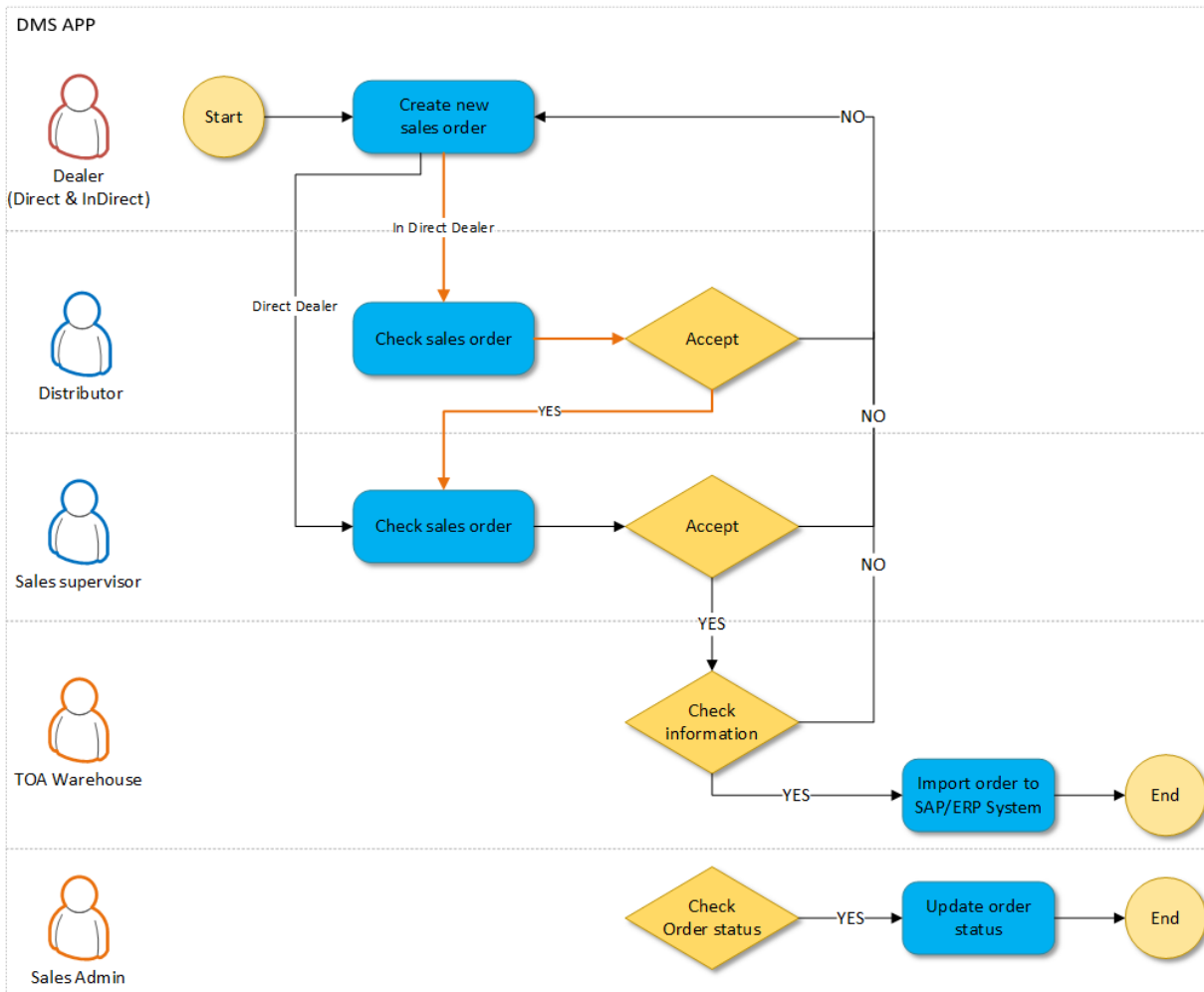
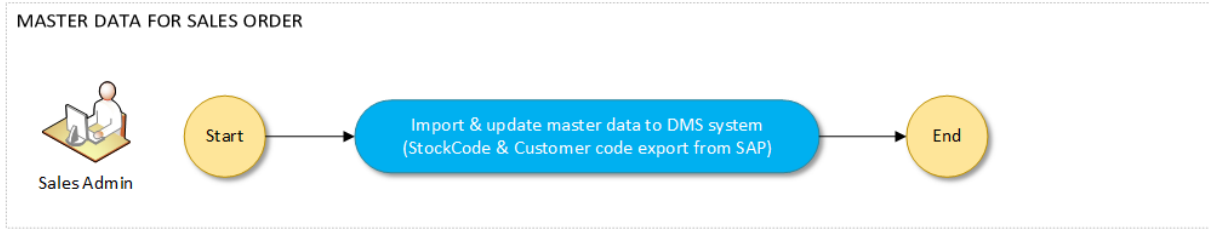




THE LEADER IN PAINT TECHNOLOGY

USER GUIDE TOA.DMS SALES ORDER

FUNCTIONAL PROCESS



1

MASTER DATA

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

2

DEALER

1. Add new sales order
2. Select product
3. Submit the order => send sales order to Sales sup, ASM



3

SALES SUP

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
4. Send automatic replies sales order to OB mail after Sales Sup accept sales order



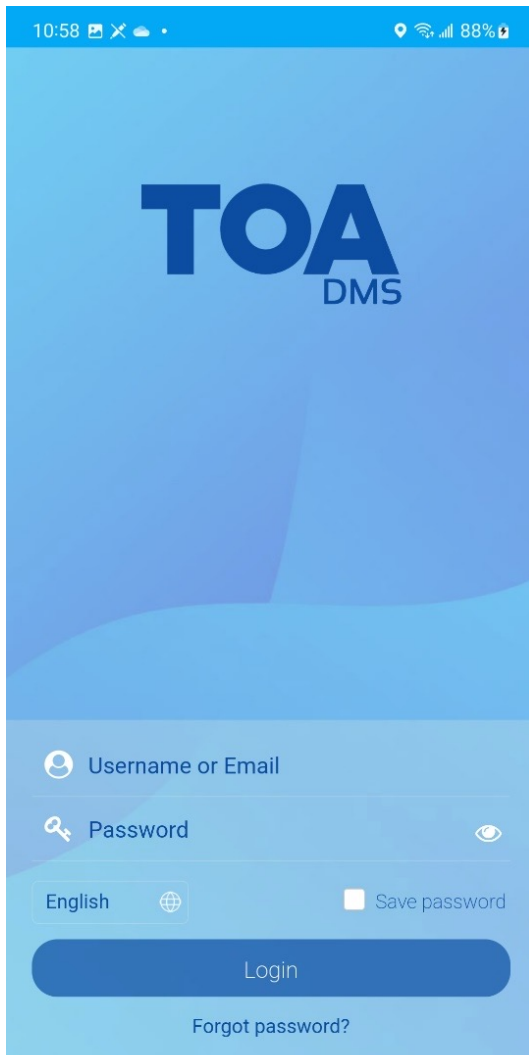
4

OB

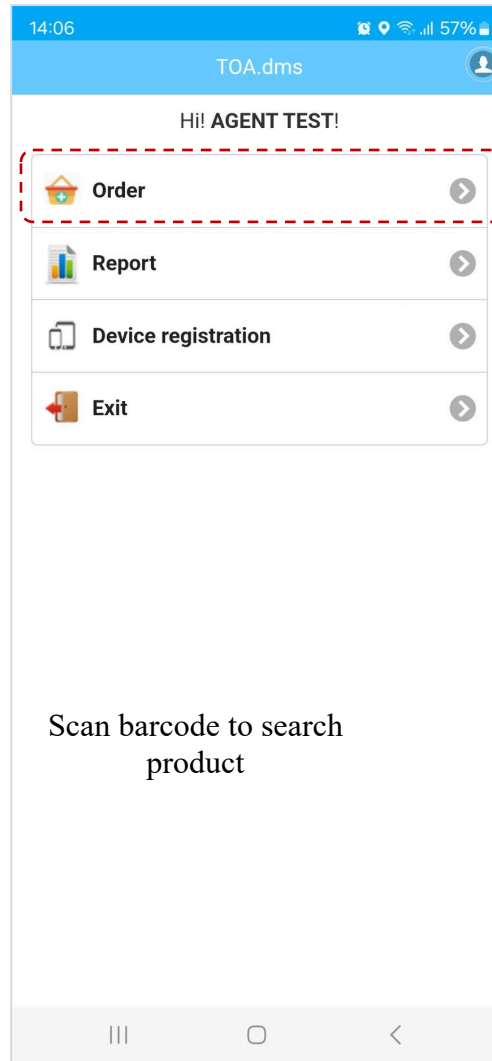
Manual update to SAP

SUBMIT NEW ORDER

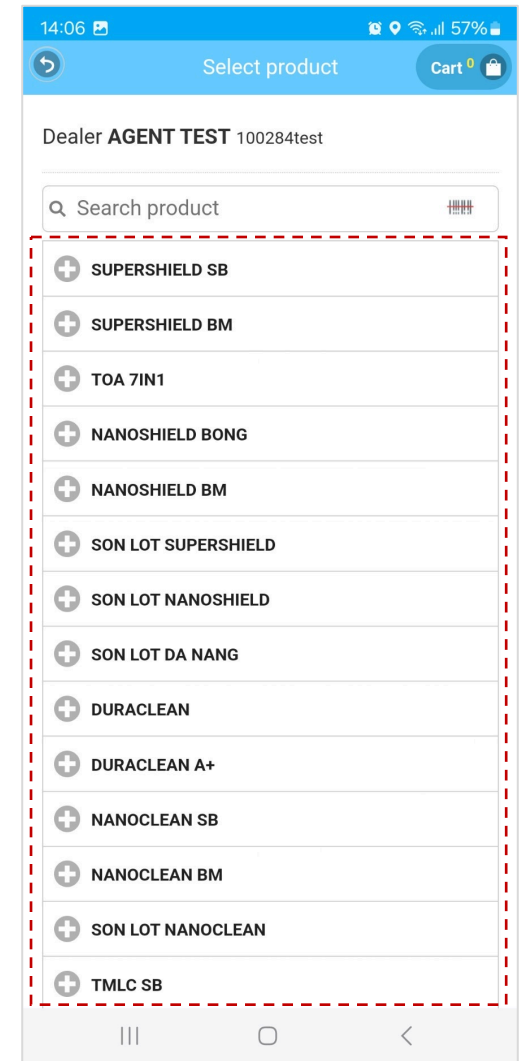
1. Dealer login to TOA.dms



2. Select Order

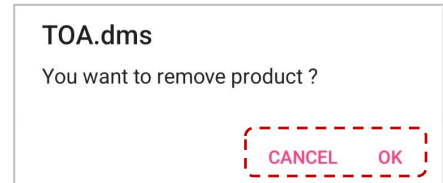
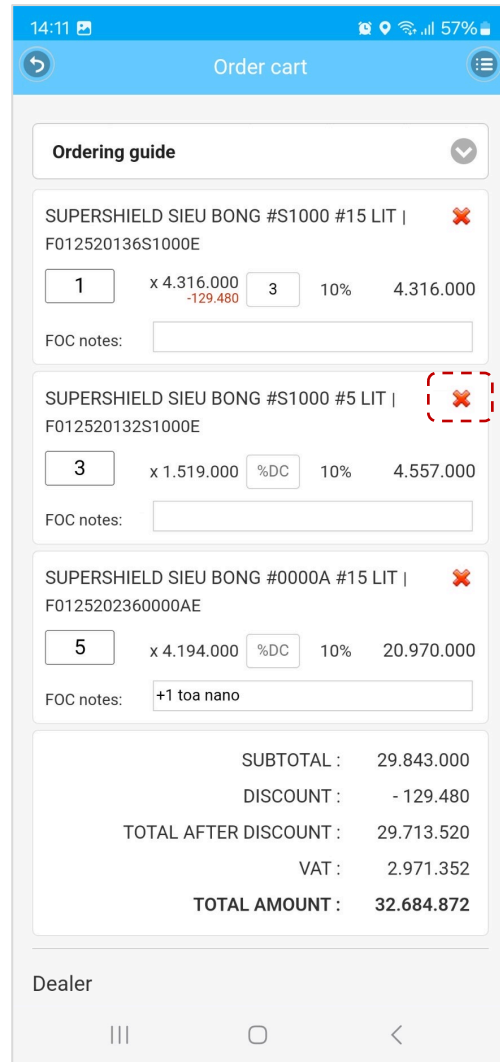
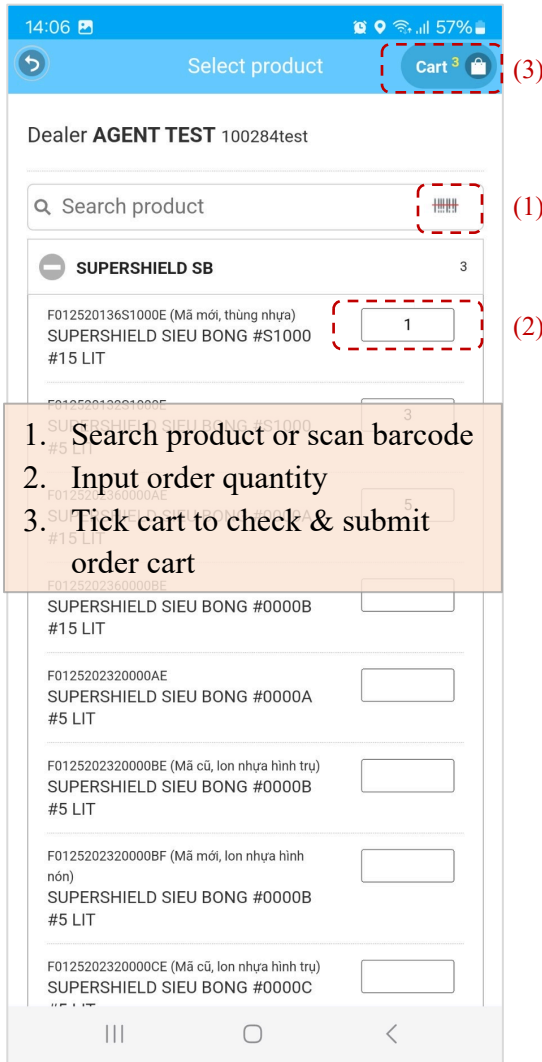


3. Tick + icon to show product list

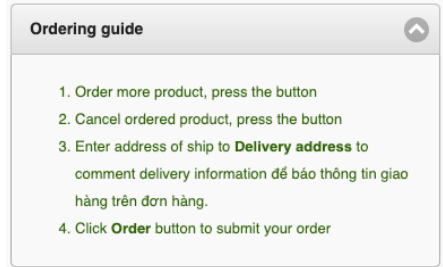


4. Select product & input order quantity

5. Update order cart



Agent can view guide “How to place sales order” on top screen



14:12 56%

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 - 100284test

Delivery date
15/11/2023

Delivery address
Ho chi minh

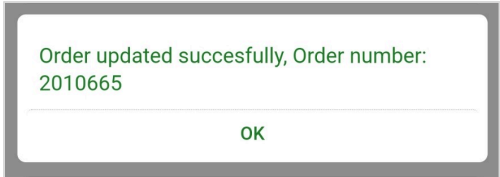
Receiver
Hien

Order notes
Text note here

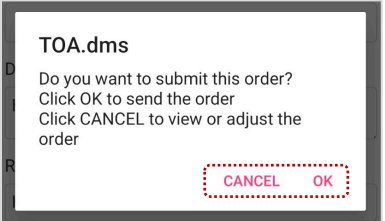
Select product
Cancel
Submit order

6. Enter order delivery information

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



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



- Tick **Select product** to place more item
- Tick **Cancel** to cancel sales order
- Tick **“Submit order”** to complete sales order

Sales order - 2012281

TOAV DMS Order
 To: TOAV Sales Communication
 Cc: Nguyen Trung Phu; Diep Hien Dat

2012281.pdf
 59 KB

Dear Mr / Ms

Please check order 2012281 (AGENT TEST) information in the attached file

Thanks & best regards,
**Email sent automatically from the DMS system, please do not reply*

Email gửi tự động từ hệ thống DMS

Reply Reply all Forward

CONG TY TNHH DAU TU TM DV DUONG THANH HAI No./Số: 2012281

**SALES ORDER
 ĐƠN ĐẶT HÀNG**

Customer code/Mã khách hàng: 11014209 Date/ Ngày: 25/10/2023
 Customer name/Tên khách hàng: CONG TY TNHH DAU TU TM DV DUONG THANH HAI Salesman code: SS041001 - Area code: HAI
 Address/Địa chỉ: 214-216 PHAM VAN BACH, TAN BINH, HO CHI MINH Salesman name: Diệp Hiền Đạt

Main dealer/Cửa hàng chính: Delivery date/ Ngày giao hàng: 25/10/2023

No. STT	CODE SAP Mã sản phẩm SAP	Product name Tên sản phẩm	Size Kích cỡ	Color Shade Màu màu	Quantity Số lượng	Sales Unit	Unit price Đơn giá	Amount Tổng	Notes Ghi chú
1	F7C1288699MTPWPE	TOA CHONG THAM DA NANG #MTPWP 20KG	20 KG	MTPWP	5	EA	2,109,000	10,545,000	
Total amount								10,545,000	
VAT								1,054,500	
Total amount included VAT								11,599,500	

Nơi giao hàng(ship to): 113 TÂN KÝ TÂN QUÝ, P TÂN SƠN NHÌ, TÂN PHÚ, HCM

Người nhận hàng (Receiver): ANH HAI Telephone:

Ghi chú cho đơn hàng đặc biệt (Note):

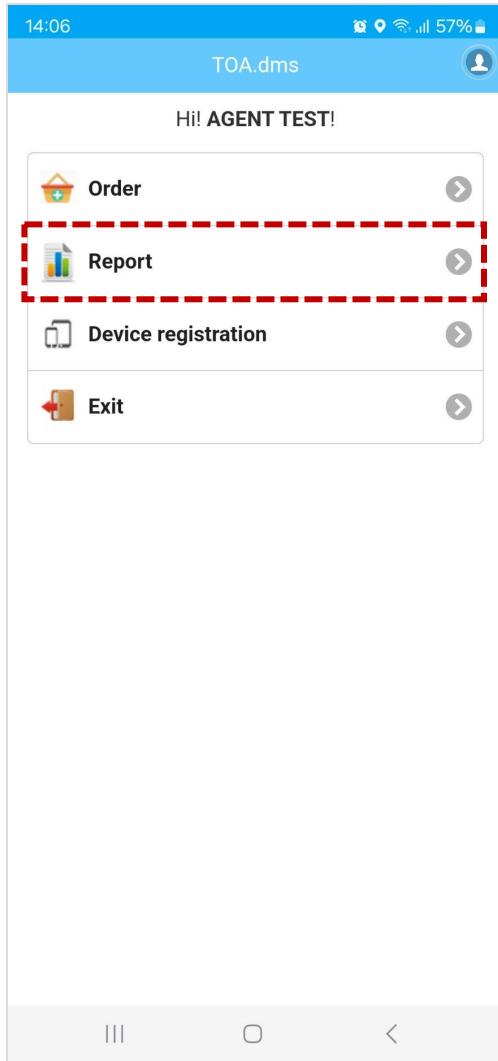
Ordered by Dealer (Khách hàng ký, đóng dấu & ghi rõ họ tên) Salesman in charge: (Nhân viên bán hàng) Approved by(*): Ký duyệt(*) Received order by (Nhận đơn hàng)
 Tel/Date&Time:
 Email/Date:
 Other/Date:

SA-F001
 (*): Trong trường hợp đơn hàng đặc biệt/ In case of special order
 (**): Khách hàng có thể xác nhận đơn hàng qua SMS, Zalo, Viber, Line, Whatsapp, Email, Fax.

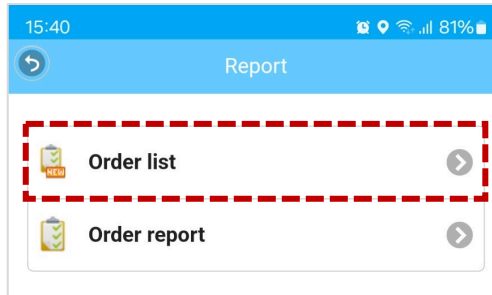
After Agent submits sales order sent successfully, an automatic replies will be sent sales order info to mail of **Sales Sup / ASM**

EDIT ORDER

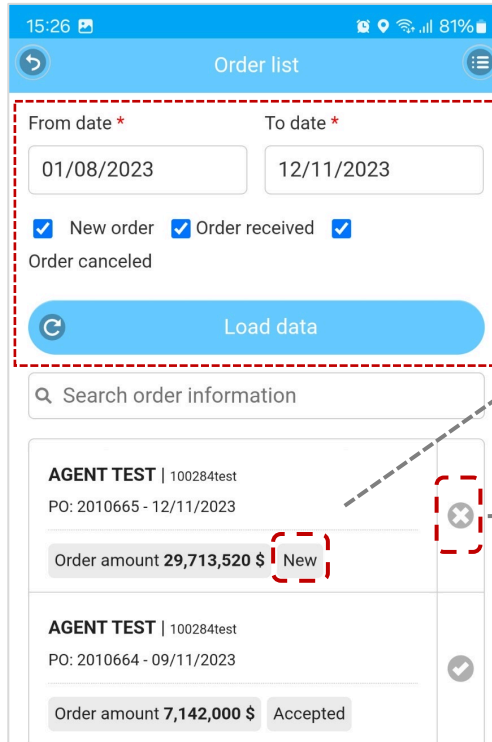
1. Select Report



2. List of sales order

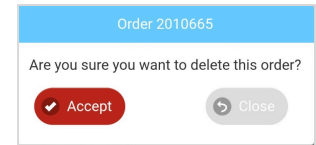


3. Select sales order details to modify / cancel

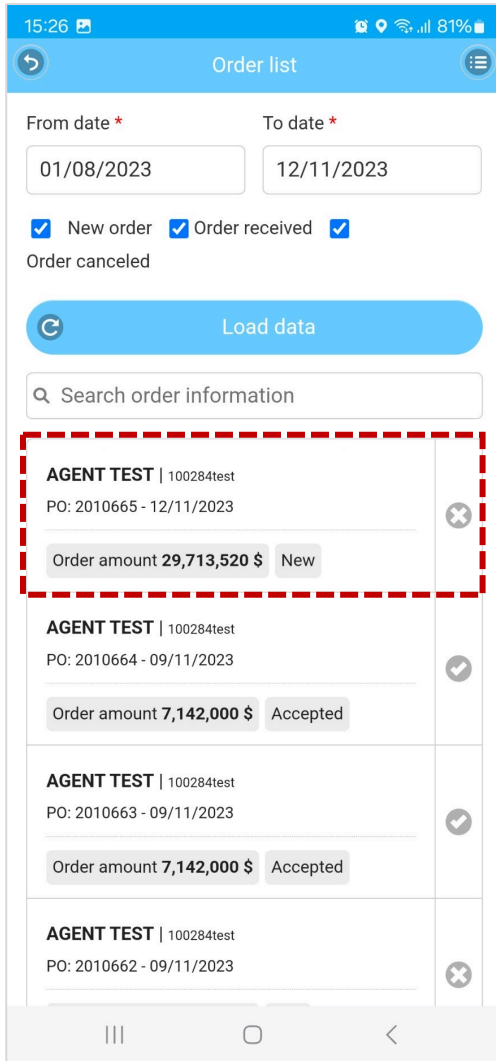


Note: only New sales order can be modified

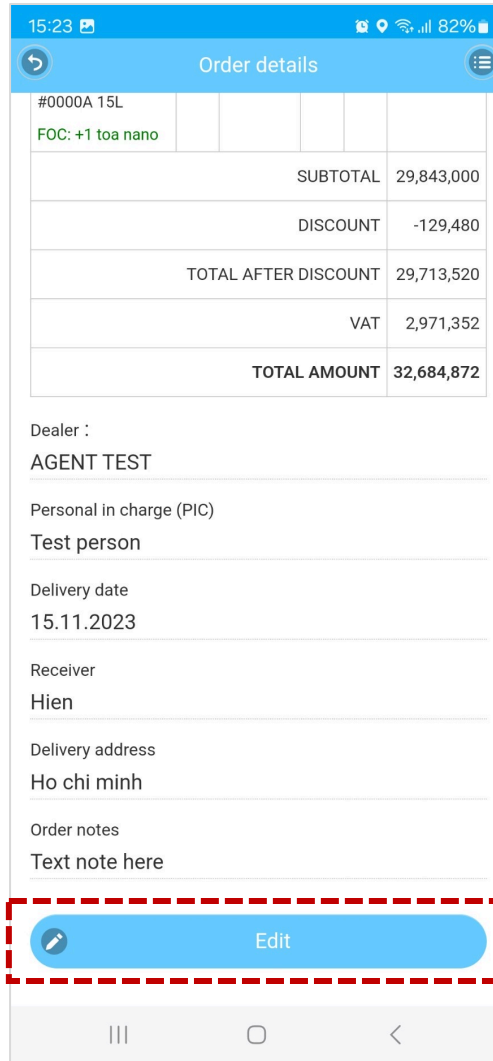
Cancel



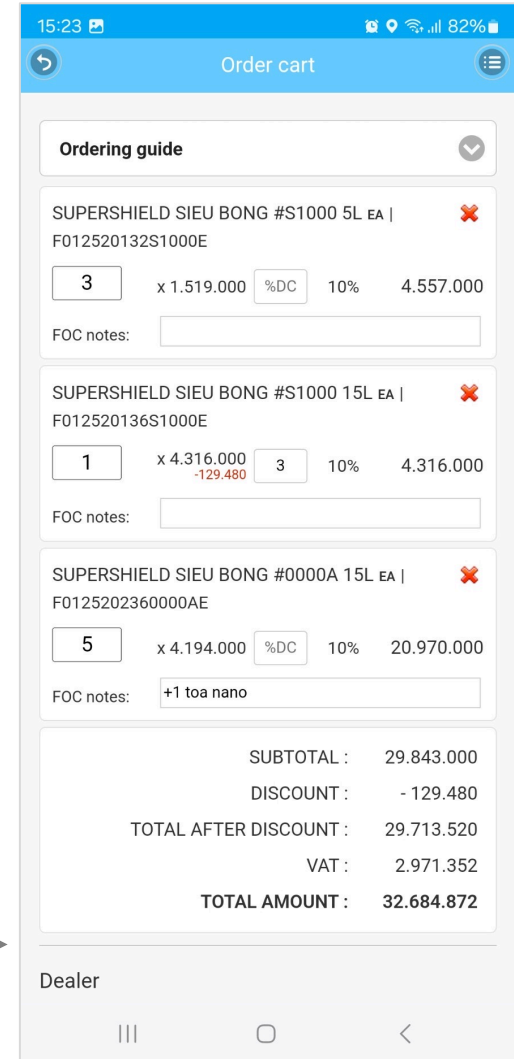
4. Select sales order



5. Order details



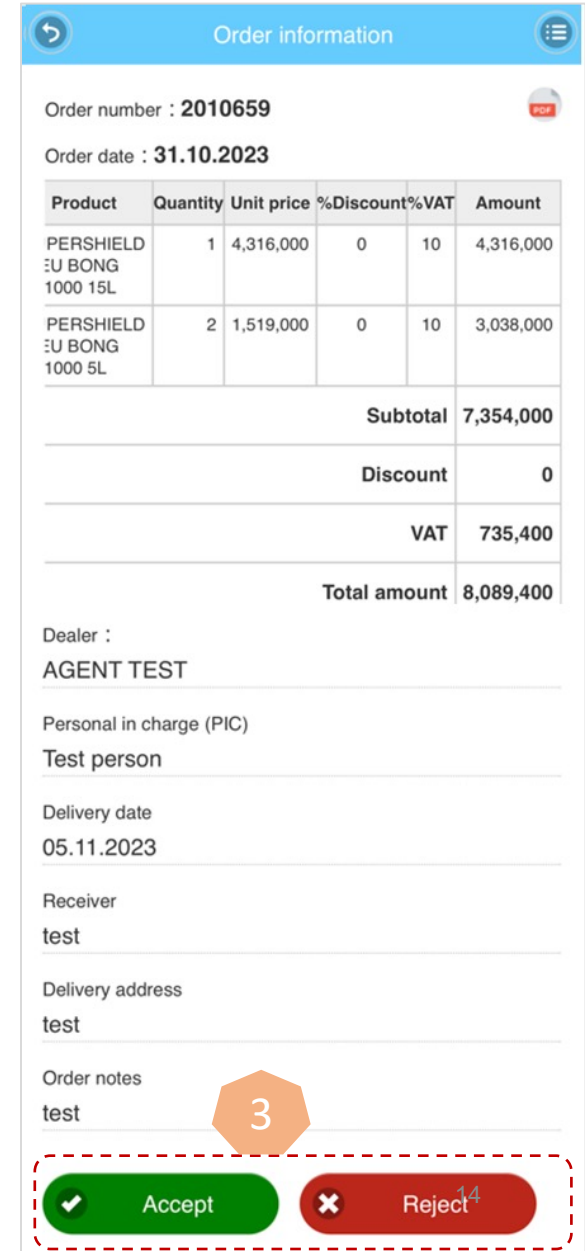
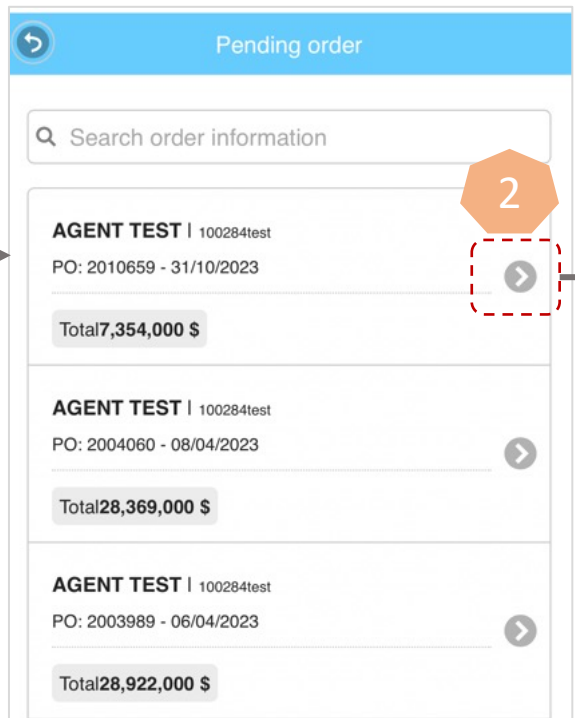
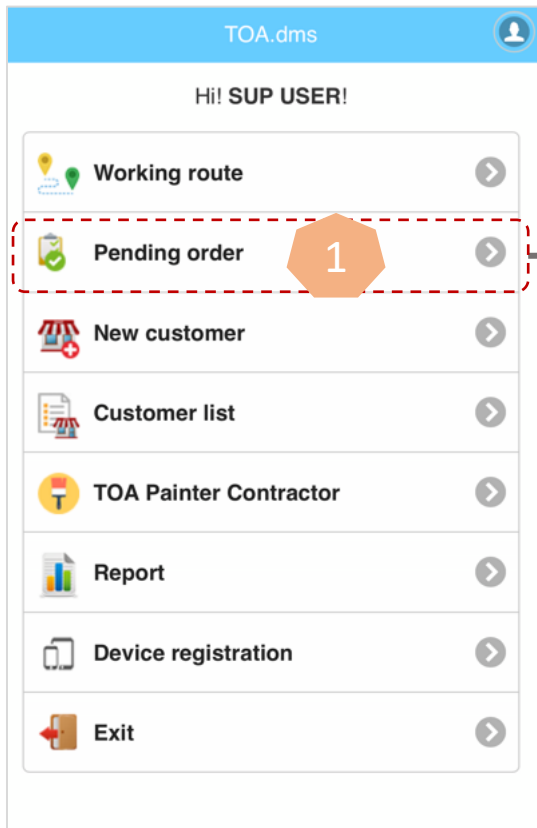
6. Edit order



SALES ORDER ACCEPTANCE

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




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

The order has been accepted and sent to OB
 Order has been successfully canceled


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


SALES ORDER 2012281 – CUSTOMER NAME 🔗 2 🔍

 **TOAV DMS Order**
To: Lai Thi My Hanh
Cc: Nguyen Truong Phu; Diep Hien Dat

😊 ⏪ ⏩ ⏴ ⋮

Wed 10/25/2023 11:05 AM

 **2012281.pdf**
59 KB

 **2012281.xls**
14 KB

2 attachments (73 KB) [Save all to OneDrive - TOA](#) [Download all](#)

Dear Mr / Ms

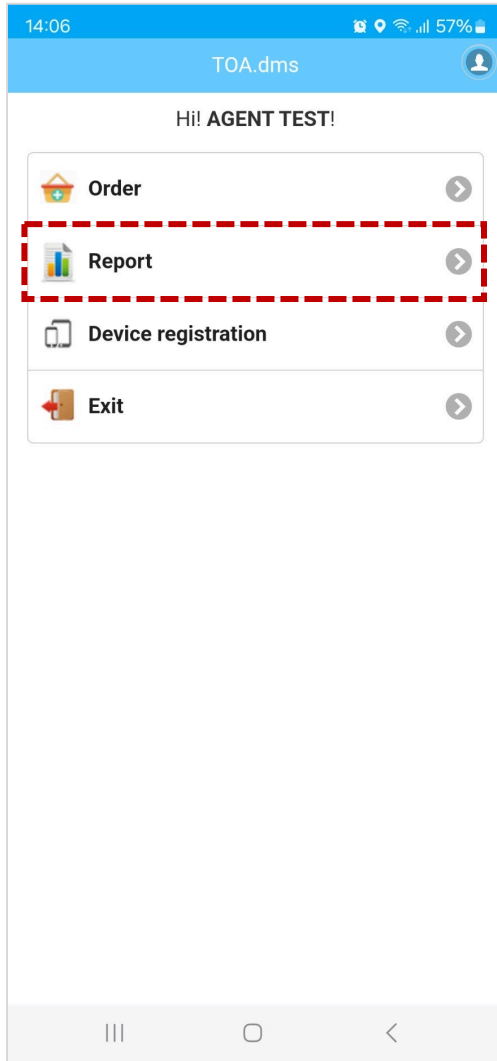
Please check order 2012281 (AGENT TEST) information in the attached file

Thanks & best regards,
**Email sent automatically from the DMS system, please do not reply*

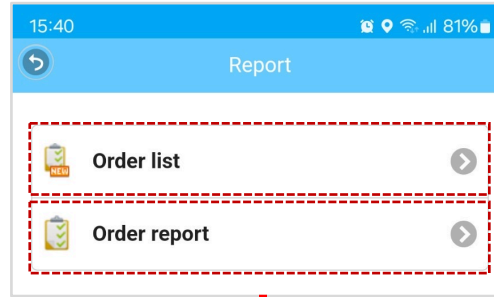
⏪ Reply ⏪ Reply all ⏴ Forward

SALES ORDER REPORT

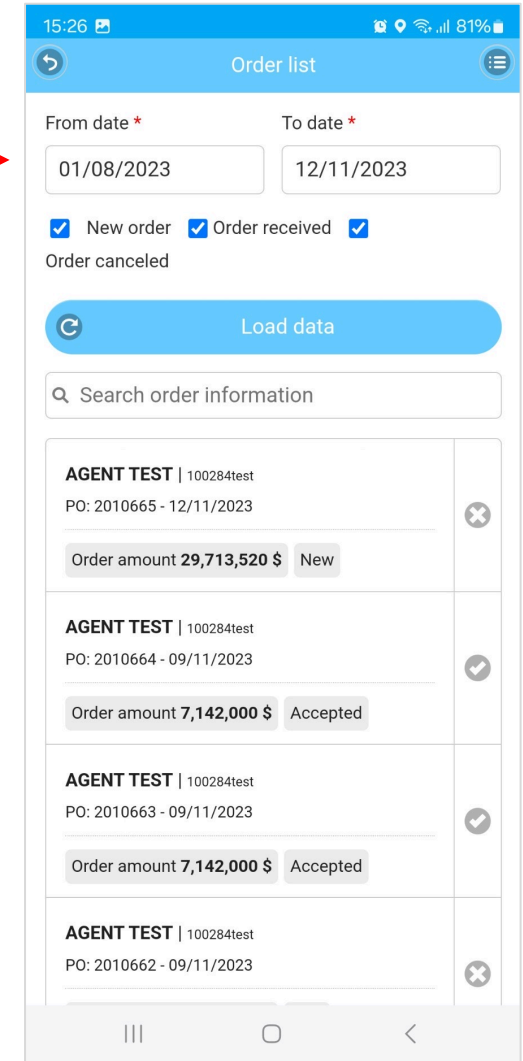
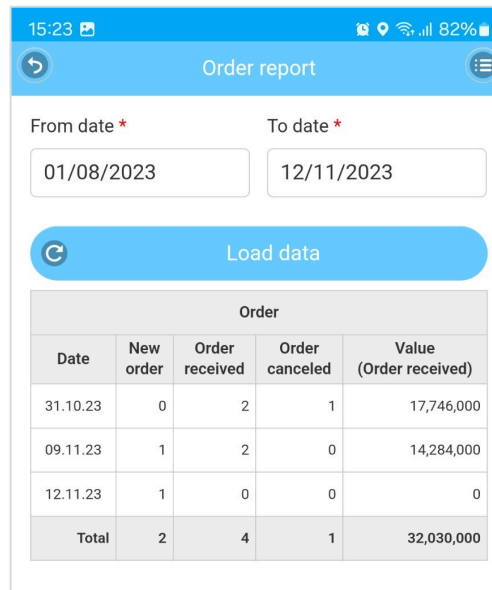
1. Select Report



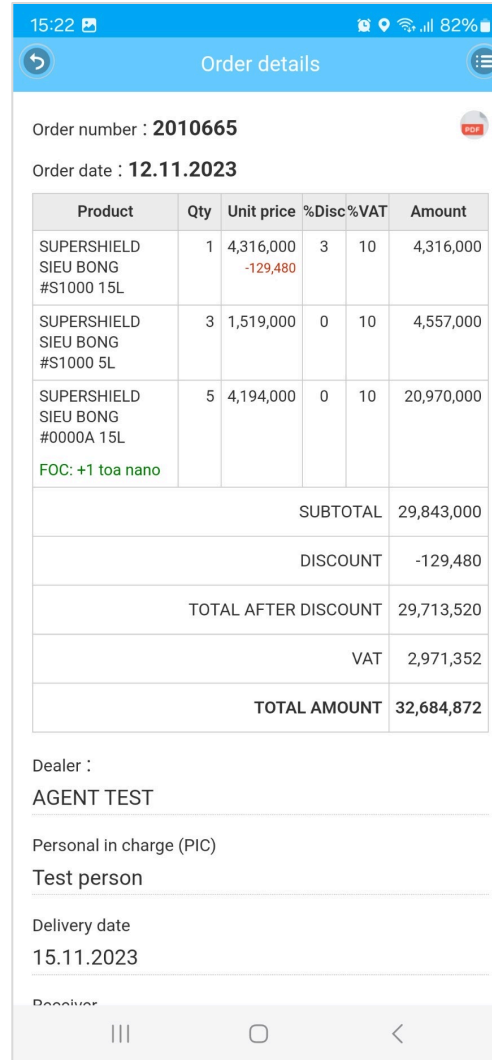
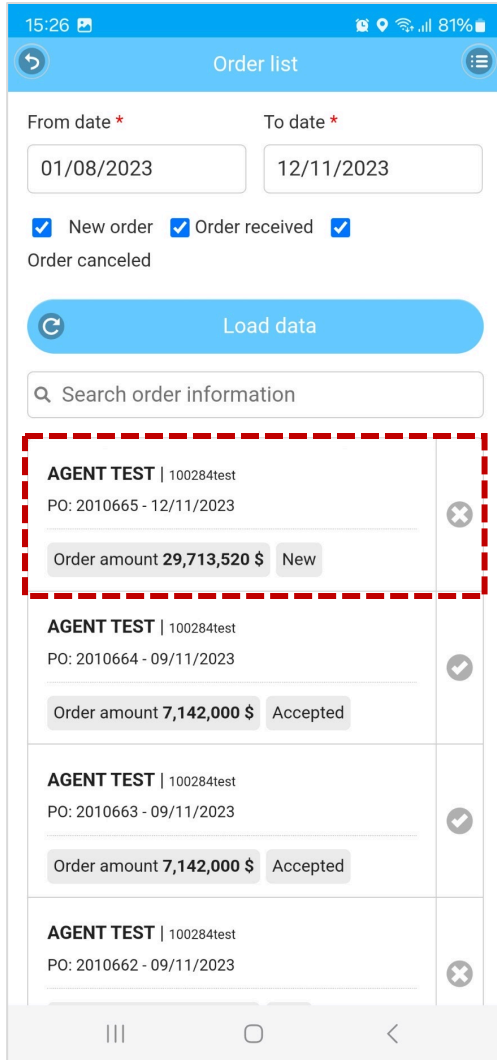
2. List of sales order



4. Report summary of sales order



5. Check sales order details



The screenshot shows the RDS dms web report interface for the 'ORDER > ORDER DATA' section. The top navigation bar includes the RDS dms logo and the breadcrumb 'ORDER > ORDER DATA'. On the right, there are options for 'Language' and a user profile icon. The main content area features a filter panel with the following fields: 'From Date' (05/11/2023), 'To Date' (12/11/2023), 'Customer' (Multi select...), and 'Salesperson' (Multi select...). Below the filter panel, the 'ORDER' menu is expanded, and the 'Order data' option is highlighted with a red dashed box. To the right of the menu, there are 'Search' and 'Export' buttons. The main content area is currently displaying a 'Loading...' spinner.

THANK YOU!