EXPORT

EDIT

DENIED

APPROVED

# STEP 5

After making any necessary edits, click the "APPROVED" button.

Company

Everyday Products Corporation (EPC) ▾

Chain Name

ALLHOME ▾

Branch Name

ALL HOME CEBU ▾

Transaction Type

CPO Back to WH via In-House Delivery Service ▾

+ ADD BOX LABEL

DELETE BOX LABEL

IMPORT ITEMS EXCEL

Box No. 1 of 1

REGULAR PULL-OUT - DISPOSAL/CONTAINS BROKEN GLASS ITEMS [ SALESMAN SAMPLE ]

▾

Upload Images (Up to 10 images [JPEG, PNG, and other image files] with a maximum size of 2 MB per image will be accepted.)

UPLOAD IMAGE

CANCEL

APPROVED

# STEP 6

Fill up the Assigned Personnel for Pull-Out/Promodiser/Accredited Service Representative, Pull-Out Date Started, and Pull-Out Date Ended.

Assigned Personnel for Pull-Out/Promodiser/Accredited Service Representative

Jake Longares (RAO), Roland Alavera (Promodiser), and XDE Trucking

Date Started

2024-01-16

Date Ended

2024-01-23

GENERATE LETTER

## STEP 7

Click the "**GENERATED LETTER**" button to generate the pull-out letter and complete the pull-out review process. Upon clicking, you will be directed to the newly generated letter in a separate tab.

Assigned Personnel for Pull-Out/Promodiser/Accredited Service Representative

Jake Longares (RAO), Roland Alavera (Promodiser), and XDE Trucking

Date Started

2024-01-16

Date Ended

2024-01-23

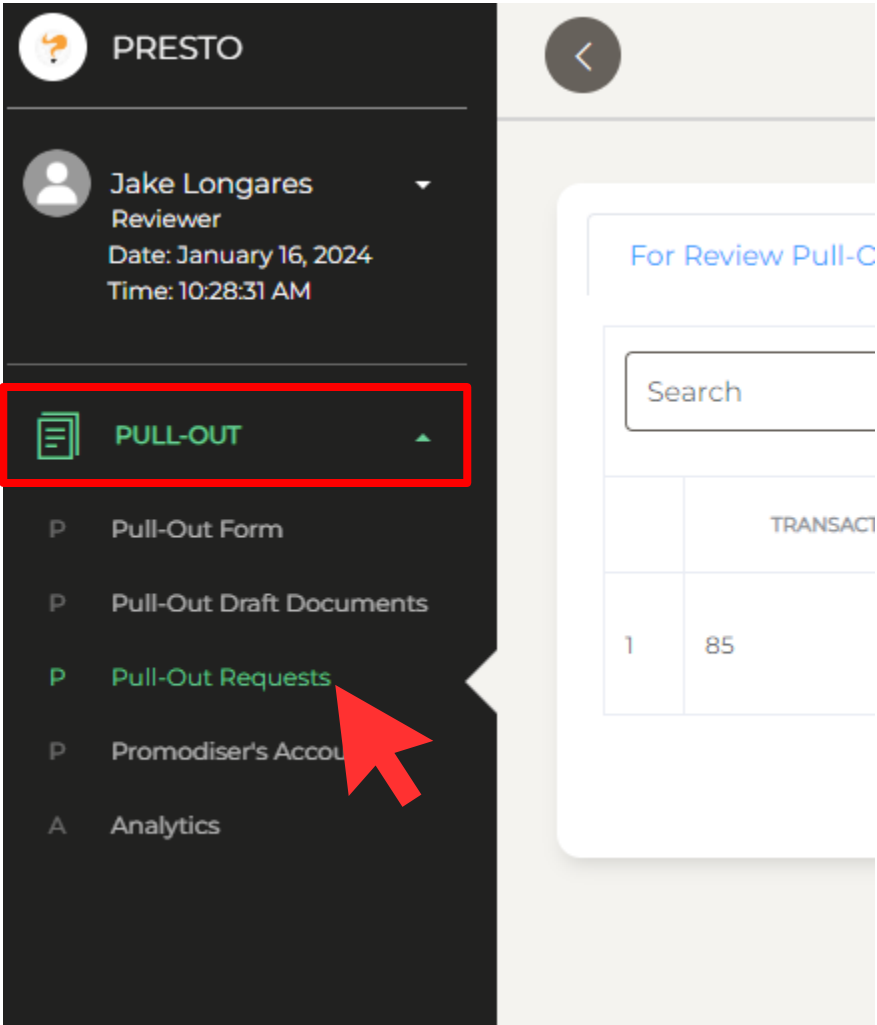
**GENERATE LETTER**

*Note: The Pull-Out Requests that you edit will be directly submit for "**For Approval Pull-Out Request**"*

# DENIED “FOR REVIEW PULL-OUT REQUEST”

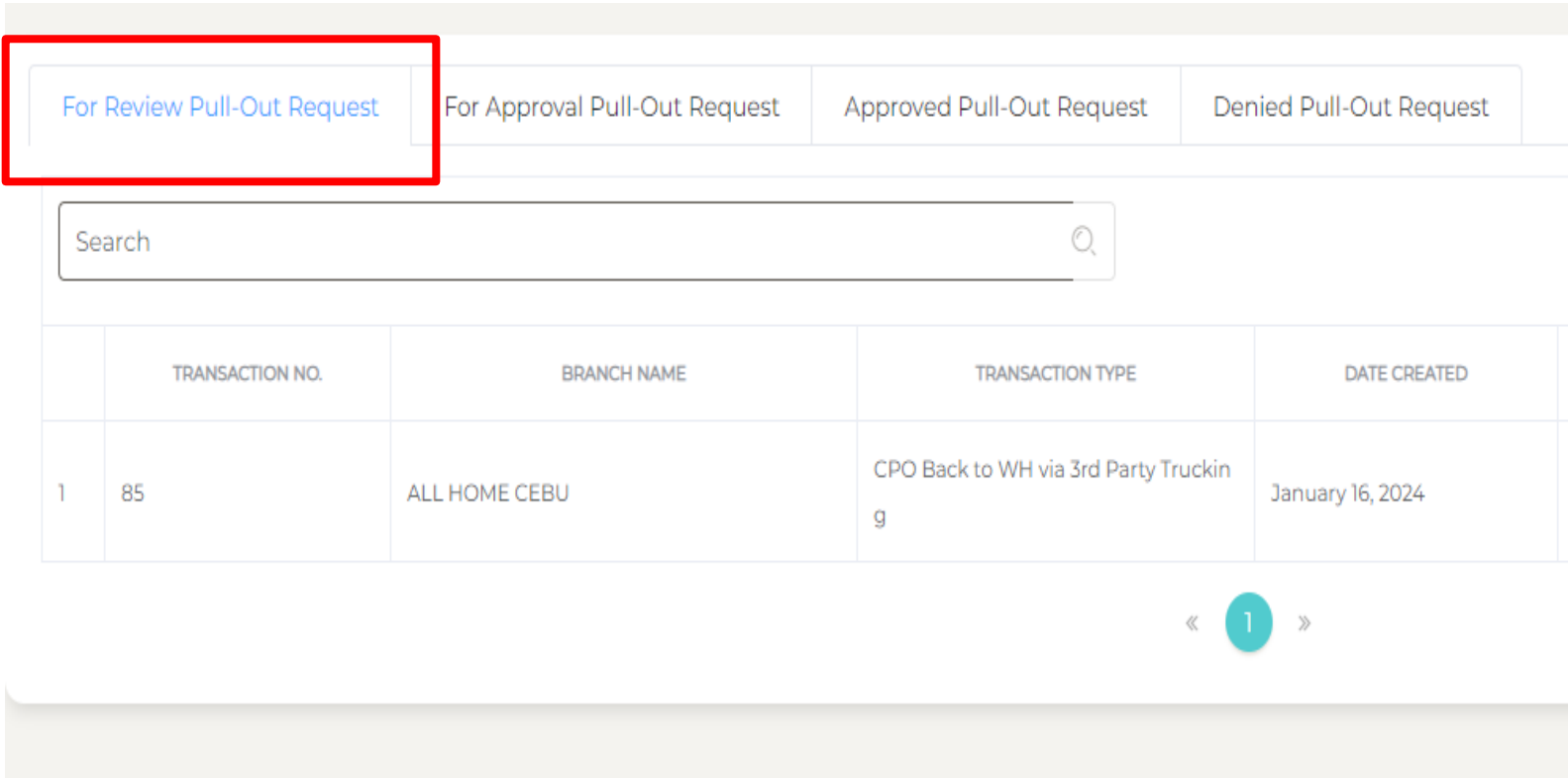
STEP 1

Within the sidebar, locate and click on the "PULL-OUT" option. After clicking "PULL-OUT," a drop-down menu should appear. From this menu, select "Pull-Out Requests."



STEP 2


Navigate to the For Review Pull-Out Request panel.



STEP 3

Click the  button to open the pull-out details.

5

TIME	REMAINING DAYS	SLA STATUS	DETAILS
10:27 AM	15	On Time	

Showing 1 To 1 Of 1 Entries

STEP 4

Click the "DENIED" button.

FOR REVIEW PULL OUT TRANSACTION

Transaction Number  
85

Transaction Type  
CPO Back to WH via 3rd Party Trucking

Status  
For Review

Branch  
ALL HOME CEBU

Created By  
Jake Longares

Date Created  
January 16, 2024

Chain  
ALLHOME

Reviewed By

Date Reviewed

Company  
Everyday Products Corporation (EPC)

Approved By

Date Approved

Search

ITEM CODE	CATEGORY/BRAND	BOX NUMBER	BOX LABEL	QUANTITY	AMOUNT
2010030198191111	CLOCKS	1	REGULAR PULL-OUT - DAMAGED/DIRTY ITEMS [ CLOCKS ]	33	3,300.00
2010030198041111	CLOCKS	1	REGULAR PULL-OUT - DAMAGED/DIRTY ITEMS [ CLOCKS ]	41	4,100.00
2010030198011111	CLOCKS	1	REGULAR PULL-OUT - DAMAGED/DIRTY ITEMS [ CLOCKS ]	55	5,500.00

Showing 1 To 3 Of 3 Entries

« 1 »

Number of Boxes  
1

Number of Items  
129

CLOSE

VIEW

EXPORT

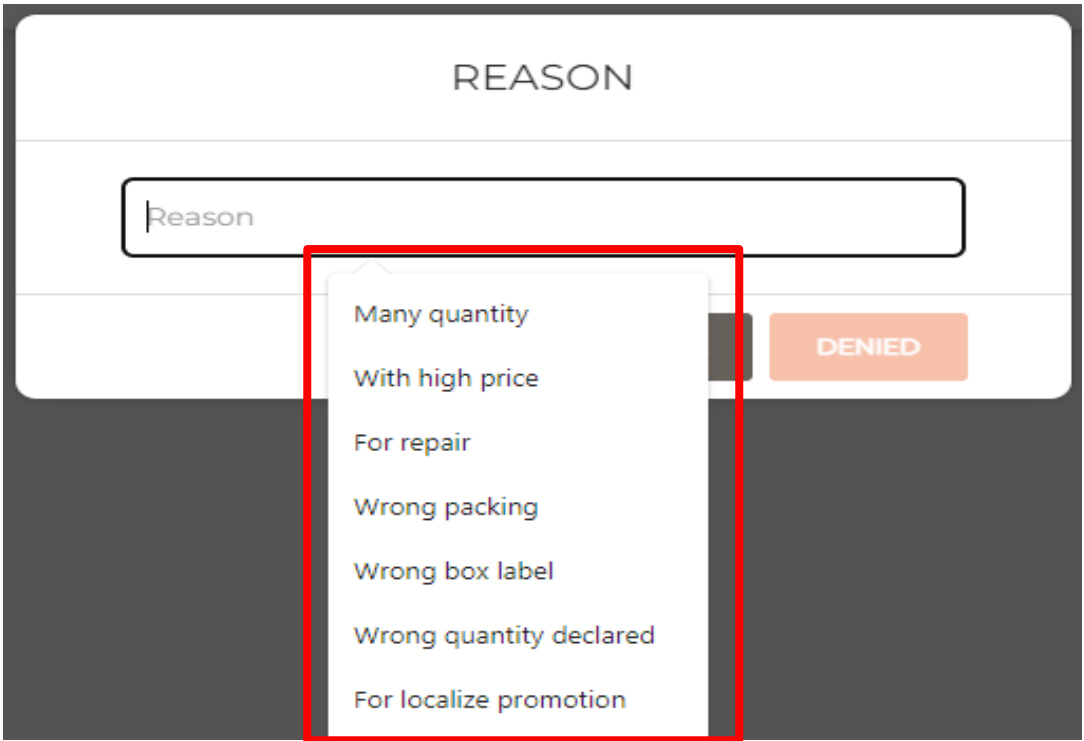
EDIT

DENIED

APPROVED

### STEP 5

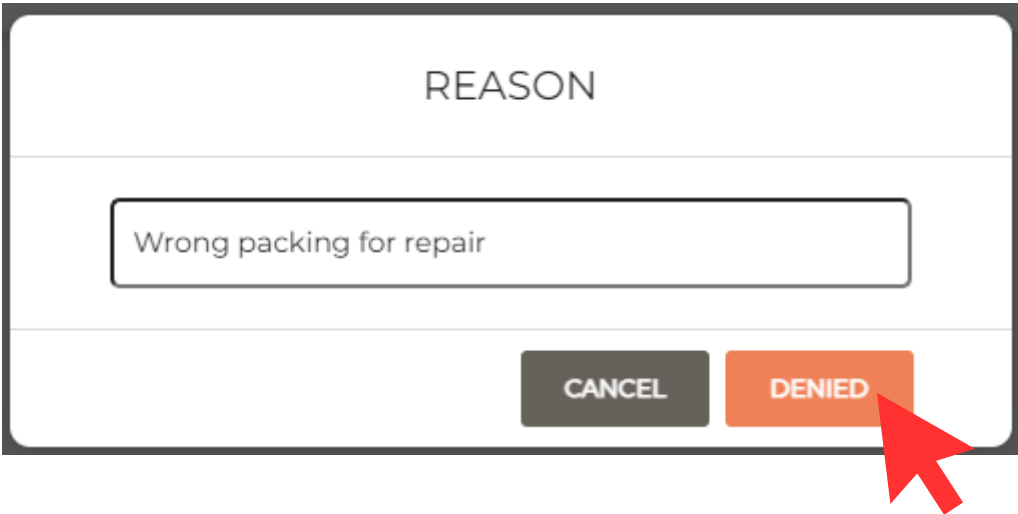
Select on enter the reason of denying the pull-out request.



The screenshot shows a form titled "REASON". Below the title is a text input field with the placeholder text "Reason". A dropdown menu is open below the input field, listing several reasons for denial: "Many quantity", "With high price", "For repair", "Wrong packing", "Wrong box label", "Wrong quantity declared", and "For localize promotion". A red rectangle highlights the dropdown menu. To the right of the input field is an orange button labeled "DENIED".

### STEP 6

Click the "DENIED" button to complete the action. Wait for the page to reload.



The screenshot shows the same "REASON" form. The text input field now contains the text "Wrong packing for repair". Below the input field are two buttons: a grey "CANCEL" button and an orange "DENIED" button. A red arrow points to the "DENIED" button.

*Note: You can create a new reason for denying the pull-out, and it will be automatically saved to the database.*

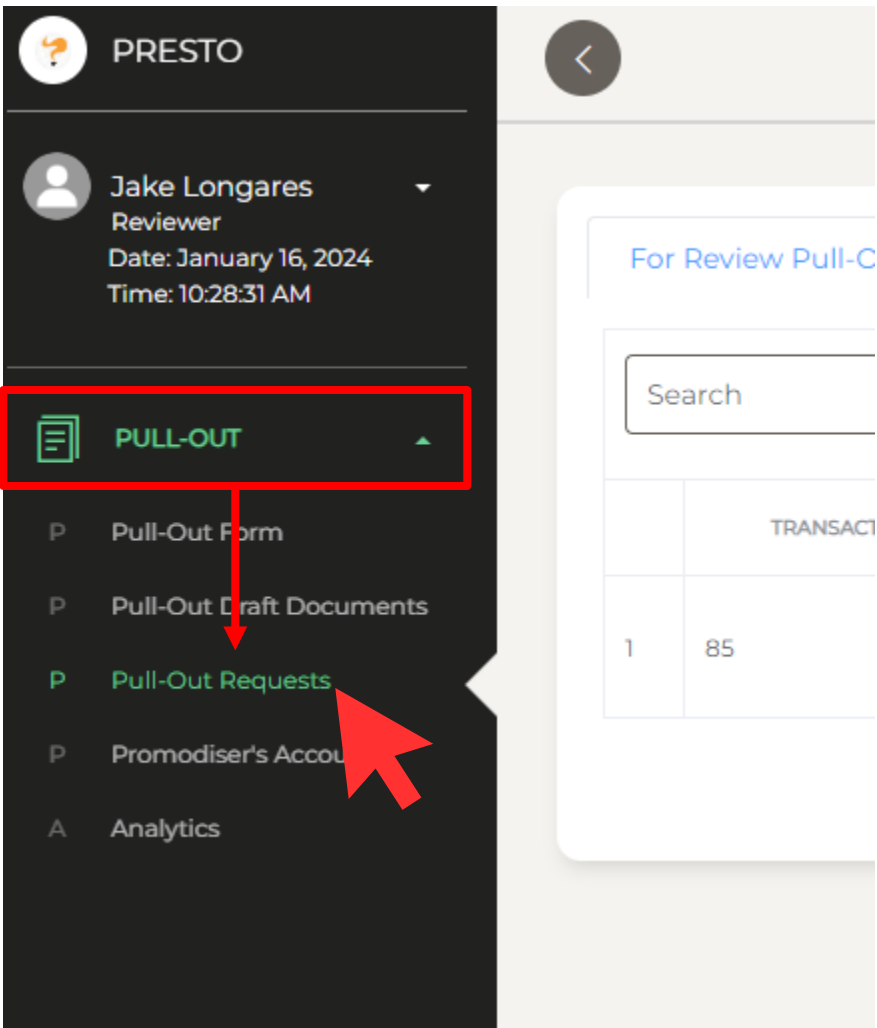
# **"FOR APPROVAL" PULL-OUT REQUESTS**



# APPROVING THE “FOR APPROVAL” PULL-OUT REQUEST

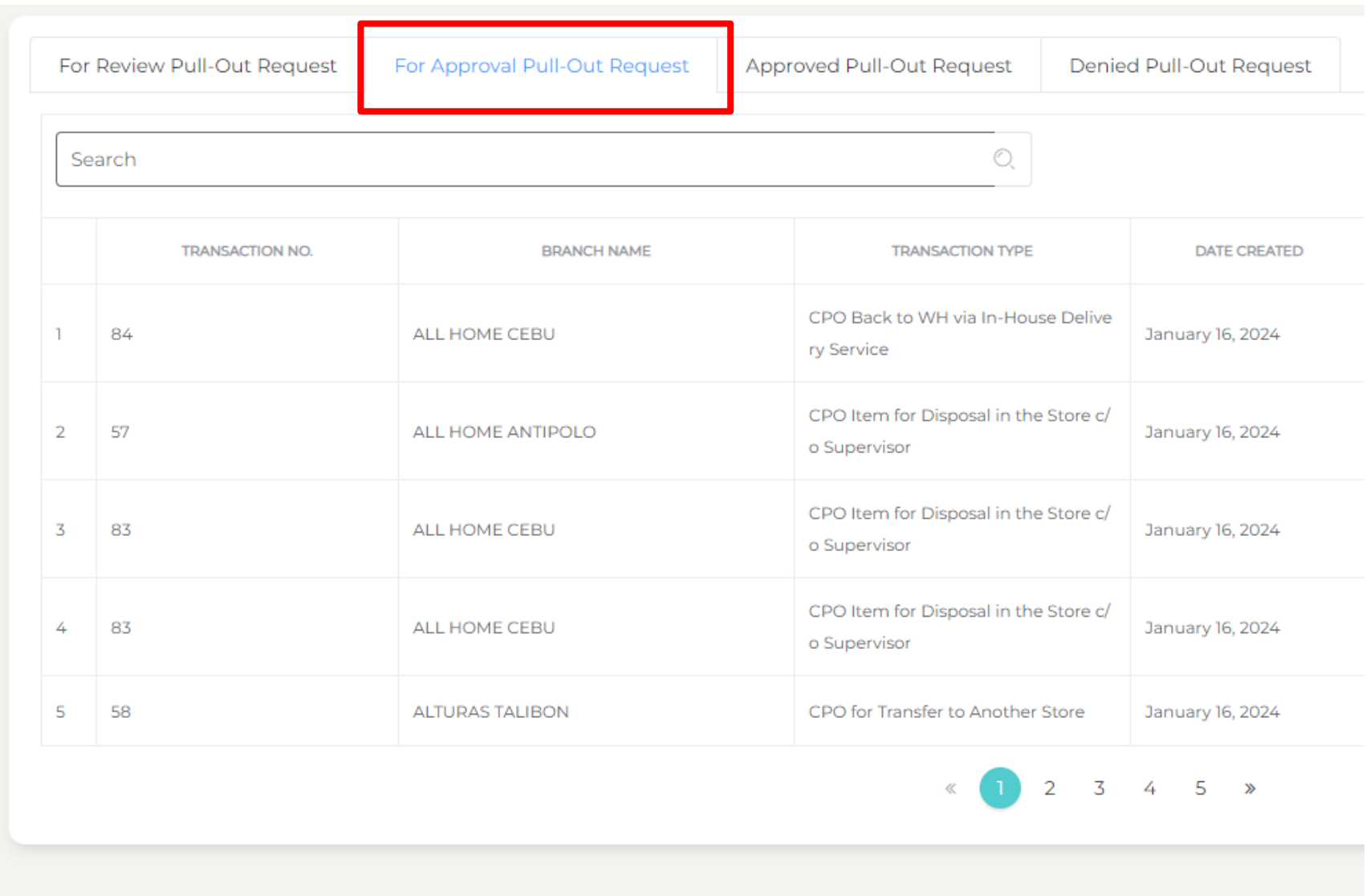
STEP 1

Within the sidebar, locate and click on the "PULL-OUT" option. After clicking "PULL-OUT," a drop-down menu should appear. From this menu, select "Pull-Out Requests."



STEP 2






Navigate to the For Review Pull-Out Request panel.



STEP 3

Click the  button to open the pull-out details.

5

TIME	PULL OUT START DATE	PULL OUT END DATE	DETAILS
10:24 AM	January 19, 2024	January 21, 2024	
10:15 AM	January 18, 2024	January 21, 2024	
09:42 AM	January 16, 2024	January 24, 2024	
09:42 AM	January 18, 2024	January 24, 2024	
09:41 AM	January 16, 2024	January 23, 2024	

Showing 1 To 5 Of 42 Entries

STEP 4

Click the “**APPROVE**” button.

FOR APPROVAL PULL OUT TRANSACTION

Transaction Number  
84

Transaction Type  
CPO Back to WH via In-House Delivery Service

Status  
For Approval

Branch  
ALL HOME CEBU

Created By  
Jake Longares

Date Created  
January 16, 2024

Chain  
ALLHOME

Reviewed By  
Jake Longares

Date Reviewed  
January 16, 2024

Company  
Everyday Products Corporation (EPC)

Approved By

Date Approved

Search

ITEM CODE	CATEGORY/BRAND	BOX NUMBER	BOX LABEL	QUANTITY	AMOUNT
2010990198981234	SALESMAN SAMPLE	1	REGULAR PULL-OUT - DISPOSAL/CONTAINS BROKEN GLASS ITEMS [ SALESMAN SAMPLE ]	14	12,597.00

Showing 1 To 1 Of 1 Entries

« 1 »

Number of Boxes  
1

Number of Items  
14

CLOSE

VIEW

EXPORT EXCEL

EDIT

DENIED

APPROVE

**STEP 5**

Fill up the **Assigned Personnel for Pull-Out/Promodiser/Accredited Service Representative**, **Pull-Out Date Started**, and **Pull-Out Date Ended**.

The screenshot shows a web form titled "Assigned Personnel for Pull-Out/Promodiser/Accredited Service Representative". It contains three input fields: a text box with the value "Jake Longares (RAO), Roland Alavera (Promodiser), and XDE Trucking", a date picker for "Date Started" showing "2024-01-16", and a date picker for "Date Ended" showing "2024-01-23". These three fields are enclosed in a red rectangular box. Below the form is a green button labeled "GENERATE LETTER".

*Note: These fields may have been pre-filled by the reviewer but can be adjusted as needed.*

**STEP 6**

Click the "**GENERATED LETTER**" button to generate the pull-out letter and complete the pull-out review process. Upon clicking, you will be directed to the newly generated letter in a separate tab.

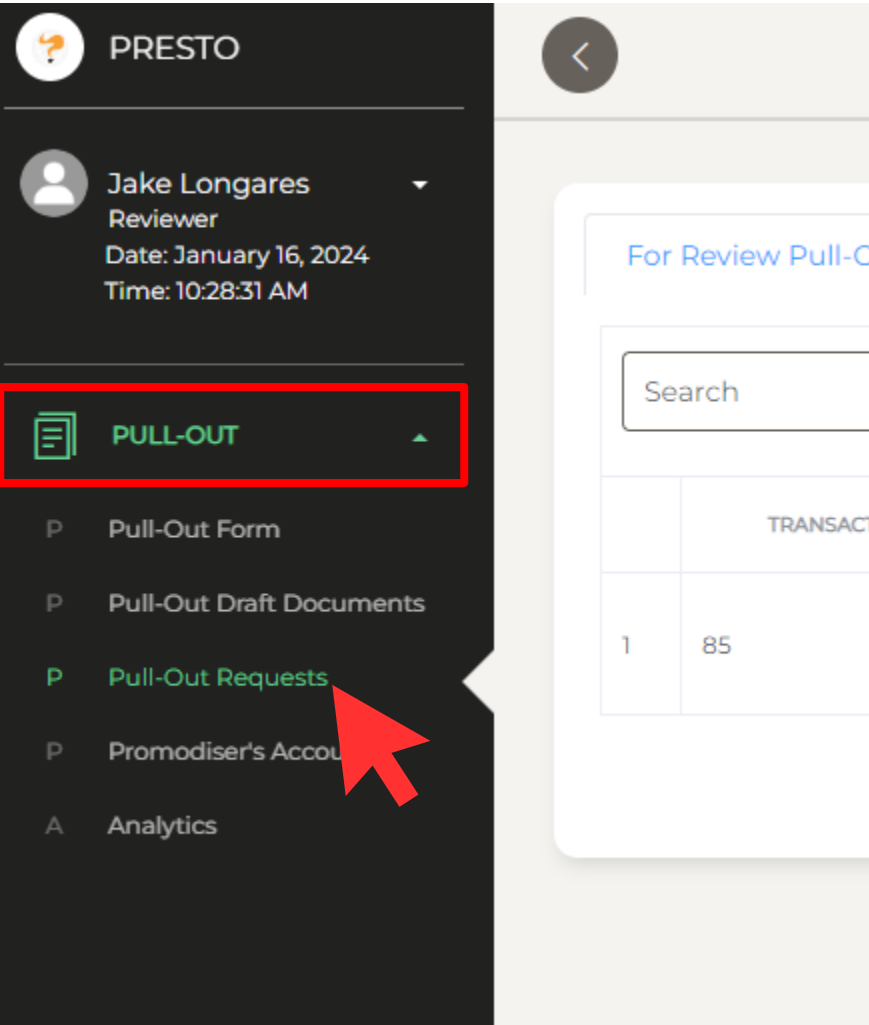
This screenshot is identical to the one in Step 5, showing the same form with the personnel name, dates, and the "GENERATE LETTER" button. A red arrow points directly to the "GENERATE LETTER" button, indicating the next action.

*Note: This will be automatically approved as pull-out request*

# **EDIT “FOR APPROVAL” PULL-OUT REQUEST**

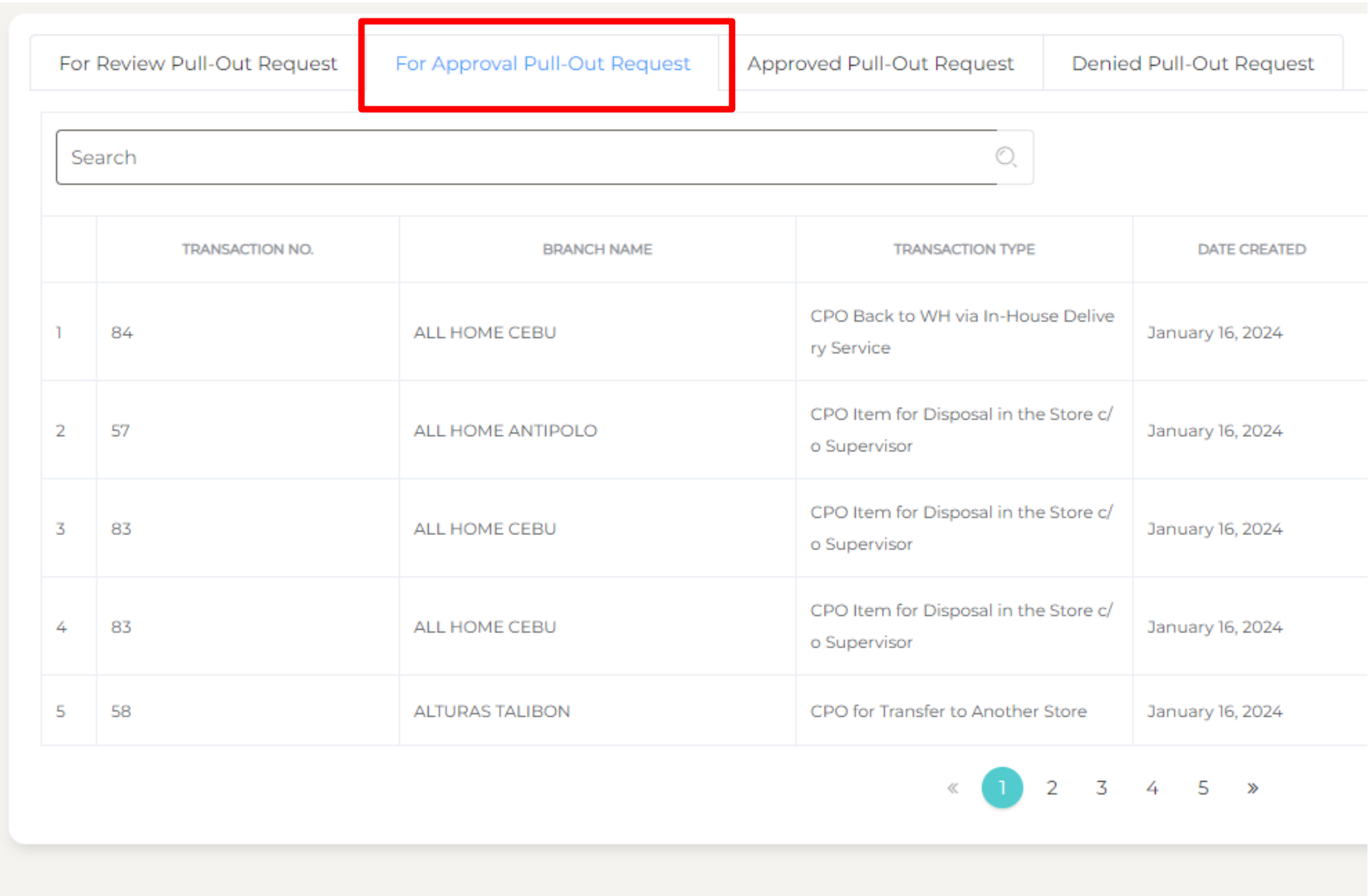
STEP 1

Click "PULL-OUT" in the sidebar, then select "Pull-Out Requests" from the menu.



STEP 2






Navigate to the "For Review Pull-Out Request" panel.



STEP 3

Click the  button to open the pull-out details.

5

TIME	PULL OUT START DATE	PULL OUT END DATE	DETAILS
10:24 AM	January 19, 2024	January 21, 2024	
10:15 AM	January 18, 2024	January 21, 2024	
09:42 AM	January 16, 2024	January 24, 2024	
09:42 AM	January 18, 2024	January 24, 2024	
09:41 AM	January 16, 2024	January 23, 2024	

Showing 1 To 5 Of 42 Entries

STEP 4

Click the “EDIT” button.

FOR APPROVAL PULL OUT TRANSACTION

Transaction Number  
84

Branch  
ALL HOME CEBU

Chain  
ALLHOME

Company  
Everyday Products Corporation (EPC)

Transaction Type  
CPO Back to WH via In-House Delivery Service

Created By  
Jake Longares

Reviewed By  
Jake Longares

Approved By

Status  
For Approval

Date Created  
January 16, 2024

Date Reviewed  
January 16, 2024

Date Approved

Search

ITEM CODE	CATEGORY/BRAND	BOX NUMBER	BOX LABEL	QUANTITY	AMOUNT
2010990198981234	SALESMAN SAMPLE	1	REGULAR PULL-OUT - DISPOSAL/CONTAINS BROKEN GLASS ITEMS [ SALESMAN SAMPLE ]	14	12,597.00

Showing 1 To 1 Of 1 Entries

Number of Boxes  
1

Number of Items  
14

CLOSE

VIEW

EXPORT EXCEL

EDIT

DENIED

APPROVE

STEP 5

After making any necessary edit, click the "APPROVED" button again.

Company

Everyday Products Corporation (EPC) ▾

Chain Name

ALLHOME ▾

Branch Name

ALL HOME CEBU ▾

Transaction Type

CPO Back to WH via In-House Delivery Service ▾

+ ADD BOX LABEL

DELETE BOX LABEL

IMPORT ITEMS EXCEL

Box No. 1 of 1

REGULAR PULL-OUT - DISPOSAL/CONTAINS BROKEN GLASS ITEMS [ SALESMAN SAMPLE ]

▾

Upload Images (Up to 10 images [JPEG, PNG, and other image files] with a maximum size of 2 MB per image will be accepted.)

UPLOAD IMAGE

CANCEL

APPROVED

STEP 6

Fill up the Assigned Personnel for Pull-Out/Promodiser/Accredited Service Representative, Pull-Out Date Started, and Pull-Out Date Ended.

Assigned Personnel for Pull-Out/Promodiser/Accredited Service Representative

Jake Longares (RAO), Roland Alavera (Promodiser), and XDE Trucking

Date Started

2024-01-16

Date Ended

2024-01-23

GENERATE LETTER

*Note: These fields may have been pre-filled by the reviewer but can be adjusted as needed.*



## STEP 7

Click the "**GENERATED LETTER**" button to generate the pull-out letter and complete the pull-out review process. Upon clicking, you will be directed to the newly generated letter in a separate tab.

Assigned Personnel for Pull-Out/Promodiser/Accredited Service Representative

Jake Longares

Date Started

2024-01-19

Date Ended

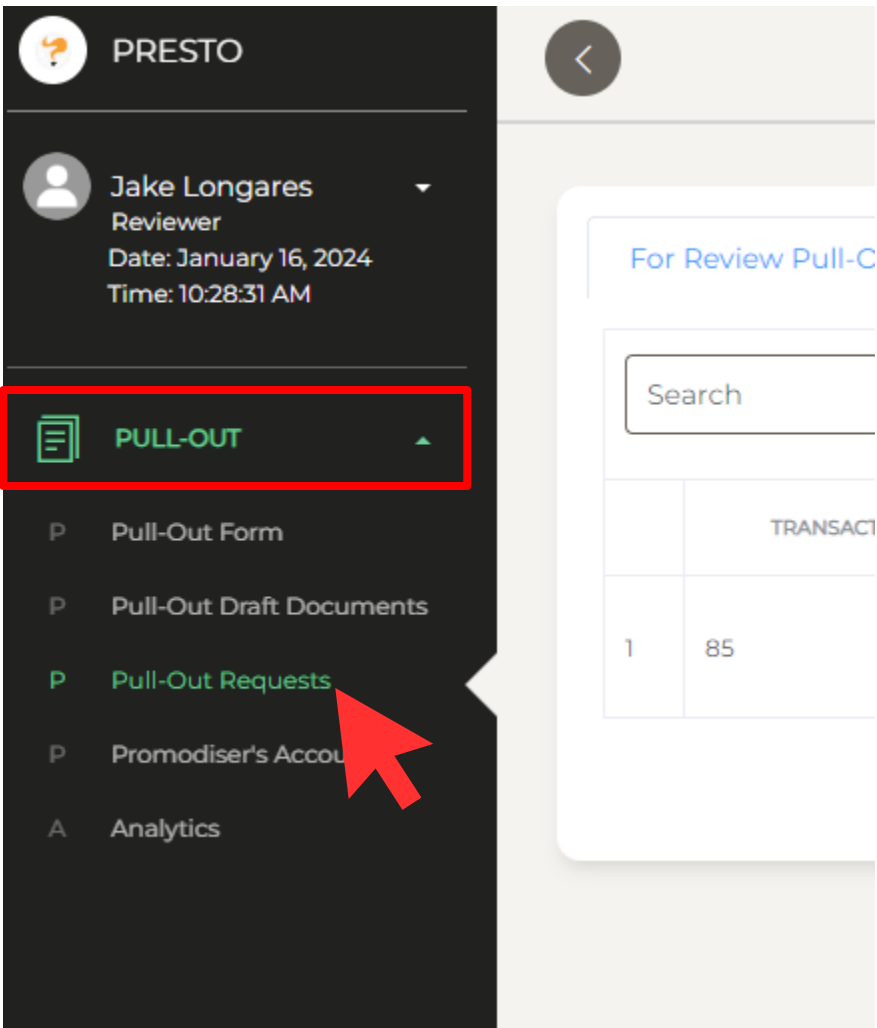
2024-01-21

GENERATE LETTER

**DENIED “FOR APPROVAL  
PULL-OUT REQUEST”**

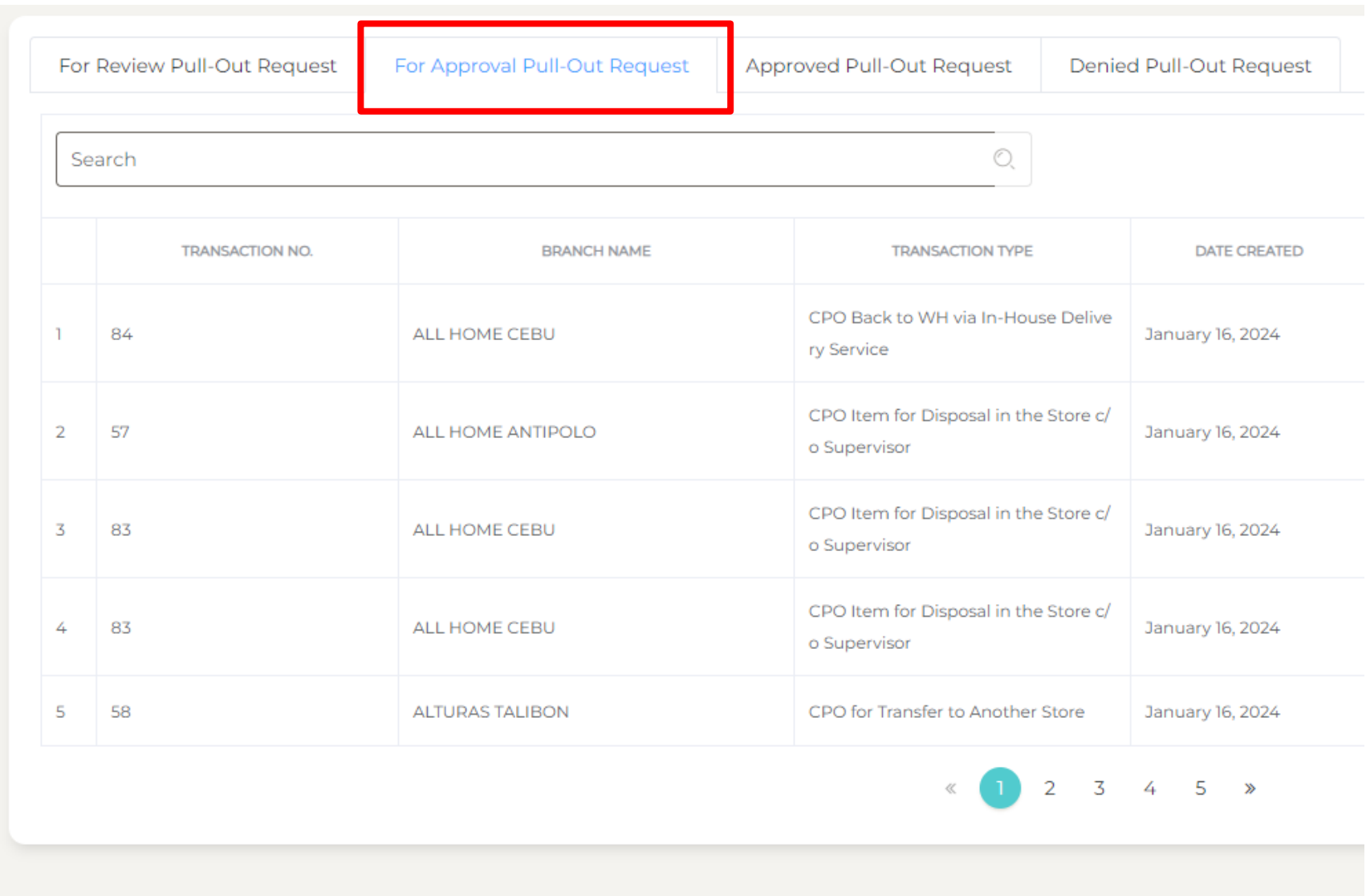
STEP 1

Click "PULL-OUT" in the sidebar, then select "Pull-Out Requests" from the menu.



STEP 2






Navigate to the "For Review Pull-Out Request" panel.



STEP 3

Click the  button to open the pull-out details.

5

TIME	PULL OUT START DATE	PULL OUT END DATE	DETAILS
10:24 AM	January 19, 2024	January 21, 2024	
10:15 AM	January 18, 2024	January 21, 2024	
09:42 AM	January 16, 2024	January 24, 2024	
09:42 AM	January 18, 2024	January 24, 2024	
09:41 AM	January 16, 2024	January 23, 2024	

Showing 1 To 5 Of 42 Entries

STEP 4

Click the “DENIED” button.

FOR APPROVAL PULL OUT TRANSACTION

Transaction Number  
84

Branch  
ALL HOME CEBU

Chain  
ALLHOME

Company  
Everyday Products Corporation (EPC)

Transaction Type  
CPO Back to WH via In-House Delivery Service

Created By  
Jake Longares

Reviewed By  
Jake Longares

Approved By

Status  
For Approval

Date Created  
January 16, 2024

Date Reviewed  
January 16, 2024

Date Approved

Search

ITEM CODE	CATEGORY/BRAND	BOX NUMBER	BOX LABEL	QUANTITY	AMOUNT
2010990198981234	SALESMAN SAMPLE	1	REGULAR PULL-OUT - DISPOSAL/CONTAINS BROKEN GLASS ITEMS [ SALESMAN SAMPLE ]	14	12,597.00

Showing 1 To 1 Of 1 Entries

« 1 »

Number of Boxes  
1

Number of Items  
14

CLOSE


VIEW

EXPORT EXCEL

EDIT

DENIED

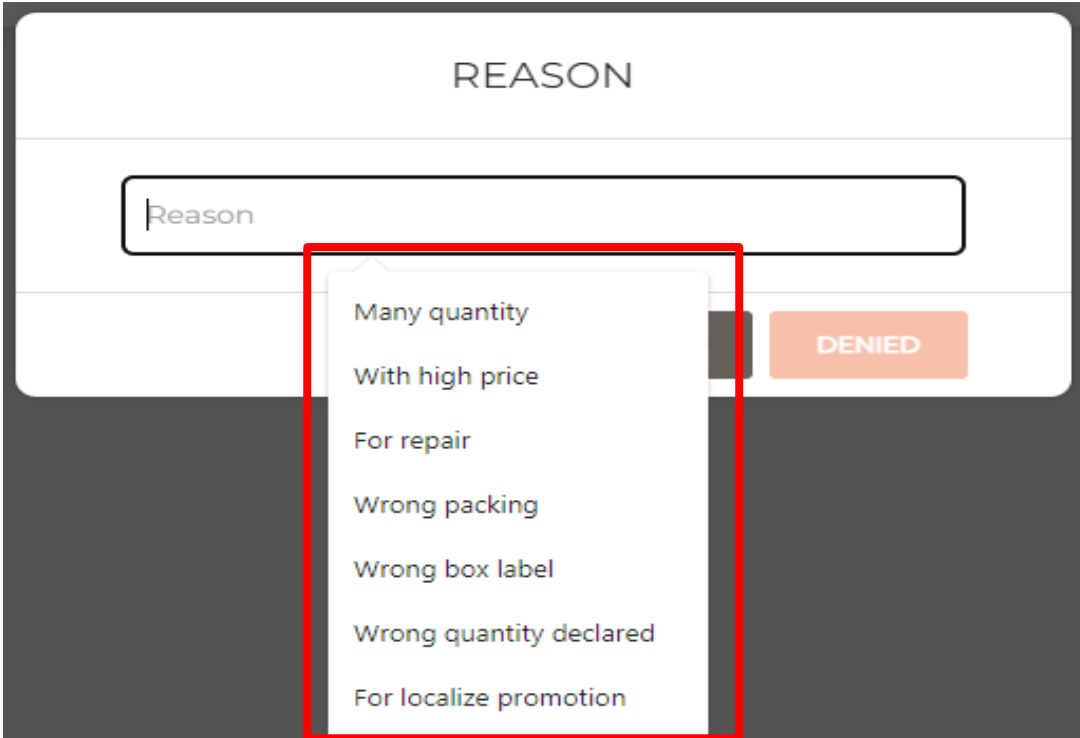
APPROVE

 BARBIZON  
EVERYDAY

96

**STEP 5**

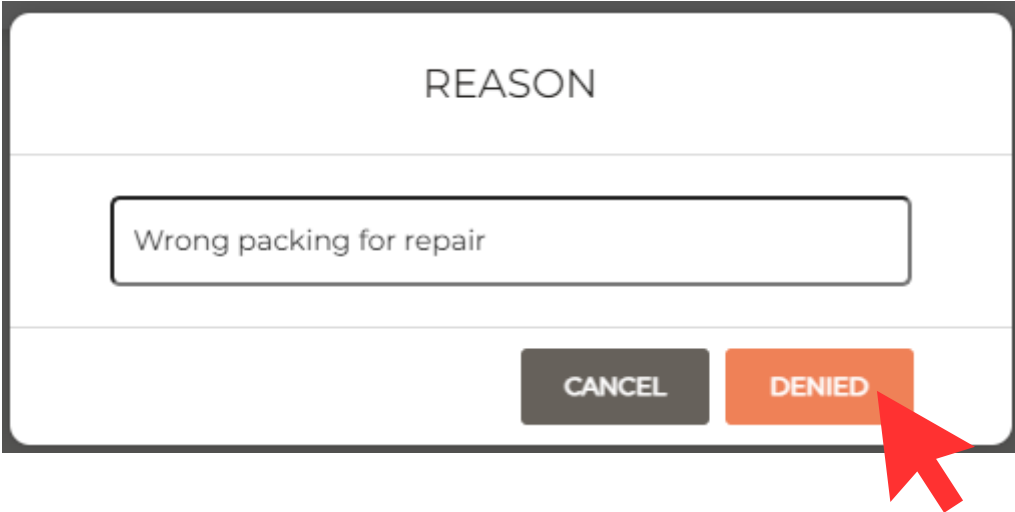
Select on enter the reason of denying the pull-out request.



The screenshot shows a form titled "REASON". Below the title is a text input field with the placeholder text "Reason". A dropdown menu is open below the input field, listing several reasons for denial: "Many quantity", "With high price", "For repair", "Wrong packing", "Wrong box label", "Wrong quantity declared", and "For localize promotion". To the right of the input field is an orange button labeled "DENIED".

**STEP 6**

Click the "DENIED" button to complete the action. Wait for the page to reload.



The screenshot shows the same "REASON" form. The text input field now contains the text "Wrong packing for repair". Below the input field are two buttons: a grey "CANCEL" button and an orange "DENIED" button. A red arrow points to the "DENIED" button.

*Note: You can create a new reason for denying the pull-out, and it will be automatically saved to the database.*

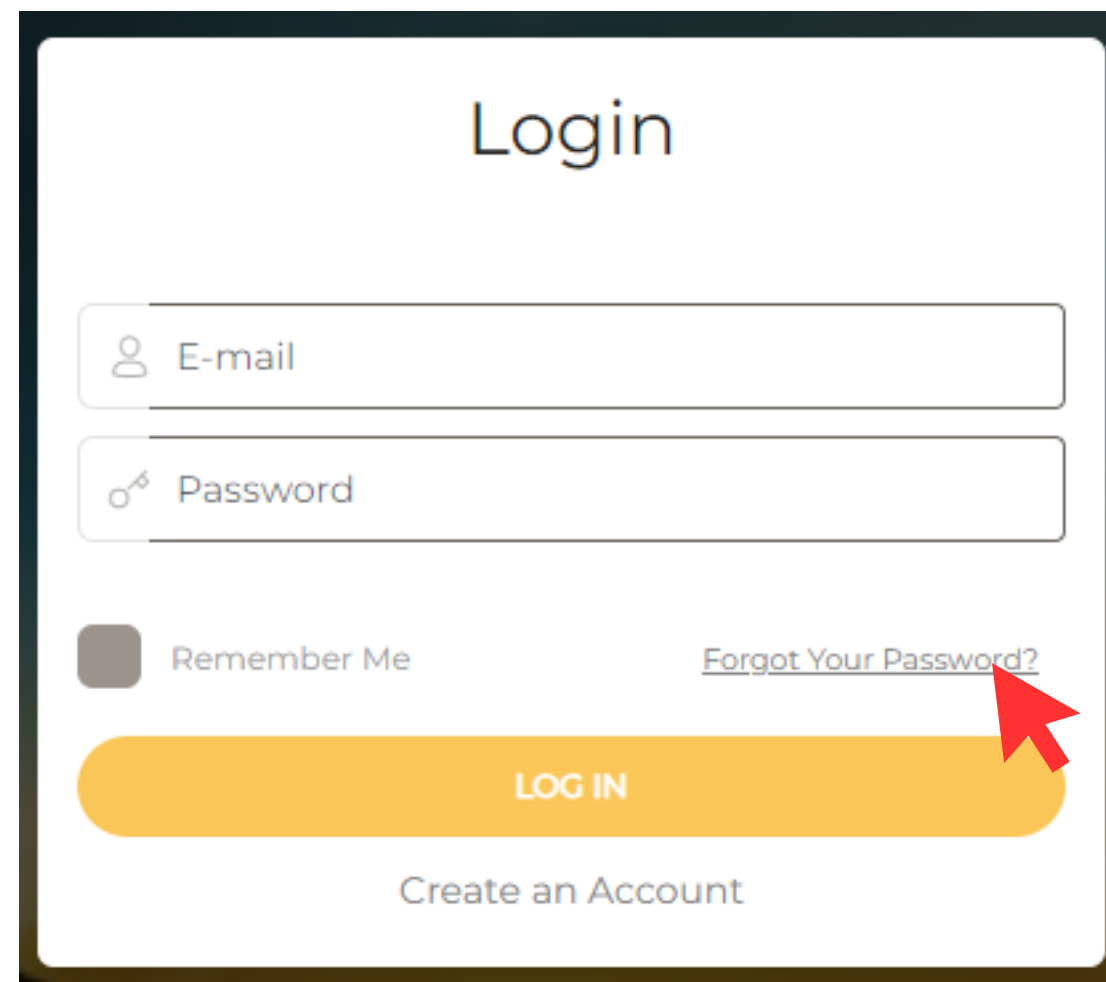
**FORGOT YOUR  
PASSWORD?**

## STEP 1

Open a web browser and go to the PRESTO site by typing or pasting the following address in the URL bar: **http://192.168.0.7:93/#/login**. Press Enter to proceed.

## STEP 2

On the login page, locate and click the "**Forgot Your Password?**" link.



Login

E-mail

Password

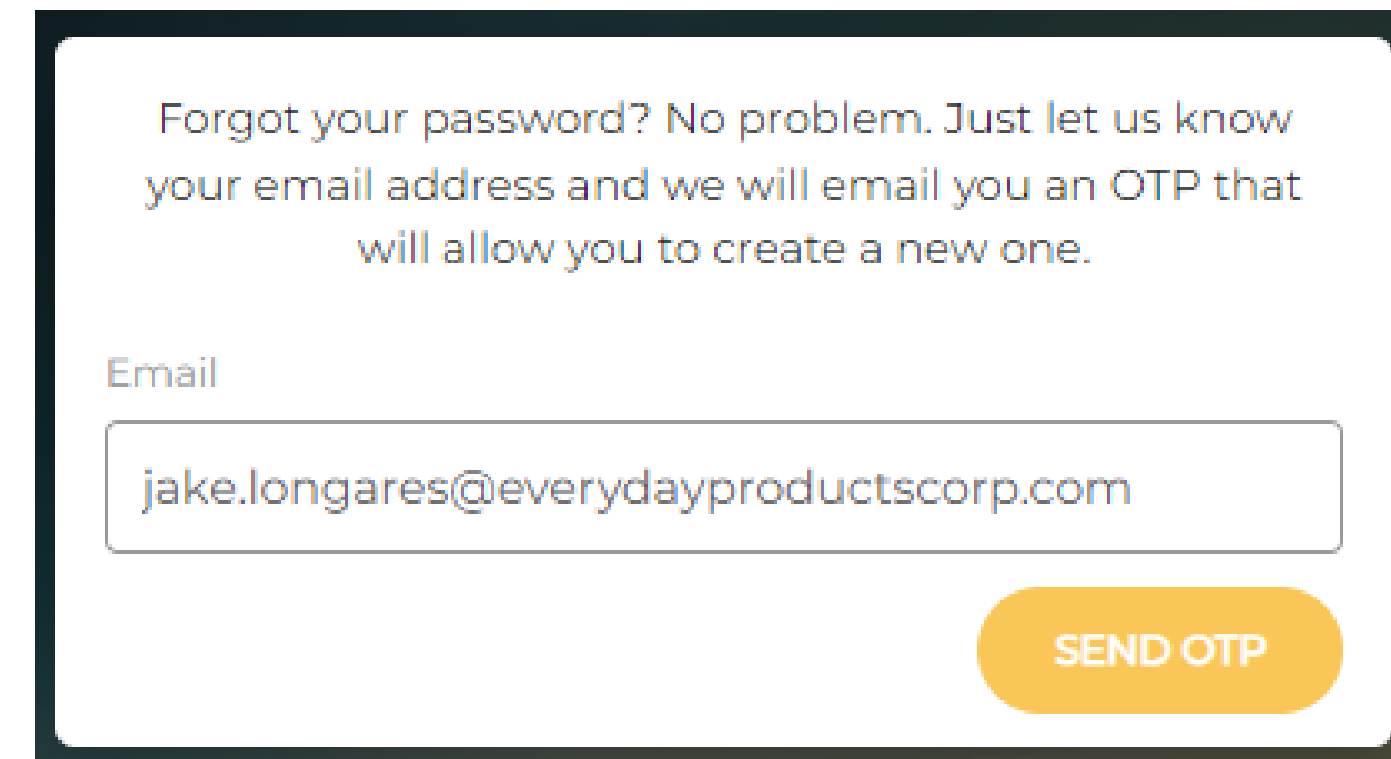
☐ Remember Me [Forgot Your Password?](#)

LOG IN

Create an Account

## STEP 3

Enter your email account into the provided field.



Forgot your password? No problem. Just let us know your email address and we will email you an OTP that will allow you to create a new one.

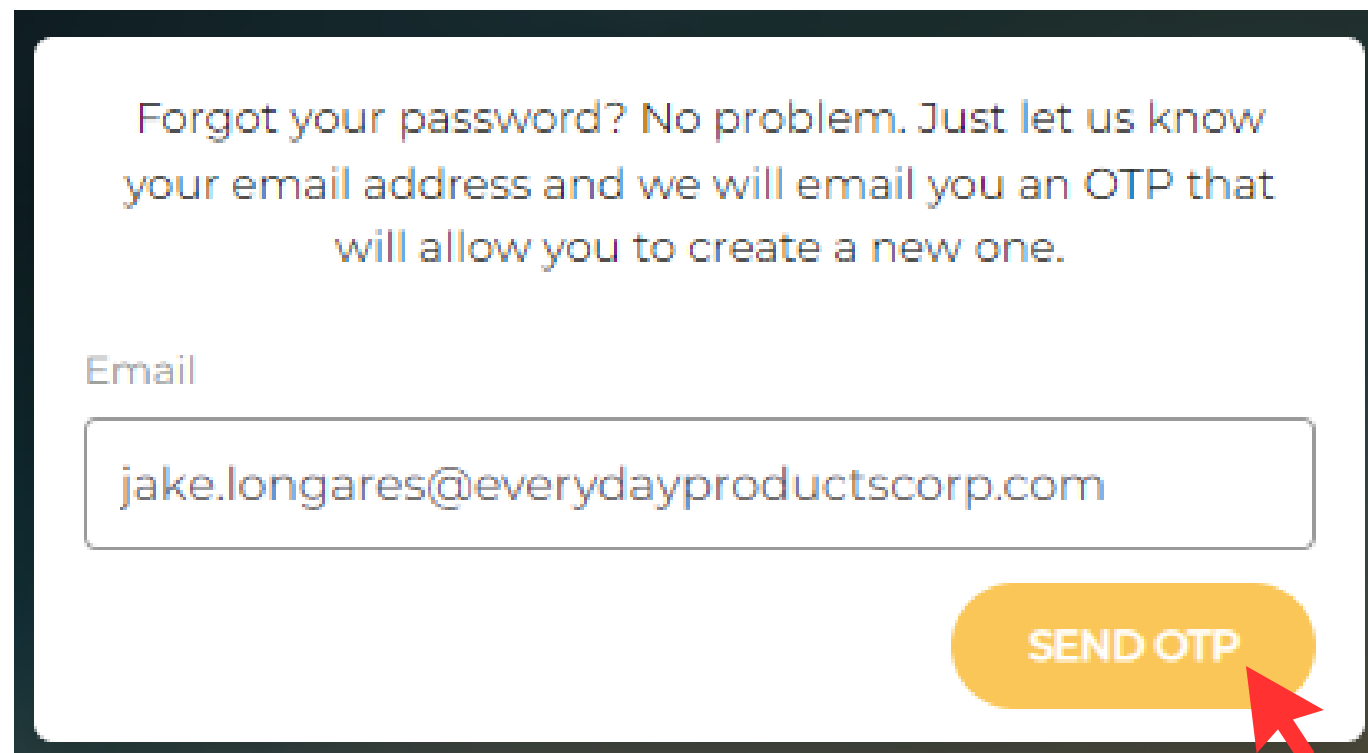
Email

jake.longares@everydayproductscorp.com

SEND OTP

## STEP 4

After entering your email, click the "**SEND OTP**" button.

A screenshot of a web form for password reset. The form has a white background with a black border. At the top, it says "Forgot your password? No problem. Just let us know your email address and we will email you an OTP that will allow you to create a new one." Below this is a label "Email" and a text input field containing "jake.longares@everydayproductscorp.com". At the bottom right of the form is a yellow button with the text "SEND OTP" in black. A red mouse cursor arrow is pointing at the button.

Forgot your password? No problem. Just let us know your email address and we will email you an OTP that will allow you to create a new one.

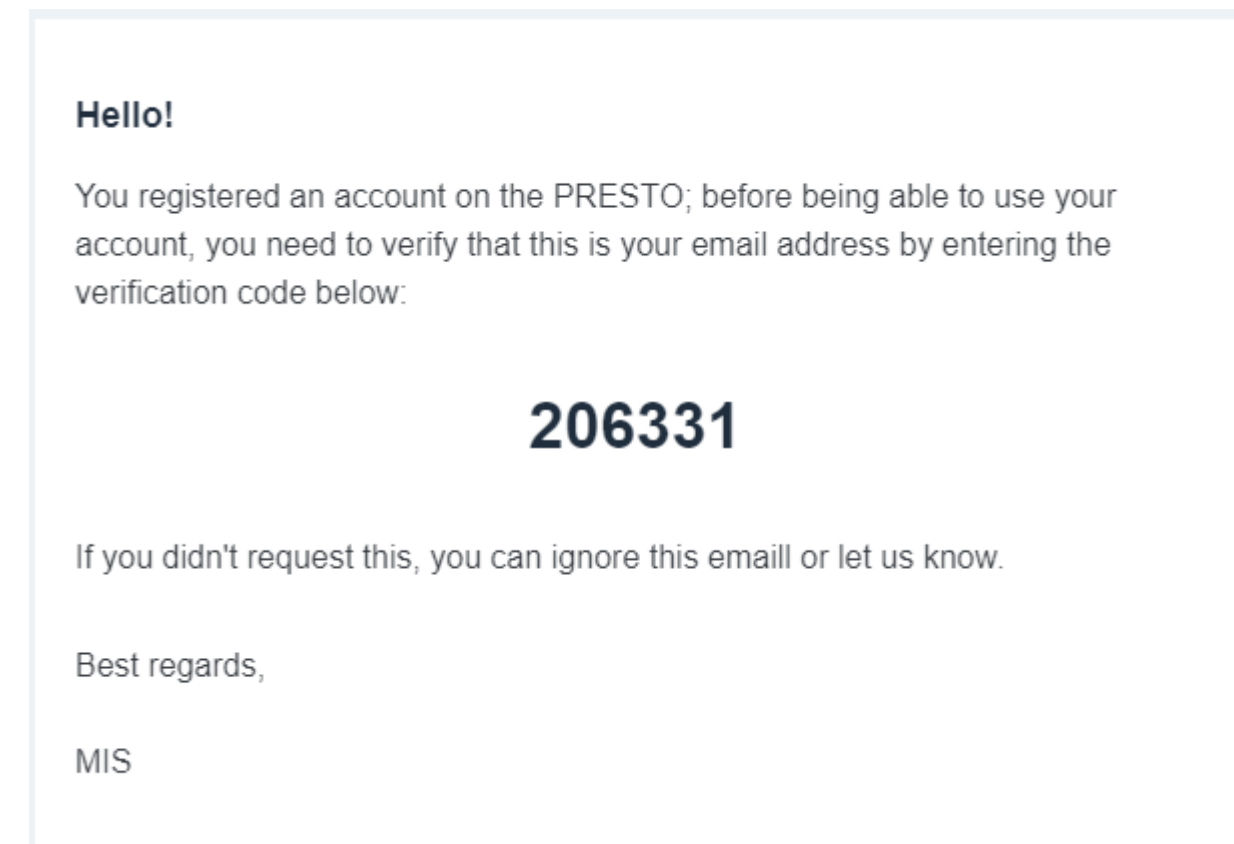
Email

jake.longares@everydayproductscorp.com

SEND OTP

## STEP 5

Access your email account and look an email titled "**Verification Code.**"  
Copy the 6 digit code.

A screenshot of an email interface. The email body has a light blue background. It starts with "Hello!" followed by a paragraph: "You registered an account on the PRESTO; before being able to use your account, you need to verify that this is your email address by entering the verification code below:". In the center, the code "206331" is displayed in a large, bold, black font. Below this, it says "If you didn't request this, you can ignore this email or let us know." At the bottom, it says "Best regards," followed by "MIS" on the next line.

Hello!

You registered an account on the PRESTO; before being able to use your account, you need to verify that this is your email address by entering the verification code below:

**206331**

If you didn't request this, you can ignore this email or let us know.

Best regards,

MIS



**STEP 6**

Back to PRESTO and paste it in the **OTP Verification** text box.

Kindly check your email for the sent OTP Verification Code.

OTP Verification

206331

VERIFY

**STEP 7**

After entering the 6 digit code click the "**VERIFY**" button.

Kindly check your email for the sent OTP Verification Code.

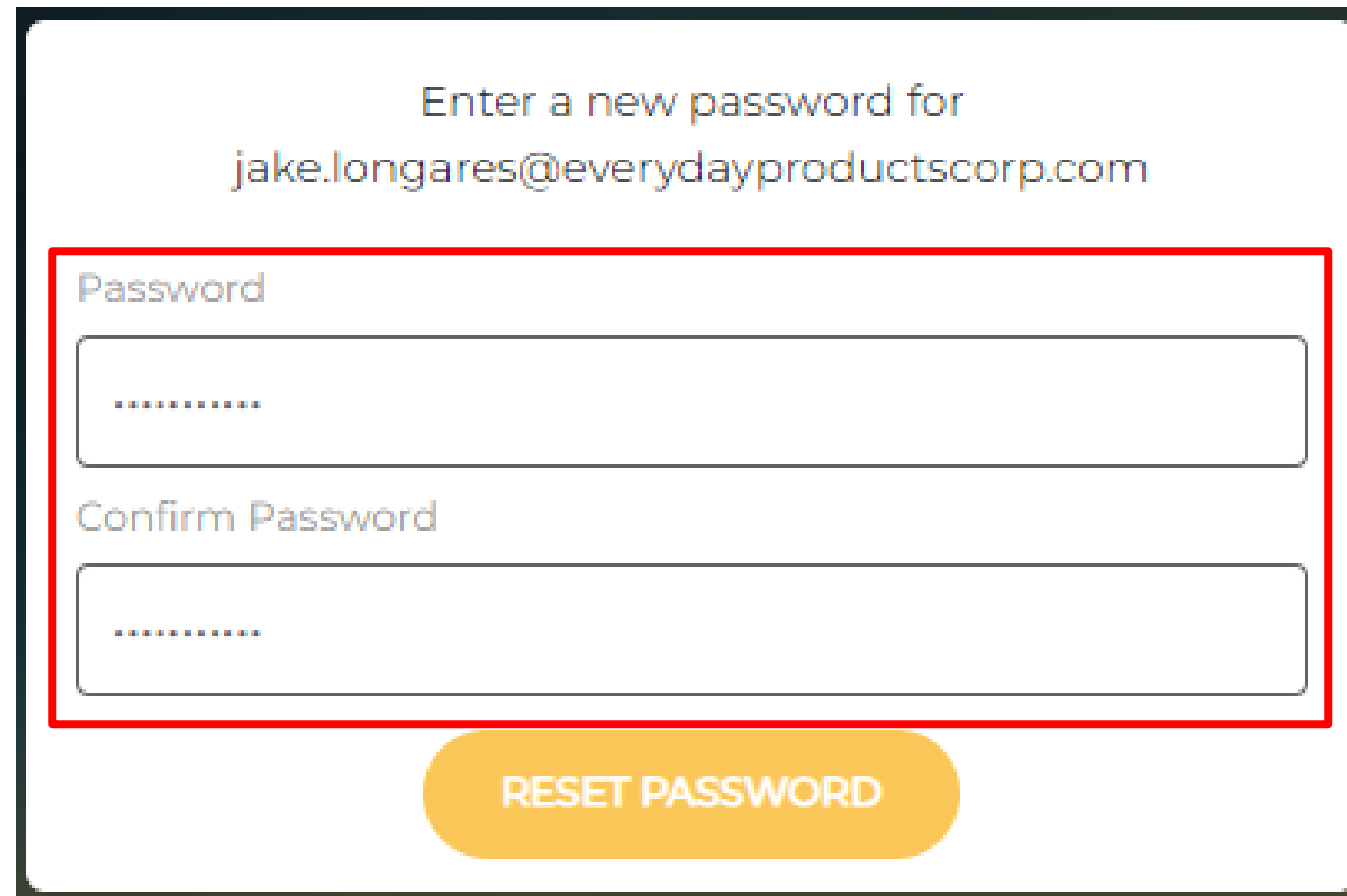
OTP Verification

206331

VERIFY

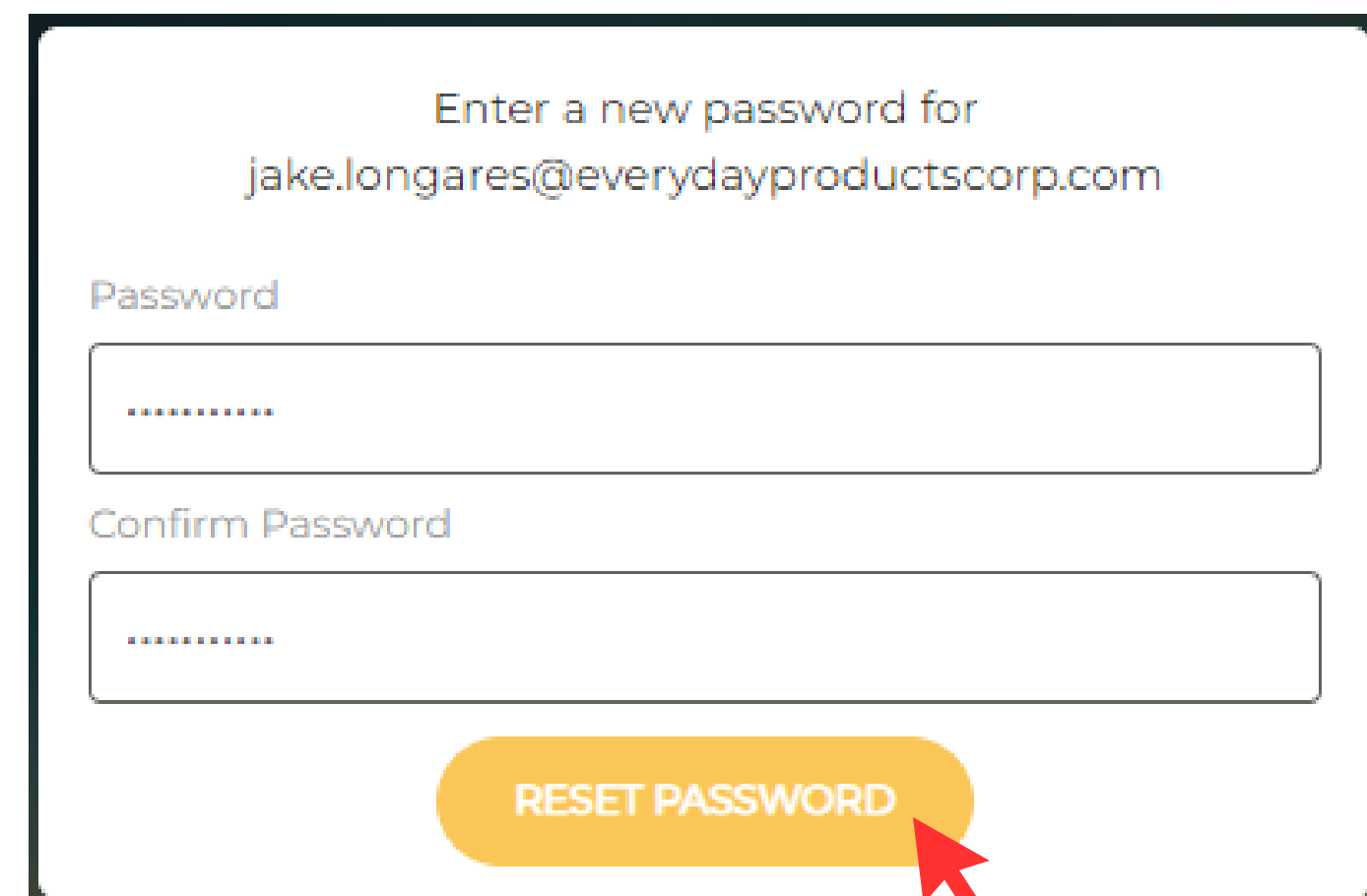
## STEP 8

Enter your desire new password and confirm your password.



## STEP 9

After entering your new password click "**RESET PASSWORD**" button.



*Note: Password must be at least 8 characters long which contain of at least a lowercase letter, an uppercase letter, a number, and a special character*