



# GENESIS

## How to Guide How to use Online Order on the mobile application

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1. Firstly, we need to give access to the user to use this application, Log into Genesis then go to the Debtors Module-Master Files-Debtor Master-Select the Debtor-Indicators- You will then see the below image, here you need to select the e-commerce tick box and put in a web password. Press CTRL on your keyboard or press Update.

Account No.  Debtor Name   
Trade Name

Indicators & Pricing Rules

[Pricing Indicators]

VAT Indicator

Default Currency

Allow Promotions

Department Pricing

Item Pricing

Allow Debtors Deals

View Last Price

Alternate Code

Allow Partial Orders

[Pricing Rules]

Default Selling Price

Selling Price PLUS  Plus %

Selling Price MINUS  Minus %

[Cost Plus]

Use Cost  Cost Plus

In House Account

[Debtor Indicators]

Block Returns on Items Not Previously Purchased

Consolidation Account

Distribution Order Account

e-Commerce Debtor Web Password

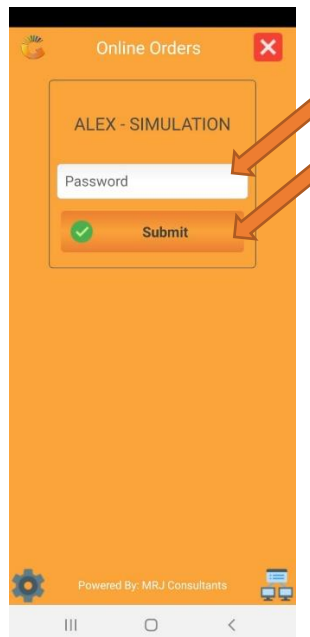
StokVel Master Account App.Pswd

DEB101 Press [Ctrl+Enter] to Update this Debtor

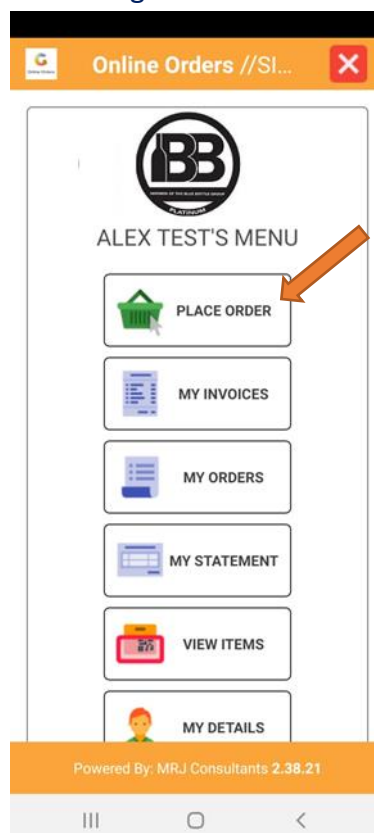
2. On your device select the Delivery Order Picking application



- Once you have logged into the Application you will put in the password you created in Genesis then select Submit.



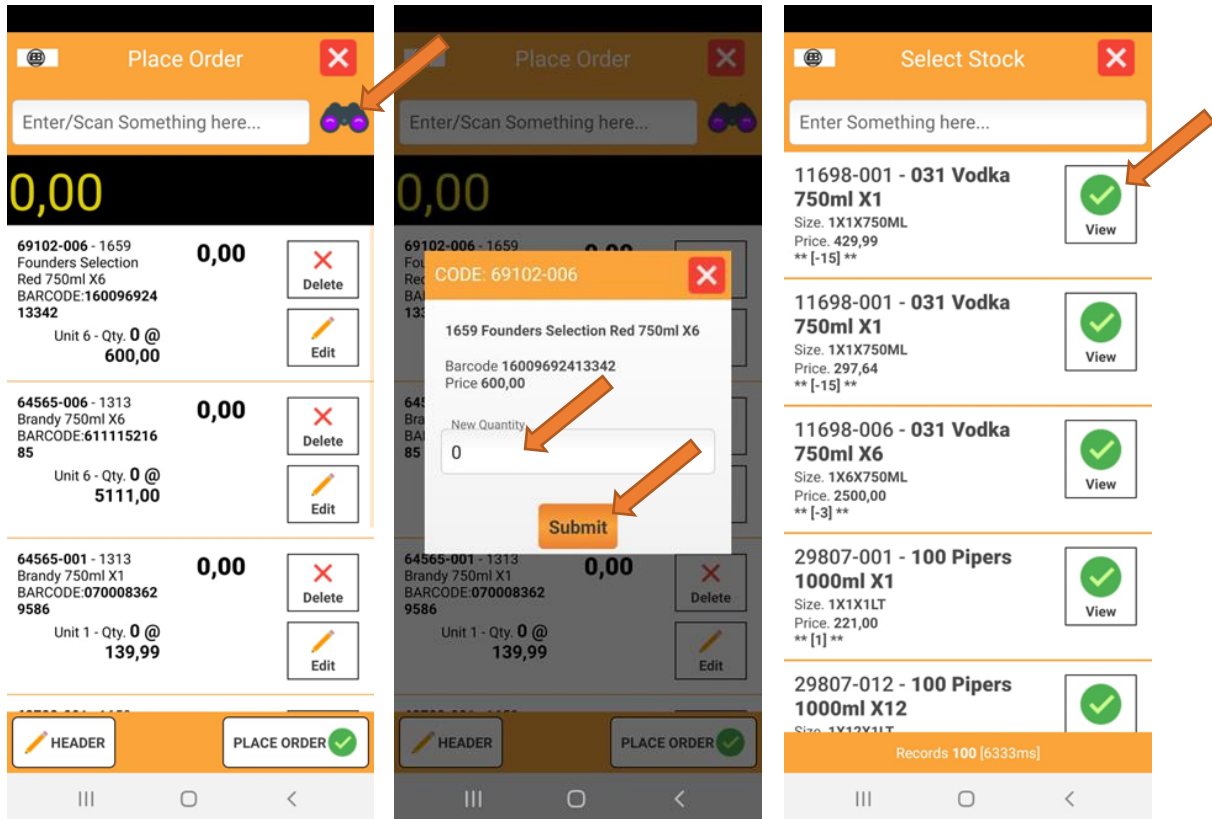
- You will now be prompted to the main menu where you can choose multiple options, for this we will be starting with Placing an Order. Select the Place order option.



5. Here you will now be able to enter or scan in the items you are looking at ordering.

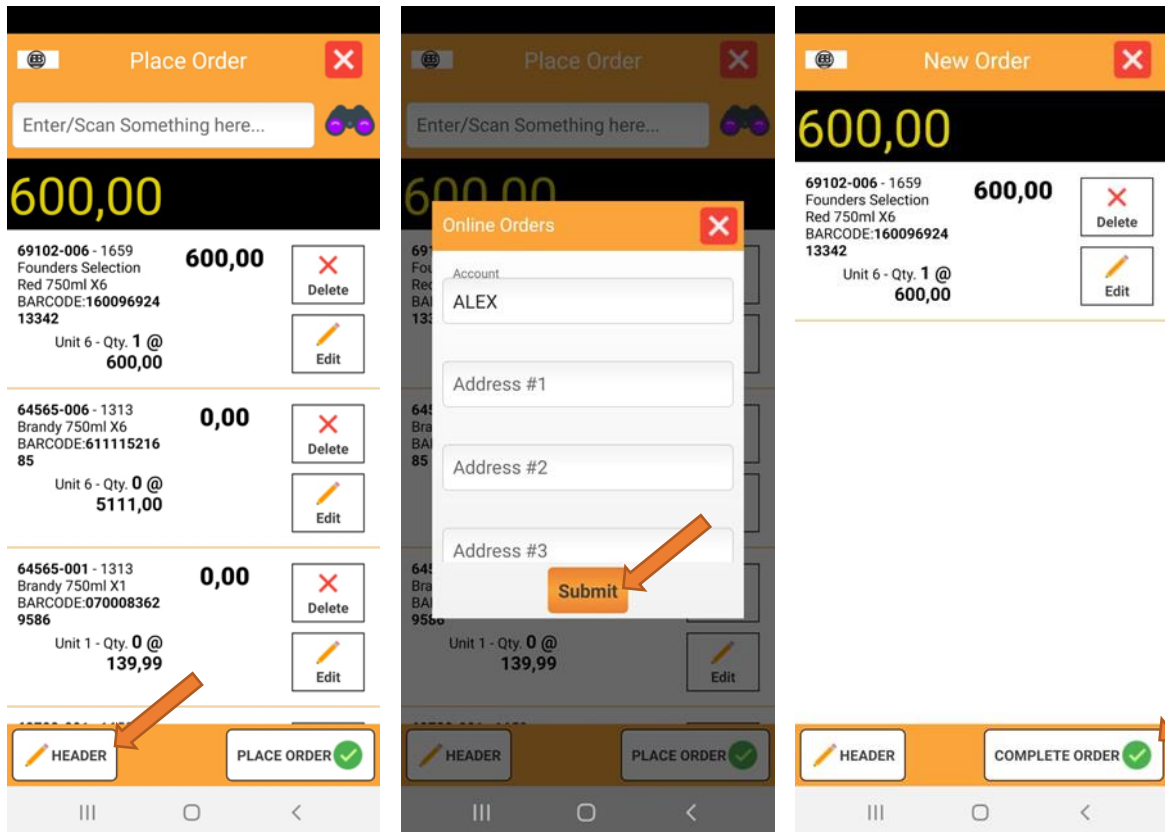
If you click on the binoculars picture you will be prompted to all the stock items that you have, you can press on the item to enter a quantity and submit.

Alternatively, to view the details on the stock item you can click on view.



On the bottom left where you place order there is a header option when you select that you will be prompted to the account details where you can change the address, once done click on submit.

Once you are happy with the order you can now click on place order and this will take you to the next screen where all items will appear, here you can change the quantity of the item aswell. When you are happy with this you can select the complete order option and this will then automatically save to Genesis.

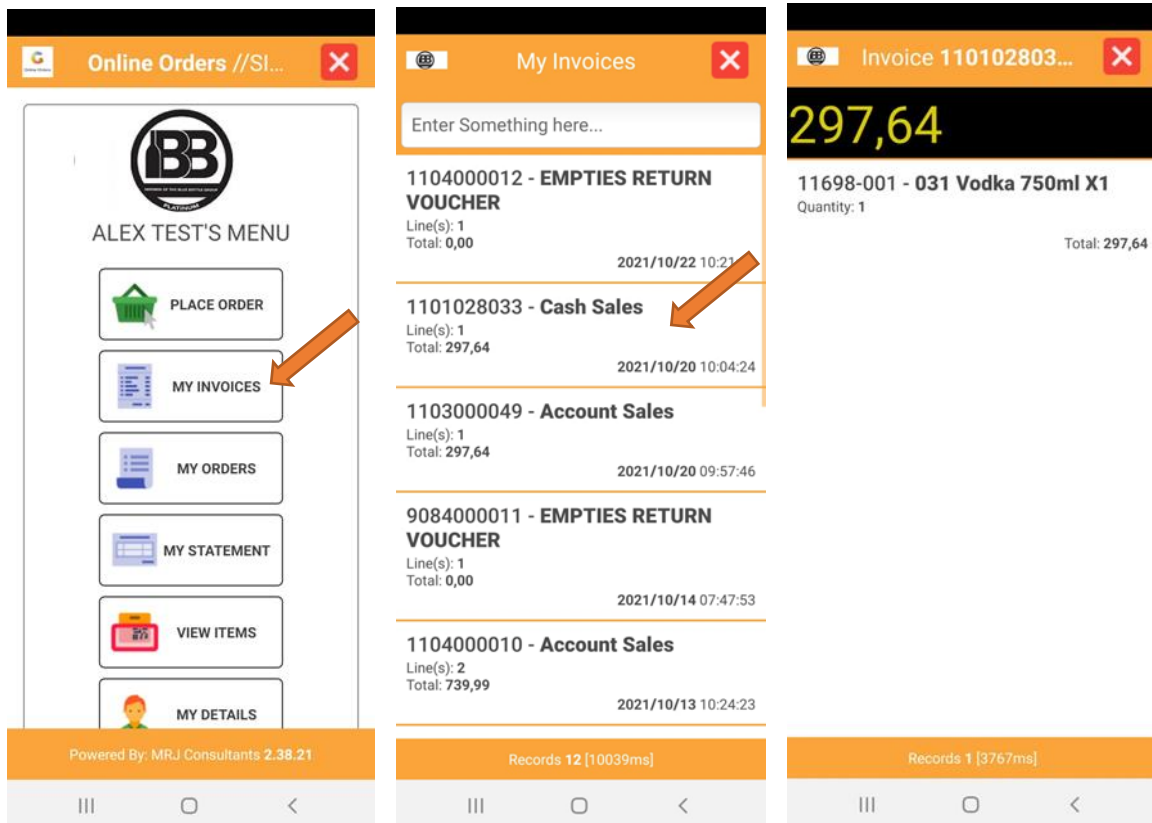


Once saved in Genesis you can view the quotation in the till module under the quotations.

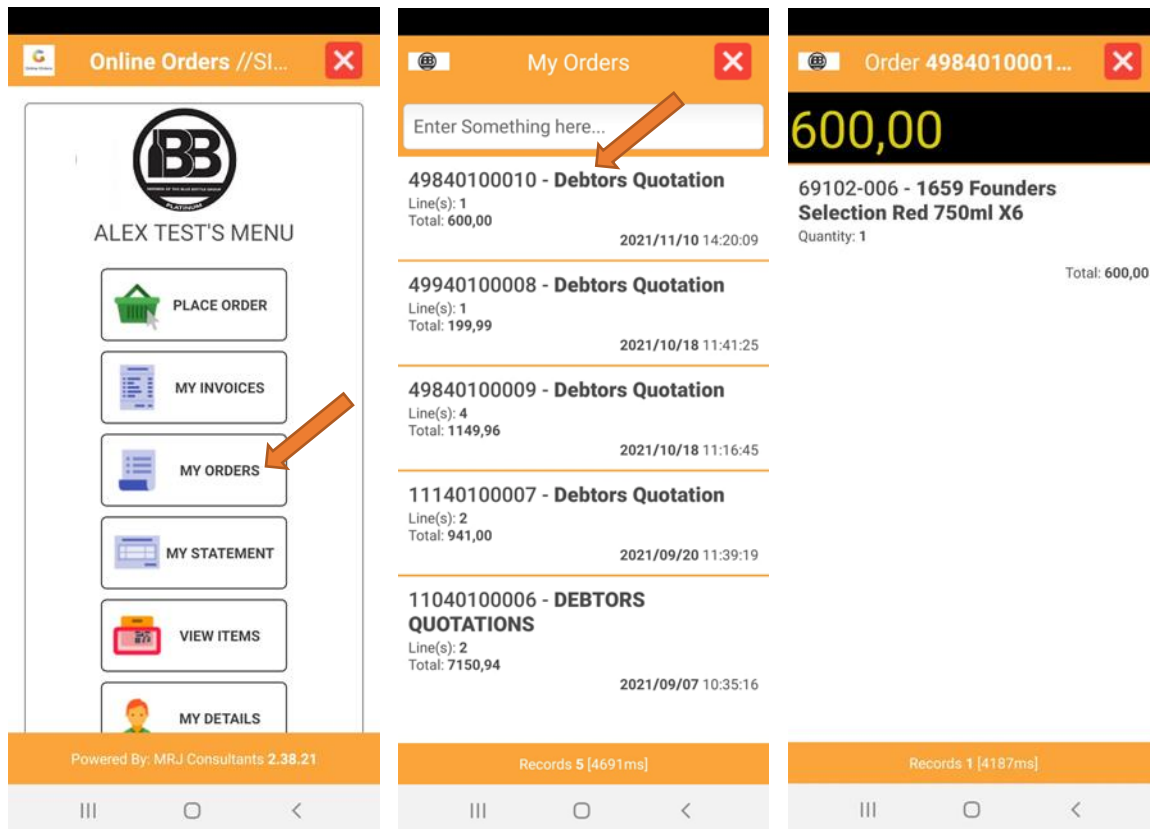
TAL DEBTORS QUOTATIONS

Status	Document No	Account	Debtors Name	Date	Reference	Total Inclusive
Open	49840100011	ALEX	alex test	2021/11/11	Online Cust Order	600.00
Open	49940100003	PNP001	PICK N PAY HEILKONPARK	2021/02/23		253.00

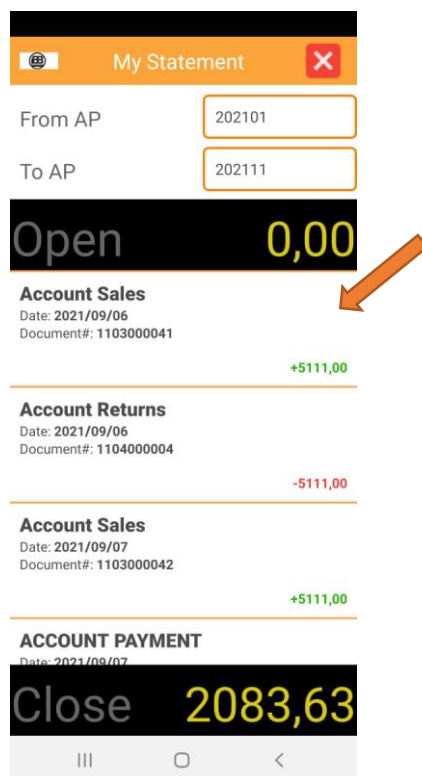
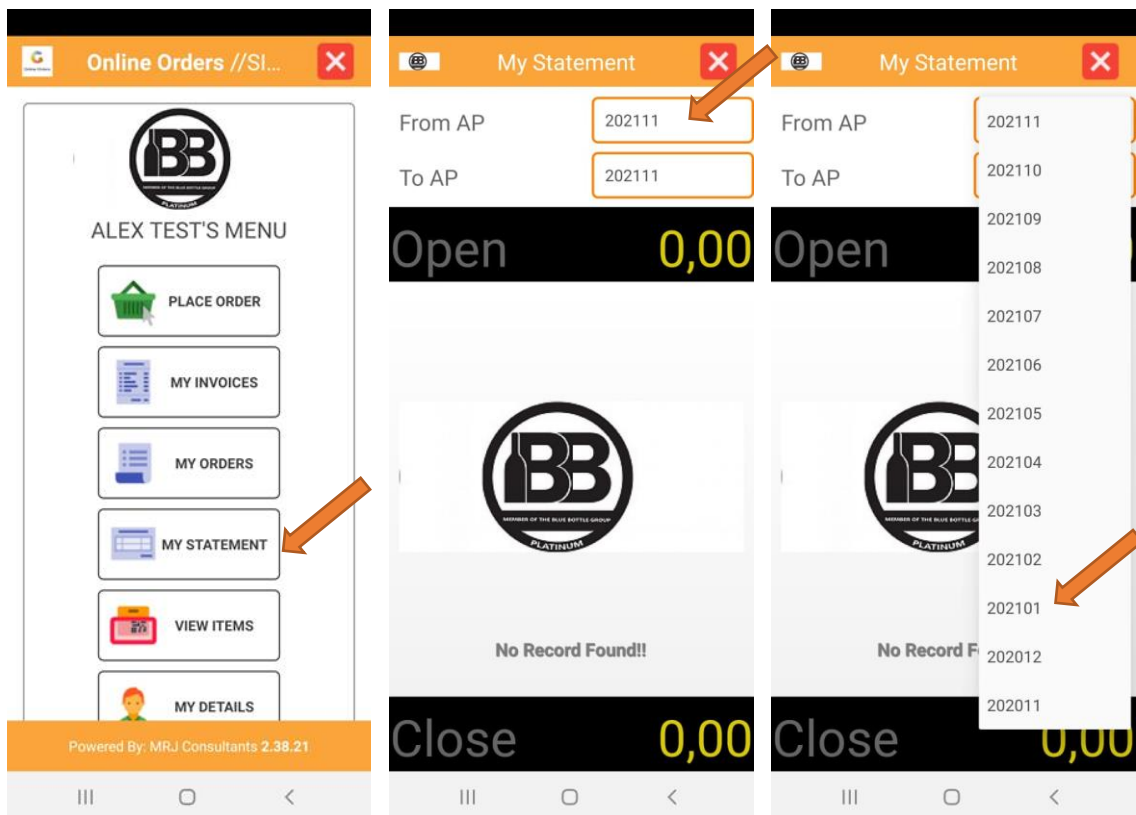
6. In the main menu select the My invoices option this will take you to all your invoices that you have done, here you can select any invoice and view it. Once done you can go back to the main menu.



- In the main menu select the My Orders option this will take you to all your orders that you have done, here you can select any order and view it. Once done you can go back to the main menu.



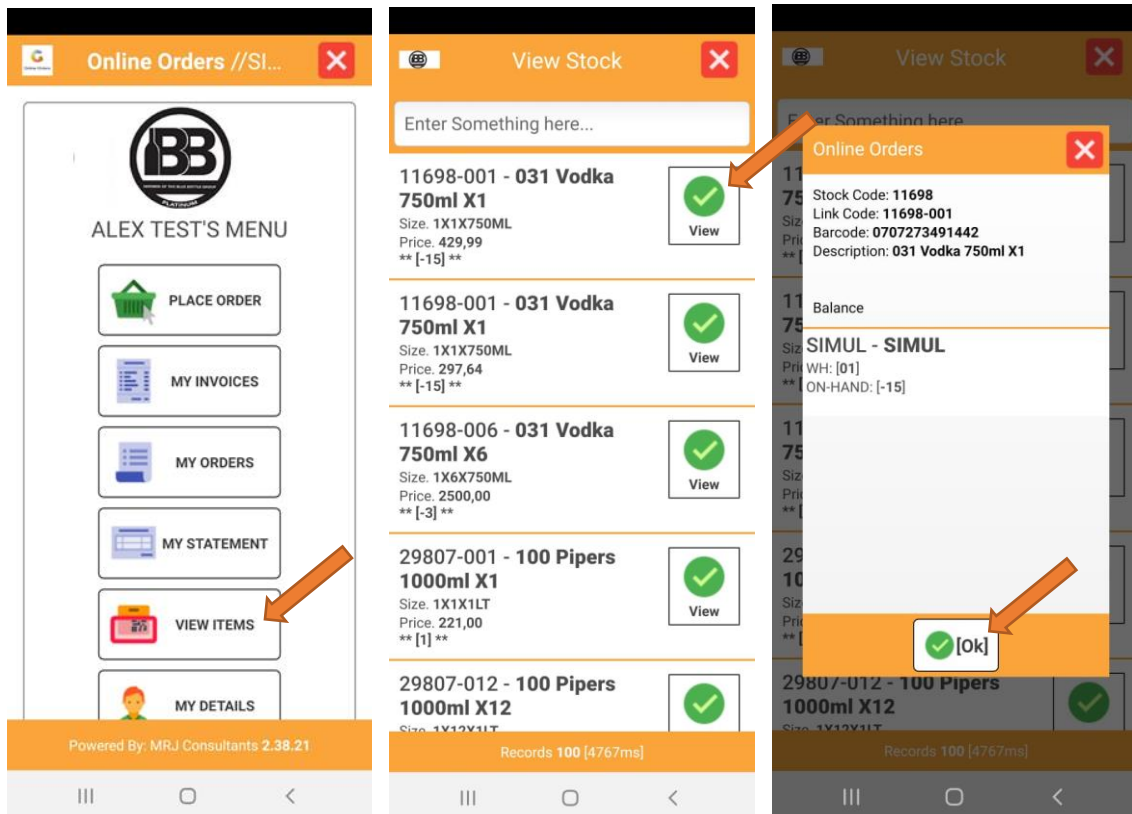
8. In the main menu select my statement this will prompt you to the following screen where you can select the from AP to AP, select the desired periods then this will prompt all transactions.





9. On the main menu is a View Item selection, once selected you will be able to view all your stock items, from here you can select the view option and it will give more information on the item such as stock code, link code, barcode, description and Balances.

This is a nice general overview of the item.



10. On the main menu you will see the My details tab, once selected this will give you the option to amend your password, your details, contacts and address. Once amended this will save your details in Genesis as well.

