


# Mobile Sales – Create Sales Order

Mobile Sales – Create Sales Order allows user to create a sales order to place orders from customer from the web browser

Below actions are available under Mobile Solution **“Create Sales Order”**:

 Create new sales order; update, delete, print, and view sales order details

**Note:** User need to enable Cookies in their Internet Web Browser to be able to print / save the report

Field Name	Explanation	Mandatory Information
Document Date	Date of the sales order	Y
Document Number	Number of the sales order	Y
Reference Number	A unique number as reference for the sales order	N
Promised Date	The promised date to deliver the items / articles in the sales order	N
Customer	Company's customers	Y
Currency	Currency used by the customer	Y
Payment Term	Payment rules imposed by suppliers on their customers.	Y

Address	Delivery address for the sales order	Y
Description	Description	N
Items/Articles – # Product	Self-explanatory	Y
Items/Articles – Description	Description of product	Y
Items/Articles – Order Qty	Quantity of product ordered by customer	Y
Items/Articles – Qty	Quantity of product available for this sales order	Y
Items/Articles – Unit Price	Self-explanatory	Y
Items/Articles – Discount	Discount from the unit price	N
Total Amount	Total amount for the ordered product	Y
Total – Quantity	Self-explanation	Y
Total – Amount	Total amount of sales order before tax	Y
Total – Tax	Self-explanation	Y
Total – Grand Total	Total amount of sales order with tax	Y

## Create New Sales Order

1. Click on **“Create New”** button at the top of screen if the sales order form is not empty, it will open **“Sales Order”** with empty form

The screenshot shows the 'Create New Sales Order' form in the SAMOHA system. The form includes the following fields:

- Document Date: Jun 10, 2015
- Document Number: <-AUTO-GENERATED->
- Reference Number: [Empty]
- Promised Date: [Empty]
- Customer: [Empty]
- Currency: [Empty]
- Payment Term: [Empty]
- Address: [Empty]
- Description: [Empty]

Below the form is a table with the following columns: # Product, Description, Order Qty, Qty, Unit Price, Discount, Total Amount.

At the bottom of the form, there are summary fields: Total: Quantity, Amount, Tax, Grand Total.

The interface also shows a navigation bar with the following buttons: Create New, Save, Confirm, Reopen, Delete, Generate Similar.

2. Select a customer from **“Customer”** list, it will fill up the customer’s info on the form

3. Fill up the document information on top half of screen. Click **"Save"** button to save progress

4. Click **"Add Item"** button in the middle of the form, to add product to the sales order document, it will open **"Items / Articles Form"**

5. Select a product from **"Product"** list, it will fill up the product's info on the form

6. Enter quantity to be ordered in **"Ordered Qty"** field, it will calculate the total price for the product ordered

**Items / Articles Form** Cancel

Product  Part Number

Description

Ordered Qty  Available Qty

Unit Price  Discount

Nett Price  Total Amount

Tax Rate  Expense Type

7. Optional: Select an expense type from “**Expense Type**” list for the product ordered

The screenshot shows the 'Items / Articles Form' with a dropdown menu open for the 'Expense Type' field. The dropdown menu contains the following options:

- Free Products
- M-Marketing
- P-Premium & POSM
- SW-Staff Welfare
- TM-Trade Marketing
- TST-Testers
- < Select All >

The form fields are filled with the same data as in the previous image:

- Product:
- Part Number:
- Description:
- Ordered Qty:  Available Qty:
- Unit Price:  Discount:
- Nett Price:  Total Amount:
- Tax Rate:  Expense Type:

At the bottom of the form, there are navigation buttons: , , , , and .

8. Click “**Save/Create**” button to add more product to the sales order document. Click “**Save/Close**” button to add the product and go back to the sales order document

**SAMOCHA** Gumi Noe Saglio  
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Document Date: Apr 28, 2015  
 Document Number: SO-15-040031  
 Reference Number:   
 Promised Date:

Customer: 4110 011/LU001 Luxola  
 Currency: SGD  
 Payment Term: C.O.D.

Address: 203B Henderson Road, #02-06  
 Description:

Search:

#	Product	Description	Order Qty	Qty	Unit Price	Discount	Total Amount
1		Ceramidin Light Cream 90g	20	20	S\$34.95		S\$699.00
2		Black Label Nourishing Beauty Balm SPF 25 (50ml)	10	10	S\$29.23		S\$292.30

Total : Quantity 30 Amount S\$991.30 Tax S\$69.39 Grand Total S\$1,060.69

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9. Click **“Confirm”** button at top of the screen to confirm the sales order document.

**Note:** Approval of sales order document can only be done using GOOMI application

10. Click **“Generate Similar”** button at top of the screen to generate new sales order document with the same information.

## Confirm / Reopen Sales Order

1. Click on **“Confirm”** button at the top of screen to confirm a drafted sales order. The **“Confirm”** button will then be disabled to indicate the document has been confirmed.

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Document Date: Apr 28, 2015  
 Document Number: SO-15-040031  
 Reference Number:   
 Promised Date:

Customer: 4110 011/LU001 Luxola  
 Currency: SGD  
 Payment Term: C.O.D.

Address: 203B Henderson Road, #02-06  
 Description:

Search:

#	Product	Description	Order Qty	Qty	Unit Price	Discount	Total Amount
1		Ceramidin Light Cream 90g	20	20	S\$34.95		S\$699.00

Total : Quantity 20 Amount S\$699.00 Tax S\$48.93 Grand Total S\$747.93

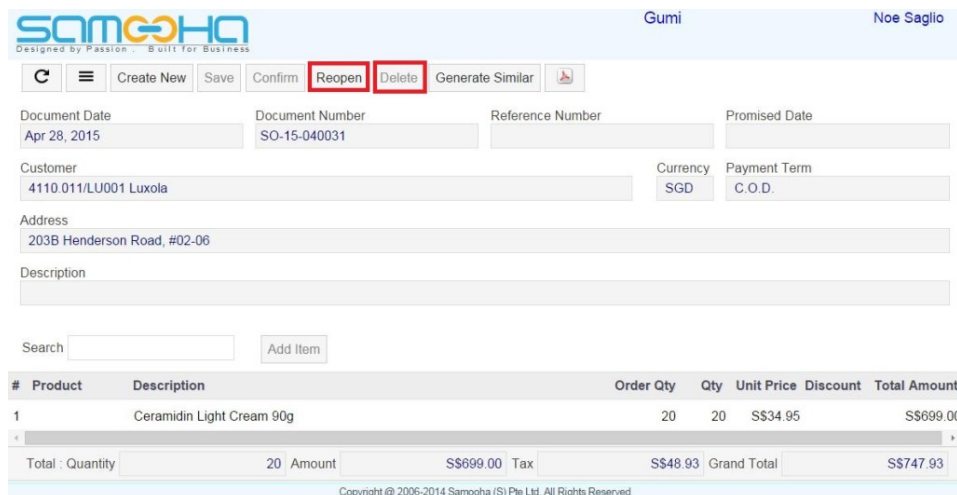
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2. User may reopen a sales order if the status is **“Confirmed”** or **“Approved”**, by clicking **“Reopen”** button at the top of screen

**Note:** Approval of sales order document can only be done using GOOMI application

## Delete Sales Order

1. Click on **“Delete”** button at the top of screen. If a sales order’s status is **“Confirmed”** or **“Approved”**, reopen the order first by clicking **“Reopen”** button at the top of screen




The screenshot shows the Gumi application interface. At the top, there is a header with the logo 'SAMOOHA' and the text 'Designed by Passion - Built for Business'. The user's name 'Noe Saglio' is displayed in the top right corner. Below the header is a navigation bar with buttons: 'Create New', 'Save', 'Confirm', 'Reopen', 'Delete', and 'Generate Similar'. The 'Reopen' and 'Delete' buttons are highlighted with red boxes. Below the navigation bar is a form with the following fields: Document Date (Apr 28, 2015), Document Number (SO-15-040031), Reference Number, Promised Date, Customer (4110.011/LU001 Luxola), Currency (SGD), Payment Term (C.O.D.), Address (203B Henderson Road, #02-06), and Description. Below the form is a search bar and an 'Add Item' button. At the bottom, there is a table with the following data:

#	Product	Description	Order Qty	Qty	Unit Price	Discount	Total Amount	
1		Ceramidin Light Cream 90g	20	20	\$34.95		\$699.00	
Total : Quantity		20	Amount	\$699.00	Tax	\$48.93	Grand Total	\$747.93

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2. Click on **“OK”** button on the pop-up window to confirm sales order deletion

## Print Sales Order Details (as PDF file)

1. Click on  button at top of screen of the selected order, it will open file dialog to save the sales order document as a pdf file

**Note:** User need to enable Cookies in their Internet Web Browser to be able to print / save the report

Document Date: Apr 28, 2015   
 Document Number: SO-15-040031   
 Reference Number:   
 Promised Date:

Customer: 4110.011/LU001 Luxola   
 Currency: SGD   
 Payment Term: C.O.D.

Address: 203B Henderson Road, #02-06

Description:

Search:

#	Product	Description	Order Qty	Qty	Unit Price	Discount	Total Amount
1		Ceramidin Light Cream 90g	20	20	S\$34.95		S\$699.00
2		Black Label Nourishing Beauty Balm SPF 25 (50ml)	10	10	S\$29.23		S\$292.30

Total : Quantity 30    Amount S\$991.30    Tax S\$69.39    Grand Total S\$1,060.69

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2. Select a folder and file name to save the sales order document as pdf file

3. Open the pdf file and print



### Sales Order

Date : 28-Apr-2015    Order : SO-15-040031  
 Customer : 4110.011/LU001    Currency : SGD

ROC No : 362380H    GST Registration No : 001013104640

Vendor Name

Luxola  
 203B Henderson Road, #02-06  
 Contact : contact@luxola.com

Delivery address

Luxola  
 203B Henderson Road, #02-06  
 Contact : contact@luxola.com

Payment Terms : C.O.D.  
 Ref Num :  
 Representative :

Inco Terms : Ex Works  
 Shipment Mode :  
 Delivery Date :

#	Ref Num	Description	Alt Code	Qty	Price	Disc	Amount
1	BD01-003147	Ceramidin Light Cream 90g (South Korea)		20	34.95		699.00
2	BD01-003146	Black Label Nourishing Beauty Balm SPF 25 (50ml) (South Korea)		10	29.23		292.30