

Chandana Hardware (Pvt.) Ltd



Supplier User Manual

1. Start the System

After starting the system, the following screen will be displayed;



2. Login to the System (Registered Suppliers)

To login to the system as a customer, the user must click the “Supplier Login” button on the Top Left Hand Side Corner of the Screen. The following screen will appear after the “Supplier Login” button is clicked;

A screenshot of the 'Supplier Login' form. The form has a light blue header with the title 'Supplier Login'. Below the header, there are two input fields: 'Username' and 'Password', each followed by an asterisk (*). A blue 'Login' button is positioned below the password field. At the bottom of the form, there is a link that says 'Not a Supplier Yet? [Sign Up](#)' and another link below it that says '[Home](#)'.

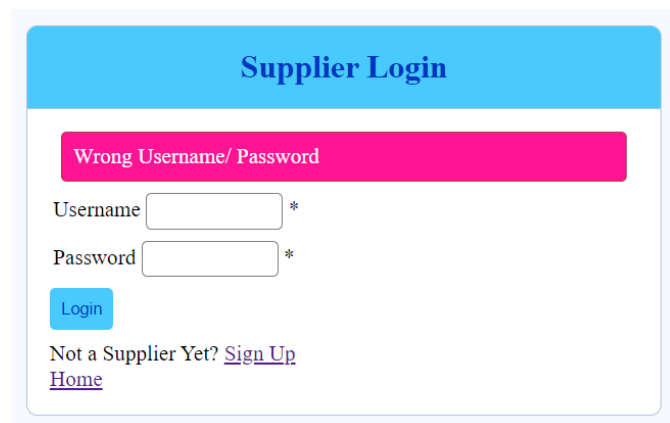
The user must enter their pre-registered username and password to access the system.

If the Login button is clicked without filling the username and password, the following error messages will be displayed;



The image shows a 'Supplier Login' form with a blue header. Below the header, a pink error box contains the text 'Please Enter Username with 8 Characters' and 'Please Enter Password'. The form includes two input fields: 'Username' and 'Password', both followed by an asterisk (*). A blue 'Login' button is positioned below the password field. At the bottom, there is a link 'Not a Supplier Yet? [Sign Up](#)' and another link '[Home](#)'.

If a wrong username and/ or password is entered, the following error message will be displayed;



The image shows the same 'Supplier Login' form, but with a different error message. The pink error box now displays 'Wrong Username/ Password'. The rest of the form, including the 'Username' and 'Password' fields, the 'Login' button, and the links 'Not a Supplier Yet? [Sign Up](#)' and '[Home](#)', remains the same.

If the correct username and password is entered, the user will be re-directed to the supplier home page;



3. Registering Suppliers who are not yet Registered

If the supplier is not registered yet, click the “Sign Up” button on the Login page;



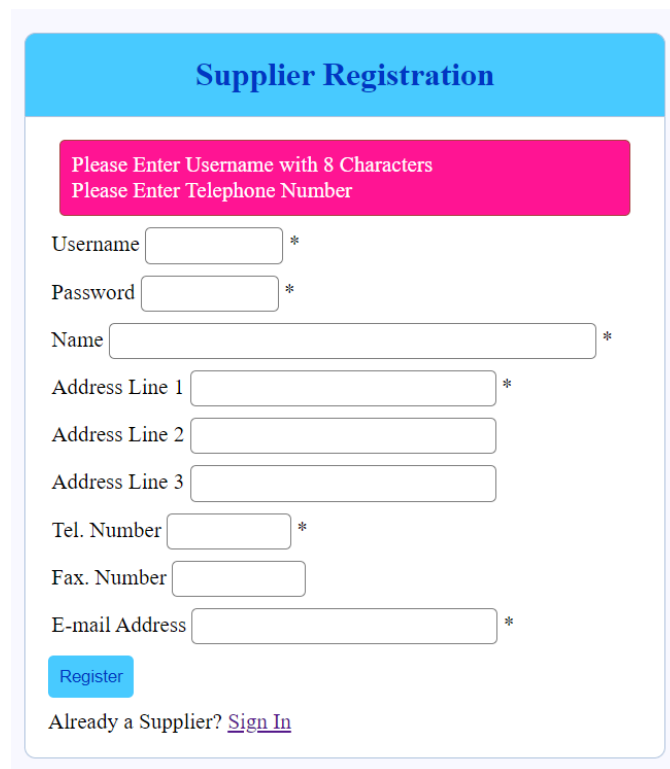
The image shows a 'Supplier Login' form. It has a blue header with the text 'Supplier Login'. Below the header, there are two input fields: 'Username' and 'Password', each followed by an asterisk. Below these fields is a blue 'Login' button. At the bottom, there is a link 'Not a Supplier Yet?' followed by a red-bordered 'Sign Up' button and a 'Home' link.

The user can input their Username (8 Characters long), Password, Name, Address, Telephone Number, Fax Number and Email Address. The fields; Username, Password, Name, Address Line 1, Tel. Number, and Email Address are mandatory.



The image shows a 'Supplier Registration' form. It has a blue header with the text 'Supplier Registration'. Below the header, there are several input fields: 'Username' and 'Password' (both with asterisks), 'Name' (with an asterisk), 'Address Line 1' (with an asterisk), 'Address Line 2', 'Address Line 3', 'Tel. Number' (with an asterisk), 'Fax. Number', and 'E-mail Address' (with an asterisk). Below these fields is a blue 'Register' button. At the bottom, there is a link 'Already a Supplier?' followed by a 'Sign In' link.

If the mandatory fields are incomplete/ left blank relevant error messages will be displayed. For example if the Password, Name, Address Line 1 and Email Address are filled but the Username and Tel. Number are blank, the following error messages will be displayed;



The image shows a 'Supplier Registration' form. At the top, there is a blue header with the title 'Supplier Registration'. Below the header, there is a pink error message box that says 'Please Enter Username with 8 Characters' and 'Please Enter Telephone Number'. The form contains several input fields: 'Username' (with an asterisk), 'Password' (with an asterisk), 'Name' (with an asterisk), 'Address Line 1' (with an asterisk), 'Address Line 2', 'Address Line 3', 'Tel. Number' (with an asterisk), 'Fax. Number', and 'E-mail Address' (with an asterisk). There is a blue 'Register' button and a link that says 'Already a Supplier? [Sign In](#)'.

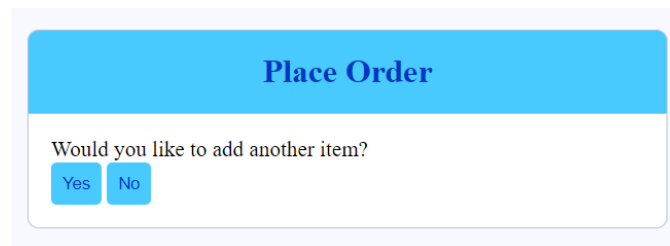
After all the mandatory fields have been completed correctly, the user will be re-directed to the Supplier Item Registration Page;



The image shows a 'Supplier Item Registration' form. At the top, there is a blue header with the title 'Supplier Item Registration'. Below the header, there is a text field for 'Name' with the value 'Sewana Hardware'. Below that, there is a text field for 'Select Items You Can Supply' with a dropdown menu showing 'Tokyo Super Cement'. There is a blue 'Add' button.

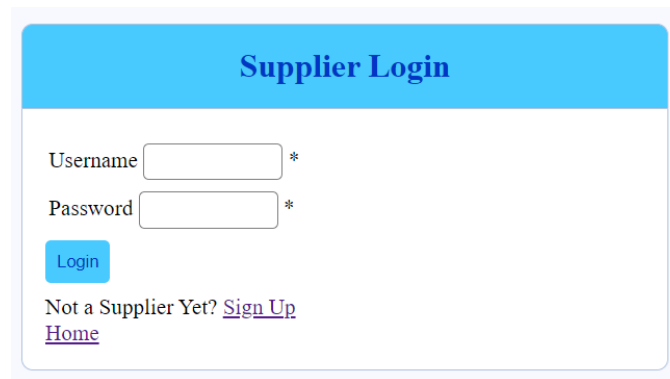
The Supplier can select the items that they wish to supply from the drop down list.

After selecting an item they can supply, the Supplier must click the “Add” Button. The he/ she will be re-directed to the next page;



The 'Place Order' form features a blue header with the title 'Place Order'. Below the header, the text 'Would you like to add another item?' is displayed. At the bottom of the form, there are two blue buttons labeled 'Yes' and 'No'.

In this page, the user can click “Yes” to add another item or click “No” to return to the Login Page;



The 'Supplier Login' form has a blue header with the title 'Supplier Login'. It contains two input fields: 'Username' and 'Password', each followed by an asterisk. Below these fields is a blue 'Login' button. At the bottom, the text 'Not a Supplier Yet?' is followed by two links: 'Sign Up' and 'Home', both underlined.

Please refer Section 2 above to login to the system.

4. Supplier Home Page

After login to the system, in the Supplier Home Page, three menu items can be identified.

4.1 Items

After expanding the “Items” Menu, there are three sub-menu item as shown below;



4.1.1 Add Items

After clicking the sub-menu “Add Items”, the user will be re-directed to the Supplier Item Registration Page;

A screenshot of the 'Supplier Item Registration' form. The form has a blue header with the title 'Supplier Item Registration'. Below the header, the 'Username' is displayed as 'spnethma'. The 'Select Items You Can Supply' field is a dropdown menu currently showing 'Tokyo Super Cement'. There is a blue 'Add' button next to the dropdown. At the bottom, there is a link that says 'Return to Supplier Home Page? [Supplier Home Page](#)'.

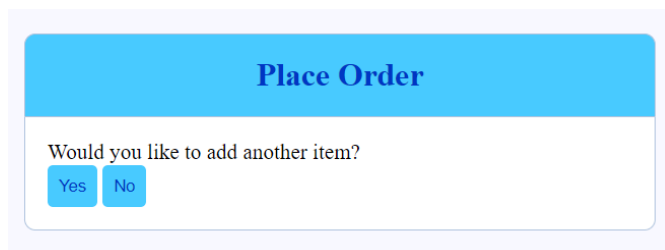
In this page, the supplier can add more items they wish to supply other than the items they selected at the initial registration.

The user can cancel the update and return back to the Supplier Home Page by clicking the “Supplier Home Page” button;



A screenshot of a web form titled "Supplier Item Registration" with a blue header. The form contains the following fields and elements: "Username : spnethma", "Select Items You Can Supply : Tokyo Super Cement" (with a dropdown arrow), an "Add" button, and a "Return to Supplier Home Page?" label followed by a link "Supplier Home Page" which is highlighted with a red rectangular border.

The user can select the item from the drop down list and click “Add” Button. Then the user will be re-directed to the next page;



A screenshot of a web form titled "Place Order" with a blue header. The form contains the text "Would you like to add another item?" followed by two buttons: "Yes" and "No".

In this page, the user can click “Yes” to add another item or click “No” to return to the Supplier Home Page;



4.1.2 Delete Items

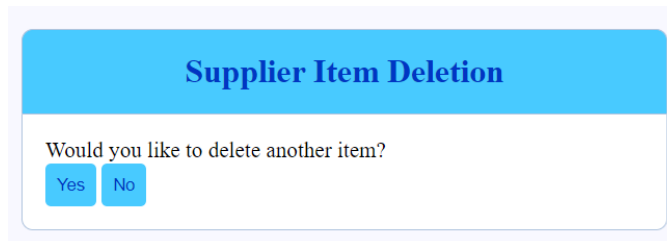
After clicking the sub-menu “Delete Items”, the user will be re-directed to the Supplier Item Deletion Page;



The user can cancel the update and return back to the Supplier Home Page by clicking the “Supplier Home Page” button;

In this page, the supplier can remove items they do not wish to supply from the items they had previously selected to supply.

The user can select the item from the drop down list and click “Delete” Button. Then the user will be re-directed to the next page;



In this page, the user can click “Yes” to delete another item or click “No” to return to the Supplier Home Page.

4.1.3 View all Items

After clicking the sub-menu “View all Items”, the user will be re-directed to the Item View Page. This page shows a view of all the items the Supplier wishes to supply;

Add Image

The Supplier can return back to the Supplier Home Page by clicking the “Supplier Home Page” button on the Left Hand Side of the Screen.

4.2 Utilities

After expanding the “Utilities” Menu, there are sub-menu items as shown below;

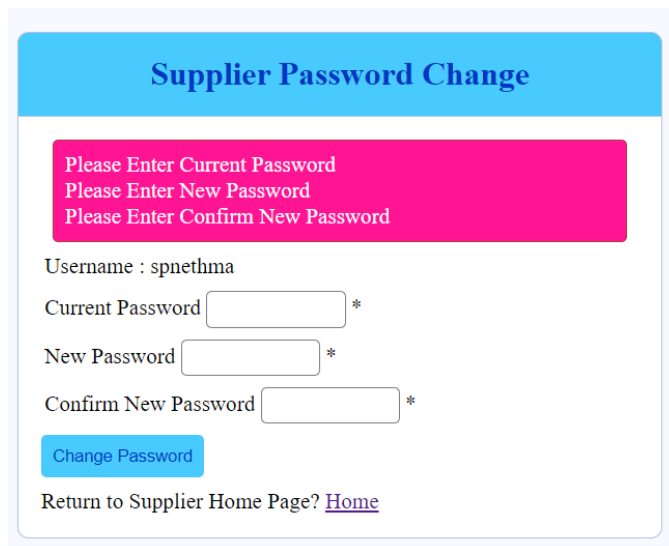


4.2.1 Change Password

After clicking the sub-menu “Change Password”, the user will be re-directed to the Supplier Password Change page;

A screenshot of the 'Supplier Password Change' form. The form has a light blue header with the title 'Supplier Password Change'. Below the header, the text 'Username : spnethma' is displayed. There are three input fields: 'Current Password', 'New Password', and 'Confirm New Password', each followed by an asterisk (*). Below the input fields is a blue button labeled 'Change Password'. At the bottom of the form, it says 'Return to Supplier Home Page? [Home](#)'.

The user must enter the “Current Password”, “New Password” and “Confirm New Password”, which are mandatory fields. If the mandatory fields are left blank, error messages will be displayed as below;

The image shows a web form titled "Supplier Password Change" in a blue header. Below the header is a pink box containing three instructions: "Please Enter Current Password", "Please Enter New Password", and "Please Enter Confirm New Password". Underneath the pink box, the username "spnethma" is displayed. There are three input fields: "Current Password", "New Password", and "Confirm New Password", each followed by an asterisk. A blue "Change Password" button is located below the input fields. At the bottom, there is a link that says "Return to Supplier Home Page? [Home](#)".

Supplier Password Change

Please Enter Current Password
Please Enter New Password
Please Enter Confirm New Password

Username : spnethma

Current Password *

New Password *

Confirm New Password *

[Change Password](#)

Return to Supplier Home Page? [Home](#)

If the user wishes to stop changing the password, he/ she can click the “Home” Button to cancel the password change and return to the Supplier Home Page.

After entering the “Current Password”, “New Password” and “Confirm New Password”, the user can click “Change Password”, to confirm the change. Then the user will be automatically re-directed to the home page.

4.2.2 Help

After clicking the sub-menu “Help”, the user can view this user manual in the form of a pdf file;

Add Image

4.3 Logout

The menu contains a “Logout” button;



After clicking “Logout”, the user is re-directed back to the initial home page;

