



Giving Life to Taste™

USER MANUAL – DAILY ORDERS

**Business to Business (B2B) System for
Prima Deli, Prima Singapore**



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Grid Control

Grid displays a list of data items in a tabular format and provides the following features;

1. Grouping
2. Filtering
3. Searching

Grouping

Note: Data in the grid for Daily Orders sort by the Form ID and the Delivery Date. For the Customized Orders the sequence of sorting is Order Number, Delivery Date and the Customer Order Number.

Drag a column header here to group by that column								
Form	Delivery Date	Order Number	LoginId	Order Type	Option Code	Order Date	AutoPush	
⊕ BUNS - BAKED	10-Feb-2015	1951D000762	sgh	PFPD FRCH DAILY ORDER	Normal	21-Jan-2015	<input type="checkbox"/>	
⊕ BUNS - BAKED	12-Feb-2015	1951D000763	sgh	PFPD FRCH DAILY ORDER	Normal	21-Jan-2015	<input type="checkbox"/>	
⊕ BUNS - BAKED	13-Feb-2015	1951D000764	sgh	PFPD FRCH DAILY ORDER	Normal	22-Jan-2015	<input type="checkbox"/>	
⊕ BUNS - BAKED	16-Feb-2015	1951D000768	sgh	PFPD FRCH DAILY ORDER	Normal	22-Jan-2015	<input type="checkbox"/>	
⊕ BUNS - BAKED	17-Feb-2015	1951D000771	sgh	PFPD FRCH DAILY ORDER	Normal	22-Jan-2015	<input type="checkbox"/>	
⊕ BUNS - BAKED	20-Feb-2015	1951D000773	sgh	PFPD FRCH DAILY ORDER	Normal	27-Jan-2015	<input type="checkbox"/>	
⊕ CAKE - 300GM	30-Jan-2015	1951D000774	sgh	PFPD FRCH DAILY ORDER	Normal	27-Jan-2015	<input type="checkbox"/>	
⊕ CAKE - REGULAR	09-Jan-2015	1951D000760	sgh	PFPD FRCH DAILY ORDER	Normal	05-Jan-2015	<input type="checkbox"/>	
⊕ CAKE - REGULAR	15-Feb-2015	1951D000769	sgh	PFPD FRCH DAILY ORDER	Normal	22-Jan-2015	<input type="checkbox"/>	
⊕ PASTRY - FROZEN	24-Jan-2015	1951D000767	sgh	PFPD FRCH DAILY ORDER	Normal	22-Jan-2015	<input type="checkbox"/>	

Data in the grid can be grouped by any data field; for example Orders could be grouped by Form by dragging the Form column into the top area of the grid as shown in the figure 2.

Drag a column header here to group by that column								
Form	Delivery Date	Order Number	LoginId	Order Type	Option Code	Order Date	AutoPush	
<input type="checkbox"/> BUNS - BAKED	10-Feb-2015	1951D000762	sg	PFPD FRCH DAILY ORDER	Normal	21-Jan-2015	<input type="checkbox"/>	
<input type="checkbox"/> BUNS - BAKED	12-Feb-2015	1951D000763	sg	PFPD FRCH DAILY ORDER	Normal	21-Jan-2015	<input type="checkbox"/>	
<input type="checkbox"/> BUNS - BAKED	13-Feb-2015	1951D000764	sg	PFPD FRCH DAILY ORDER	Normal	22-Jan-2015	<input type="checkbox"/>	
<input type="checkbox"/> BUNS - BAKED	16-Feb-2015	1951D000768	sg	PFPD FRCH DAILY ORDER	Normal	22-Jan-2015	<input type="checkbox"/>	
<input type="checkbox"/> BUNS - BAKED	17-Feb-2015	1951D000771	sg	PFPD FRCH DAILY ORDER	Normal	22-Jan-2015	<input type="checkbox"/>	
<input type="checkbox"/> BUNS - BAKED	20-Feb-2015	1951D000773	sg	PFPD FRCH DAILY ORDER	Normal	27-Jan-2015	<input type="checkbox"/>	
<input type="checkbox"/> CAKE - 300GM	30-Jan-2015	1951D000774	sg	PFPD FRCH DAILY ORDER	Normal	27-Jan-2015	<input type="checkbox"/>	
<input type="checkbox"/> CAKE - REGULAR	09-Jan-2015	1951D000760	sg	PFPD FRCH DAILY ORDER	Normal	05-Jan-2015	<input type="checkbox"/>	
<input type="checkbox"/> CAKE - REGULAR	15-Feb-2015	1951D000769	sg	PFPD FRCH DAILY ORDER	Normal	22-Jan-2015	<input type="checkbox"/>	
<input type="checkbox"/> PASTRY - FROZEN	24-Jan-2015	1951D000767	sg	PFPD FRCH DAILY ORDER	Normal	22-Jan-2015	<input type="checkbox"/>	

Form	Delivery Date	Order Number	LoginId	Order Type	Option Code	Order Date	AutoPush
<input type="checkbox"/> Form: BUNS - BAKED							
<input type="checkbox"/> Form: CAKE - 300GM							
<input type="checkbox"/> Form: CAKE - REGULAR							
<input type="checkbox"/> Form: PASTRY - FROZEN							

Filtering

Data could be filtered by the by selecting the down arrow at the right hand side of the data column. Filters are enabled only for the selected columns.

Drag a column header here to group by that column

Form	Delivery Date	Order Number	LoginId	Order Type	Option Code	Order Date	AutoPush
			(All)				
			(Blanks)				
			(Non blanks)				
			1951D000760				
			1951D000762				
			1951D000763				
			1951D000764				
			1951D000767				
			1951D000768				
			...				
BUNS - BAKED	10-Feb-2015	1951D000762		DAILY	Normal	21-Jan-2015	<input type="checkbox"/>
BUNS - BAKED	12-Feb-2015	1951D000763		DAILY	Normal	21-Jan-2015	<input type="checkbox"/>
BUNS - BAKED	13-Feb-2015	1951D000764		DAILY	Normal	22-Jan-2015	<input type="checkbox"/>
BUNS - BAKED	16-Feb-2015	1951D000768		DAILY	Normal	22-Jan-2015	<input type="checkbox"/>
BUNS - BAKED	17-Feb-2015	1951D000771		DAILY	Normal	22-Jan-2015	<input type="checkbox"/>
BUNS - BAKED	20-Feb-2015	1951D000773	sgb	PFPD FRCH DAILY ORDER	Normal	27-Jan-2015	<input type="checkbox"/>
CAKE - 300GM	30-Jan-2015	1951D000774	sgb	PFPD FRCH DAILY ORDER	Normal	27-Jan-2015	<input type="checkbox"/>
CAKE - REGULAR	09-Jan-2015	1951D000760	sgb	PFPD FRCH DAILY ORDER	Normal	05-Jan-2015	<input type="checkbox"/>
CAKE - REGULAR	15-Feb-2015	1951D000769	sgb	PFPD FRCH DAILY ORDER	Normal	22-Jan-2015	<input type="checkbox"/>
PASTRY - FROZEN	24-Jan-2015	1951D000767	sgb	PFPD FRCH DAILY ORDER	Normal	22-Jan-2015	<input type="checkbox"/>

Searching

Data could be searched by the by entering a text. Search facility is enabled for the selected columns only. For example form can be searched using the name of the form name by entering its name.

Drag a column header here to group by that column

Form	Delivery Date	Order Number	LoginId	Order Type	Option Code	Order Date	AutoPush
CAKE							
BUNS - BAKED	10-Feb-2015	1951D000762		DAILY	Normal	21-Jan-2015	<input type="checkbox"/>
BUNS - BAKED	12-Feb-2015	1951D000763		DAILY	Normal	21-Jan-2015	<input type="checkbox"/>
BUNS - BAKED	13-Feb-2015	1951D000764		DAILY	Normal	22-Jan-2015	<input type="checkbox"/>
BUNS - BAKED	16-Feb-2015	1951D000768		DAILY	Normal	22-Jan-2015	<input type="checkbox"/>
BUNS - BAKED	17-Feb-2015	1951D000771		DAILY	Normal	22-Jan-2015	<input type="checkbox"/>
BUNS - BAKED	20-Feb-2015	1951D000773	sgb	PFPD FRCH DAILY ORDER	Normal	27-Jan-2015	<input type="checkbox"/>
CAKE - 300GM	30-Jan-2015	1951D000774	sgb	PFPD FRCH DAILY ORDER	Normal	27-Jan-2015	<input type="checkbox"/>
CAKE - REGULAR	09-Jan-2015	1951D000760	sgb	PFPD FRCH DAILY ORDER	Normal	05-Jan-2015	<input type="checkbox"/>
CAKE - REGULAR	15-Feb-2015	1951D000769	sgb	PFPD FRCH DAILY ORDER	Normal	22-Jan-2015	<input type="checkbox"/>

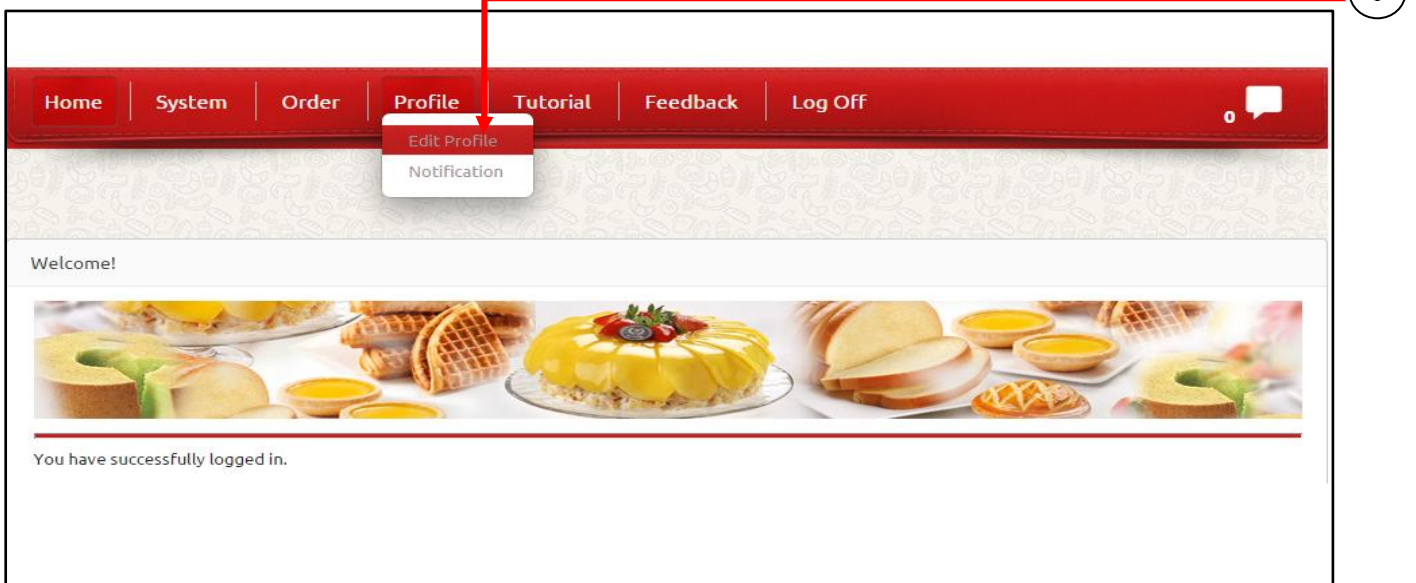
Profile

Edit Profile

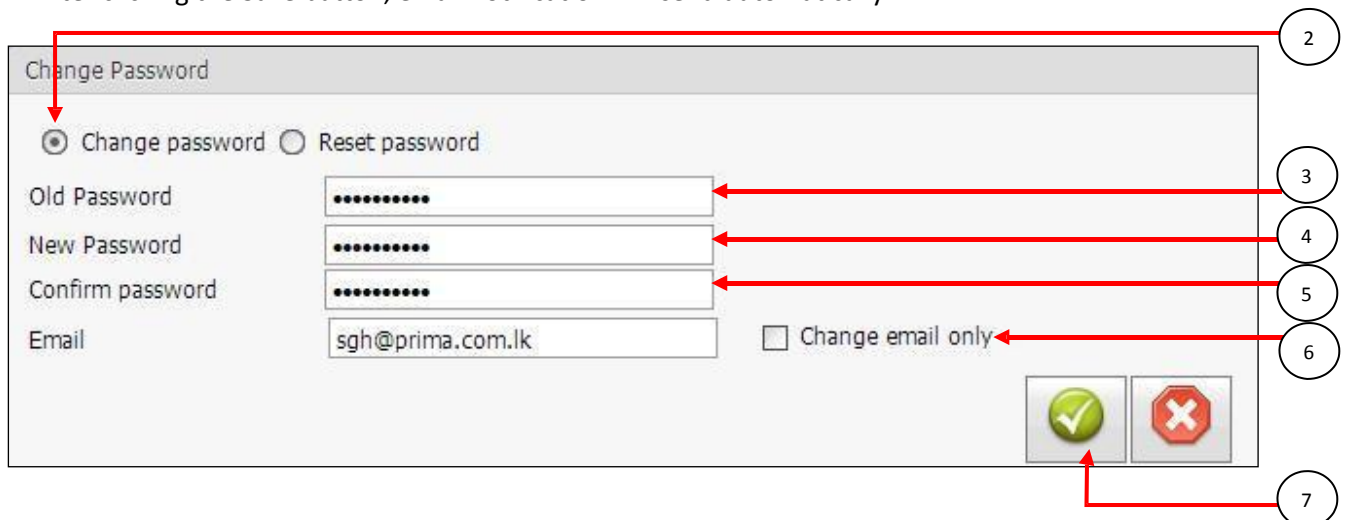
Edit Login Password

To edit logon password:

1. On the Profile menu, click Edit Profile.



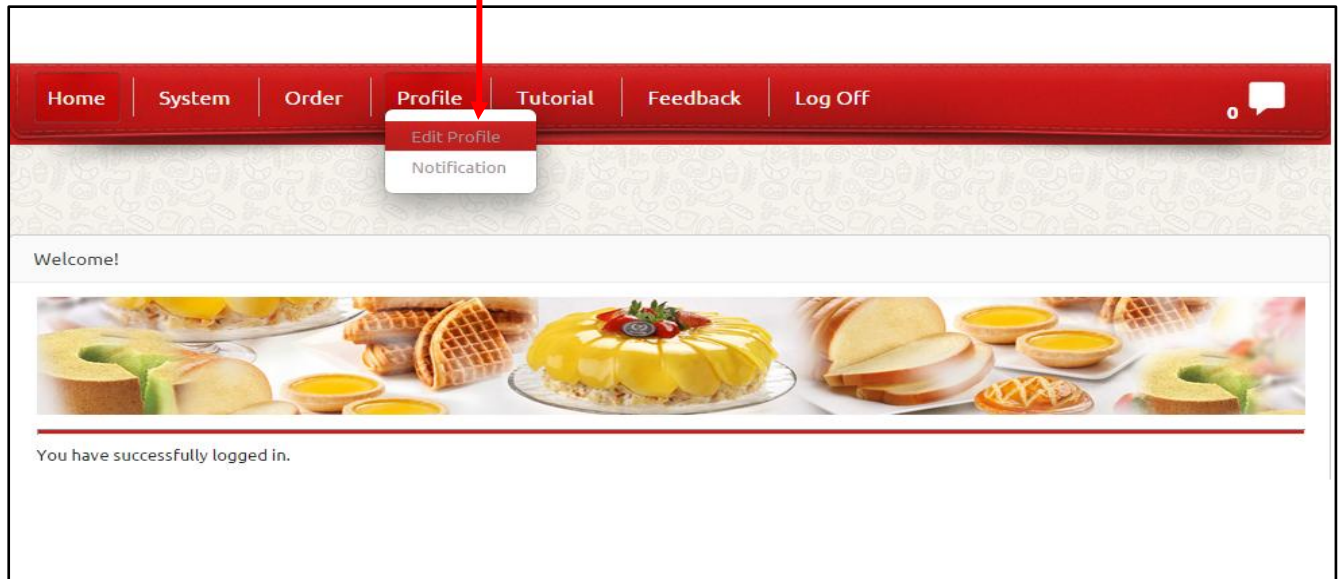
2. Select Change Password option.
3. Enter the Old Password.
4. Enter the New Password.
5. Enter the new password again to confirm the new password.
6. If you want to change only the email, check 'Change email only' option.
7. After clicking the Save button, email notification will send automatically.



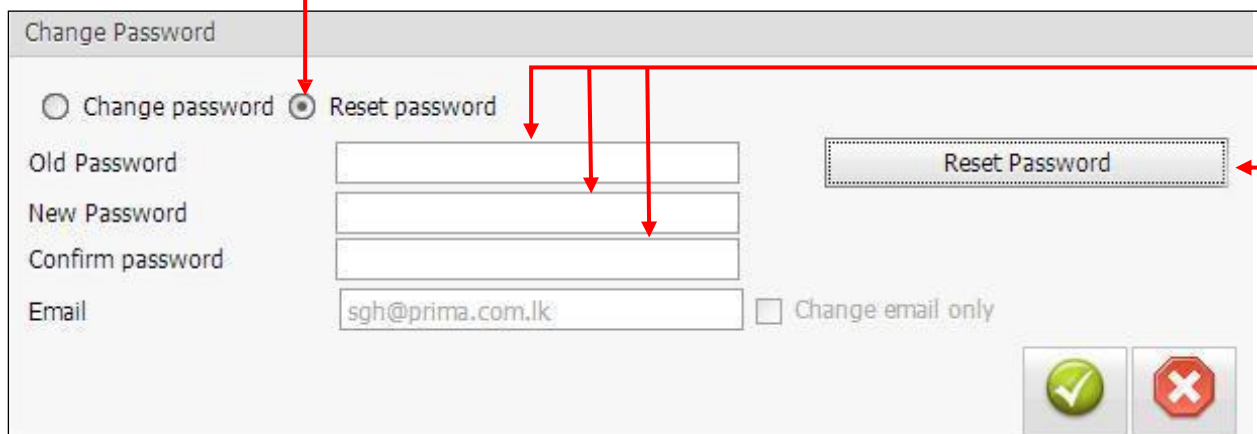
A screenshot of a 'Change Password' form. The form has a title 'Change Password' and two radio buttons: 'Change password' (selected) and 'Reset password'. Below the radio buttons are four input fields: 'Old Password', 'New Password', 'Confirm password', and 'Email'. The 'Email' field contains the text 'sgh@prima.com.lk'. To the right of the 'Email' field is a checkbox labeled 'Change email only'. At the bottom right of the form are two buttons: a green checkmark button and a red 'X' button. Red arrows point from circled numbers 2 through 7 to the corresponding elements in the form: 2 points to the 'Change password' radio button, 3 points to the 'Old Password' field, 4 points to the 'New Password' field, 5 points to the 'Confirm password' field, 6 points to the 'Change email only' checkbox, and 7 points to the green checkmark button.

Reset Password

1. On the Profile menu, click Edit Profile.



2. Select Reset Password option.



A screenshot of a 'Change Password' form. The form has a title bar 'Change Password' and two radio buttons: 'Change password' and 'Reset password'. The 'Reset password' option is selected. Below the radio buttons are four input fields: 'Old Password', 'New Password', 'Confirm password', and 'Email'. The 'Email' field contains the text 'sgh@prima.com.lk'. To the right of the input fields is a 'Reset Password' button. A checkbox labeled 'Change email only' is located below the 'Email' field. At the bottom right of the form are two buttons: a green checkmark and a red 'X'. Red arrows point from the 'Reset password' radio button to the 'Reset Password' button. A circled number '2' is to the right of the radio buttons, '3' is to the right of the 'Reset Password' button, and '4' is to the right of the 'Reset Password' button.

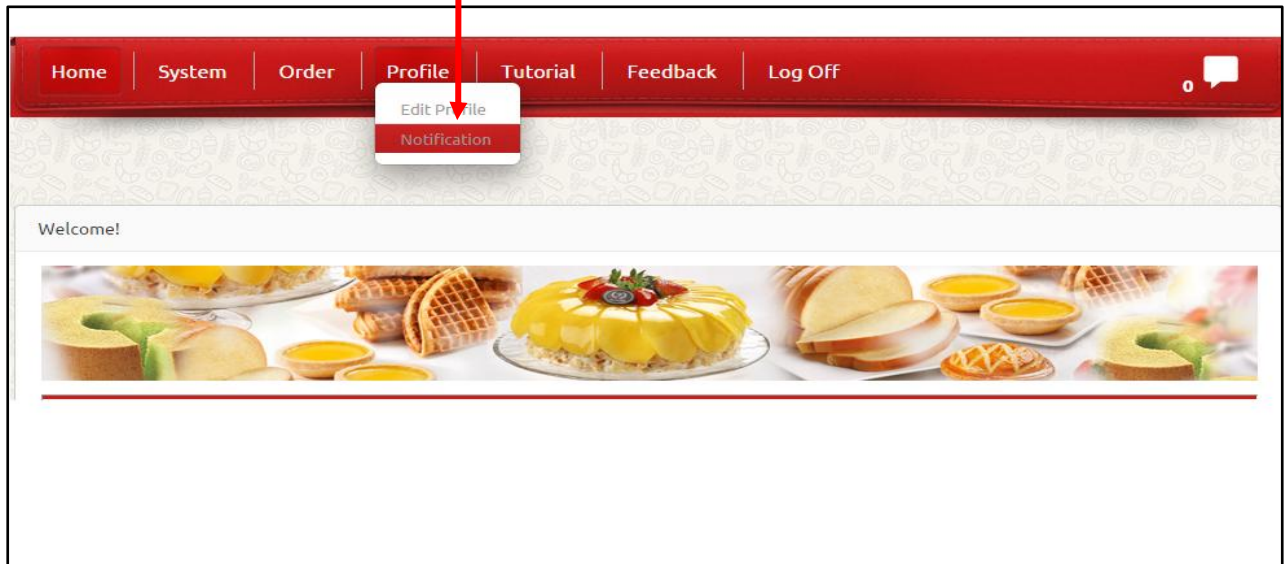
3. Enter Old Password, New Password and Re- Enter the new password for the confirmation.

4. Click on Reset Password and confirm the password reset.

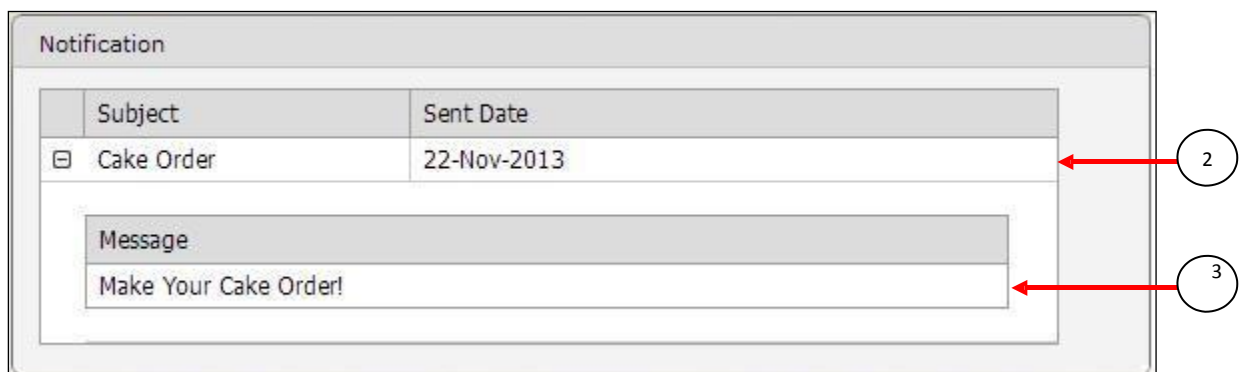
Notifications

To view notifications:

1. On the Profile menu, click Notifications.



2. This displays the list of notifications.
3. Click on the Detail button to view the corresponding notification.



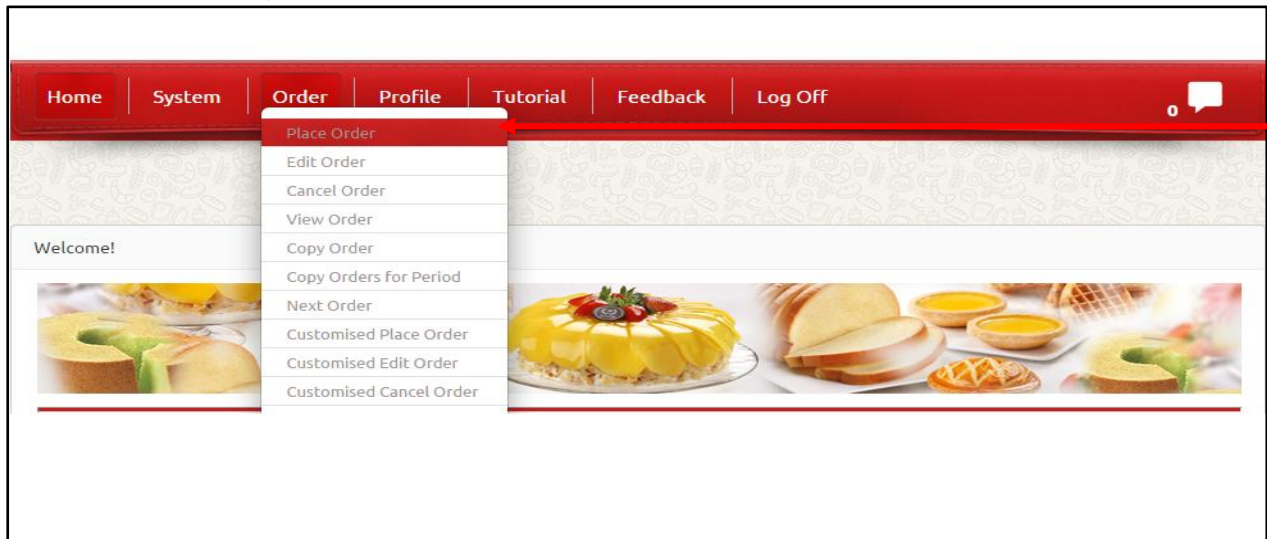
Daily Orders

Place Orders

Daily orders can place only once for a particular delivery date for each form.

To place a daily order:

1. On the Order menu, click Place Order.



2. Select the Order Form and Option Code.
3. Select the Delivery Date for the order.

Form	AS	Order Number	1951D000013
Option Code	Normal		
Delivery Date	02-Dec-2013		

Form	: AS	Franchisee	: EDAN BAKERIES (SGH)
Available Date [From]	: 29-Sep-2013	Available Date [To]	: 29-Nov-2014
Min Days	: 2	Max Days	: 25

The form shows three dropdown menus for 'Form', 'Option Code', and 'Delivery Date'. Red arrows point from the 'Form' and 'Option Code' dropdowns to a red circle with the number '2', and from the 'Delivery Date' dropdown to a red circle with the number '3'. The 'Order Number' is displayed as 1951D000013.

4. Enter the quantity to be ordered under the desired Trip.
 - a. The quantity must be a multiple of Min Qty (Minimum Quantity). For example if the Min Qty is 3 then your order quantity must be a multiple of 3, i.e. 3, 6, 9, etc.

5. To add Remarks, click the Remarks button and add the remark.

Place Order

Form: ABCD Order Number : 1334D000121

Option Code: Normal

Delivery Date: 8-Apr-2015 Wed

Form : ABCD Frand
 Available Date [From] : 01-Mar-2015 Avail
 Min Days : 1 Max

Remark

new year

Remark:

Add Cancel Delete

#	Product Code	Design Code	Name	Trip2	Trip3	Trip4	Trip5	Trip6	Trip7
1	F04FIL003-000		(IBAKE) POTAT (800G/PKT)	0	0				

Send Email

Search Save Delete

6. Click the Save button to place the order. (The Order Number is displayed initially at the top of the page)

21	F02CMS033-005	PM7	RASPBERRY SEDUCTION - STD	1	0	0	0	0	0	0	0
22	F02CFD034-005	PT11	CHOCOLATE FUDGE CAKE - STANDARD (OLD DESIGN)	1	0	0	0	0	0	0	0
23	F02CFD037-005	PT12	PREMIUM CHOCOLATE FUDGE (STANDARD)	1	0	0	0	0	0	0	0
24	F02CFC227-000	PT9	THE SWEET THING	1	0	0	0	0	0	0	0
25	F02CFC156-005C	SK6	BALLOON CELEBRATION(CHOCO)- STD	1	0	0	0	0	0	0	0
26	F02CFC221-000		COCOA CASTLE(APPROX.590GM)	1	0	0	0	0	0	0	0

Send Email

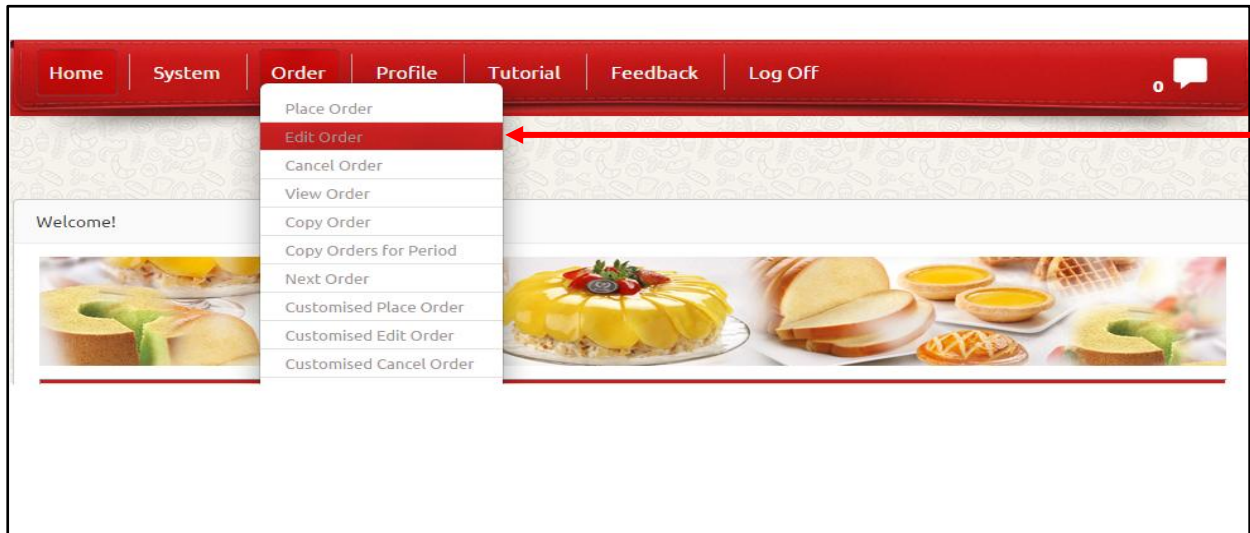
Search Save Delete

6

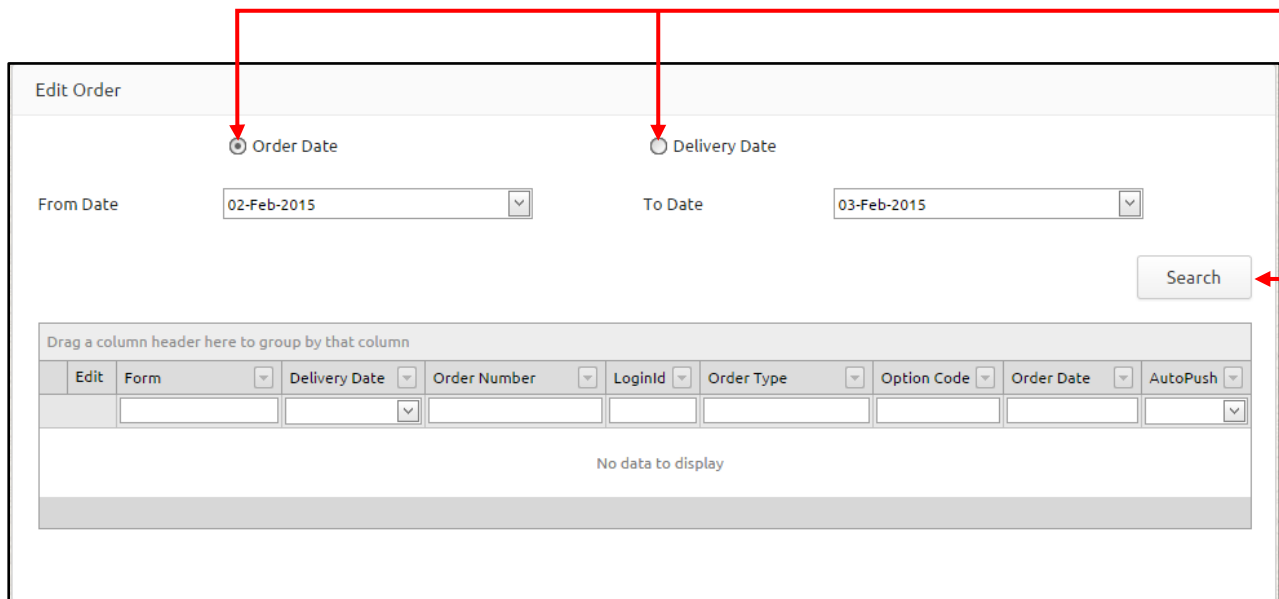
Edit Order

This page allows you to edit orders, which have not been processed yet.
To edit an order:

1. On the Order menu, click Edit Order.



2. Search the order by providing either the Order date or Delivery date.
3. Click the Search button.



A screenshot of the 'Edit Order' search interface. It features two radio buttons: 'Order Date' (selected) and 'Delivery Date'. Below them are 'From Date' and 'To Date' dropdown menus, both set to '02-Feb-2015' and '03-Feb-2015' respectively. A 'Search' button is on the right. A table below has a header row with columns: Edit, Form, Delivery Date, Order Number, LoginId, Order Type, Option Code, Order Date, and AutoPush. The table body is empty, showing 'No data to display'. Red arrows point from circled numbers 2 and 3 to the radio buttons and the Search button.

Drag a column header here to group by that column								
Edit	Form	Delivery Date	Order Number	LoginId	Order Type	Option Code	Order Date	AutoPush
No data to display								

4. Click the Edit button. (By clicking each Detail button of the relevant order, can view the order information before edit the order.)

Drag a column header here to group by that column

Edit	Form	Delivery Date	Order Number	LoginId	Order Type	Option Code	Order Date	AutoPush
	AUTO - PUSH (BY HQ)	30-Apr-2015	1951D000847	admin	PFPD FRCH DAILY ORDER	Normal	02-Apr-2015	<input checked="" type="checkbox"/>
	AUTO - PUSH (BY HQ)	30-Apr-2015	1951D000845	admin	PFPD FRCH DAILY ORDER	Normal	02-Apr-2015	<input checked="" type="checkbox"/>
	AUTO - PUSH (BY HQ)	08-May-2015	1951D000849	admin	PFPD FRCH DAILY ORDER	Normal	02-Apr-2015	<input checked="" type="checkbox"/>
	BUNS - BAKED	04-May-2015	1951D000524	sgh	PFPD FRCH DAILY ORDER	Normal	27-Nov-2014	<input type="checkbox"/>
	BUNS - BAKED	04-Jun-2015	1951D000525	sgh	PFPD FRCH DAILY ORDER	Normal	27-Nov-2014	<input type="checkbox"/>
	BUNS - BAKED	18-Jun-2015	1951D000527	sgh	PFPD FRCH DAILY ORDER	Normal	27-Nov-2014	<input type="checkbox"/>
	BUNS - BAKED	01-Jul-2015	1951D000526	sgh	PFPD FRCH DAILY ORDER	Normal	27-Nov-2014	<input type="checkbox"/>
	BUNS - BAKED	06-Aug-2015	1951D000529	sgh	PFPD FRCH DAILY ORDER	Normal	27-Nov-2014	<input type="checkbox"/>
	BUNS - BAKED	07-Aug-2015	1951D000530	sgh	PFPD FRCH DAILY ORDER	Normal	27-Nov-2014	<input type="checkbox"/>

Page 2 of 2 (19 items) < 1 [2] >

- Click the change button to change the Delivery date.
- To add Remarks, click the Remarks button and add the remark.
- Edit the order details and click the Save button.

Edit Order

Order No : 1951D000014

Form : AS Franchisee : EDAN BAKERIES (SGH)

Available Date [From] : 29-Sep-2013 Available Date [To] : 29-Nov-2014

Min Days : 2

Delivery Date 05-Dec-2013

#	ERP Item Code	Name	Min Qty	Trip4	Trip5	Trip6	Trip7	Remark
130	F02BUN025-000	BUTTER DOUGH (180 PCS/CTN)	1					
121	F02BUN007-000	CHICKEN & MUSHROOM ROLL (60 PCS/CTN)	1	3	0	0	4	
131	F02BUN038-000	CHOCOLATE CHIPS TWISTER (60 PCS/CTN)	1	8	0	0	0	
122	F02BUN008-000	DELUXE VEGETABLE BUN (60 PCS/CTN)	1	0	0	0	0	

Special Order

Remark

Add Cancel Delete

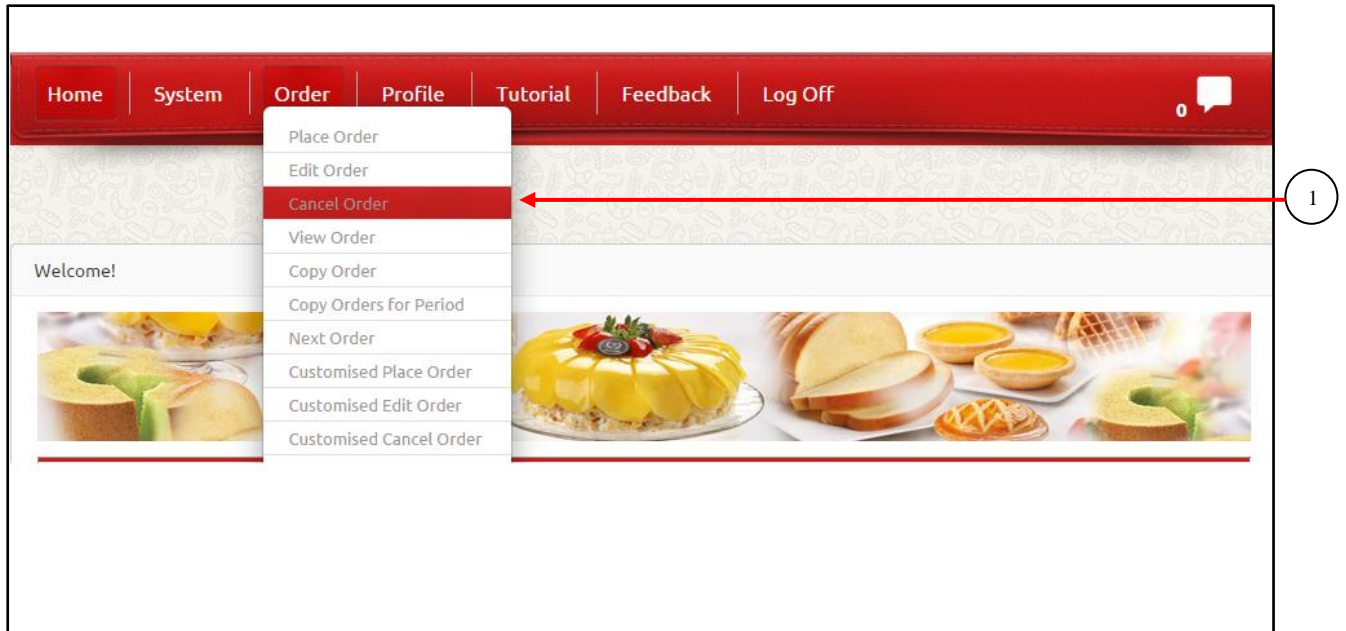
Last Updated : 5

Note: Yellow colored text box mentioned that value is once updated before. The tool tip shows the last updated value. Remark icon shows the remark history for each item.

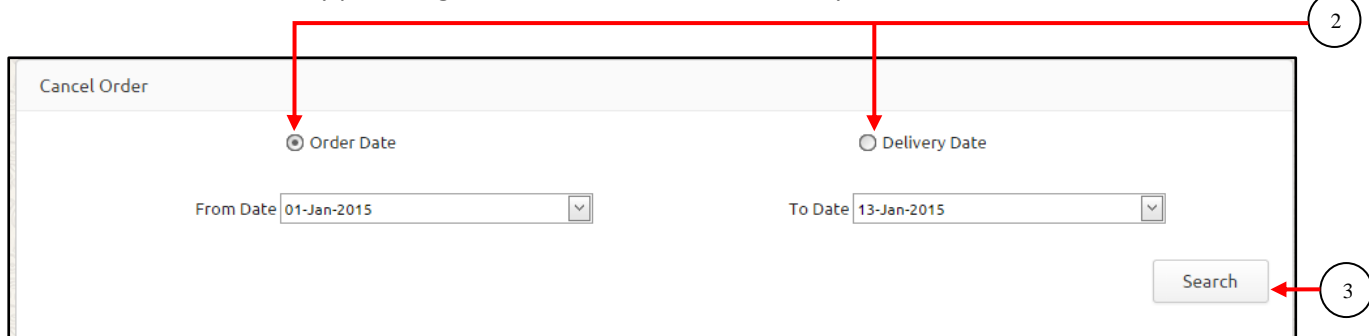
Cancel Order

To cancel an order:

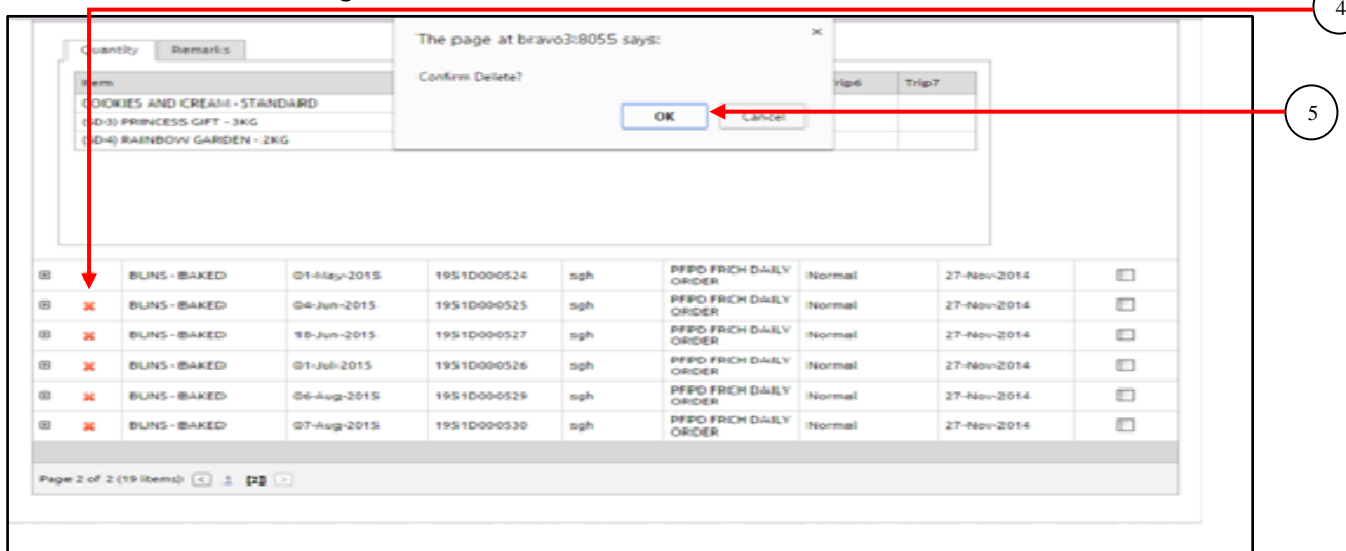
1. On the Order menu, click Cancel Order.



2. Search for the order by providing either the Order date or Delivery date.



3. Click the Search button.
4. Click the Delete button for the order to be cancelled.
5. Confirm the delete message.

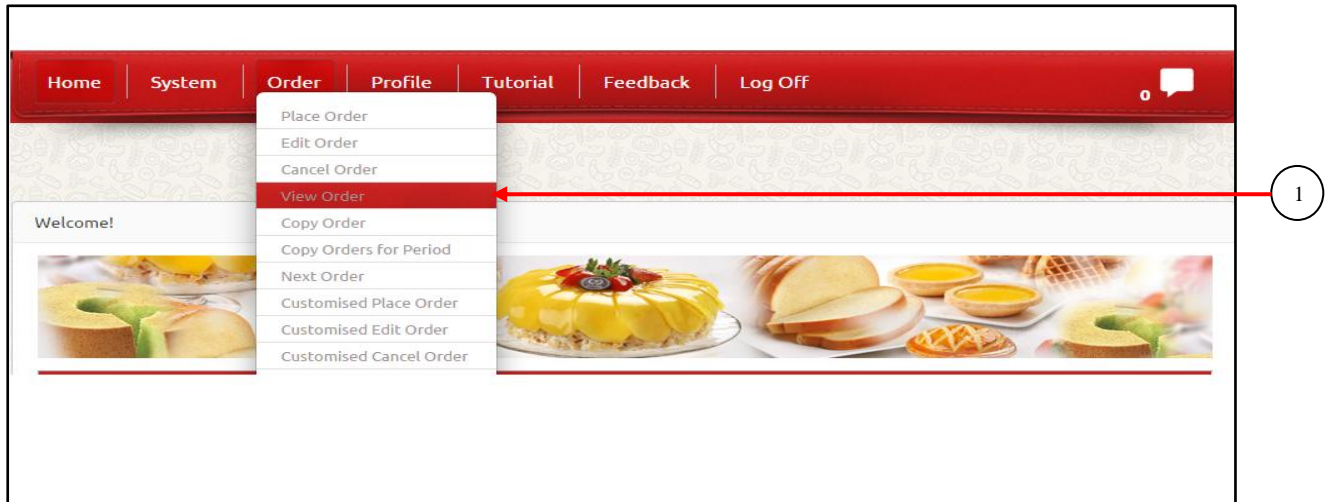


View Orders

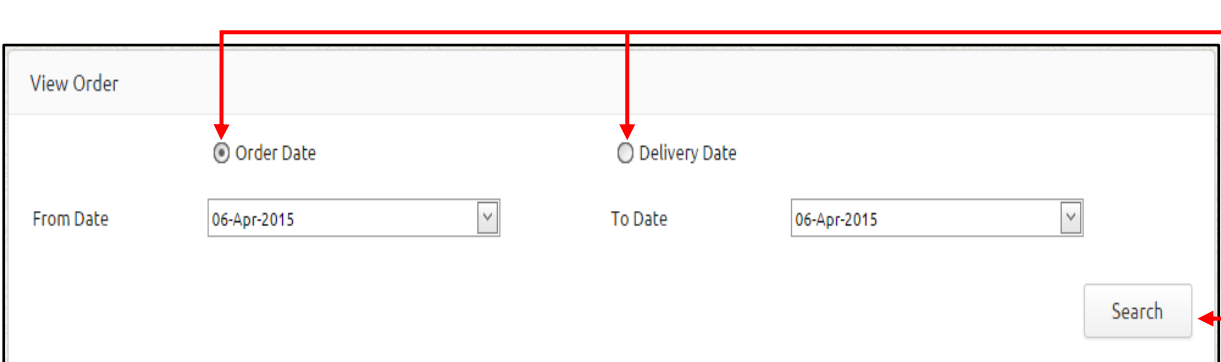
This feature allows you to search through the order history.

To view orders:

1. On the Order menu, click View Order.



2. Search for the order by providing either the Order date or Delivery date.



A screenshot of the 'View Order' search form. The form has a title 'View Order' and two radio buttons: 'Order Date' (selected) and 'Delivery Date'. Below the radio buttons, there are two date input fields: 'From Date' and 'To Date', both containing the date '06-Apr-2015'. A 'Search' button is located at the bottom right of the form. A red arrow points from a circled '2' on the right to the radio buttons, and another red arrow points from a circled '3' on the right to the 'Search' button.

3. Click the Search button.

4. By clicking each Detail icon, can view the relevant order, can view the order information such as quantity, remarks...etc

Order Number	Form	LoginId	Order Type	Option Code	Order Date	Delivery Date	Status	AutoPush
1951D000009	AS_Copy	sgb	Daily Order	Normal	26-Nov-2013	28-Nov-2013	ENTERED	<input type="checkbox"/>

Quantity	Remarks						
Quantity							
Item	Trip1	Trip2	Trip3	Trip4	Trip5	Trip6	Trip7
BUTTER DOUGH (180 PCS/CTN)	2						
CHICKEN & MUSHROOM ROLL (60 PCS/CTN)		2					
CHOCOLATE CHIPS TWISTER (60 PCS/CTN)				2			
DELUXE VEGETABLE BUN (60 PCS/CTN)	5	3					
HAM & CHEESE BUN (60 PCS/CTN)		4					
KAYA BUN (60 PCS/CTN)		3		2			

1951D000010	AS_Copy	sgb	Daily Order	Normal	26-Nov-2013	11-Dec-2013	ENTERED	<input type="checkbox"/>
1951D000012	AS	sgb	Daily Order	Normal	29-Nov-2013	06-Dec-2013	ENTERED	<input type="checkbox"/>
1951D000013	AS	sgb	Daily Order	Normal	29-Nov-2013	02-Dec-2013	ENTERED	<input type="checkbox"/>

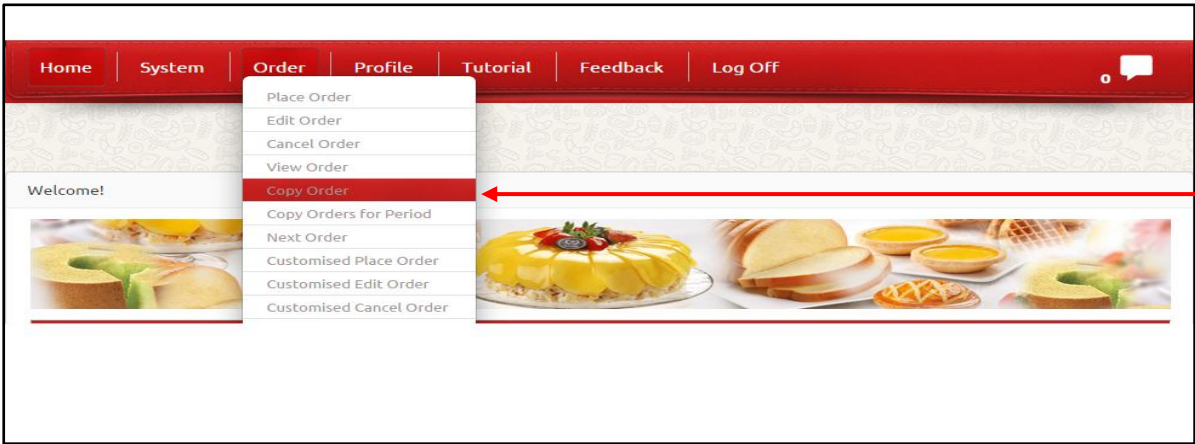
Copy Order

This feature allows you to copy an existing order for a particular date or period and customize it to place a new order. Copying Orders is available only for daily orders.

To copy an order:

Note: If there is Inactive an item on existing order then relevant Inactive items not available for copy.

1. On the Order menu, click Copy Order.



2. Search for the order by providing Delivery date.
3. Click the Search button.

- Click on the Copy button to make a copy of that order.
- Select the copy date or period.

Copy Order

Delivery Date

From Date: 06-Apr-2015 To Date: 06-Apr-2015

Search

Copy Order

Delivery Date

From Date: 01-Feb-2015 To Date: 06-Apr-2015

Search

Drag a column header here to group by that column

Copy	Form	Delivery Date	Order Number	LogInId	Order Type	Option Code	Order Date	Copied From
<input type="checkbox"/>	ASSORTED CAKE	12-Feb-2015	1334D000096	bbe	PFPD_FRCH_DAILY_ORDER	Normal	10-Feb-2015	
<input type="checkbox"/>	ASSORTED CAKE	13-Feb-2015	1334D000097	bbe	PFPD_FRCH_DAILY_ORDER	Normal	10-Feb-2015	
<input type="checkbox"/>	ASSORTED CAKE	14-Feb-2015	1334D000098	bbe	PFPD_FRCH_DAILY_ORDER	Normal	10-Feb-2015	
<input type="checkbox"/>	ASSORTED CAKE	15-Feb-2015	1334D000099	bbe	PFPD_FRCH_DAILY_ORDER	Normal	10-Feb-2015	
<input type="checkbox"/>	ASSORTED CAKE	15-Feb-2015	1334D000099	bbe	PFPD_FRCH_DAILY_ORDER	Normal	10-Feb-2015	12-Feb-2015
<input type="checkbox"/>	ASSORTED CAKE	16-Feb-2015	1334D000100	bbe	PFPD_FRCH_DAILY_ORDER	Normal	10-Feb-2015	15-Feb-2015
<input type="checkbox"/>	ASSORTED CAKE	17-Feb-2015	1334D000101	bbe	PFPD_FRCH_DAILY_ORDER	Normal	10-Feb-2015	

Copy Order

Form : ASSORTED CAKE Franchisee : RASPBERRY HILL ENTERPRISE (BBE)

Available Date [From] : 24-Nov-2003 Available Date [To] : 31-Dec-2015

Min Days : 2 Max Days : 30

Copy Date Copy Period Order Number : 1334D000121

From Date: 06-Apr-2015 To Date: 06-Apr-2015

#	Product Code	Design Code	Name	Min Qty	Trip1	Trip2	Trip3	Trip4	Trip5	Trip6	Trip7
1	F02BUN007-000B		CHICKEN & MUSHROOM ROLL (BAKED)	6	0	0	0	0	0	0	0
2	F02CAS103-000		D24 MINI DURIAN PUFF(6PCS/PACK)	2	2	0	0	0	0	0	0
3	F02CAS104-000		MINI CHOCOLATE ECLAIR(4PCS/PACK)	2	2	0	0	0	0	0	0
4	F02CAS105-000		MINI CUSTARD PUFF(6PCS/PACK)	2	2	0	0	0	0	0	0
5	F02CAS106-000		MINI FRUIT TARTS (6PCS/BOX)	2	0	0	0	0	0	0	0
6	F02CAS108-000		PHILADEPHIA CHEESE BITES (6PCS/PACK)	2	0	0	0	0	0	0	0

- Edit the order as per your requirements and click the Save button to place a new order

4	F02CA5105-000		MINI CUSTARD PUFF(6PCS/PACK)	2	<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
5	F02CA5106-000		MINI FRUIT TARTS (6PCS/BOX)	2	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
6	F02CA5108-000		PHILADEPHIA CHEESE BITES (6PCS/PACK)	2	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
7	F02CA5110-000		DURIAN SPONGE PANCAKE (4PCS/PKT)	2	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
8	F02CA5115-000		MINI CHOC CREAM PUFF (6PCS/BOX)	2	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
9	F02CA5209-000		STRAWBERRY CLASSIC SLICE	4	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
10	F02CA5210-000		TRUFFLE SLICE	4	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
11	F02CA5211-000		PANDAN KAYA FUDGE LOAF	2	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
12	F02CA5212-000		CHOCOLATE FUDGE LOAF	2	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
13	F02CA5213-000		D24 DURIAN FUDGE LOAF	2	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
14	F02UCW206-002		SUGAR ROLL W/SUGAR (5PCS/BOX)	1	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
15	F02UCW206-003		SUGAR ROLL W/OUT SUGAR (5PCS/BOX)	1	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	

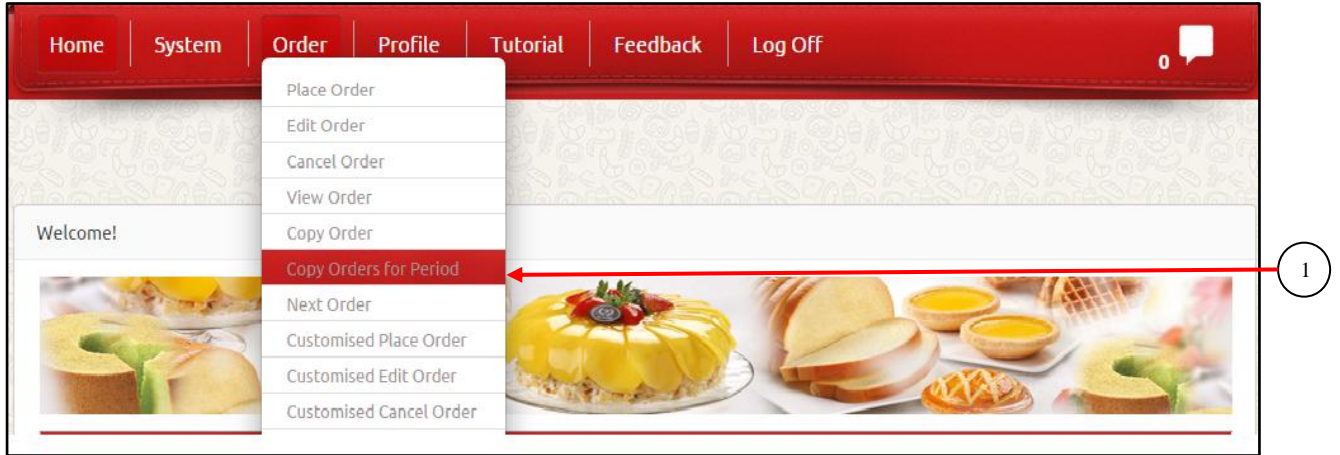
Send Email



6

Copy Orders for Date Period

1. On Order Menu, click on Copy order for Period

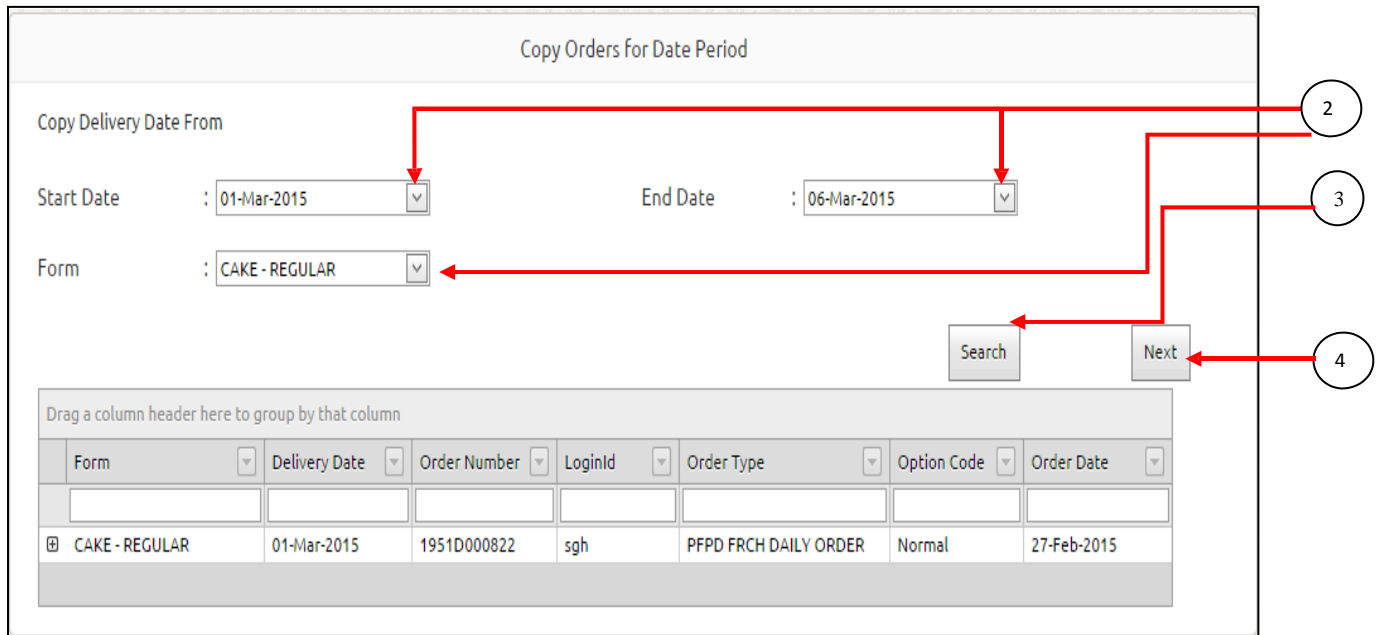


2. Select the Start Date, End Date and Form

3. Click on Search to get the records related to the selections.

Note: Placed orders within maximum of 7 days range should take to the search date range.

Eg. - 1st March, 2015 to 6th March, 2015



4. If the Order wants to copy for another period, click on Next button (orders can copy for a maximum of 15 days period)

5. Select the Start Date, End date and then click on the Search to get the orders for the date range

6. If available selected date period for Franchisee user, the check box for the "valid for franchisee" will automatically tick.

7. If it's possible to place the order for the given time period for the relevant user, the check box of "will be copied" will automatically tick.

Copy Orders for Date Period

Copy Delivery Date To

Start Date : 01-Nov-2015 End Date : 10-Nov-2015

Search

Drag a column header here to group by that column

Form	Delivery Date	LoginId	Option Code	Order Date	Holiday	Order Available	Valid for Franchisee	Will be Copied	Remark
<input type="checkbox"/> CAKE REGULAR	01-Nov-2015 Sun	sgh	Normal	19-Mar-2015	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> CAKE REGULAR	02-Nov-2015 Mon	sgh	Normal	19-Mar-2015	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> CAKE REGULAR	03-Nov-2015 Tue	sgh	Normal	19-Mar-2015	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> CAKE REGULAR	04-Nov-2015 Wed	sgh	Normal	19-Mar-2015	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> CAKE REGULAR	05-Nov-2015 Thu	sgh	Normal	19-Mar-2015	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> CAKE REGULAR	06-Nov-2015 Fri	sgh	Normal	19-Mar-2015	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> CAKE REGULAR	07-Nov-2015 Sat	sgh	Normal	19-Mar-2015	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> CAKE REGULAR	08-Nov-2015 Sun	sgh	Normal	19-Mar-2015	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> CAKE REGULAR	09-Nov-2015 Mon	sgh	Normal	19-Mar-2015	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

8. User can view the extreme Left and Right the date being copied from.

9. The User needs to Click Confirm Copy to activate the copy program

Drag a column header here to group by that column

Delivery Date	LoginId	Option Code	Order Date	Holiday	Order Available	Valid for Franchisee	Will be Copied	Remark	Copied From
01-Aug-2015	bbe		08-Apr-2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No Order Has Placed	01-Apr-2015
02-Aug-2015	bbe		08-Apr-2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No Order Has Placed	02-Apr-2015
03-Aug-2015	bbe	Normal	08-Apr-2015	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		03-Apr-2015
04-Aug-2015	bbe		08-Apr-2015	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Order Has Placed	04-Apr-2015
05-Aug-2015	bbe		08-Apr-2015	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Order Has Placed	05-Apr-2015
06-Aug-2015	bbe		08-Apr-2015	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Order Has Placed	06-Apr-2015
07-Aug-2015	bbe		08-Apr-2015	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Order Has Placed	07-Apr-2015
08-Aug-2015	bbe		08-Apr-2015	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Order Has Placed	01-Apr-2015
09-Aug-2015	bbe		08-Apr-2015	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Order Has Placed	02-Apr-2015
10-Aug-2015	bbe	Normal	08-Apr-2015	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		03-Apr-2015

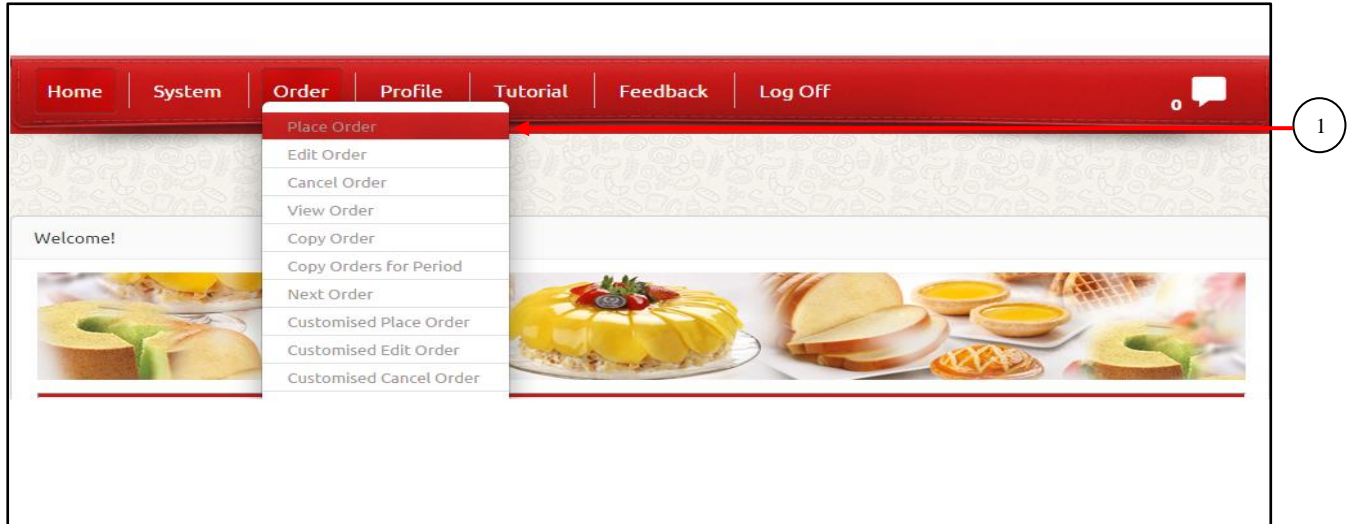
Page 1 of 2 (14 items) [1] 2 >

Send Email Confirm Copy Cancel Copy

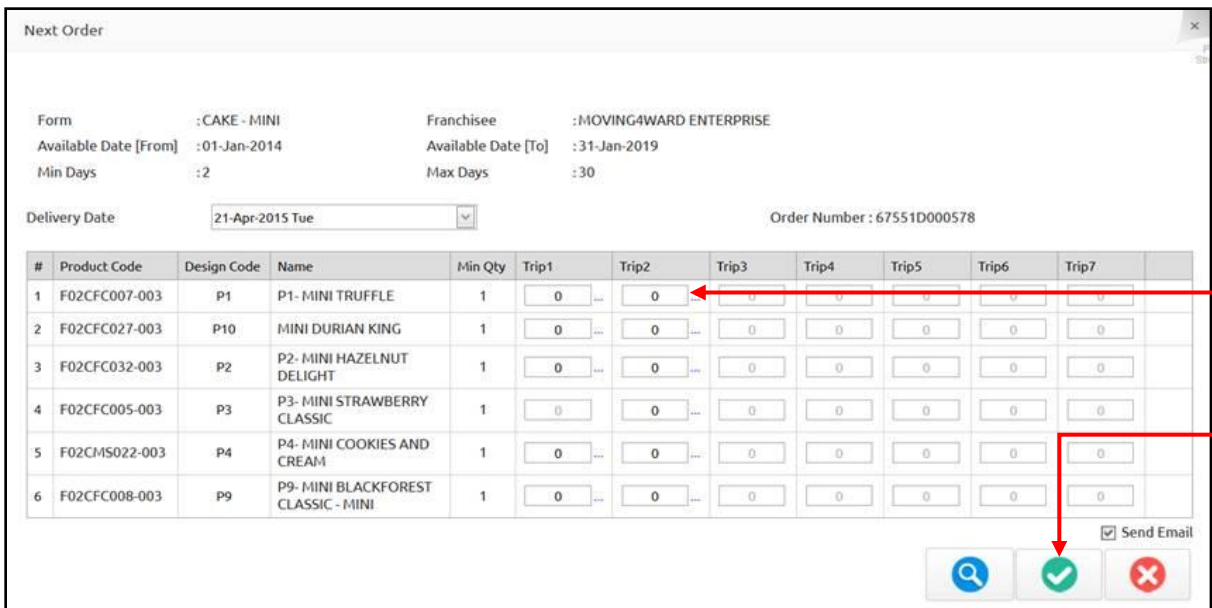
Next Order

Note: This page allows you to place orders continuously, only after you have placed a new order.
To place a next order:

1. On the Order menu, click Place Order.



2. Place an order and save it. After saving the order, it will automatically direct to the Next Order Page.



A screenshot of the 'Next Order' page. The page displays order details: Form : CAKE - MINI, Franchisee : MOVING4WARD ENTERPRISE, Available Date [From] : 01-Jan-2014, Available Date [To] : 31-Jan-2019, Min Days : 2, Max Days : 30. The Delivery Date is set to 21-Apr-2015 Tue, and the Order Number is 67551D000578. Below this is a table with 6 rows of products and 7 columns for trips (Trip1 to Trip7). A red arrow points to the '0' in the Trip2 column of the first row. A circled '2' is next to the table.

#	Product Code	Design Code	Name	Min Qty	Trip1	Trip2	Trip3	Trip4	Trip5	Trip6	Trip7
1	F02CFC007-003	P1	P1- MINI TRUFFLE	1	0	0	0	0	0	0	0
2	F02CFC027-003	P10	MINI DURIAN KING	1	0	0	0	0	0	0	0
3	F02CFC032-003	P2	P2- MINI HAZELNUT DELIGHT	1	0	0	0	0	0	0	0
4	F02CFC005-003	P3	P3- MINI STRAWBERRY CLASSIC	1	0	0	0	0	0	0	0
5	F02CMS022-003	P4	P4- MINI COOKIES AND CREAM	1	0	0	0	0	0	0	0
6	F02CFC008-003	P9	P9- MINI BLACKFOREST CLASSIC - MINI	1	0	0	0	0	0	0	0

3. Select the Same Form option and click Continue button— displays the Next Order page with previous order details already set.



A screenshot of the 'Next Order' page showing two radio button options: 'Same Form' (selected) and 'Different Form'. Below the options are two buttons: 'Continue' and 'Cancel'. A red arrow points to the 'Same Form' option. A circled '3' is next to the 'Continue' button.

- If Selects the Different Form option and click Continue button – displays the Place Order page.
- Select the Form, Option Code, Delivery date and enter the Quantity in the trip and click save to place the Order.

Next Order

Previous Order Number : 1334D000132

Same Form
 Different Form

Continue Cancel

Place Order

Order Number : 1334D000132

Form: ABCD

Option Code: ABCD

Delivery Date: 01-Mar-2015

Form : ABCD
 Available Date [From] : 01-Mar-2015
 Min Days : 1 Max Days : 5

Y HILL ENTERPRISE

#	Product Code	Design Code	Name	Min Qty	Trip1	Trip2	Trip3	Trip4	Trip5	Trip6	Trip7
1	F04FIL003-000		(iBAKE) POTATO SALAD FILLING (800G/PKT)	1	0	0	0	0	0	0	0

Send Email

Autopush Order

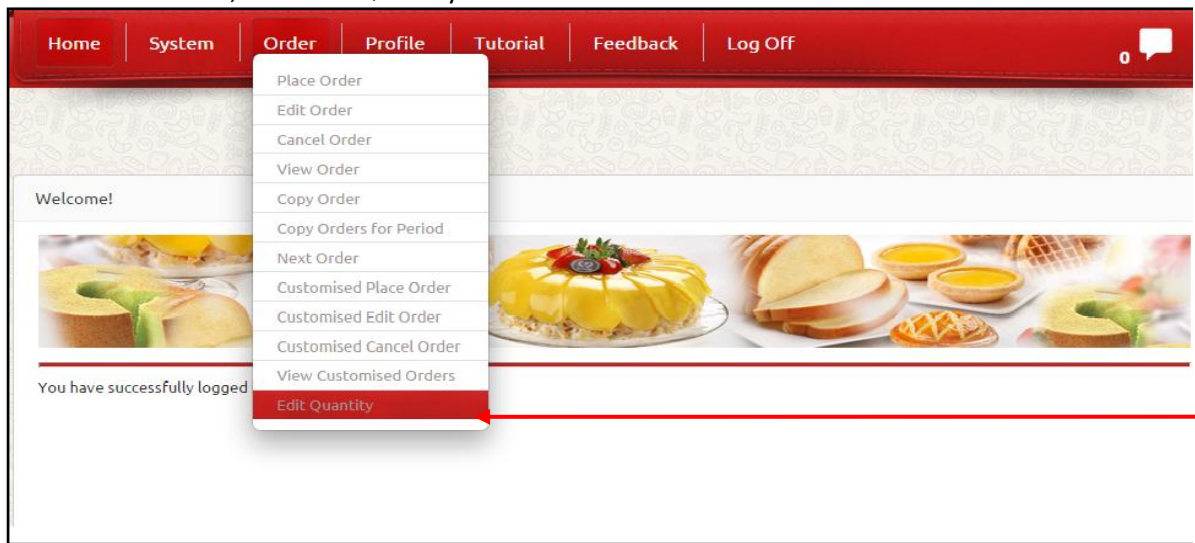
Autopush orders can place and edit only for authorized users and external users are not allowed to edit or delete orders. These orders are displayed in a different color as shown below.

Drag a column header here to group by that column

	Order Number	Form	LoginId	Order Type	Option Code	Order Date	Delivery Date	Status	AutoPush
⊕	1951D000012	AS	sg	Daily Order	Normal	29-Nov-2013	06-Dec-2013	ENTERED	<input type="checkbox"/>
⊕	1951D000013	AS	sg	Daily Order	Normal	29-Nov-2013	02-Dec-2013	ENTERED	<input type="checkbox"/>
⊕	1951D000014	AS	sg	Daily Order	Normal	02-Dec-2013	05-Dec-2013	ENTERED	<input type="checkbox"/>
⊕	1951D000015	AP	admin	Daily Order	Normal	03-Dec-2013	05-Dec-2013	ENTERED	<input checked="" type="checkbox"/>
⊕	1951D000016	AP	admin	Daily Order	Normal	04-Dec-2013	26-Dec-2013	ENTERED	<input checked="" type="checkbox"/>

Edit Quantity

1. On the Order menu, click Edit Quantity.



2. Select the form date either using the Order Date or the Delivery Date.
3. Provide the Product Code of the order which needs to edit the ordered

The 'Edit Quantity' form contains the following fields and controls:

- Radio buttons for Order Date and Delivery Date.
- From Date: 01-Feb-2015 (dropdown)
- To Date: 06-Apr-2015 (dropdown)
- Product Code: F02CFC323-030
- Item Name: (SD3) PRINCESS GIFT - 3KG
- Search button

Below the form is a table with the following data:

Order Number	Form	Trip	Quantity	LoginId	Order Date	Delivery Date
1951D000831	AUTO - PUSH (BY HQ)	TRIP1	5	admin	02-Apr-2015	09-Apr-2015
1951D000834	AUTO - PUSH (BY HQ)	TRIP1	5	admin	02-Apr-2015	09-Apr-2015
1951D000837	AUTO - PUSH (BY HQ)	TRIP1	1	admin	02-Apr-2015	09-Apr-2015

Annotations in the image include:

- A red arrow labeled '2' pointing to the 'Order Date' radio button.
- A red arrow labeled '3' pointing to the 'From Date' dropdown.
- A red arrow labeled '4' pointing to the 'Search' button.
- A red arrow labeled '5' pointing to the 'Quantity' field in the second row of the table.

quantity.

4. Click on Search to get the product details list.
5. Select the product and change the quantity.
6. Click on save button to save the changes made to the order.

Edit Quantity

Order Date
 Delivery Date

From Date: 01-Apr-2015
 To Date: 05-Apr-2015

Product Code: F02CFC001-015
 Item Name: MANGO DELIGHT - 1.5KG

Search

Drag a column header here to group by that column

Order Number	Form	Trip	Quantity	LogInId	Order Date	Delivery Date

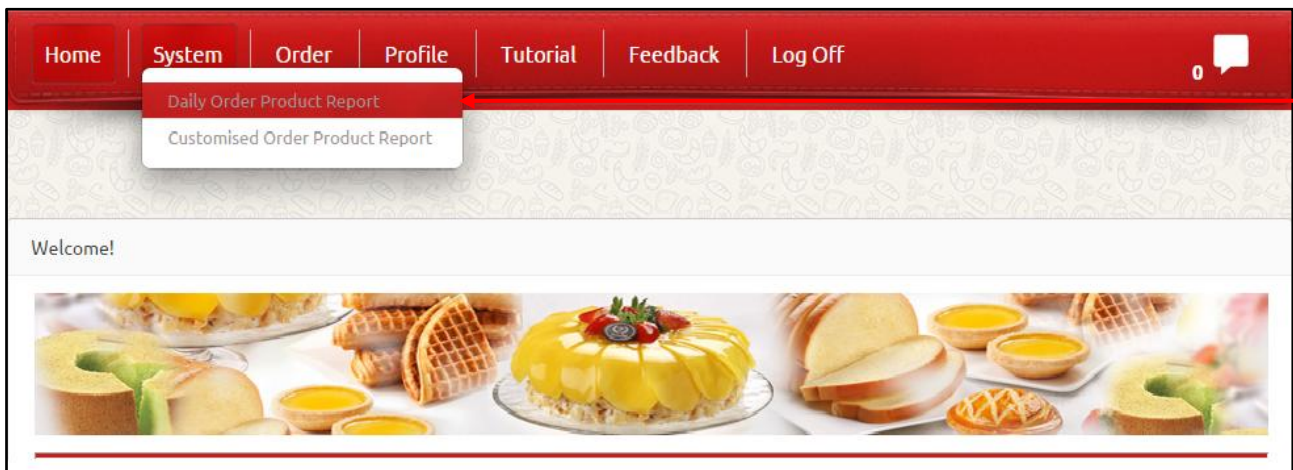
No data to display

Send Email

6

Daily Order Product Report

1. On the System Menu, click on Daily Order Product Report.



2. Select the Report date either using the Daily Order Date or the Delivery Date.
3. The list of Daily orders made by the logged user will display in the table for the selected date period.
4. By clicking on Export to Excel, the user can export the Daily order details to an Excel sheet

Daily Order Product Report

Order Date Delivery Date

From Date: 01-Jan-2015 To Date: 08-Apr-2015

Export to Excel

Drag a column header here to group by that column

Form	Delivery Date	Outlet	Order Number	Order Type	Product Code	Description	Trip1	T
ABCD	03-Apr-2015	RASPBERRY ENTERPRISE (BIBE)	HILL	1334D000119	PFPD FRCH DAILY ORDER	F04FIL003-000 (BAKE) POTATO SALAD FILLING (800G/PKT)		1
ASSORTED CAKE	12-Feb-2015	RASPBERRY ENTERPRISE (BIBE)	HILL	1334D000096	PFPD FRCH DAILY ORDER	F02CAS103-000 D24 MINI DURIAN PUFF(6PCS/PACK)	2	
ASSORTED CAKE	12-Feb-2015	RASPBERRY ENTERPRISE (BIBE)	HILL	1334D000096	PFPD FRCH DAILY ORDER	F02CAS104-000 MINI ECLAIR(4PCS/PACK) CHOCOLATE	2	
ASSORTED CAKE	12-Feb-2015	RASPBERRY ENTERPRISE (BIBE)	HILL	1334D000096	PFPD FRCH DAILY ORDER	F02CAS105-000 MINI CUSTARD PUFF(6PCS/PACK)	2	
ASSORTED CAKE	12-Feb-2015	RASPBERRY ENTERPRISE (BIBE)	HILL	1334D000096	PFPD FRCH DAILY ORDER	F02CAS106-000 MINI FRUIT TARTS (6PCS/BOX)	0	
ASSORTED CAKE	12-Feb-2015	RASPBERRY ENTERPRISE (BIBE)	HILL	1334D000096	PFPD FRCH DAILY ORDER	F02CAS010-000 PANDAN KAYA SLICE	4	0



Giving Life to Taste



Giving Life to Taste

PrimaDeli

New B2B Portal



Tel	: (65) 6276 3333	Address:Prima Food Pte Ltd, PrimaDéli Division, 201
Fax	: (65) 6271 0005	Keppel Road, Annexe Block 2nd Floor, Singapore 099419
Email	: feedback.primadeli@prima.com.sg	

Quick Guide Manual

Prepared by: PrimaDeli Division Date:

9 Apr 2015

Revision: 01

<http://www2.eprima.com.sg:8740/>

New B2B System “Login” & “Log Off”

Login

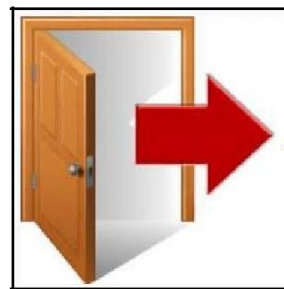
User Name

Password

Sign In

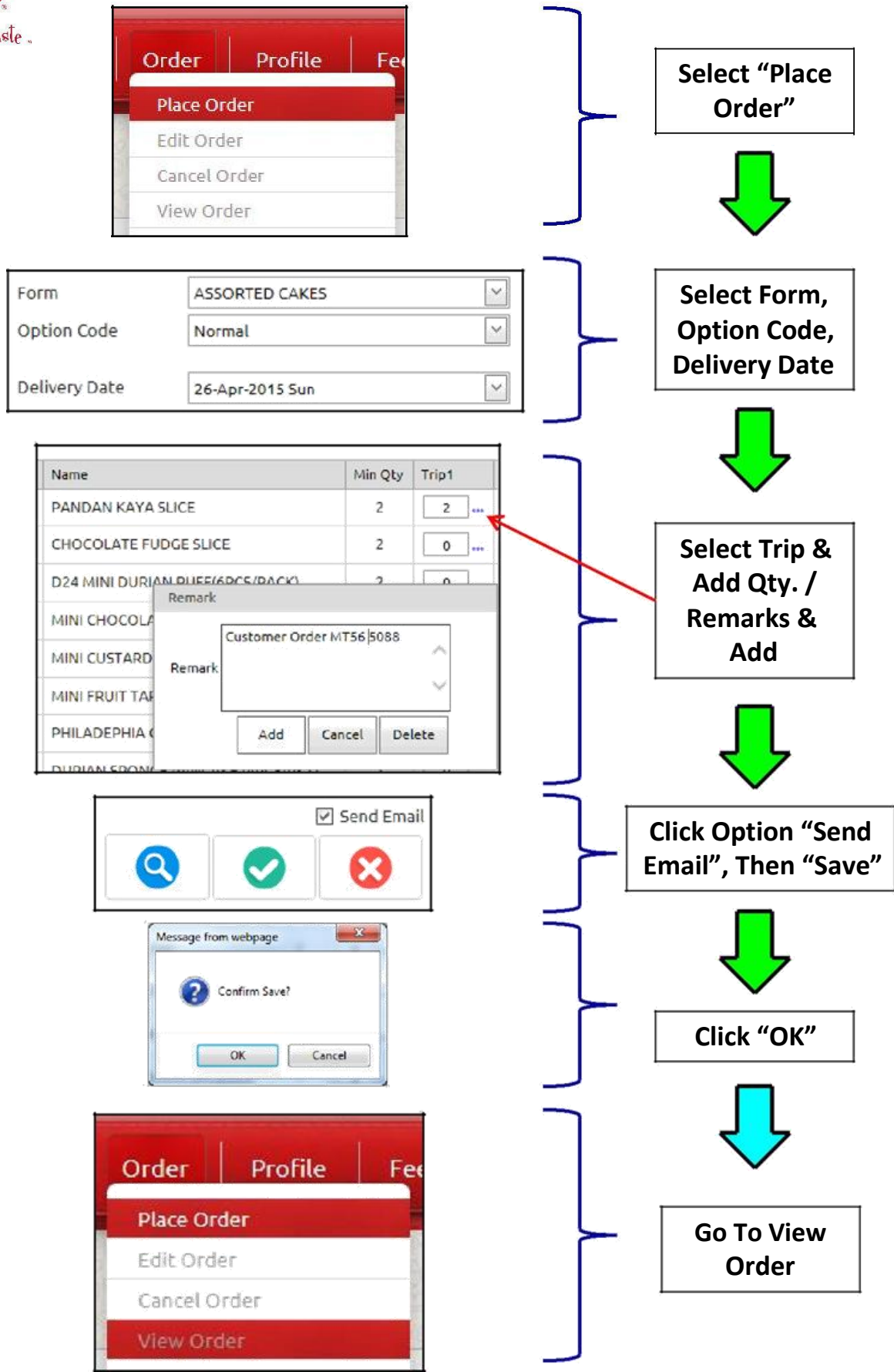
[Forgot Password?](#)





Notification	
Subject	Sent Date
⊕ merry Xmas	09-Dec-2013
⊕ testing	17-Mar-2014

New B2B System "Place Order" Flow Chart





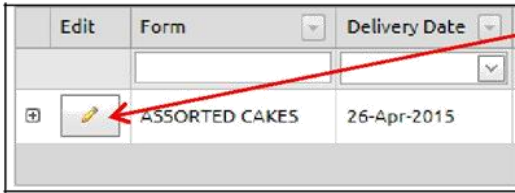
New B2B System "Edit Order" Flow Chart



Select "Edit Order"



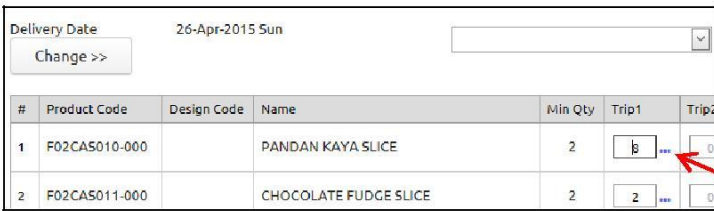
Click Order Date or Delivery Date then click "Search" button



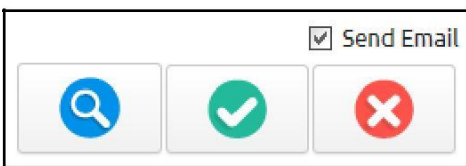
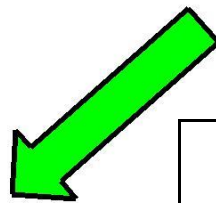
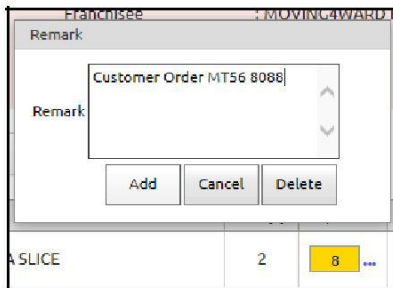
Click "Edit"



Click "Change"

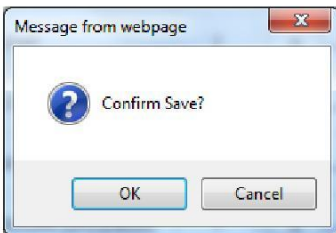
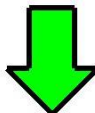


Change Date, Qty, Remarks & Add

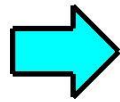


Click Option "Send Email", then "Save"

Go To View Order



Click "OK"



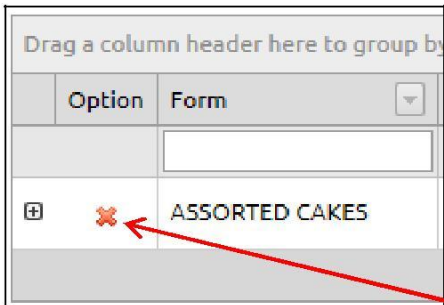
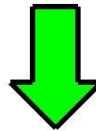
New B2B System "Cancel Order" Flow Chart



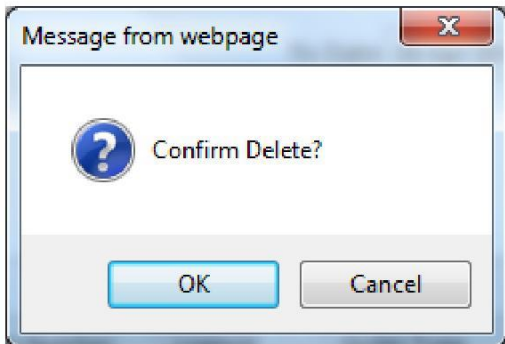
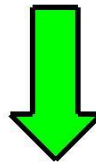
Select "Cancel Order"



Click Order Date or Delivery Date then click "Search" button



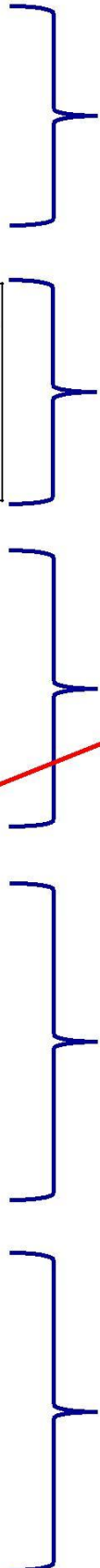
Click "Delete" Button



Click "OK"



Go To View Order



New B2B System "View Order" Flow Chart

Order	Profile	Fe
Place Order		
Edit Order		
Cancel Order		
View Order		
Copy Order		

Select "View Order"



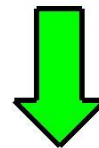
View Order

Order Date Delivery Date

From Date: 11-Apr-2015 To Date: 13-Apr-2015

Search

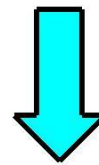
Select Order Date or Delivery Date then click "Search" button



Form

ASSORTED CAKES

Click for "Detail"

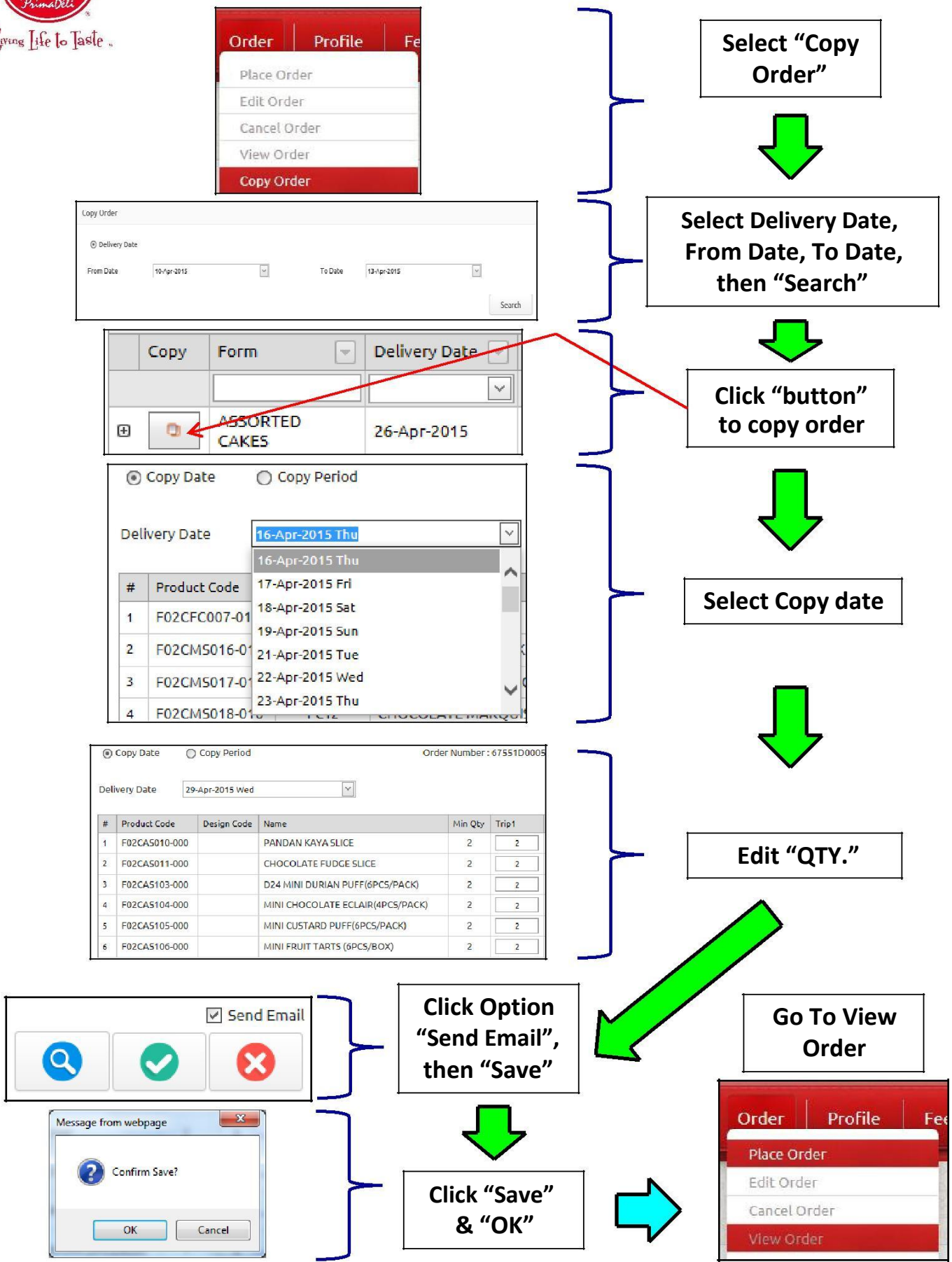


Form	Delivery Date	Order Number	LogInId	Order Type	Option Code	Order Date
ASSORTED CAKES	26-Apr-2015	67551D000581	mt56	PFPD FRCH DAILY ORDER	Normal	09-Apr-2015

Item	Quantity							Status
	Trip1	Trip2	Trip3	Trip4	Trip5	Trip6	Trip7	
PANDAN KAYA SLICE	2							ENTERED
CHOCOLATE FUDGE SLICE	2							ENTERED
D24 MINI DURIAN PUFF(6PCS/PACK)	2							ENTERED
MINI CHOCOLATE ECLAIR(4PCS/PACK)	2							ENTERED
MINI CUSTARD PUFF(6PCS/PACK)	2							ENTERED
MINI FRUIT TARTS (6PCS/BOX)	2							ENTERED

View Order information such as QTY., Remarks, Etc.

New B2B System "Copy Order" Flow Chart





New B2B System "Copy by Period Order" Flow Chart

Order	Profile	Fee
Place Order		
Edit Order		
Cancel Order		
View Order		
Copy Order		
Copy Orders for Period		

Select "Copy Orders for Period"



Copy Orders for Date Period

Copy Delivery Date From

Start Date : 30-Mar-2015 End Date : 03-Apr-2015

Form : **Select One**

- Select One
- ASSORTED CAKES
- BUNS - BAKED
- CAKE - 1KG
- CAKE - MINI
- CAKE - REGULAR
- CUFC/CAKES (9PCS/BOX)

Search Next

Form	Order Number	Loginid	Order Type	Option Code	Order Date

Select Start date, End Date, Form, Click "Search"



Copy Orders for Date Period

Copy Delivery Date From

Start Date : 30-Mar-2015 End Date : 03-Apr-2015

Form : CAKE - 1KG

Search Next

Drag a column header here to group by that column

Form	Delivery Date	Order Number	Loginid	Order Type	Option Code	Order Date
CAKE - 1KG	4/3/2015	67551D000451	mt56	PFPD FRCH DAILY ORDER	Normal	3/27/2015
CAKE - 1KG	4/2/2015	67551D000433	mt56	PFPD FRCH DAILY ORDER	Normal	3/10/2015
CAKE - 1KG	3/31/2015	67551D000309	mt56	PFPD FRCH DAILY ORDER	Normal	3/8/2015
CAKE - 1KG	3/30/2015	67551D000308	mt56	PFPD FRCH DAILY ORDER	Normal	3/6/2015

View Data to be Copied, then Click "Next"



Copy Delivery Date To

Start Date : 04-May-2015 End Date : 08-May-2015

Search

Drag a column header here to group by that column

Form	Delivery Date	Loginid	Option Code	Order Date	Holiday	Order Available	Valid for Franchisee	Will be Copied	Remark
CAKE - 1KG	04-May-2015	mt56	Normal	09-Apr-2015	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
CAKE - 1KG	05-May-2015	mt56	Normal	09-Apr-2015	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
CAKE - 1KG	06-May-2015	mt56		09-Apr-2015	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Order Placed
CAKE - 1KG	07-May-2015	mt56	Normal	09-Apr-2015	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
CAKE - 1KG	08-May-2015	mt56	Normal	09-Apr-2015	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

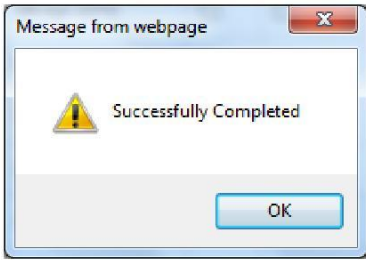
Select the Start Date, End Date. Note: Orders can copy Maximum 15 Days.



Send Email **Confirm Copy** Cancel Copy

Select option "Send Email", then Click "Confirm Copy"

Go To View Order



Click "OK"

Order	Profile	Fee
Place Order		
Edit Order		
Cancel Order		
View Order		