


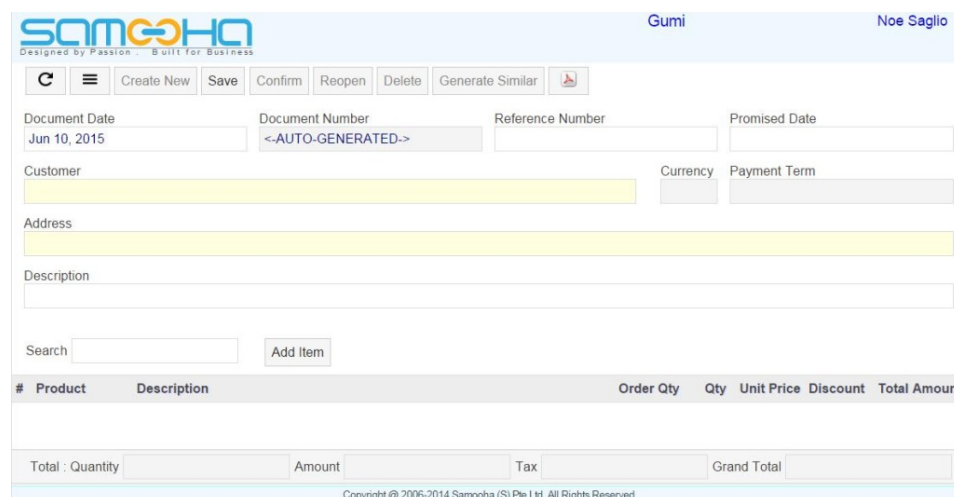
# Mobile Sales – Create Sales Order

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

**SAMOHA** Gumi Noe Saglio  
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Document Date: Jun 10, 2015  
 Document Number: <AUTO-GENERATED->  
 Reference Number:   
 Promised Date:

Customer:   
 Currency:   
 Payment Term:

Address:   
 Description:

Search:

#	Product	Description	Order Qty	Qty	Unit Price	Discount	Total Amount

Total : Quantity  Amount  Tax  Grand Total

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

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Gumi Noe Saglio

Document Date: Jun 10, 2015  
Document Number: <-AUTO-GENERATED->  
Reference Number:  
Promised Date:

Customer:  
Currency:  
Payment Term:

4110.011/GU001 Guardian - HQ  
4110.011/LU001 Luxola  
4110.011/ME001 Metro  
4110.011/MU001 Mustafa  
4110.011/RO001 Robinson  
4110.011/SA001 Sasa - HQ  
4110.011/SA002 Sasa - Gateway  
4110.011/SA003 Sasa - Changi

Order Qty	Qty	Unit Price	Discount	Total Amount

Tax: Grand Total:

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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"**

Search

**Add Item**

#	Product	Description
1	Ceramic	

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

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Gumi Noe Saglio

Document Date: Apr 28, 2015  
Customer: 4110.011/LU001 Luxola  
Address: 203B Henderson Road, #  
Description:  
Search:

# Product Description

1 Ceramic

Total : Quantity

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Items / Articles Form  
Cancel

Select a product and quantity to create Order Line

Product: Part Number:

BD01-003145 Ctrl-A Beauty Balm 40ml  
BD01-003146 Black Label Nourishing Beauty Balm SPF 25 (50ml)  
BD01-003147 Ceramidin Light Cream 90g  
BD01-003148 Doctor's Label Red Improve Purifying Mask  
BD01-003149 Ctrl-A Soothing Moisturizer 50g  
BD01-003150 Ctrl-A Sensitive Sun Protector 40ml  
BD02-000111 Jasmine Shower Gel 250ml

< Select All > << < 1 - 50 of 89 > >>

S\$

Discount Total Amount

S\$699.00

S\$747.93

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
	BD01-003146
Description	
Black Label Nourishing Beauty Balm SPF 25 (50ml)	
Ordered Qty	Available Qty
10	
Unit Price	Discount
S\$29.23	
	S\$
Nett Price	Total Amount
S\$29.23	S\$292.30
Tax Rate	Expense Type
Sales Tax Account 7% SR	

←

→

🗑

Save/Create

Save/Close

**SAMOA**  
Designed by Passion · Built by Professionals

Items / Articles Form

Cancel

Document Date <b>Apr 28, 2015</b>	Product <input type="text"/>	Part Number <input type="text"/> BD01-003146
Customer <b>4110 011/LU001 Luxola</b>	Description <b>Black Label Nourishing Beauty Balm SPF 25</b>	Free Products M-Marketing P-Premium & POSM SW-Staff Welfare TM-Trade Marketing TST-Testers <a href="#">&lt; Select All &gt;</a>
Address <b>203B Henderson Road, #</b>	Ordered Qty <input type="text"/> 10	
Description <b></b>	Unit Price <input type="text"/> S\$29.23	
Search <input type="text"/>	Nett Price <input type="text"/> S\$29.23	
# Product Description	Tax Rate <b>Sales Tax Account 7% SR</b>	Total Amount
1 Ceramic		5 S\$699.00

Total : Quantity

Save/Create Save/Close

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**SAMOHA** Designed by Passion - Built for Business Gumi Noe Saglio

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.

**SAMOHA** Designed by Passion - Built for Business Gumi Noe Saglio

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

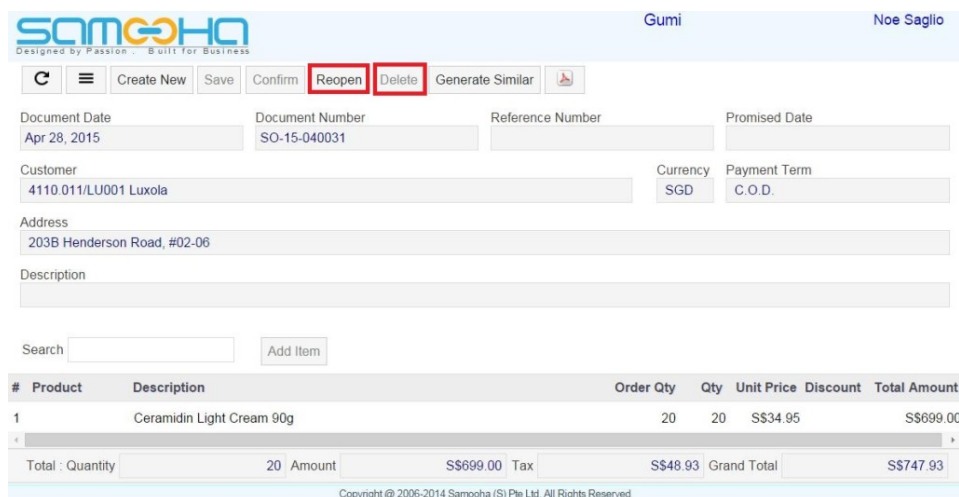
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2. User may reopen a sales order if the status is **“Confirmed”** or **“Approved”**, by clicking **“Reopen”** button at the top of screen

**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 SAMOCHA application interface. At the top, there is a header with the SAMOCHA logo, the text 'Gumi', and the user name 'Noe Saglio'. Below the header is a navigation bar with buttons: 'Create New', 'Save', 'Confirm', 'Reopen', 'Delete', 'Generate Similar', and a printer icon. The 'Delete' button is highlighted with a red box. Below the navigation bar is a form with fields for '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 with a search button and an 'Add Item' button. At the bottom is a table with columns: '#', 'Product', 'Description', 'Order Qty', 'Qty', 'Unit Price', 'Discount', and 'Total Amount'. The table contains one row for 'Ceramide Light Cream 90g' with a quantity of 20 and a total amount of S\$699.00. Below the table is a summary row with 'Total : Quantity' (20), 'Amount' (S\$699.00), 'Tax' (S\$48.93), and 'Grand Total' (S\$747.93). At the very bottom, there is a copyright notice: 'Copyright © 2006-2014 Samocha (S) Pte Ltd. All Rights Reserved'.

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

**SAMOHA** Designed by Passion - Built for Business Gumi Noe Saglio

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.

Inco Terms : Ex Works

Ref Num :

Shipment Mode :

Representative :

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