


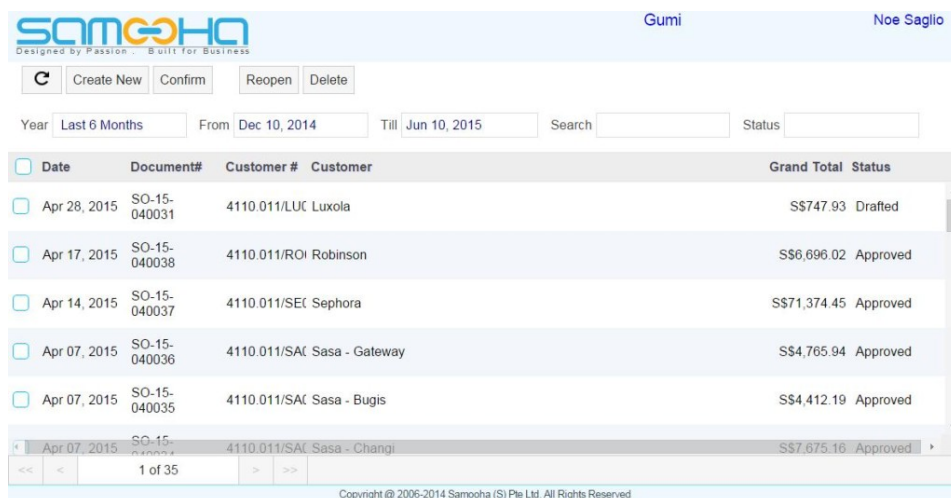
Mobile Sales – Sales Orders List

Mobile Sales – Sales Orders List allows user to view list of sales order(s) for a given period of time

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

 Create new sales order; confirm / reopen, delete, view and search for sales order details

Note: User will only see list of sales orders belonging to the user. Manager or team leader will also be able to see their subordinates’ sales orders list if the approval matrix is setup on GOOMI application **“Organization – (Masters) Approval Matrix”**



| <input type="checkbox"/> | Date | Document# | Customer # | Customer | Grand Total | Status |
|--------------------------|--------------|--------------|--------------|----------------|-------------|----------|
| <input type="checkbox"/> | Apr 28, 2015 | SO-15-040031 | 4110.011/LUC | Luxola | SS747.93 | Drafted |
| <input type="checkbox"/> | Apr 17, 2015 | SO-15-040038 | 4110.011/ROI | Robinson | SS6,696.02 | Approved |
| <input type="checkbox"/> | Apr 14, 2015 | SO-15-040037 | 4110.011/SEC | Sephora | SS71,374.45 | Approved |
| <input type="checkbox"/> | Apr 07, 2015 | SO-15-040036 | 4110.011/SAC | Sasa - Gateway | SS4,765.94 | Approved |
| <input type="checkbox"/> | Apr 07, 2015 | SO-15-040035 | 4110.011/SAC | Sasa - Bugis | SS4,412.19 | Approved |

Create New Sales Order

1. Click on **“Create New”** button at the top of screen of **“Sales Orders List”**, it will open **“Sales Order”** with empty form

SAMOCHA Gumi Noe Saglio

Created by: [Create New] Confirmed: [Confirm] Reopened: [Reopen] Deleted: [Delete]

Year: Last 6 Months From: Dec 10, 2014 Till: Jun 10, 2015 Search: [] Status: []

| <input type="checkbox"/> | Date | Document# | Customer # | Customer | Grand Total | Status |
|--------------------------|--------------|--------------|--------------|----------|-------------|----------|
| <input type="checkbox"/> | Apr 28, 2015 | SO-15-040031 | 4110.011/LUC | Luxola | S\$747.93 | Drafted |
| <input type="checkbox"/> | Apr 17, 2015 | SO-15-040038 | 4110.011/ROI | Robinson | S\$6,696.02 | Approved |

SAMOCHA Gumi Noe Saglio

Created by: [Create New] Saved: [Save] Confirmed: [Confirm] Reopened: [Reopen] Deleted: [Delete] Generate Similar: []

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

Customer: [] Currency: [] Payment Term: []

Address: []

Description: []

Search: [] Add Item: []

| # | Product | Description | Order Qty | Qty | Unit Price | Discount | Total Amount |
|---|---------|-------------|-----------|-----|------------|----------|--------------|
| Total : Quantity [] Amount [] Tax [] Grand Total [] | | | | | | | |

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2. Follow the procedures to create sales order from Mobile Solution

Confirm / Reopen Sales Order

1. Click on checkbox next to a sales order at the left side of screen

SAMOCHA Gumi Noe Saglio

Created by: [Create New] Confirmed: [Confirm] Reopened: [Reopen] Deleted: [Delete]

Year: Last 6 Months From: Dec 10, 2014 Till: Jun 10, 2015 Search: [] Status: []

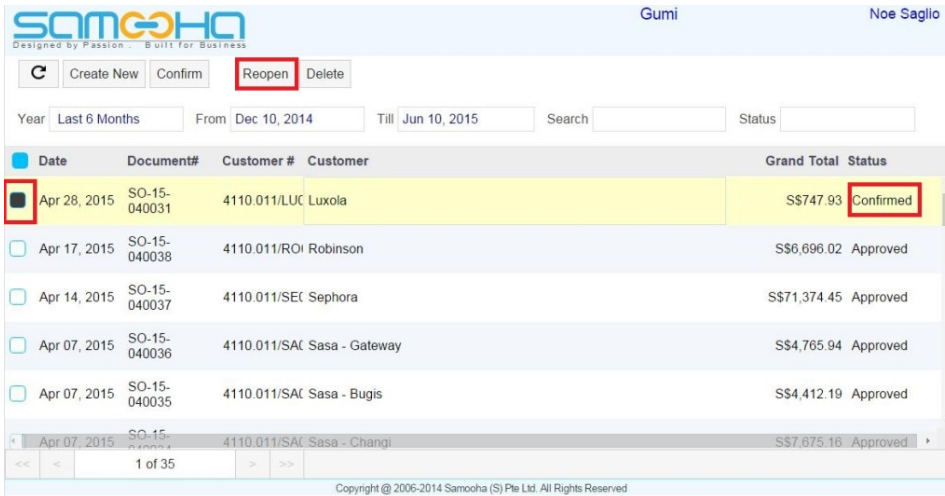
| <input type="checkbox"/> | Date | Document# | Customer # | Customer | Grand Total | Status |
|-------------------------------------|--------------|--------------|--------------|----------------|--------------|----------|
| <input checked="" type="checkbox"/> | Apr 28, 2015 | SO-15-040031 | 4110.011/LUC | Luxola | S\$747.93 | Drafted |
| <input type="checkbox"/> | Apr 17, 2015 | SO-15-040038 | 4110.011/ROI | Robinson | S\$6,696.02 | Approved |
| <input type="checkbox"/> | Apr 14, 2015 | SO-15-040037 | 4110.011/SEC | Sephora | S\$71,374.45 | Approved |
| <input type="checkbox"/> | Apr 07, 2015 | SO-15-040036 | 4110.011/SAC | Sasa - Gateway | S\$4,765.94 | Approved |
| <input type="checkbox"/> | Apr 07, 2015 | SO-15-040035 | 4110.011/SAC | Sasa - Bugis | S\$4,412.19 | Approved |
| <input type="checkbox"/> | Apr 07, 2015 | SO-15-040034 | 4110.011/SAC | Sasa - Changi | S\$7,675.16 | Approved |

1 of 35

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2. Click on "Confirm" button at the top of screen to confirm a drafted sales order.

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



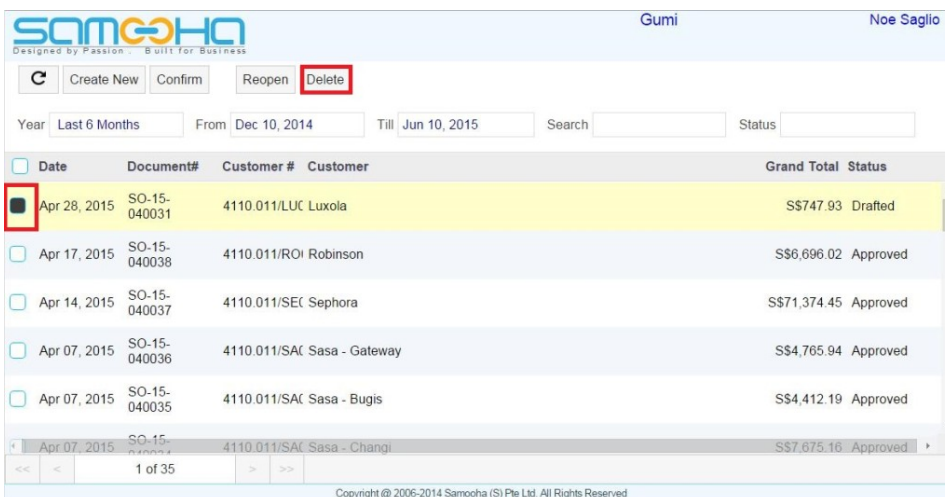
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| Date | Document# | Customer # | Customer | Grand Total | Status |
|--------------|--------------|--------------|----------------|---------------|-----------|
| Apr 28, 2015 | SO-15-040031 | 4110.011/LUC | Luxola | SS\$747.93 | Confirmed |
| Apr 17, 2015 | SO-15-040038 | 4110.011/ROI | Robinson | SS\$6,696.02 | Approved |
| Apr 14, 2015 | SO-15-040037 | 4110.011/SEC | Sephora | SS\$71,374.45 | Approved |
| Apr 07, 2015 | SO-15-040036 | 4110.011/SAC | Sasa - Gateway | SS\$4,765.94 | Approved |
| Apr 07, 2015 | SO-15-040035 | 4110.011/SAC | Sasa - Bugis | SS\$4,412.19 | Approved |
| Apr 07, 2015 | SO-15-040034 | 4110.011/SAC | Sasa - Changi | SS\$7,675.16 | Approved |

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

Delete Sales Order

1. Click on checkbox next to a sales order at the left side of screen



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| Date | Document# | Customer # | Customer | Grand Total | Status |
|--------------|--------------|--------------|----------------|---------------|----------|
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| Apr 17, 2015 | SO-15-040038 | 4110.011/ROI | Robinson | SS\$6,696.02 | Approved |
| Apr 14, 2015 | SO-15-040037 | 4110.011/SEC | Sephora | SS\$71,374.45 | Approved |
| Apr 07, 2015 | SO-15-040036 | 4110.011/SAC | Sasa - Gateway | SS\$4,765.94 | Approved |
| Apr 07, 2015 | SO-15-040035 | 4110.011/SAC | Sasa - Bugis | SS\$4,412.19 | Approved |
| Apr 07, 2015 | SO-15-040034 | 4110.011/SAC | Sasa - Changi | SS\$7,675.16 | Approved |

2. 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

3. Click on **“OK”** button on the pop-up window to

confirm sales order deletion

View and Search for Sales Order Details

1. Enter search parameter to filter the result, i.e. type in which customer to search for in the **“Search”** text field box or select period to view from drop-down lists **“Year”**, **“From”**, and **“Till”**

The screenshot shows the SAMOOHA software interface. At the top, the logo 'SAMOOHA' is displayed with the tagline 'Designed by Passion - Built for Business'. The user's name 'Noe Saglio' and location 'Gumi' are visible in the top right. Below the logo, there are navigation buttons: 'Create New', 'Confirm', 'Reopen', and 'Delete'. A search bar is present with a 'Search' button. Below the search bar, there are three dropdown menus: 'Year' (set to 'Last 6 Months'), 'From' (set to 'Dec 10, 2014'), and 'Till' (set to 'Jun 10, 2015'). A table of sales orders is displayed with columns for 'Grand Total' and 'Status'. The table contains several rows of data, including 'Fiscal Year 2015', 'Last Two Weeks', 'This Month', 'Last Month', 'Last 3 Months', 'Last 6 Months', 'Fiscal Year To Last Month', and 'Fiscal Year To Current Date'. The 'Last 6 Months' row is highlighted in yellow. At the bottom, there is a footer with the text 'Copyright @ 2006-2014 Samoocha (S) Pte Ltd. All Rights Reserved'.

2. Click on a sales order to view full details of the order, it will bring up the details for the selected order

The screenshot shows the SAMOOHA software interface displaying the details of a sales order. The top navigation bar includes the SAMOOHA logo, the user's name 'Noe Saglio', and the location 'Gumi'. Below the logo, there are navigation buttons: 'Create New', 'Save', 'Confirm', 'Reopen', 'Delete', 'Generate Similar', and a print icon. The main area contains several fields for order details: 'Document Date' (Apr 28, 2015), 'Document Number' (SO-15-040031), 'Reference Number', and 'Promised Date'. Below these are fields for 'Customer' (4110.011/LU001 Luxola), 'Currency' (SGD), and 'Payment Term' (C.O.D.). There is also an 'Address' field (203B Henderson Road, #02-06) and a 'Description' field. A 'Search' field and an 'Add Item' button are located below the description field. At the bottom, there is a table with columns for '#', 'Product', 'Description', 'Order Qty', 'Qty', 'Unit Price', 'Discount', and 'Total Amount'. The table contains one row of data: '1', 'Ceramidin Light Cream 90g', '20', '20', '\$\$34.95', and '\$\$699.00'. Below the table, there is a summary row with columns for 'Total : Quantity', 'Amount', 'Tax', 'Grand Total', and 'Total Amount'. The values are: '20', '\$\$699.00', '\$\$48.93', '\$\$747.93', and '\$\$747.93'. At the bottom, there is a footer with the text 'Copyright @ 2006-2014 Samoocha (S) Pte Ltd. All Rights Reserved'.