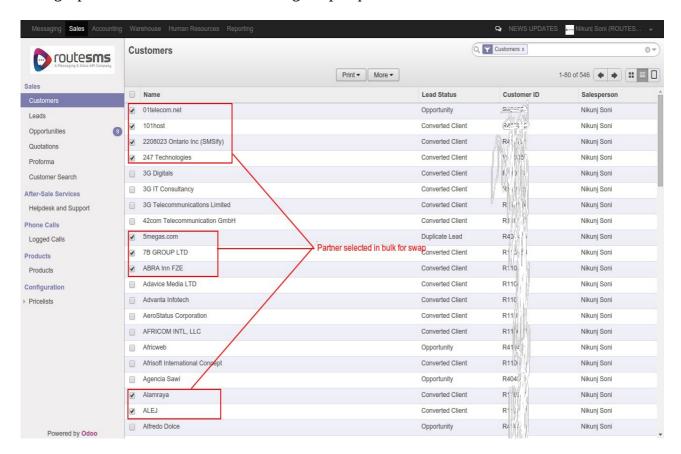
## SEND SWAP PARTNER REQUEST TO SALE SUPERUSER/HIGH AUTHORITY

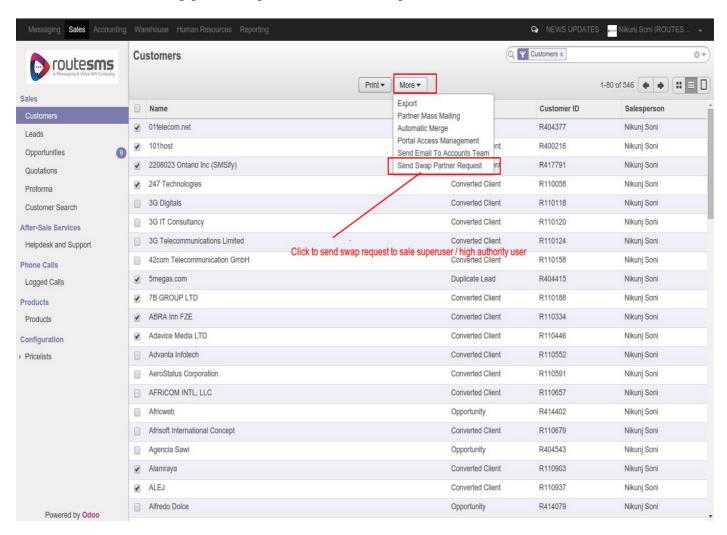
#### STEP 1:

- \* Select the partners to swap
- \* Single partner can be selected for sending swap request or in bulk



#### STEP 2:

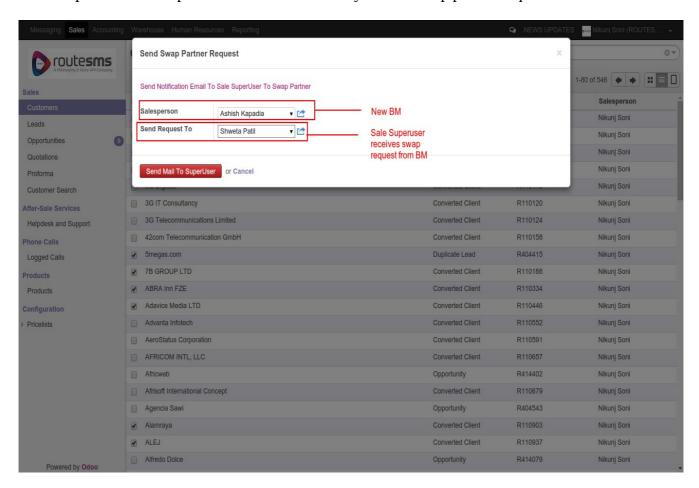
\* Click on "send swap partner request" from "More" option list



#### STEP 3:

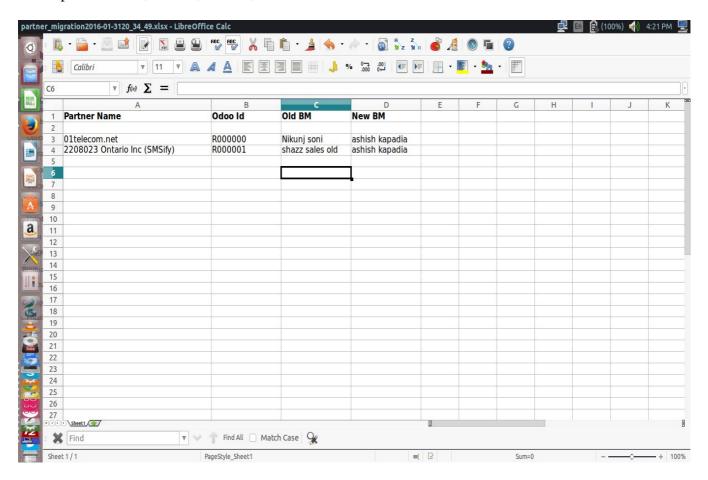
- \* Select new BM
- \* Select Sale superuser.

Sale superuser is a saleperson who has the authority to send swap partner request to accounts team

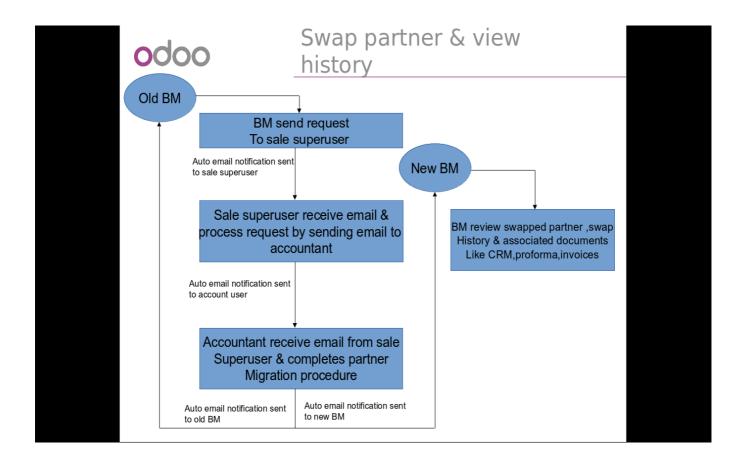


# STEP 4 (For Sale Superuser only):

\* Sale superuser will receiveemail notification along with excel sheet holding swap partner details like partner name,odoo id,old BM,new BM



## PARTNER SWAP FLOWCHART



# THANK YOU

Email: <a href="mailto:shashank.verma@bistacloud.com">shashank.verma@bistacloud.com</a>

Skype: bista\_shashank

Ext: 684