

# APEX Manual Order Entry - RAG-Compatible Guide

## User Login into APEX Application

Step 1: Open a web browser and go to the login page:

URL: [https://testpassport.debeers.com/ords/r/xx\\_dbj\\_test/oms102107/login-page](https://testpassport.debeers.com/ords/r/xx_dbj_test/oms102107/login-page)

Step 2: Enter valid User ID and Password, then click the Login button.

Step 3: If login is successful, the dashboard view will be displayed.

Note: If login fails, please contact the administrator.

## How to Reset a Password

Step 1: Open the login page URL.

Step 2: Click on 'Reset Password'.

Step 3: In the dialog box, click 'Send Mail'. An OTP will be sent to your registered email.

Step 4: Click 'OK'.

Step 5: Enter the OTP, new password, and confirm password, then click 'Save'.

Step 6: A confirmation dialog will appear indicating password reset success.

Step 7: Login with the new password.

Step 8: Dashboard view will appear on successful login.

## Create a Farfetch Sales Order

Step 1: Login to APEX. Dashboard will be the default landing page.

Step 2: Click the hamburger menu, then click 'Create Order'.

Step 3: Fill in Sales Order details at header level (e.g., Order Type, Ship to Customer ID).

Step 4: Click 'Create' and confirm.

Step 5: Click 'Add Row' to enter line-level details (e.g., Item Number, Quantity, Store).

Step 6: Click 'Save'.

Step 7: Click 'Payment Mode' and add payment method (e.g., VISA, FARFETCH).

Step 8: Click 'Book' to create the order and confirm.

Step 9: The Order Detail page will appear showing status as DOO\_DRAFT then OPEN.

## **APEX Manual Order Entry - RAG-Compatible Guide**

Step 10: Order is ready for pick and ship in RF-Smart.

Step 11: Fulfillment status will show 'Closed' after successful downstream processing.