

## USER GUIDE TOA.DMS SALES ORDER

### FUNCTIONAL PROCESS

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#### MASTER DATA

=> Import & update Master Data by Sales admin (use Customer code & Stock code SAP)





- 1. Receive sales order from mail & notification (DMS app)
- 2. Sales sup check & accept sales order
- 3. Reject sales order in case wrong item, quantity
- Send automatic replies sales order to OB mail after Sales Sup accept sales order

### SUBMIT NEW ORDER

### I. SUBMIT NEW ORDER DEALER / DISTRIBUTOR

6

#### 1. Dealer login to TOA.dms

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ΤΟ	A DMS
Username or Email	
Reserved	۲
English	Save password
Logir	
Forgot pass	sword?

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	тс	)A.dms	0
	Hi! AG	ENT TEST!	
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👔 Re	port		۵
🗍 De	vice registra	tion	۲
📲 Exi	it		$\odot$
Scan	barcode t produc	o search t	
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2. Select Order

### 3. Tick • icon to show product list

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Dealer AGENT	TEST 100284test	
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	ELD BONG	
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	AN	
	AN A+	
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SON LOT N	VANOCLEAN	I
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4. Select product & input order quantity

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6	Selec	t product	Cart <sup>3</sup>	(3)
De	aler <b>AGENT TEST</b> 10	0284test		
٩	Search product			(1)
¢	SUPERSHIELD SB		3	
F \$ #	012520136S1000E (Mã mới, thừ SUPERSHIELD SIEU BONG #15 LIT	ing nhựa) G #S1000	1	(2)
		3 #\$1000	3	
1.	Search produ	ct or scar	i barcode	
2.	Input order q	uantity	5	
3.	Tick cart to c	heck & s	ubmit	
F	order cart			
;	SUPERSHIELD SIEU BONG #15 LIT	G #0000B		
F \$ #	0125202320000AE SUPERSHIELD SIEU BONG #5 LIT	G #0000A		
F S	50125202320000BE (Mã cũ, lon i SUPERSHIELD SIEU BONG #5 LIT	nhựa hình trụ) G #0000B		
F r S	:0125202320000BF (Mã mới, lor ión) SUPERSHIELD SIEU BON( #5 LIT	n nhựa hình G #0000B		
F	0125202320000CE (Mã cũ, lon SUPERSHIELD SIEU BONG	nhựa hình trụ) G #0000C		
		0	<	

#### 5. Update order cart







8. After click OK button, system pop up a notification "PO number and sales order sent successfully



OK

7. When you click Submit order button, there is a pop up notification to review and reconfirm before sending sales order to Sales admin,, Sales supervisor & ASM

#### TOA.dms

Do you want to submit this order? Click OK to send the order Click CANCEL to view or adjust the order

CANCEL

OK

- Tick Select product to place more item
- Tick Cancel to cancel sales order
- Tick "Submit order" to complete sales order

### I. SUBMIT NEW ORDER | DEALER / DISTRIBUTOR

Sales order - 2012281	🖉 1 🗸 🤅	२ ~									
TOAV DMS Order To: TOAV Sales Communication Cc: Nguyen Truong Phu; Diep Hien Dat	(;;) ← ≪ → Wed 10/25/2023 11:03	 AM									
2012281.pdf ✓		CONG TY TNHH DAI	J TU TM DV D	UONG THANH HAI						No,JSc	ố: 2012281
Dear Mr / Ms				S/ ĐC	ALES ON ĐẠ	ORDER AT HÀNG					
Please check order 2012281 (AGEN attached file Thanks & best regards.	IT TEST) information in the	Customer code/Må khách häng: Customer name/Tên khách häng: Address/Đja chi: Main dealer/Cứa hàng	11014209 CONG TY TN HAI 214-216 PHAN	HH DAU TU TM DV DUONG THA 1 VAN BACH, TAN BINH, HO CHI	I NH S MINH S I	Date/ Ngày: Salesman code: Salesman name: Delivery date/ N	25/ SS : Dié égày giao 25/	/10/2023 041001 - Area ę̀p Hiển Đạt /10/2023	code:		
*Email sent automatically from the DMS	system, please do not reply	chính: No. COD STT Mã sán p	E SAP hắm SAP	Product name Tên sản phẩm	Size Kich cõ	hàng: Color Shade Mã màu	Quantity Số lượng	Sales Unit	Unit price Đơn giá	Amount Tổng	Notes Ghi chú
		1 F7C128865	9MTPWPE	TOA CHONG THAM DA NANG #MTPWP 20KG	20 KG	MTPWP	5	5 EA	2,109,000	10,545,000	
$\leftarrow$ Reply $\ll$ Reply all $\rightarrow$ Forward								Total amoun	it	10,545,000	,
								Total amour	t included VAT	11,599,500	
After Agent submits sales or	rder sent	Nơi giao hàng(ship to) :	113 T	ÂN KỶ TÂN QUÝ, P TÂN SƠN NH	IÌ, TÂN I	PHÚ, HCM					
successfully, an automatic re	plies will be sent	Người nhận hàng (Recei Ghi chú cho đơn hàng c	ver) : ANH 	HÅI				Teleph	one:		
sales order info to mail of Sa	ales Sup / ASM	(Note):		Salarman in a			America	d bu/#):		Passivad order	
		(Khách hàng ký, đó	ng đầu & ghi rõ l	satesman in c	n hàng)		Ký duy	vệt(*)		(Nhận đơn hàng - Tel/Date&Tir - Email/Date: - Other/Date:	i) ne:
		SA-F001 (*): Trong trường hợp đư (**): Khách hàng có thể	m hàng đặc biệt/ xác nhận đơn hài	In case of special order ng qua SMS, Zalo, Viber, Line, What	sapp, Em	uail, Fax.					

EDIT ORDER

### II. EDIT ORDER DEALER / DISTRIBUTOR



#### 1. Select Report

14:06		😫 오 🗟 III 57% 🛢
	TOA.dms	•
	Hi! AGENT TEST!	
😝 Order		Ø
👔 Report		Ø
Device re	gistration	٥
📲 Exit		Ø
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#### 2. List of sales order



### 3. Select sales order details to modify / cancel



### II. EDIT ORDER DEALER / DISTRIBUTOR

#### 4. Select sales order

15:26 🖪	<b>() (</b>	\$all 81%∎
5	Order list	Θ
From date *	To date *	
01/08/2023	12/11/2023	
✓ New order ✓ Order canceled	Order received 🔽	
G	Load data	
Q Search order in	nformation	
AGENT TEST   1002 PO: 2010665 - 12/11/	84test 2023	
Order amount <b>29,7</b> °	13,520 \$ New	
AGENT TEST   1002	84test	
PO: 2010664 - 09/11/	2023	Ø
Order amount 7,14	2,000 \$ Accepted	
AGENT TEST   1002	84test	
PO: 2010663 - 09/11/	2023	Ø
Order amount 7,14	2,000 \$ Accepted	
AGENT TEST   1002	84test	
PO: 2010662 - 09/11/	2023	$\odot$
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#### 5. Order details

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5	Order details	Θ
#0000A 15L FOC: +1 toa nano		
	SUBTOTAL	29,843,000
	DISCOUNT	-129,480
	TOTAL AFTER DISCOUNT	29,713,520
	VAT	2,971,352
	TOTAL AMOUNT	32,684,872
Dealer : AGENT TEST		
Personal in charge Test person	(PIC)	
Delivery date 15.11.2023		
Receiver Hien		
Delivery address Ho chi minh		
Order notes Text note here		
0	Edit	
	$\bigcirc$	<

#### 6. Edit order

Ordering g	guide	(
SUPERSHII F01252013	ELD SIEU BONG #S1000 5L 2S1000E	EA   🔰
3	x 1.519.000 %DC 10%	4.557.0
FOC notes:		
SUPERSHI	ELD SIEU BONG #S1000 15	_ EA   🔰
1	x 4.316.000 3 10%	4.316.0
FOC notes:		
SUPERSHII F01252023	ELD SIEU BONG #0000A 15I 60000AE	L EA
SUPERSHII F01252023	ELD SIEU BONG #0000A 156 60000AE x 4.194.000 %DC 10%	20.970.0
SUPERSHII F01252023 5 FOC notes:	ELD SIEU BONG #0000A 156 60000AE x 4.194.000 %DC 10% +1 toa nano	20.970.0
SUPERSHII F01252023 5 F0C notes:	ELD SIEU BONG #0000A 156 60000AE x 4.194.000 %DC 10% +1 toa nano SUBTOTAL :	20.970.00 29.843.00
SUPERSHII F01252023/ 5 FOC notes:	ELD SIEU BONG #0000A 151 60000AE x 4.194.000 %DC 10% +1 toa nano SUBTOTAL : DISCOUNT :	20.970.00 29.843.00 - 129.48
SUPERSHII F01252023/ 5 F0C notes:	ELD SIEU BONG #0000A 156 60000AE x 4.194.000 %DC 10% +1 toa nano SUBTOTAL : DISCOUNT : OTAL AFTER DISCOUNT :	20.970.00 29.843.00 - 129.48 29.713.52
SUPERSHII F012520230 5 FOC notes:	ELD SIEU BONG #0000A 151 60000AE x 4.194.000 %DC 10% +1 toa nano SUBTOTAL : DISCOUNT : OTAL AFTER DISCOUNT : VAT :	20.970.00 29.843.00 - 129.48 29.713.52 2.971.35
SUPERSHII F01252023 5 F0C notes: T	ELD SIEU BONG #0000A 156 60000AE x 4.194.000 %DC 10% +1 toa nano SUBTOTAL : DISCOUNT : OTAL AFTER DISCOUNT : VAT : TOTAL AMOUNT :	20.970.00 29.843.00 - 129.48 29.713.52 2.971.35 <b>32.684.87</b>
SUPERSHII F01252023 5 F0C notes: T	ELD SIEU BONG #0000A 156 60000AE x 4.194.000 %DC 10% +1 toa nano SUBTOTAL : DISCOUNT : OTAL AFTER DISCOUNT : VAT : TOTAL AMOUNT :	20.970.00 29.843.00 - 129.48 29.713.52 2.971.35 <b>32.684.87</b>

### SALES ORDER ACCEPTANCE

### III. PENDING ORDER Sales sup Accept - Reject

Review order and click "Accept / Reject" button

- → Accept: The order will be sent to OB email (or distributor) for delivery as normal process
- → Reject: The order will be changed order status by canceled in database

	TOA.dms	
	Hi! SUP USER!	
2	Working route	Ø
8	Pending order	Ø
<b>2</b>	New customer	Ø
	Customer list	Ø
Ţ	TOA Painter Contractor	Ø
ì	Report	Ø
Ő.	Device registration	Ø
-	Exit	Ø

Pending orde	ər
Search order information	
	2
AGENI IESI I 100284test	( <sup></sup>
PO: 2010659 - 31/10/2023	
Total7,354,000 \$	×
AGENT TEST   100284test	
PO: 2004060 - 08/04/2023	Ø
Total28,369,000 \$	
AGENT TEST   100284test	
PO: 2003989 - 06/04/2023	0
Total28,922,000 \$	

When "Accept / Reject" is successful, the message below will appear

The order has been accepted and sent to OB

Order has been successfully canceled

Order number	er : 2010	0659			
Order date :	31.10.2	2023			
Product	Quantity	Unit price	%Discou	nt%VAT	Amoun
PERSHIELD EU BONG 1000 15L	1	4,316,000	0	10	4,316,0
PERSHIELD EU BONG 1000 5L	2	1,519,000	0	10	3,038,0
			Su	btotal	7,354,0
			Dis	count	
				VAT	735.4
					,.
Dealer : AGENT TE	EST		Total ar	nount	8,089,40
Dealer : AGENT TE Personal in c Test perso Delivery date 05.11.2023 Receiver	EST charge (P n 3	IC)	Total ar	nount	8,089,44
Dealer : AGENT TE Personal in c Test perso Delivery date 05.11.2023 Receiver test	EST charge (P n 3	IC)	Total ar	nount	8,089,4
Dealer : AGENT TE Personal in c Test perso Delivery date 05.11.2023 Receiver test Delivery add test	EST charge (P n 3 3	IC)	Total ar	nount	8,089,44
Dealer : AGENT TE Personal in c Test perso Delivery date 05.11.2023 Receiver test Delivery add test Order notes	EST charge (P n 3 ress		Total ar	nount	8,089,4

### III. PENDING ORDER Sales sup Accept - Reject

After Sales Sup accepts sales order  $\rightarrow$  Send automatic replies sales order to OB's mail with Subject "PO number and Agent name) and attach sales order file (Pdf & excel)  $\rightarrow$  OB will proceed sales order as normal process

To: Lai Thi My Hanh Cc: Nguyen Truong	Phu; Diep Hien Dat		(	Wed 10/25/2023 11:05 A
2012281.pdf	~	2012281.xls 14 KB	~	
2 attachments (73 KB)		ve - TOA 🚽 Download all		
Dear Mr / Ms				
Please check order	2012281 (AGENT T	EST) information in the attached	d file	

### SALES ORDER REPORT

### IV. SALES ORDER REPORT MOBILE APP

#### 1. Select Report

14:06		😫 오 🖘 💷 57% 🔒
	TOA.dms	
ŀ	ii! AGENT TES	Г!
😝 Order		Ø
👔 Report		Ø
Device reg	jistration	۲
📲 Exit		$igside{\mathbf{O}}$
111	0	<

#### 2. List of sales order



५:26 🖪 🛛 😫 🕈 🖓		
0	rder list	(
From date *	To date *	
01/08/2023	12/11/2023	
✔ New order ✔ Orde Drder canceled	er received 🔽	
C L	oad data	
Q Search order infor	mation	
AGENT TEST   100284tes PO: 2010665 - 12/11/2023	t 3	C
Order amount <b>29,713,5</b>	20\$ New	
AGENT TEST   100284tes PO: 2010664 - 09/11/2023	t 3	C
Order amount <b>7,142,00</b>	0 \$ Accepted	
AGENT TEST   100284tes	t 3	C
Order amount <b>7,142,00</b>	0 \$ Accepted	
AGENT TEST   100284tes PO: 2010662 - 09/11/2023	t 3	8

### IV. SALES ORDER REPORT MOBILE APP

### 5. Check sales order details

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5	Order list						
From date *	To date *						
01/08/2023	01/08/2023 12/11/2023						
✓ New order ✓ Order received ✓ Order canceled							
C	Load data						
Q Search order in	nformation						
AGENT TEST   100284test PO: 2010665 - 12/11/2023 Order amount <b>29,713,520 \$</b> New							
AGENT TEST   100284test PO: 2010664 - 09/11/2023							
Order amount 7,142,000 \$ Accepted							
AGENT TEST   1002 PO: 2010663 - 09/11/	0						
Order amount 7,14	2,000 \$ Accepted						
AGENT TEST   1002 PO: 2010662 - 09/11/	284test /2023	•					
	0 <						

15:22 🖪				<b>@</b> 9	ຈີ, ແ 82%	
5						
Order number : <b>2010665</b> 🤓						
Order date : <b>12.11.2023</b>						
Product	Qty	Unit price	%Disc	%VAT	Amount	
SUPERSHIELD SIEU BONG #S1000 15L	1	4,316,000 - <mark>129,480</mark>	3	10	4,316,000	
SUPERSHIELD SIEU BONG #S1000 5L	3	1,519,000	0	10	4,557,000	
SUPERSHIELD SIEU BONG #0000A 15L	5	4,194,000	1,000 0		20,970,000	
FOC: +1 toa nano						
SUBTOTAL 29,843,000						
DISCOUNT -129,4						
TOTAL AFTER DISCOUNT 29,713,520						
VAT 2,971,352						
TOTAL AMOUNT 32,684,872						
Dealer : AGENT TEST						
<sup>S</sup> ersonal in charge (PIC) Test person						
Delivery date 15.11.2023						
Doooiyor						

### IV. SALES ORDER REPORT WEB REPORT

≡F	RDS dms ORDER > 0	RDER DATA				Language 🦊 😩
¢	From Date		To Date		Customer	
≔	05/11/2023		12/11/2023		Multi select	
m	Salesperson					
ω	Multi select			-		
1	ORDER					
1	🐂 Order data					Q Search 🔀 Export
L s.a	i					
					312	
				Loa	ading	
				EGa	ung	

# THANK YOU!



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W: www.chithanhco.com

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