

MINI Group - ART

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CREATING MANUFACTURER DATA

Purpose – Adding a new Manufacturer into the system.

User Role - Purchase Manager

Navigation Path – Product Management Menu → Manufacturer Sub-Menu → Click on Create Button

All fields that have an asterisk “*” sign against them are mandatory. And others are optional, thus can be kept blank.

The screenshot shows a web browser window with the URL <http://production.scmretail.minigroup.com/Manufacturer/Create>. The page title is "Create Manufacturer". The form contains the following fields:

- Manufacturer Name ***: A text input field.
- Description**: A text input field.
- Is Active**: A checkbox that is checked by default.

At the top right of the form, there are three buttons: "Back to List", "Clear", and "Save".

Manufacturer Name – Insert the Name of the Manufacturer.

Description – Insert a brief description about the Manufacturer.

Is Active Check – Make sure this is checked. This check means that the Organization still continues to deal in the products of the manufacturer. Uncheck this box when want to discontinue dealing in products manufactured by the manufacturer.

Click on the **Save Button** for saving the inserted record.

Clear button – Clicking on this button clears any data that is inserted in the fields.

Back to List button – Clicking on this button will take the user to the list of Manufacturers present in the system.

African Retail Traders (2005) Ltd. NAIROBI WAREHOUSE Select Language English Hello, Upendra!

Product Management Purchase Management Inventory Management Sales Reports Administration Accounts Audio-Video Help

Manufacturer Master

Action	Manufacturer Name	Description	Is Active
Edit	ACER	ACER	<input checked="" type="checkbox"/>
Edit	AIRTIME	AIRTIME	<input checked="" type="checkbox"/>
Edit	APPLE	APPLE	<input checked="" type="checkbox"/>
Edit	ASUS	ASUS	<input checked="" type="checkbox"/>
Edit	BE	BE	<input checked="" type="checkbox"/>
Edit	BLACKBERRY	BLACKBERRY	<input checked="" type="checkbox"/>

CREATING UNIT OF MEASUREMENT DATA

Purpose – Adding a new Unit of Measurement into the system.

User Role - Purchase Manager

Navigation Path – Product Management Menu → Unit of Measurement → Click on Create Button

All fields that have an asterisk “*” sign against them are mandatory. And others are optional, thus can be kept blank.

The screenshot shows a web application interface for creating a new unit of measurement. At the top, there's a header bar with the company logo 'African Retail Traders (2005) Ltd.' and a language selection dropdown set to 'English'. Below the header, a navigation menu includes 'Product Management', 'Purchase Management', 'Inventory Management', 'Sales', 'Reports', 'Administration', 'Accounts', and 'Audio-Video Help'. The main content area is titled 'Create Unit Of Measurement'. It contains two input fields: 'UOM Short Name *' and 'UOM Long Name *'. To the right of these fields are three buttons: 'Back to List', 'Clear', and 'Save'. The bottom of the page features a footer with the text 'Progile Infotech Pvt. Ltd.'

UOM Short Name – Insert the short form of a new Unit of Measurement.

UOM Long Name – Insert the long form of a new Unit of Measurement.

Click on the **Save Button** for saving the inserted record.

Clear button – Clicking on this button clears any data that is inserted in the fields.

Back to List button – Clicking on this button will take the user to the list of Unit of Measurement present in the system.

The screenshot shows a web browser window titled "MiniGroup" with the URL "production.scmretail.minigroup.com/UOM". The page header includes the company logo "African Retail Traders (2005) Ltd.", the warehouse location "NAIROBI WAREHOUSE", a "Select Language" dropdown set to "English", and a user greeting "Hello, Upendra! -". The navigation menu at the top lists "Product Management", "Purchase Management", "Inventory Management", "Sales", "Reports", "Administration", "Accounts", and "Audio-Video Help". The main content area is titled "Unit Of Measurement Master" and displays a table titled "Unit Of Measurement list". The table has columns for "Action", "UOM Short Name", and "UOM Long Name". It contains two rows: one for "NO" (Long Name: NO) and one for "PC" (Long Name: PIECES). A "Create" button is located in the top right corner of the table area.

Action	UOM Short Name	UOM Long Name
	NO	NO
	PC	PIECES

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CREATING PRODUCT CATEGORY DATA

Purpose – Adding a new Product Category into the system.

User Role - Purchase Manager

Navigation Path – Product Management Menu → Product Category → Click on Create Button

All fields that have an asterisk “*” sign against them are mandatory. And others are optional, and thus can be kept blank.

The screenshot shows a web application interface for creating a product category. At the top, there's a header with the company logo 'African Retail Traders (2005) Ltd.' and a language selection dropdown set to 'English'. Below the header, a navigation bar includes links for Product Management, Purchase Management, Inventory Management, Sales, Reports, Administration, Accounts, and Audio-Video Help. The main content area is titled 'Create Product Category'. It contains two input fields: 'Product Category Name *' and 'Product Category Description'. To the right of these fields are three buttons: 'Back to List', 'Clear', and 'Save'. The bottom of the page features a footer with the company name 'Progile Infotech Pvt. Ltd.'

Product Category Name – Insert a new Product Category.

Product Category Description – Insert a brief description about the Product Category.

Click on the **Save Button** for saving the inserted record.

Clear button – Clicking on this button clears any data that is inserted in the fields.

Back to List button – Clicking on this button will take the user to the list of Product Categories present in the system.

The screenshot shows a web browser window with the following details:

- Title Bar:** MiniGroup | production.scmretail.minigroup.com/ProductCategory
- Header:** African Retail Traders (2005) Ltd. (with ART logo), NAIROBI WAREHOUSE, Select Language (English), Hello, Upendra!
- Menu Bar:** Product Management, Purchase Management, Inventory Management, Sales, Reports, Administration, Accounts, Audio-Video Help.
- Section Header:** Product Category Master
- Table:** Product Category List

Action	Product Category Name	Product Category Description
Edit	Computer	Computer
Edit	Tab	Tab
Edit	Services	Services
Edit	Phones	Phones
Edit	Phone Accessories	Phone Accessories

CREATING PRODUCT DATA

Purpose – Adding a new Product into the system.

User Role - Purchase Manager

Navigation Path – Product Management Menu → Product Sub-Menu → Click on Create Button

All fields that have an asterisk “*” sign against them are mandatory. And others are optional, and thus can be kept blank.

The screenshot shows a web-based application interface for creating a new product. At the top, there's a header bar with the company name 'African Retail Traders (2005) Ltd.' and 'NAIROBI WAREHOUSE'. Below the header, a navigation menu includes 'Product Management', 'Purchase Management', 'Inventory Management', 'Sales', 'Reports', 'Administration', 'Accounts', and 'Audio-Video Help'. The main content area is titled 'Create Product'. It contains several input fields: 'Manufacturer Name' (dropdown), 'Product Category' (dropdown), 'Product Name' (text input), 'Product Code' (text input), 'Model Number' (text input), 'Product Description' (text input), and 'Warranty Info' (text input). To the right of these fields is a 'Product Image' section with a placeholder image of a building and a file upload button labeled 'Choose file' with 'No file chosen' below it. Below the image section are four checkboxes: 'Is Tracked By BarCode', 'Is Active' (which is checked), 'Is Product VAT Applicable', and 'Is Excise Applicable'. At the bottom right of the form are buttons for 'Back to List', 'Clear', and 'Save'.

Manufacturer Name – Select a Manufacturer from the dropdown list.

Product Category – Select a Product Category from the dropdown list.

Product Name – Insert the Product Name.

Product Code – Insert a product code for the product.

Model Number – Insert the model number of the product.

Product Description – Insert a brief description about the product.

Warranty Info – Insert the warranty details with respect to the Product.

Is Tracked by Barcode Check – If the user wants to track the product in the application through a barcode then Check it else leave it unchecked.

Is Active Check – Make sure this is checked. This check means that the Organization still continues to deal in the product. Uncheck this box when want to discontinue dealing in the Product.

Is Product VAT Applicable – This check lets the user decide if VAT needs to be made applicable to a certain product or should be exempted from. VAT is calculated @16%.

Is Excise Applicable – This check lets the user decide if Excise needs to be made applicable to a certain product or should be exempted from. Excise is calculated @10%.

Product Image – If the product image is available we can upload it here.

Click on the **Save Button** for saving the inserted record.

Clear button – Clicking on this button clears any data that is inserted in the fields.

Back to List button – Clicking on this button will take the user to the list of Products present in the system.

Action	Manufacturer Name	Product Category	Product Name	Product Code	Model Number	Product Description	Warranty Info	Is Tracked By BarCode	Is Active	Is Product VAT Applicable	Is Excise Applicable	Product Image
<input type="checkbox"/>	ACER	Laptops	Acer		571(Core i 3)	Acer 571(Core i 3)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	ACER	Laptops	Acer e531	ACER500		Acer e531		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	ACER	Tab	Acer Tablet Iconia			Acer Tablet Iconia		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	ACER	Laptops	ACER V5 LAPTOP	ACER501		ACER V5 LAPTOP		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

CREATING SUPPLIER DATA

Purpose – Adding a new Supplier into the System.

User Role - Purchase Manager

Navigation Path → Purchase Management → Manage Supplier

All fields that have an asterisk “*” sign against them are mandatory. And others are optional, and thus can be kept blank.

The screenshot shows a web-based application interface for managing suppliers. At the top, there's a header bar with the company name 'African Retail Traders (2005) Ltd.' and a 'Nairobi Warehouse' logo. Below the header, a navigation menu includes links for Product Management, Purchase Management, Inventory Management, Sales, Reports, Administration, Accounts, and Audio-Video Help. The main content area is titled 'Manage Supplier' and contains a form for entering supplier information. The form fields include:

- Supplier Name ***: A text input field.
- PIN ***: A text input field.
- VAT No. ***: A text input field.
- Registration No.**: A text input field.
- Country ***: A dropdown menu labeled 'Select Country'.
- County ***: A dropdown menu labeled 'Select a County'.
- Division ***: A dropdown menu labeled 'Select a Division'.
- Address Line 1 ***: A text input field.
- Address Line 2**: A text input field.
- Address Line 3**: A text input field.
- PO Box No**: A text input field.
- Postal Code ***: A text input field.
- Country Code**: A dropdown menu labeled 'Code'.
- Phone No-1 ***: A text input field.
- Phone No-2**: A text input field.
- Email ***: A text input field.
- Website**: A text input field.
- Sales Tax No.**: A text input field.
- Service Tax No.**: A text input field.
- Is Active**: A checkbox.

At the bottom right of the form, there are 'Clear' and 'Save' buttons.

Insert relevant details against the fields.

Is Active Check – Make sure this is checked. This check means that the Organization still continues to deal with the Supplier. Uncheck this box when want to discontinue dealing with the Supplier.

And Click on the **Save button**.

A new record gets added to the **Suppliers list** below.

Manage Supplier

Supplier							
Supplier Name *	PIN *	VAT No. *	Registration No.				
Supplier Name	PIN	VAT No	Registration No				
Country *	County *	Division *	Address Line 1 *				
Select Country	Select a County	Select a Division	Address Line-1				
Address Line 2	Address Line 3	PO Box No	Postal Code *				
Address Line-2	Address Line-3	PO Box No	Postal Code				
Country Code	Phone No-1 *	Country Code	Phone No-2	Email *	Website		
Code	Phone Number1	Code	Phone Number2	Email Id	Website		
Sales Tax No.	Service Tax No.	Is Active <input checked="" type="checkbox"/>					
Sales Tax No	Service Tax No						

Suppliers List							
Supplier Status: Active <input type="button" value="▼"/>							
Edit	Supplier Name	PIN	VAT No.	Registration No.	Country	County	Division
	Red Dot Distribution Ltd CR	8768686231	8686868	KENYA	ELDORET	ELDO	
	Trucom Limited	4486626	55443	KENYA	NAIROBI	DAGORETTI	
	Guure Communication Ltd CR	876868613	8686868	KENYA	ELDORET	ELDO	
	Shop Express Limited	4476626	55443	KENYA	NAIROBI	DAGORETTI	
	Krishna International Ltd CR	7578587623	8686868	KENYA	ELDORET	ELDO	

Clear button – Clicking on this button clears any data that is inserted in the fields.

If a records needs to be updated/edited select the record from the Supplier List by clicking on the icon against the Edit column. The record details will be filled in the text fields above. Make the changes and Click on the **Save button**.

PURCHASE ORDER CREATION

Purpose – Creating a New Purchase Order

User Role - Purchase Manager

Navigation Path – Purchase Management –Manage PO – Click on New button.

All fields that have an asterisk “*” sign against them are mandatory. And other are optional, and thus can be kept blank.

The screenshot shows the 'Manage Purchase Order' interface. At the top, there's a navigation bar with links like Product Management, Purchase Management, Inventory Management, Sales, Reports, Administration, Accounts, and Audio-Video Help. Below the navigation bar is a search bar and a language selection dropdown set to English. The main area is titled 'Manage Purchase Order' and contains a table titled 'PO List'. The table has columns for Select, PO Number, PO Date, Supplier Name, Created By, Approved By, Amount (A), Discount Total, VAT(B), Excise(C), and NetAmount(A+B+C). There are two rows of data in the table:

Select	PO Number	PO Date	Supplier Name	Created By	Approved By	Amount (A)	Discount Total	VAT(B)	Excise(C)	NetAmount(A+B+C)
<input type="radio"/>	PON101001015052500017	25 May 2015	JamboPay Express	UPENDRA PATEL	JOY OPILI	0.00	0.00	0.00	0.00	0.00
<input type="radio"/>	PON101001015052200002	22 May 2015	Acacia Tech Ltd C	UPENDRA PATEL	UPENDRA PATEL	408000000000.00	2000000000.00	652800000000.00	0.00	473280000000.00

At the bottom of the table, there are pagination controls: Page [1] of 1, 40, and a dropdown menu. A note says 'View 1 - 2 of 2'.

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Click on the **New** button, this action displays the **PO Summary** Section

The screenshot shows the 'Manage Purchase Order' interface with the 'PO Summary' section expanded. The 'PO Summary' section contains the following fields:

- Supplier***: Tripple K Communication
- Approved By***: 10100015: KENNETH OGUTU
- PO Date***: 28 May 2015
- Created By**: UPENDRA PATEL
- PO Net Amount**: 0.00

At the bottom right of the summary section, there are 'Clear' and 'Save' buttons.

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Supplier - Select a Supplier from the drop down list.

Approved By - Select the name of the Merchandizing Manager/ Purchase Manager who has approved the PO creation.

PO Date - Select a Date

Created By - This field displays the name of the person who has logged in for preparing the Purchase Order.

PO Net Amount - This field has “0” as its default value. However when products are added to the PO in further steps, its final amount is displayed here.

Click on the **Save button**.

A system generated message is displayed “PO Number is generated successfully”.

A new Purchase Order is added to the PO list. The **Status** of the PO now is “**Created**”.

Select	PO Number	PO Date	Supplier Name	Created By	Approved By	Amount (A)	Discount Total	VAT(B)	Excise(C)	NetAmount(A+B+C)
<input type="radio"/>	PON101001015052800020	28 May 2015	Triple K Commu	UPENDRA PATEL	KENNETH OGUTU	0.00	0.00	0.00	0.00	0.00
<input type="radio"/>	PON101001015052500017	25 May 2015	JamboPay Express	UPENDRA PATEL	JOY OPILI	0.00	0.00	0.00	0.00	0.00
<input type="radio"/>	PON101001015052200002	22 May 2015	Acacia Tech Ltd C	UPENDRA PATEL	UPENDRA PATEL	408000000000.00	20000000000.00	65280000000.00	0.00	473280000000.00

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Select the record.

The **PO Delivery Schedule** Section is displayed.

The screenshot shows a web-based application interface for managing purchase orders. At the top, there is a header bar with various navigation links like 'Product Management', 'Purchase Management', 'Inventory Management', etc. Below the header, there is a table displaying purchase order details. The table has columns for Order ID, Date, Supplier, and other financial details. Below the table, there are two sections: 'PO Summary' and 'PO Delivery Schedule'. The 'PO Summary' section contains fields for Supplier (Tripple K Communication), Approved By (KENNETH OGUTU), and PO Date (28 May 2015). The 'PO Delivery Schedule' section has a table with columns for Select, Schedule Sequence, Delivery Schedule Title, Delivery Date, Destination Location, and Status. A 'New' button is located at the top right of this section. At the bottom of the page, there is a footer with the company name and contact information.

Click on the **New** button displayed against the **PO Delivery Schedule**.

Now the **Edit PO Delivery Schedule Section** is displayed.

Schedule Title – Give a suitable Schedule Title

Delivery Date – Select the delivery Date

Destination Location – Select a Location from the drop down where the delivery is to be done.

Click on **Save button**.

A system generated message is displayed “PO Delivery Schedule Saved successfully”.

By following similar steps user may create multiple Schedules, which may be destined for same or different locations.

Select the newly created **PO Delivery Schedule**.

Now the **PO Delivery Schedule Details** Section is displayed.

The screenshot shows the Purchase Order screen with the following details:

- Header:** MiniGroup, production.scmretail.minigroup.com/PurchaseOrder/PurchaseOrder, test.ghr.minigroup, Hello, Upendra!
- Company Information:** African Retail Traders (2005) Ltd., NAIROBI WAREHOUSE, Select Language: English.
- Navigation Bar:** Product Management, Purchase Management, Inventory Management, Sales, Reports, Administration, Accounts, Audio-Video Help.
- User Info:** UPENDRA PATEL, 0.00.
- Section:** PO Delivery Schedule (Edit, New). A table shows one entry: Schedule One, Delivery Date: 28 May 2015, Destination Location: NAIROBI WAREHOUSE, Status: CREATED. Page 1 of 1.
- Section:** PO Delivery Schedule Details (New). A table header is shown: Select, Manufacturer, Product, Ordered Quantity, Unit Price, Discount Total, Amount (A), VAT(B), Excise(C), NetAmount(A+B+C).

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Click on the **New** button displayed against the **PO Delivery Schedule Details Section**.

The **Edit PO Delivery Schedule Details** Section is displayed.

The screenshot shows the **Edit PO Delivery Schedule Details** dialog box with the following fields:

Manufacturer *	X TOUCH
Product Name *	X TOUCH (X MINI)
Unit of Measurement *	PC
Ordered Quantity *	10
Unit Price *	15000
Discount Value	50

Buttons: Cancel, Save.

Right side panel: PO Delivery Schedule Details (Edit, New), Destination Location: NAIROBI WAREHOUSE, Status: CREATED, Page 1 of 1.

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Manufacturer – Select a Manufacturer from the drop down list.

Product Name – Select a Product from the drop down list.

Unit of Measurement – Select a Unit of Measurement from the drop down list.

Ordered Quantity – Enter the quantity that needs to be ordered for.

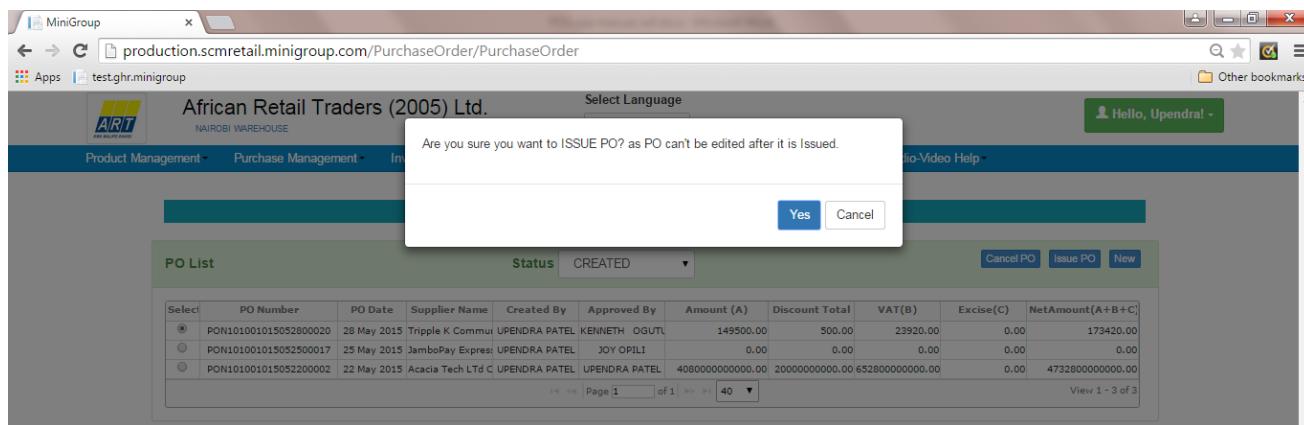
Unit Price – Enter the Unit price of the ordered product.

Discount Value – Enter the discount value that was been offered by the Supplier against an individual product.

Click on the **Save button**.

A system generated message is displayed “PO Delivery Schedule Details Saved Successfully”

By following similar steps user may add multiple products against a schedule.



Click on the **Issue PO button**

A system generated message is displayed “**Are you sure you want to ISSUE PO? as PO can't be edited after it is Issued.**”

Click on the **Yes button**.

A system generated message is displayed “**PO is issued successfully**”.

The **Status** of the PO now changes to “**Issued**”

MiniGroup

production.scmretail.minigroup.com/PurchaseOrder/PurchaseOrder

Apps test.ghr.minigroup

African Retail Traders (2005) Ltd. NAIROBI WAREHOUSE Select Language English Hello, Upendra!

Product Management Purchase Management Inventory Management Sales Reports Administration Accounts Audio-Video Help

Manage Purchase Order

PO List		Status	ISSUED							Print	New
Select	PO Number	PO Date	Supplier Name	Created By	Approved By	Amount (A)	Discount Total	VAT(B)	Excise(C)	NetAmount(A+B+C)	
<input type="radio"/>	PON101001015052800020	28 May 2015	Tripple K Commu	UPENDRA PATEL	KENNETH OGUTU	149500.00	500.00	23920.00	0.00	173420.00	
<input type="radio"/>	PON101001015052600019	26 May 2015	Deltatech Business	UPENDRA PATEL	BETH MAINA	167732.00	470.00	18838.72	16673.20	203243.92	
<input type="radio"/>	PON101001015052300003	23 May 2015	Airtel Networks Li	UPENDRA PATEL	STALIN MARITIM	3246759.00	24371.00	513399.68	194575.00	3954733.68	

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A PO can be cancelled, however only before none of the schedules planned against it has been received at its destined location. Later it won't be available for cancellation.

CREATING A GOODS RECEIVED NOTE

Purpose – Creating a GRN i.e. Goods Received Note.

User Role – Warehouse User or Manager/Branch User or Manager

Navigation Path → Inventory Management → Create GRN

All fields that have an asterisk “*” sign against them are mandatory. And others are optional, and thus can be kept blank.

Action	GRN Number	Actual Delivery Date	Purchase Order	Schedule Seq#	Description	Quality	Status
(radio)	GRN101001015052600013	26 May 2015	PON101001015052600018	1			CREATED
(radio)	GRN101001015052300010	23 May 2015	PON101001015052300004	2			CREATED
(radio)	GRN101001015052300009	23 May 2015	PON101001015052300004	1			CREATED

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Click on the **New** button.

The **Create Goods Received Note Section** is displayed.

The screenshot shows a web-based application interface for managing goods received notes (GRNs). At the top, there is a header bar with the company logo, a language selection dropdown set to English, and a greeting message "Hello, Kenneth!". Below the header is a navigation menu with links for Product Management, Purchase Management, Inventory Management, Sales, Reports, Accounts, and Audio-Video Help. The main content area is divided into two sections: a table view of GRN records and a form for creating a new GRN.

GRN List Table:

Action	GRN Number	Actual Delivery Date	Purchase Order	Schedule Seqe	Description	Quality	Status
GRN101001015052600013	26 May 2015	PON101001015052600018	1				CREATED
GRN101001015052300010	23 May 2015	PON101001015052300004	2				CREATED
GRN101001015052300009	23 May 2015	PON101001015052300004	1				CREATED

Create Goods Received Note Form:

This form allows users to input details for a new GRN:

- Supplier:** Tripple K Communication
- Purchase Order No:** PON101001015052800020
- PO Delivery Schedule:** 1
- Attach Documents:** Choose File (Logo.jpg)
- Invoice Number:** INV101
- Delivery Note Number:** DNN101
- GRN Description:** GRN creation against the goods received at Warehouse
- Quality Remarks:** Good
- Received By:** KENNETH OGUTU
- Received Date:** 28 May 2015

Supplier - Select the relevant Supplier from the drop down.

Purchase Order No - Select the relevant Purchase Order Number from the drop down.

PO Delivery Schedule - Select the relevant PO Delivery Schedule from the drop down.

Invoice Number - Enter the Invoice number if available.

Delivery Note Number - Enter the Delivery Note Number.

GRN Description - Enter a brief description

Quality Remarks – Enter Quality remarks

Received By – This field displays the name of the person who is logged in.

Received Date – This field captures the current date.

Attach Documents – User can upload the scanned copies of all the relevant documents e.g. Delivery Note, Invoice etc. These uploaded documents will be available for viewing, to all the stakeholders.

Click on the **Save button**.

A message is displayed by the system “GRN No ----- is created successfully”

A new GRN record is displayed in the table **GRN List**. Select this record.

Now the **Batch Details Section** is made available for the user.

The screenshot shows a web-based application interface for managing GRNs. At the top, there's a header bar with the company logo 'African Retail Traders (2005) Ltd.' and 'NAIROBI WAREHOUSE'. A 'Select Language' dropdown is set to 'English'. On the right, a green button says 'Hello, Kenneth !'. Below the header is a navigation menu with links like 'Product Management', 'Purchase Management', 'Inventory Management', etc. The main form area contains fields for 'Invoice Number' (INV101), 'Delivery Note Number' (DNN101), 'GRN Description' (GRN Creation against the goods received at Warehouse), 'Quality Remarks' (Good), 'Received By' (KENNETH OGUTU), and 'Received Date' (28 May 2015). At the bottom, a green panel titled 'Batch Details' displays a table with one row of data:

Action	Batch No	Is Tracked By	Manufacturer	Product Name	Product Code	Ordered Qty	Received Qty - Go	Received Qty - Damaged	Shortage or Excess	Remarks
<input type="radio"/>	1147	<input checked="" type="checkbox"/>	X TOUCH	X TOUCH (X MINI)		10	10	2	0	Goods Received

Below the table are buttons for 'Assign Product Code', 'Print', 'Validate', and 'Save'. At the very bottom of the page, a footer bar says 'Progile Infotech Pvt. Ltd.'

This section offers the user, the details such as:-

Batch No - System generated Batch No

Is Tracked By barcode - If, the ordered product is tracked by barcode

Manufacturer - Manufacturer name

Product Name - Name of the ordered product

Product Code - Product Code of the ordered product if defined while Product creation.

Ordered Quantity - Quantity ordered against the Purchase Order.

Received Qty - Enter the received quantity. Here the default value is "0".

Received Qty - Damaged - Enter the quantity of goods that were received but were damaged, this value has no impact on the inventory.

Shortage or Excess - The system automatically calculates and displays any number of goods that were either received in excess or less than the ordered quantity.

Remarks - Enter remarks if needed.

Click on the **Save button**.

The **Status** of the GRN is now changed to "**Received**".

Next we will validate the GRN.

The Validation of any GRN can be done only by a user who is acting as the Warehouse Manager or Branch Manager.

Click on the **Validate** button.

A message is displayed “Record saved successfully”

The **Status** of the GRN is now **INSPECTED**

Action	GRN Number	Actual Delivery Date	Purchase Order	Schedule Seq	Description	Quality	Status
GRN101001015052800015	28 May 2015	PON101001015052800020	1	GRN Creation against the goods received	Good	INSPEC	
GRN101001015052600014	26 May 2015	PON101001015052600019	1	GOODS	Good	INSPEC	
GRN101001015052500012	25 May 2015	PON101001015052500016	1			INSPEC	
GRN101001015052500011	25 May 2015	PON101001015052500013	1			INSPEC	
GRN101001015052300008	23 May 2015	PON101001015052300011	1			INSPEC	
GRN101001015052300007	23 May 2015	PON101001015052300003	1			INSPEC	

With this the goods are inspected and can now be associated with the Barcodes.

BARCODE ASSOCIATION

Purpose – Associating barcodes to the products.

User Role – Warehouse User or Manager/Branch User or Manager

Navigation Path → Inventory Management → Associate Barcode to Products

All fields that have an asterisk “*” sign against them are mandatory. And others are optional, and thus can be kept blank.

The screenshot shows a web browser window for 'African Retail Traders (2005) Ltd.' with the URL 'production.scmretail.minigroup.com/Inventory/AssociateBarcode'. The page title is 'Associate Barcode To Products'. It features a 'Print Barcode' section with dropdowns for 'Manufacturer*', 'Product Name*', 'Batch*', and 'Quantity*'. Below this is a 'Associate Product With System Barcode' section with fields for 'Scan Manufacturer Barcode*' and 'Barcode Count', along with 'Assign' and 'Assign All' buttons. The bottom right corner of the page footer says 'Progile Infotech Pvt. Ltd.'

Manufacturer – Select the manufacturer name

Product Name – Select the Product Name

Batch – Select the Batch for which the barcode association is pending

Quantity – The value in this field is auto filled by the system, based on the quantity received while creating and inspecting the GRN.

Now the **Associate Product with System Barcode Section** will display the system generated barcodes for the products.

The screenshot shows the 'Associate Barcode To Products' page. In the 'Print Barcode' section, the Manufacturer is set to 'X TOUCH', Product Name to 'X TOUCH (X MINI)', Batch to '1147', and Quantity to '10'. Below this, there's a table titled 'BARCODE ASSOCIATION STATUS' showing a list of Mini Group Barcodes and their corresponding Manufacturer Barcodes. The table includes columns for 'Mini Group Barcode', 'Manufacturer Barcode', and 'Assigned'. Most barcodes have an empty checkbox under 'Assigned', except for the first one which has a checked box. At the bottom of the table, there are buttons for 'Page 1 of 10' and 'View 1 - 10 of 10'.

If the user also intends to associate the **Manufacturer's barcode** to the product, he may do so by ---

Enter the code in the **Manufacturer Barcode** field and Click on the Assign Button. (This will take care of an individual product)

The screenshot shows the same 'Associate Barcode To Products' page. The 'Print Barcode' section remains the same. In the 'BARCODE ASSOCIATION STATUS' table, all checkboxes under the 'Assigned' column are now checked, indicating that the manufacturer barcode has been assigned to all products. The rest of the interface is identical to the previous screenshot.

If user has a chronological range of the Suppliers barcode available, then

Enter the starting range in the **Scan Manufacturer Barcode** field and

Enter the count of products in the **Barcode Count** Field

Click on the **Assign button**.

Click on the **Show All button** – This displays the entire list of barcode that is been associated with a certain batch.

Mini Group Barcode	Manufacturer Barcode	Assigned
PRD101030015052835838	X2001	<input checked="" type="checkbox"/>
PRD101030015052835839	X2002	<input checked="" type="checkbox"/>
PRD101030015052835840	X2003	<input checked="" type="checkbox"/>
PRD101030015052835841	X2004	<input checked="" type="checkbox"/>
PRD101030015052835842	X2005	<input checked="" type="checkbox"/>
PRD101030015052835843	X2006	<input checked="" type="checkbox"/>
PRD101030015052835844	X2007	<input checked="" type="checkbox"/>
PRD101030015052835845	X2008	<input checked="" type="checkbox"/>
PRD101030015052835846	X2009	<input checked="" type="checkbox"/>
PRD101030015052835847	X2010	<input checked="" type="checkbox"/>

If User does not have the Manufacturer barcode available then

Click on the **Assign button** (for individual association) OR **Assign All button** (For the entire batch of products).

Show and Print Barcode button – User can view and print the barcodes for labelling them against individual products.

SALES PRICE

Purpose – Assigning Sales Price.

User Role – Merchandizing Manager

Navigation Path → Sales → Assign Sales Price

All fields that have an asterisk “*” sign against them are mandatory. And others are optional, and thus can be kept blank.

The screenshot shows a web browser window for 'production.scmretail.minigroup.com/SalesRecord/SalesPricing'. The top navigation bar includes 'Product Management', 'Purchase Management', 'Inventory Management', 'Sales', 'Reports', 'Administration', 'Accounts', and 'Audio-Video Help'. A dropdown menu labeled 'Please Select Location *' is open, with 'Select Warehouse' as the option chosen. A 'Save' button is visible on the right.

Select the Location from the Drop down list.

This action will display all the product batches present at the selected location which are either already been assigned with **Sales Price** or are pending for **Assigning with Sales Price**.

The screenshot shows the same 'Assign Sales Price' page after selecting 'NAIROBI WAREHOUSE'. The interface is divided into two main sections: 'TRACKABLE BY BARCODE' and 'NON TRACKABLE BY BARCODE'. Both sections include columns for Manufacturer, Product Name, Quantity, Order Price, Shipment Cost, Landing Cost, % Profit Margin, and Sales Price. The 'TRACKABLE BY BARCODE' section lists items like X TOUCH, AIRTIME, and ACER. The 'NON TRACKABLE BY BARCODE' section lists items like AIRTIME, ACER, and Acer e531. Each section has a page navigation bar at the bottom.

TRACKABLE BY BARCODE								
Inventory Status	Batch No.	Manufacturer	Product Name	Quantity	Order Price	Shipment Cost	Landing Cost	% Profit Margin
STOCK ON HAND	1147	X TOUCH	X TOUCH (X MINI)	10	15000	0.00	15000.00	20 <input type="text" value="10000.00"/>
INTRANSIT	1108	AIRTIME	Airtime 1000	2	3000	0.00	3000.00	45.12 <input type="text" value="4353.63"/>
STOCK ON HAND	1124	X TOUCH	X TOUCH (X MINI)	10	15000	0.00	0.00	0.00
STOCK ON HAND	1040	X TOUCH	X TOUCH (X1)	2	11000.5	0.00	11000.50	10.00 <input type="text" value="12100.55"/>
STOCK ON HAND	1039	X TOUCH	X TOUCH (X MINI)	2	11000.5	0.00	11000.50	15.00 <input type="text" value="12650.57"/>
INTRANSIT	1085	HUAWEI	HUAWEI Y220	13	14000.92	0.00	14100.92	1.00 <input type="text" value="14241.93"/>
INTRANSIT	1019	ACER	Acer 371(Core i 3)	2	7510	0.00	7510.00	9.61 <input type="text" value="8231.50"/>
INTRANSIT	1021	ACER	Acer Tablet Iconia	2	400.11	0.00	630.61	23.11 <input type="text" value="776.34"/>
INTRANSIT	1045	LENOVO	Lenovo mini E10-30 Laptop	1	32000	0.00	33000.00	25.00 <input type="text" value="41250.00"/>
STOCK ON HAND	1021	ACER	Acer Tablet Iconia	70	400.11	230.50	630.61	1130.61 <input type="text" value="7760.34"/>

NON TRACKABLE BY BARCODE			
Manufacturer	Product Name	Quantity	Sales Price
AIRTIME	Airtme 100	10	521.32
ACER	ACER VS LAPTOP	70	560.44
ACER	Acer e531	65	7500.55

Products that can be **traced by Barcode** are displayed in the upper grid, whereas Products that are **non-barcoded** are displayed in the lower grid

Enter the **Shipment Cost** if incurred against individual product.

Enter the **% Profit Margin**.

The **Sales Price** will be auto calculated based on the details provided above.

User may make changes to the value in the **Sales Price column**, the change will impact the value provided in **% Profit Margin** column.

And finally click on the **Save Button**

DEFINING INVENTORY LEVELS

Purpose – Planning the Inventory levels for Warehouse and Store Location.

User Role – Merchandizing Manager

Navigation Path → Inventory Management → Plan Inventory Levels

All fields that have an asterisk “*” sign against them are mandatory. And others are optional, and thus can be kept blank.

Manufacturer – Select a Manufacturer

Product Name – Select a Product of such Manufacturer

Click on the **Search Button**

This action displays all the available **Locations** in the organization and their **Location Type**

Location	Location Type	Max Level	Reorder Level	Min Level
ELDORET STORE	STORE	0	0	0
KODANGE STORE	STORE	3	2	0
MOI AVENUE STORE	STORE	0	0	0
MOMBASA STORE	STORE	0	0	0
NAIROBI WAREHOUSE	WAREHOUSE	50	40	30
NYALI STORE	STORE	0	0	0
NYERI STORE	STORE	0	0	0
SARTI STORE	STORE	17	13	0

Enter the **Max level**, **Reorder Level** and **Minimum Level** for the selected product.

Click on the Save Button

Unless these levels are defined for a certain location user won't be able to use the Daily Picking Report for such location.

Daily Picking Report keeps the user in sync with the availability of inventory and offers reminders with respect to Re-ordering the goods.

DEFINING PROMOTIONS

Purpose – This screen allows the user to define several Promotions.

User Role – Merchandizing Manager

Navigation Path → Sales → Define Promotion

All fields that have an asterisk “*” sign against them are mandatory. And others are optional, and thus can be kept blank.

Edit	Promotion Title	Promotion Description	Promotion Type	Promotion Value	Effective Date-Time	Expiry Date-Time
✓	Summer Special	Summer Special Promotion	FixedAmount	500.00	01 June 2015 12:00 AM	06 June 2015 12:00 AM
✓	ABHIJIT PROMOTION	BY ABHIJIT	PercentageAmount	1.00	23 May 2015 12:00 AM	30 May 2015 12:00 AM
✓	ABHIJIT PROMOTION 2	FOR FIXED PRICE	FixedAmount	150.33	23 May 2015 12:00 AM	30 May 2015 12:00 AM

Promotion Title – Enter a Suitable Promotion Title

Promotion Type – Select the Promotion Type, either Fixed Amount OR Percentage Amount

Fixed Amount – This option allows the user to specify an amount that will be deducted from the Sales Price while selling it to the end user.

Percentage Amount – This option allows the user to specify a certain percentage that will be calculated on the Sales Price and will be deducted while selling it to the end user.

Promotion Value – Enter the Promotion value either in form of fixed amount or provide the percentage.

Effective Date-Time – Select the Effective Date and Time when the Promotion will be initiated

Expiry Date-Time – Select the Expiry Date and Time when the Promotion will be discontinued.

Promotion Description – Enter a brief description about the Promotion

Define Promotion

Promotion Summary		
Promotion Title *	Promotion Type *	Promotion Value *
May Special	FixedAmount	200
Effective Date-Time *	Expiry Date-Time *	Promotion Description *
01 Jun 2015	06 Jun 2015	Promotion for the month of May

Promotions List		Promotion Status:
Edit	Promotion Title	Promotion Description
✓	Summer Special	Summer Special Promotion
✓	ABHIDIT PROMOTION	BY ABHIDIT
✓	ABHIDIT PROMOTION 2	FOR FIXED PRICE

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Click on Save Button.

The added Promotion will be reflected in the **Promotions List** table.

Define Promotion

Request has been submitted successfully.

Promotion Summary		
Promotion Title *	Promotion Type *	Promotion Value *
Promotion Title	Select Types	promotion value
Effective Date-Time *	Expiry Date-Time *	Promotion Description *
From Date and Time	To Date and Time	Promotion Description

Promotions List		Promotion Status:
Edit	Promotion Title	Promotion Description
✓	Summer Special	Summer Special Promotion
✓	May Special	Promotion for the month of May
✓	ABHIDIT PROMOTION	BY ABHIDIT
✓	ABHIDIT PROMOTION 2	FOR FIXED PRICE

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The **Promotion Status** as of now will be **Active**.

Selecting the **InActive** Promotion Status will display the list of all the **InActive Promotions**.

Any Promotion that is been defined needs to be associated further with a certain Product/Products and against a certain Location/Locations

ASSOCIATING PROMOTION

Purpose – This screen allows the user to associate the defined promotions against certain Product/Products and certain Location/Locations

User Role – Merchandizing Manager

Navigation Path → Sales → Associate Promotion

All fields that have an asterisk “*” sign against them are mandatory. And others are optional, and thus can be kept blank.

Select	Promotion Title	Promotion Value	Product Name	Stores Name	Effective Date-Time	Expiry Date-Time
<input checked="" type="checkbox"/>	ABHDIT PROMOTION	1%	Acer 571(Core i 3)	MOT AVENUE STORE	23 May 2015 12:00 AM	30 May 2015 12:00 AM
<input checked="" type="checkbox"/>	ABHDIT PROMOTION	1%	Acer 571(Core i 3)	KONVANGE STORE	23 May 2015 12:00 AM	30 May 2015 12:00 AM
<input checked="" type="checkbox"/>	ABHDIT PROMOTION	1%	Acer 571(Core i 3)	MOMBASA STORE	23 May 2015 12:00 AM	30 May 2015 12:00 AM
<input checked="" type="checkbox"/>	ABHDIT PROMOTION	1%	Acer 571(Core i 3)	SARTI STORE	23 May 2015 12:00 AM	30 May 2015 12:00 AM
<input checked="" type="checkbox"/>	ABHDIT PROMOTION	1%	Acer e531	MOT AVENUE STORE	23 May 2015 12:00 AM	30 May 2015 12:00 AM
<input checked="" type="checkbox"/>	ABHDIT PROMOTION	1%	Acer e531	KONVANGE STORE	23 May 2015 12:00 AM	30 May 2015 12:00 AM

Promotion Title – Select a Promotion that needs to be made applicable

Promotion Value – This value will be automatically captured by the system. (Based on the value entered while defining the promotion)

Effective Date-Time – System picks this date automatically. (Based on the Start date selected while defining the Promotion)

Expiry Date-Time – System picks this date automatically. (Based on the End date selected while defining the Promotion)

Warehouse – User may select All Warehouses or a specific Warehouse from the Drop down list.

Store – User may select All or Specific Store Locations where he/she intends to apply the promotion.

Manufacturer – Here the user can select a specific Manufacturer or All Manufacturers from the Drop down list.

Product - Here the user can select All Products or Specific product from the Drop down list.

Click on **Save button**.

Select	Promotion Title	Promotion Value	Product Name	Stores Name	Effective Date-Time	Expiry Date-Time
<input type="checkbox"/>	ABHDIT PROMOTON	1%	Acer 571(Core i 3)	MOT AVENUE STORE	23 May 2015 12:00 AM	30 May 2015 12:00 AM
<input type="checkbox"/>	ABHDIT PROMOTON	1%	Acer 571(Core i 3)	KOINANGE STORE	23 May 2015 12:00 AM	30 May 2015 12:00 AM
<input type="checkbox"/>	ABHDIT PROMOTON	1%	Acer 571(Core i 3)	MOMASA STORE	23 May 2015 12:00 AM	30 May 2015 12:00 AM
<input type="checkbox"/>	ABHDIT PROMOTON	1%	Acer 571(Core i 3)	SARIT STORE	23 May 2015 12:00 AM	30 May 2015 12:00 AM
<input type="checkbox"/>	ABHDIT PROMOTON	1%	Acer e531	MOT AVENUE STORE	23 May 2015 12:00 AM	30 May 2015 12:00 AM
<input type="checkbox"/>	ABHDIT PROMOTON	1%	Acer e531	KOINANGE STORE	23 May 2015 12:00 AM	30 May 2015 12:00 AM

A message is displayed letting the user know that the “Promotion is associated successfully”

If User intends to make the promotion for specific location **InActive** :

In the Associate Promotions List Section,

Select the relevant Promotion Title from the Drop down list

Select the relevant Product from the Drop down list

Select the relevant Store from the Drop down list where the Promotion needs to be discontinued

Click on the **Search button**

System will display the record based on the given conditions.

Select the record and Click on the **InActive button**.

A system generated message will be displayed “If you deactivate the selected associated promotion, you will not able to active it again, Do you really want to deactivate the Promotion? ”

Click on the Yes button.

This action will deactivate the promotion for the selected Location.

Any promotion that is been defined and associated gets effective from next day onwards.

PLANNING FOR GOODS DISTRIBUTION

Purpose – This screen helps the user to plan for distribution of goods to different Warehouse/Store Locations.

User Role – Merchandizing Manager/Warehouse Manager/Store Manager (A Merchandizing Manager has access to all Locations for transferring the goods from, to other Locations. A Warehouse Manager/ Store Manager can plan for distribution from their Location only)

Navigation Path → Inventory Management → Plan Distribution

All fields that have an asterisk “*” sign against them are mandatory. And others are optional, and thus can be kept blank.

The screenshot shows a web-based application interface for 'Inventory Distribution Planning'. At the top, there's a header bar with the URL 'production.scmretail.minigroup.com/GTNSummary/CreateGTN'. Below the header, the company logo 'African Retail Traders (2005) Ltd.' and 'NANORI WAREHOUSE' is displayed. A 'Select Language' dropdown is set to 'English'. On the right side of the header, there's a green button with the text 'Hello, Manisha! -'. The main content area has a teal header 'Inventory Distribution Planning'. Below it, a form titled 'Plan Distribution' contains three fields: 'Source Location *' (with a dropdown menu showing 'Select Location'), 'Planned Delivery Date *' (with a date input field and a calendar icon), and 'Remarks *' (with a text area). At the bottom right of the form, there are 'Clear' and 'Save' buttons.

Source Location – Select the Location from where the user intends to transfer the goods.

This action will display the **Quantity for Destination Locations Section**.

The screenshot shows the 'Inventory Distribution Planning' interface. At the top, there are fields for 'Source Location' (NAIROBI WAREHOUSE), 'Planned Delivery Date' (DD MMMM YYYY), and 'Remarks'. Below these, a table titled 'QUANTITY FOR DESTINATION LOCATIONS' lists items from various manufacturers like Acer and X TOUCH across different batches and stores. The table includes columns for Action, Manufacturer, ProductName, Batch, Available Quantity At Source, MOI AVENUE S, KINANGA STC, MOMBASA STO, SARIT STORE, and NYALI S.

Action	Manufacturer	ProductName	Batch	Available Quantity At Source	MOI AVENUE S	KINANGA STC	MOMBASA STO	SARIT STORE	NYALI S
✓	ACER	Acer 571(Core i3)	1	26	0	0	0	0	
✓	ACER	Acer 571(Core i3)	1019	60	0	0	0	0	
✓	ACER	Acer e531	Default Batch	65	0	0	0	0	
✓	ACER	Acer Tablet Iconia	1021	70	0	0	0	0	
✓	ACER	ACER VS LAPTOP	Default Batch	70	0	0	0	0	
✓	AIRTIME	Airtime 100	Default Batch	10	0	0	0	0	
✓	X TOUCH	X TOUCH (X MINI)	1014	30	0	0	0	0	
✓	X TOUCH	X TOUCH (X MINI)	1039	2	0	0	0	0	
✓	X TOUCH	X TOUCH (X1)	1015	25	0	0	0	0	

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Select the Batch from which the user intends to make the transfer

This action will display the **Plan Distribution Screen**

User gets to view the details of the Available Quantity at the Source Location

Enter the Quantity that is to be transferred against the relevant Locations

The screenshot shows the 'Plan Distribution' screen with the 'Update' button highlighted. On the left, a sidebar shows the 'Source Location' as 'NAIROBI WAREHOUSE'. The main form has fields for 'Manufacturer' (X TOUCH), 'Product Name' (X TOUCH (X MINI)), and 'Batch' (1147). To the right, a table shows the quantity distribution across five stores: MOI AVENUE STORE (0), KINANGA STORE (0), MOMBASA STORE (2), SARIT STORE (0), and NYALI STORE (0).

TO	SARIT STORE	NYALI S
MOI AVENUE STORE	0	
KINANGA STORE	0	
MOMBASA STORE	2	
SARIT STORE	0	
NYALI STORE	0	

Click on **Update** Button

User will be routed to the previous screen

Here Select the **Planned Delivery Date**

Enter **Remarks** with respect to the delivery

The screenshot shows a web-based application for inventory management. At the top, there's a header bar with the company logo 'African Retail Traders (2005) Ltd.' and 'NAIROBI WAREHOUSE'. Below the header, a navigation menu includes 'Product Management', 'Purchase Management', 'Inventory Management', 'Sales', 'Reports', 'Administration', 'Accounts', and 'Audio-Video Help'. A 'Select Language' dropdown is set to 'English'. On the right side of the header, there's a greeting 'Hello, Manisha!' and a 'Logout' button.

The main content area is titled 'Inventory Distribution Planning'. It has three input fields: 'Source Location *' (set to 'NAIROBI WAREHOUSE'), 'Planned Delivery Date *' (set to '28 May 2015'), and 'Remarks *' (containing the text 'Good to be transferred to Mombasa Store').

Below these fields is a table titled 'QUANTITY FOR DESTINATION LOCATIONS'. The table has columns for Action, Manufacturer, ProductName, Batch, Available Quantity, At Sour, MOI AVENUE S, KOINANGE STC, MOMBASA STO, SARIT STORE, and NYALI S. The data in the table is as follows:

Action	Manufacturer	ProductName	Batch	Available Quantity	At Sour	MOI AVENUE S	KOINANGE STC	MOMBASA STO	SARIT STORE	NYALI S
✓	ACER	Acer 571(Core i3)	1	26	0	0	0	0	0	
✓	ACER	Acer 571(Core i3)	1019	60	0	0	0	0	0	
✓	ACER	Acer e531	Default Batch	65	0	0	0	0	0	
✓	ACER	Acer Tablet Iconia	1021	70	0	0	0	0	0	
✓	ACER	ACER VS LAPTOP	Default Batch	70	0	0	0	0	0	
✓	AIRTIME	Airtime 100	Default Batch	10	0	0	0	0	0	
✓	X TOUCH	X TOUCH (X MINI)	1014	30	0	0	0	0	0	
✓	X TOUCH	X TOUCH (X MINI)	1039	2	0	0	0	0	0	
✓	X TOUCH	X TOUCH (X MINI)	1147	8	0	0	2	0	0	

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Click on the **Save** button

A system generated message is displayed “__ GTNs created which are shown below. Email has been sent to respective recipients”

The generated GTN is displayed against the **Distribution Plan List Section**

For Viewing the Distribution Plans planned so far –

Navigation Path – Inventory Management → View Distribution Plan

PACKAGING AND DELIVERING THE GOODS

Purpose – This screen allows the user to package and deliver the goods based on the Distribution

User Role – Store User OR Manager/Warehouse User OR Manager

Navigation Path → Inventory Management → Package and Delivery

All fields that have an asterisk “*” sign against them are mandatory. And others are optional, and thus can be kept blank.

The screenshot shows a web-based application for managing package and delivery. At the top, there's a header bar with the URL 'production.scmretail.minigroup.com/GTNSummary/PackageAndDelivery'. Below the header, the application title is 'African Retail Traders (2005) Ltd.' followed by 'NAIROBI WAREHOUSE'. A language selection dropdown is set to 'English'. On the right side of the header, there's a greeting 'Hello, Kenneth!' and a 'Logout' button. The main content area has a teal header bar with the text 'Package And Delivery'. Below this, there are three main sections: 'Select GTN For Packaging' (with fields for 'Destination Location*' and 'GTN*'), 'Select Product' (with a 'Scan Product' field and buttons for 'Delivered', 'Packaged', and 'Add To Package'), and 'Non Tracking Products' (with an 'Add To Package' button). At the bottom of the page, the footer reads 'Progile Infotech Pvt. Ltd.'

Destination Location – Select the relevant locations where the goods are to be delivered

GTN – Select the relevant GTN that was created against such distribution

This will display the details of the Distribution Plan against the **Select Product Section**

Scan a Product,

A Product can be scanned either with the **System generated Barcode** or **Manufacturer Barcode**

The Scanned barcode will be displayed against the field **Scan Product**

Product Name	Batch	Quantity Planned	Quantity Packaged	Status
X TOUCH (X MINI)	1147	2	0	PLANNED

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Click on the Add To Package button

A System generated message is displayed “Product Added to Package Successfully”

As the User continue to scan the products the numerical value in the **Quantity Planned** and **Quantity Packaged** columns start equaling.

Once they are equal, the **Add to Package** button gets disabled.

Product Name	Batch	Quantity Planned	Quantity Packaged	Status
X TOUCH (X MINI)	1147	2	2	PACKAGED

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And the **Packaged Button** gets enabled, click on it.

A System generated message is displayed “The Delivery has been packaged”

Now the **Packaged Button** will get disabled and the **Delivered Button** gets enabled

Click on the **Delivered Button**, a system generated message is displayed “The Package has been delivered”

Now the goods are on its way to their **Destination Location**

RECEIVING THE GOODS TRANSFERED

Purpose – This screen allows the user to receive the goods based on the Distribution plan

User Role – Store User OR Manager/Warehouse User OR Manager

Navigation Path → Inventory Management → Receive Goods Transferred

All fields that have an asterisk “*” sign against them are mandatory. And others are optional, and thus can be kept blank.

Scan GTN – Scan the GTN stuck against the package it gets displayed against this field

Quality – Pick the Quality type either GOOD or DAMAGED from the Drop down list

Remarks – Enter the remarks about the GTN

Received Date – System auto picks the current date as the received date

Source Location – This field automatically captures the Source location based on the Distribution Plan

Destination Location – Here the Destination location is automatically captured based on the Distribution Plan

Source Remark – This field automatically displays the remark, which was provided while creating the GTN

Planned Delivery Date – This field auto captures the date based on the Distribution Plan

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Click on the Save button

This action displays the **Receive Product Section**

Manufacturer	Product Name	Barcode	Manufacturer Barcode	Status	Quality	Remarks
X TOUCH	X TOUCH (X MINI)	PRD101030015052835838	X2001	INTRANSIT		
X TOUCH	X TOUCH (X MINI)	PRD101030015052835839	X2002	INTRANSIT		

Here the details of the goods that were been transferred are been displayed

The Status as of now is **INTRASIT**

Scan the Product, the barcode is displayed in the **Scan Product** field

Select the **Quality** type either Good or Damaged

Enter the **Remarks** about the product

Click on the **Receive button**

The Status now changes to **RECEIVED**

Following the above steps User will be able to receive the products one by one and can capture the **Quality Type** and its **Remarks**

User may also choose to receive the goods in one go, by clicking on the **Receive All button**

However here the User will not be able to capture the **Quality Type** or **Remarks** with respect to the received Products

Click on the **Save button**

System generated message is displayed “Record Saved Successfully”

Click on the **Validate button**

A System generated message is displayed “GTN Validated Successfully”

The Status now is changed to **Inspected**

Receive Goods Transferred

Scan GTN	Quality	Remarks	Received Date
GTN101001015052800027	GOOD	Receiving Goods Transferred from Warehouse	28 May 2015
NAIROBI WAREHOUSE	MOMBASA STORE	Source Remark	Planned Delivery Date
		Good to be transferred to Mombasa Store	28 May 2015

Receive Products

Manufacturer	Product Name	Barcode	Manufacturer Barcode	Status	Quality	Remarks
X TOUCH	X TOUCH (X MINI)	PRD10130015052835838	X2001	INSPECTED	GOOD	Recd
X TOUCH	X TOUCH (X MINI)	PRO10130015052835839	X2002	INSPECTED	GOOD	Recd

With this the Goods are received and are added to the Inventory of the Destination Location

The goods are now ready for selling them to the customer

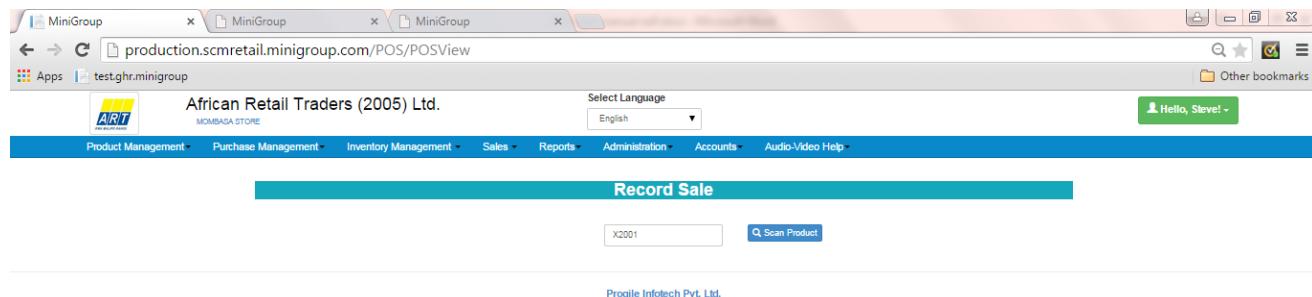
CREATING INVOICE

Purpose – This screen allows the User to create Invoice while selling the goods to the end customer

User Role – Store User OR Store Manager

Navigation Path → Sales → Create Invoice

All fields that have an asterisk “*” sign against them are mandatory. And others are optional, and thus can be kept blank.

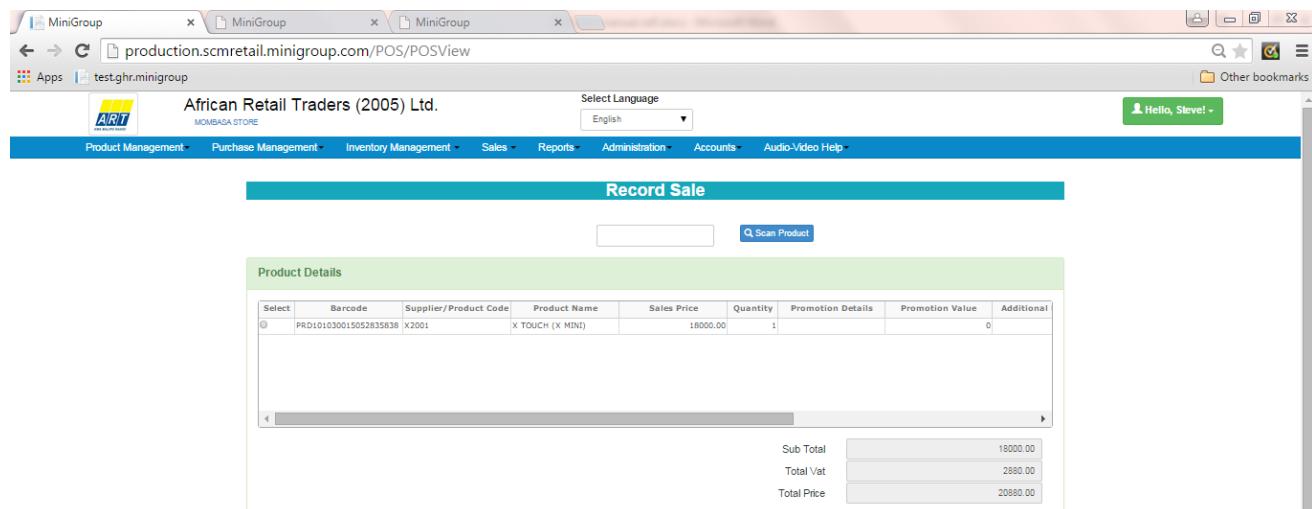


Scan the Product for Selling. A Product can be scanned by the **Manufacturer barcode or System Generated Barcode**

The Scanned Barcode appears in the field

Click on the **Scan Product** button

With this action the **Product Details Section** will be displayed



Scroll the screen towards its right. This displays the details of **Promotion and Additional Discount**

Sales Price	Quantity	Promotion Details	Promotion Value	Additional Discount	Effective Price	VAT	Net Price
18000.00	1		0	0	18000.00	2880.00	20880.00

Sub Total: 18000.00
Total Vat: 2880.00
Total Price: 20880.00

As we can see there is no Promotion made applicable against the product thus, the value displayed in the **Promotion Value column** is "0"

If the User intends to offer an **Additional discount** against the product then ----

Select the Record, this action leads to enabling the **Override Sales Price** button

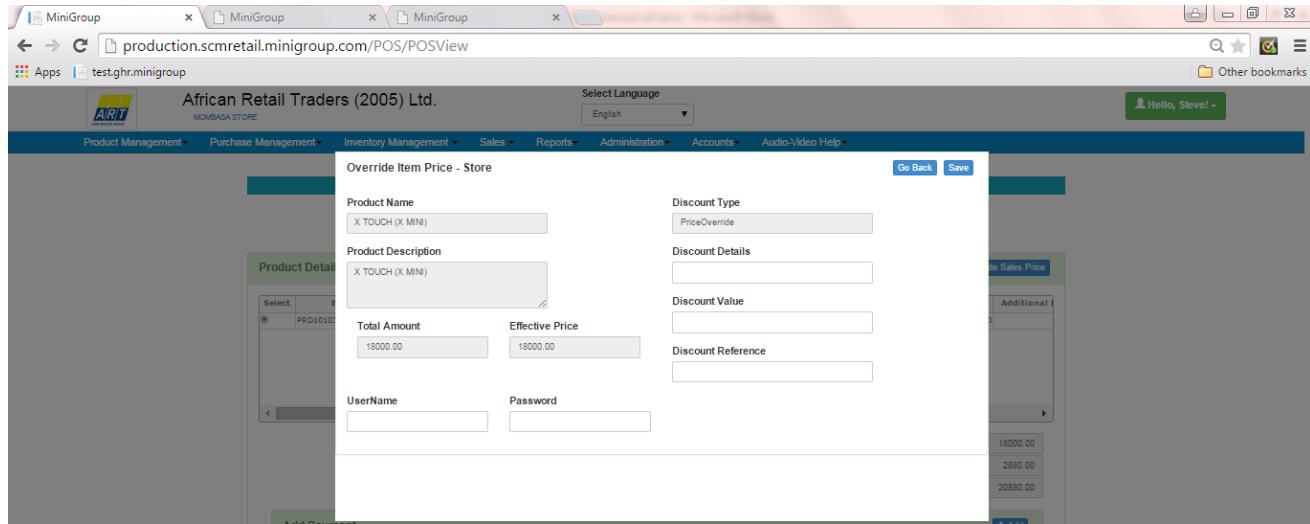
Select	Barcode	Supplier/Product Code	Product Name	Sales Price	Quantity	Promotion Details	Promotion Value	Additional
<input checked="" type="checkbox"/>	PRD101030015052835838	X2001	X TOUCH (X MINI)	18000.00	1		0	

Sub Total: 18000.00
Total Vat: 2880.00
Total Price: 20880.00

Add Payment + Add

Click on the **Override Sales Price** button

This action will display the following screen



Discount Details – Enter the details/purpose of the Discount

Discount Value – Enter the actual discount to be given

Discount Reference – Enter the details of the approval of such discount

UserName – This field will require only the credentials of a Store Manager (System won't process the discount if the username does not belong to the Store Manager)

Password - This field will require only the credentials of a Store Manager (System won't process the discount if the credentials does not belong to the Store Manager)

Click on **Save** button

A system generated message is displayed “New discount has been applied successfully”

And the Additional Discount is displayed in the **Product Details** table

Sales Price	Quantity	Promotion Details	Promotion Value	Additional Discount	Effective Price	VAT	Net Price
18000.00	1	0	0	200.00	17800.00	2848.00	20648.00

Add Payment Section –

Mode of Payment – Select a mode of payment from the Drop down list

Transaction/Voucher Number – Enter the relevant details (If required)

Cheque/Card/Mobile Number – Enter the relevant details (If required)

Bank Details – Enter the relevant details (If required)

Amount – Enter the Amount

Click on the **Add Button**

When the Cash Returned field calculates the value as “0” or a positive numerical value, the **Customer Details Section** is displayed

Sales Agent – Pick a Sales Agent from the Drop down (If associated with the location)

First Name – Enter the Customer’s First Name

Middle Name – Enter the Customer’s Middle Name

Last Name – Enter the Customer’s Last Name

Phone Number – Enter the Customer’s Phone Number

Company Name – Enter the Customer’s Company Name

Id Type – Select the ID Type from the drop down list

Id Number – Enter the ID number

Email ID – Enter the Email Id of the customer

Address – Enter the Address of the customer

Click on the **Generate Receipt** button

The screenshot shows the MiniGroup POS system interface. At the top, the URL is production.scmretail.minigroup.com/POS/POSView. The main content area displays a receipt table and a customer details form.

Action	Mode of Payment	Transaction / Voucher Number	Cheque / Card / Mobile Number	Bank Details	Amount
Remove	Cash				20648.00

Below the table, there are fields for **Cash Received** (20648.00) and **Cash Returned** (0.00).

The **Customer Details** form includes the following fields:

- Sales Agent:** IRENE MUSYA
- First Name:** Kelly
- Middle Name:** M
- Last Name:** Crawford
- Phone Number:** 254 75756567
- Company Name:** (empty)
- Id Type:** DRIVING LICENCE
- Id Number:** 787787
- Email Id:** (empty)
- Address:** (empty)

At the bottom right of the form, there are buttons for **Cancel** and **Generate Receipt**.

Invoice receipt will be generated, thus completing the Sales Transaction

[Print Cash Receipt](#)**AFRICAN RETAIL TRADERS (2005) LTD.**

Moi Avenue
NAKURU, MOMBASA, KENYA 411001
Phone Number : 123456
Website : <pre>< NOT FOUND ></pre>
Vat No : 0149523Q Pin No :

Customer Name : Kelly Crawford
Date : 28 May 2015 7:57:32 PM

PRODUCT	PRICE
---------	-------

Qty @ rate / (Discount)

X TOUCH (X MINI) 17,800.00

001 @ 18,000.00 / (200.00 Discount) VAT : 2,848.00

X2001

Sub Total : 17,800.00

VAT : 2,848.00

Total : 20,648.00

Payment : 20,648.00

Balance Due : 0.00

Payment Details :

Mode of Payment	Transaction / Voucher Number	Cheque / Card / Mobile Number	Amount
Cash			20,648.00

You Saved : 200.00

Total Number Of Items : 001