NATURAL OFFICE MART

ANDROID APP USER GUIDE / DEMO SCREENSHOTS

Benefits of Using this application:

1. Client does not have to send us a legacy procedure of sending quotation requirement, then sending PO's(purchase Order) or SO's(Sales Order). They can all this by themselves and can save time and skip this format.

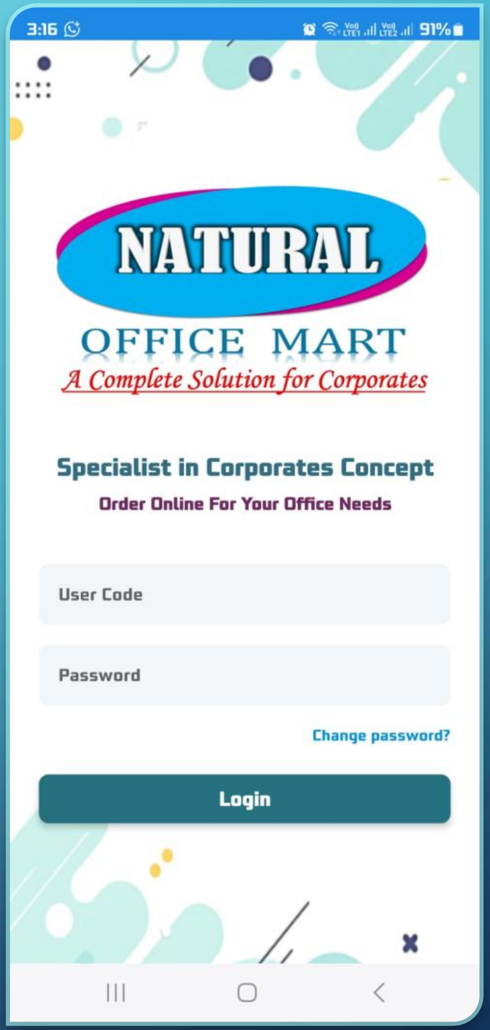
2.Clients can select their own quantity and finalize the requirements themselves by looking at the app that describes them everything from cost to tax to discount etc.

3. Clients also can now stop sending back and forth emails requesting changes to the PO/s. They have the option to do all this by their own and can then submit again until the PO is accepted from our end.

THIS IS NATURAL OFFICE MART'S ANDROID APPLICATION LOGIN PAGE

POINTS TO REMEMBER:

- User code will be provided by authorized personnel from Natural Office Mart.
- Default password will be provided to the Customer / Client, and they can make changes to the password of their choice.
- If the password is forgotten by client / customer, They will have to call the authorized personnel to get the password reset back to default and can then again customize to their needs.



Understanding Tabs and Icons

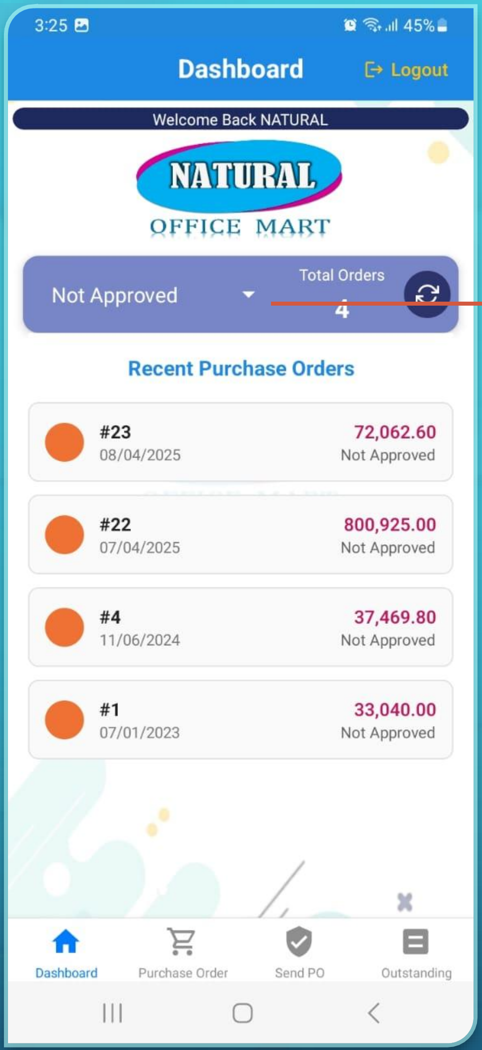
Dashboard Tab gives you an overview of all the Purchase orders placed and statuses of the same.

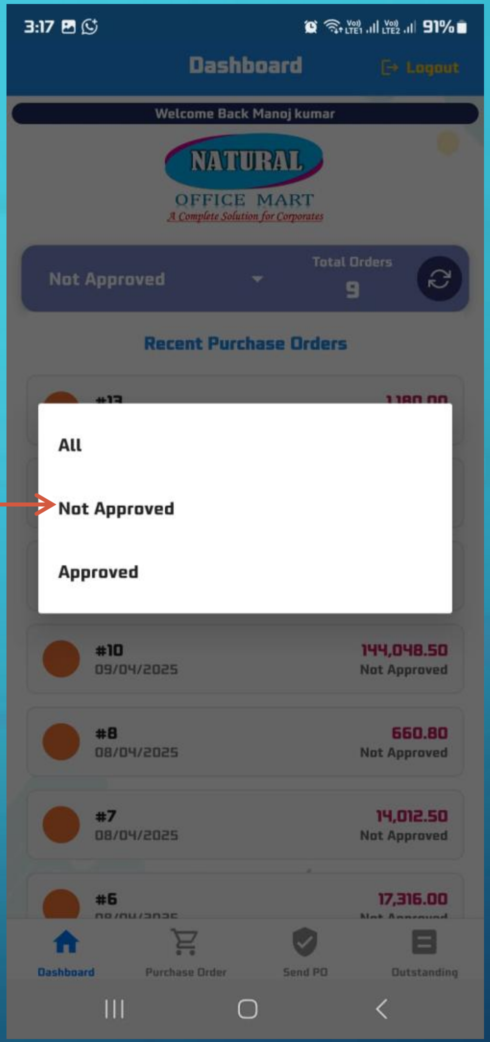
Purchase Order Tab allows you to add items to order, Edit already placed order, share the purchase order or even print based on the status. This tab only allows you to save the Purchase order.

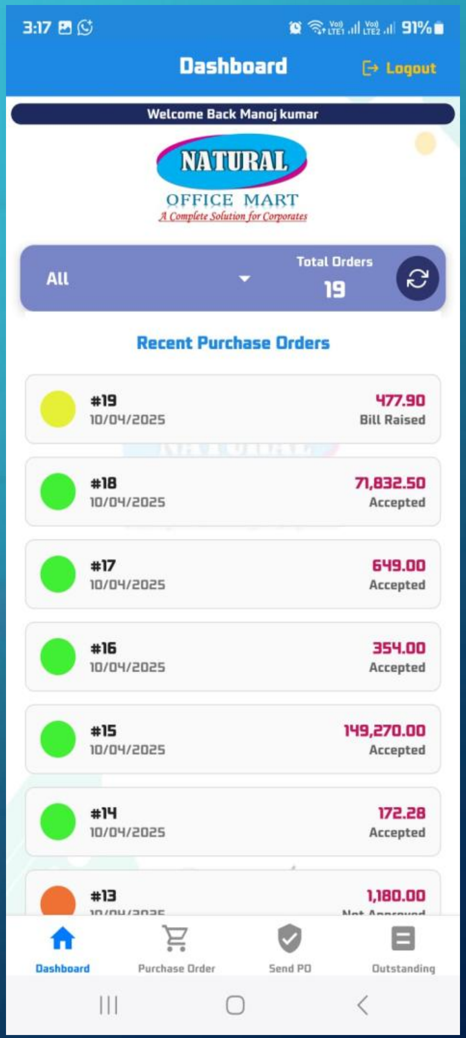
Send PO tab allows you to place the order / approve the items added to the list of PO. You can view all the PO that needs to be approved.

Outstanding Tab shows all the payments that are pending to be paid to our company. It will also show the bill that is overdue above the credit limit days.

- Once they have logged into the application, they will land to their dashboard which gives them the information on all Non-Approved PO's if so.
- Customer / clients can click on the drop down and select other options like All & Approved, which gives them the information about the approved Po's or the full list of PO's that are approved as well not approved.







Understanding Color Codes and Statuses

Orange - Not Approved - This is the color and status when the PO is initially placed and saved by customer / client.

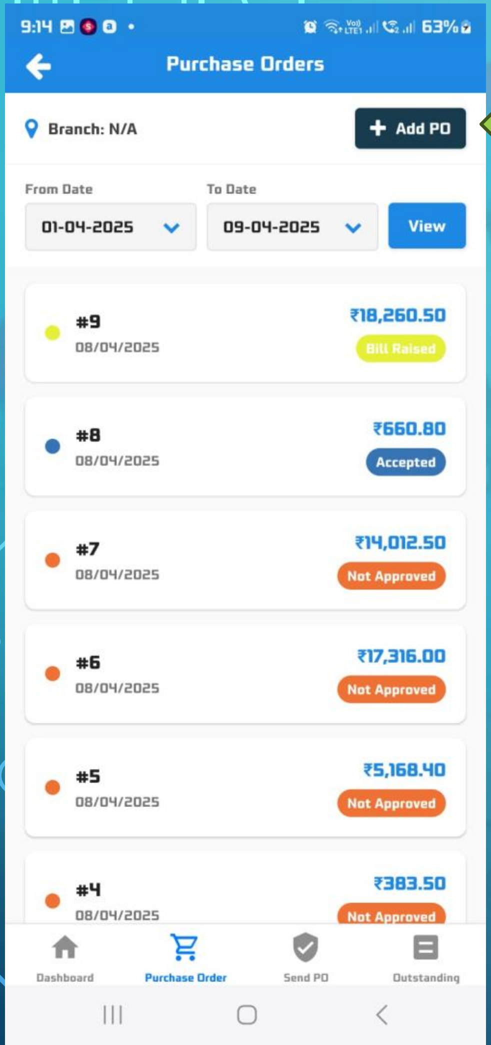
Brown - Approved - This is the color and status when the PO has been reviewed and checked and approved by the customer / client.

Navy Blue - Accepted - This is the color and status when the PO has been accepted on our end.

Sky Blue - Sales Order Raised - This is the color and status when the SO(Sales Order) has been updated and raised on our end.

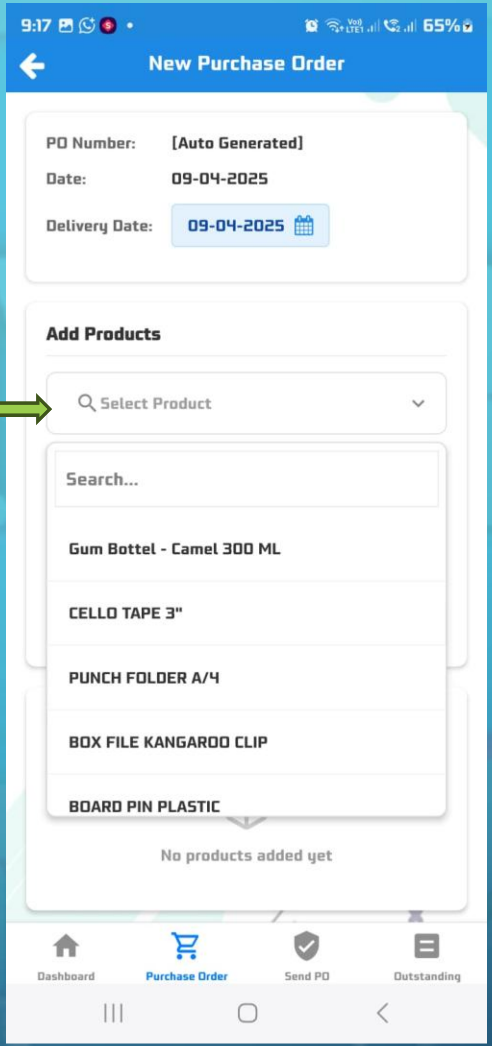
Pink - Delivery Challan raised - This is the color and status when the DC(Delivery Challan) has been updated and raised on our end.

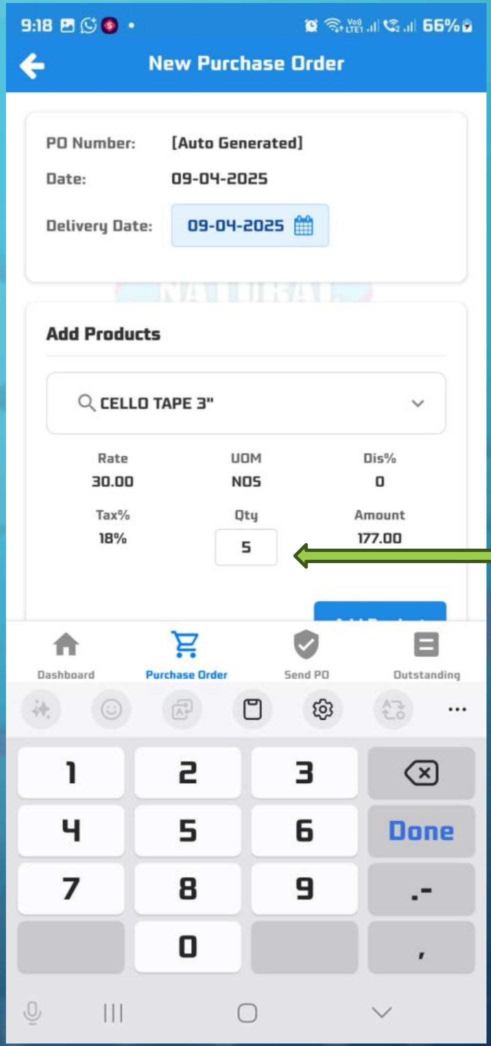
Green - Bill Raised - This is the color and status when the SI(Sales Invoice) / Bill has been updated and raised on our end.



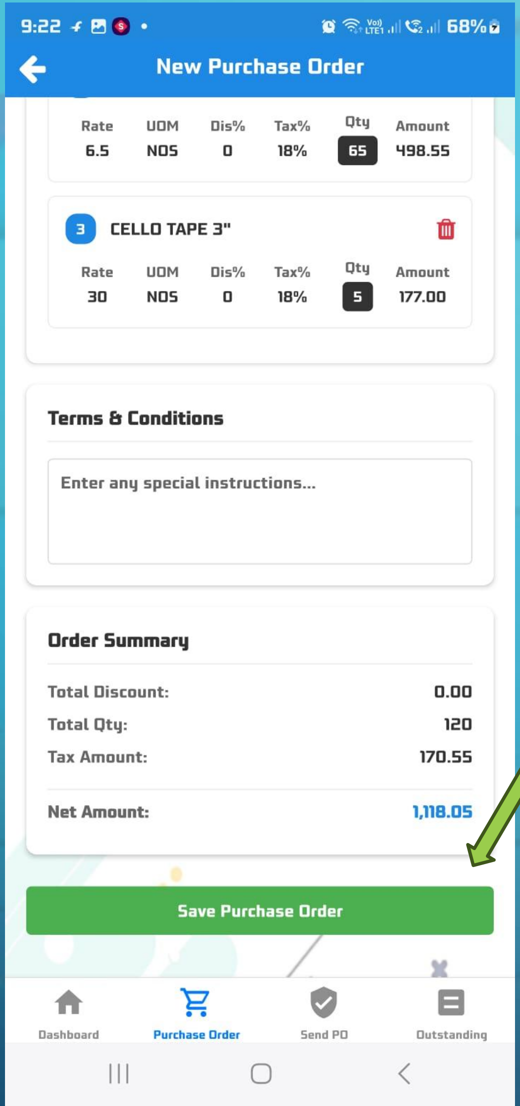
Click on Add PO to start adding items from your regular quotation list.

Once you click on Add PO, This screen will appear, and you will have the option to select the item from the list or you can also do the same by searching from the drop down.



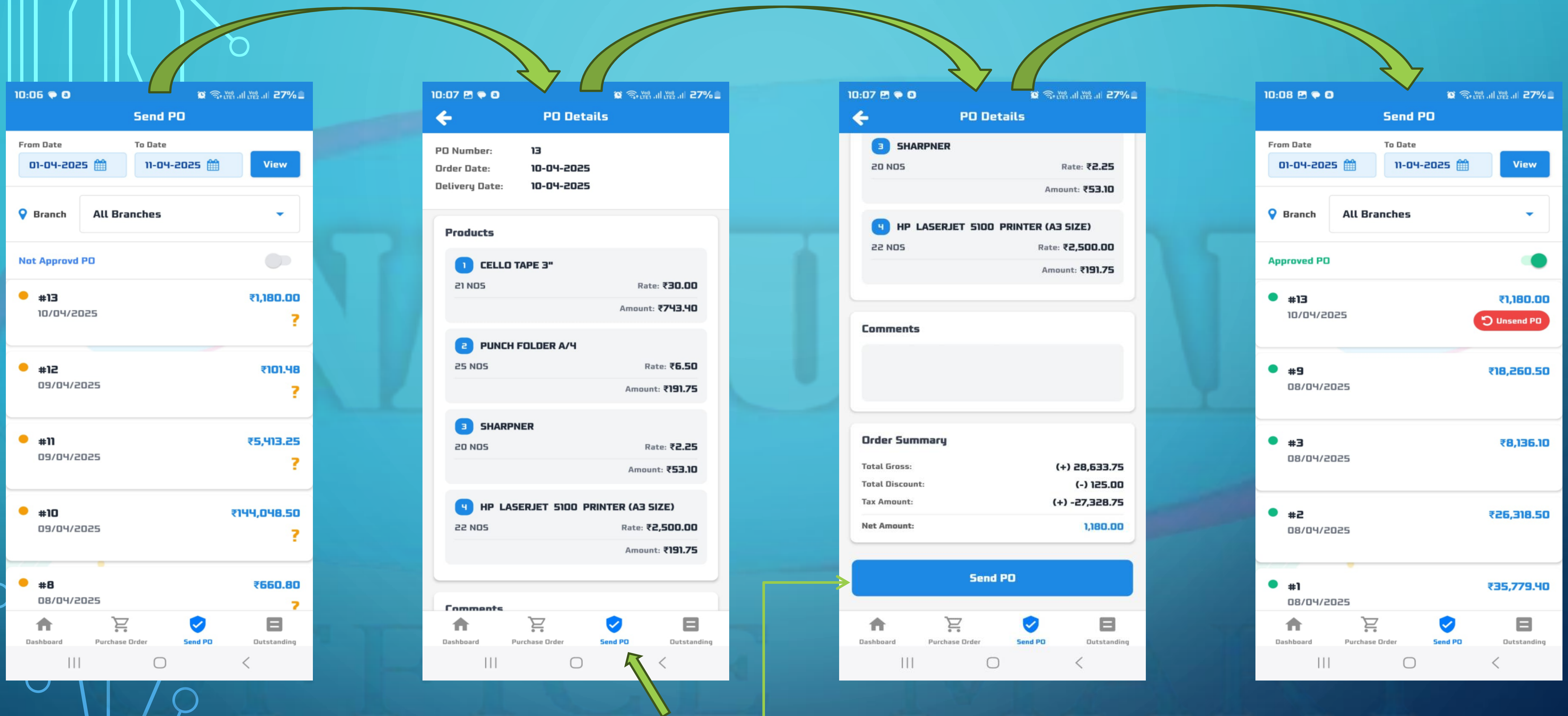


Once you have selected a product, you will have the option to give the quantity required for each product. once the quantity is added the amount for that product for that quantity will show there itself and then we need to click on done.



- Once all the desired items / products have been added, we will know the Gross amount, Discount if applicable, Tax as applicable and the final net amount.
- Finally click on Save Purchase Order and this way the order is saved and can be reviewed before finalizing the order.

Note: if the desired item / product is not available in the list, customer can place a request to the company via email, Website, or making a call and requesting for the same. Once that item has been added to the Quotation list, customer shall be able to see that product / item next time while placing order.



Once the order is saved, customer must click on the "Send PO" tab. Once customer is in the send PO tab, customer will be able to see their saved PO. Customer need to click on the saved PO and based on the number of items / products needs to scroll and click on **SEND PO**. Once customer clicks on **SEND PO**, the PO then moves out of the not Approved PO list and goes away to the Approved PO list that can be seen by toggling the on/off switch.

Thank you for going through this PPT.

This way you may now start placing your orders.