

EMPRESS

WORK BOOK


MERCHANTS

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SignIn




Code D'Acces

81-06


Mot de passe


••••


Connexion





Panel


 Home


 Purchase


 Sale


 Purchase


 Mag.


 Stock


 Returns


 Inventory


 Article


 Transfer


 Admin


 Boutique

 Profile

 OnlineOrder


 Manage Users

 Teller

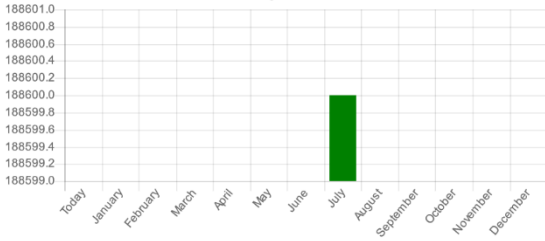
 SignOut



EMPRESS

Wendpanga et Freres 

Sales Analytics For 2023



Print [Imprimer]

STATISTIQUES GENERALES

VALEUR COMMERCIALE 11,313,500

BENEFICE PROJETES 2,030,750

CAISSE le 2023-07-19

VENTE 0

BENEFICE 0

ACHAT 0 XAF

Logo..

Activate Windows
Go to Settings to activate Windows.



Store





To create a store, click on the menu Boutique. Select a Town and fill the form as required.

New Store Form [Formulaire Boutique]

Town [Ville] *	<div>Bobo</div>
Name [Nom] *	<div>IBUZ Technology Ltd</div>
Address *	<div>Central Market</div>
<div>OK</div>	



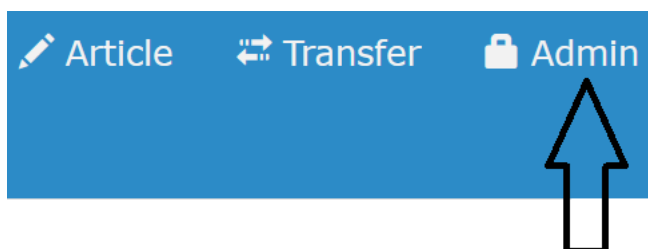
** MYSTORES**

-  IBUZ Technology Ltd 
-  Wendpanga et Freres 

Permission

To associate an employee to a store, click the menu Admin. Select the store where the employee should be working, Select a permission from the list of permissions available. The listed permissions are: Manager, Inventory manager, Sales Person and Assistant Sales Person.

Complete the form as required.



Add User

MyStore*	9672 IBUZ Technology Ltd ▾
Permission *	Sales Person
Name [Nom] *	John Peters
Tel *	237 674000100
Language [Langue] *	English

OK 

Activate New User

Access Details

 Name: John Peters

 AccessCode : 972405

 Password: 4821

Communicate login details to the employee.

PRINT QR-CODE TELLER

This is a payment terminal available to all Tellers. For accounting purposes, each Teller must use ONLY their Qr-Code to accept payments from customers. Qr-Code is attached to the Hybrid Money Payment system.

To print a Qr-Code, click the menu Teller.

 Manage Users  Teller  SignOut

Wendpanga et Freres



(02) Teller(s) [Cassier(es)]



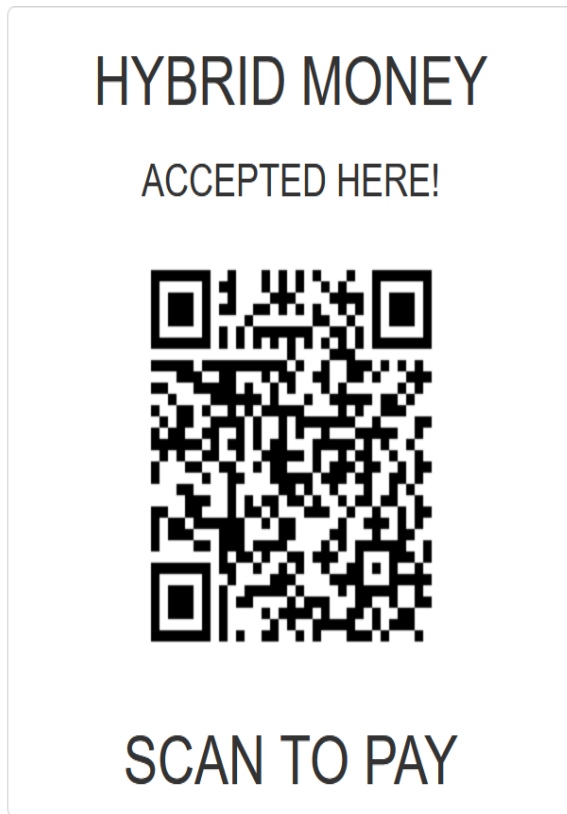
#	Store Code	Matricule	Name	Tel
1	9672	 972405 	John Peters	237 674000100
2	0873	 051243	Sawadogo Piere	266 66058999

Follow the arrows as indicated.

A QR-Code will be generated as bellow. Click on the PRINT button to print. After printing, make the Qr-Code handy for clients to easily SCAN TO PAY.



[back..](#)

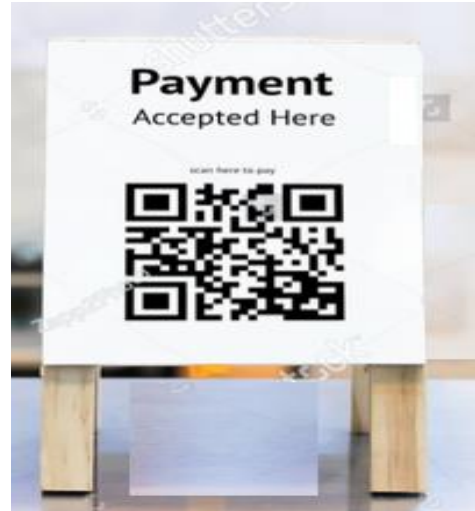


PRINT [IMPRIMER]



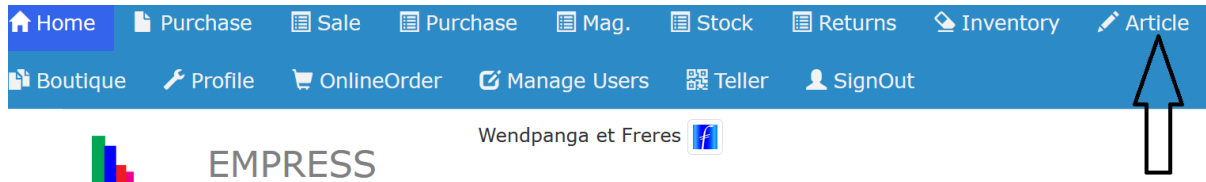
Preferred support

A Qr-Code can be preserved in different forms. Our preferred format is for it be sealed on a well-designed board as shown below.



Article

Click on the Article menu to register a new article. An article can be purposed to be sold at the destination store ONLY or at the destination store and online. This tool brings to light the possibility of decentralized online sales.



Article Form

[Article Photo..](#)

[Category (Categorie) *] v

Article *

B P [PA] *

S P [PV] *

Min S P [PV] *

Drinks (Eng) v

Guinness 65 CL

1,000

1,200

1,200

For Online Shopping Needs ONLY [Pour les besoins vente en ligne UNIQUEMENT]

.....
Description Tip: Press Enter on Keyboard, for spacing.

Description Astuce : appuyez sur Entrée sur le clavier, pour l'espacement.

Soft ~~lager beer~~

(Maximum characters: 700)

You have

685

characters left.

OK



Select the article category and fill the fields as required.

B P [P A] = Buying price [Prix d'achat]

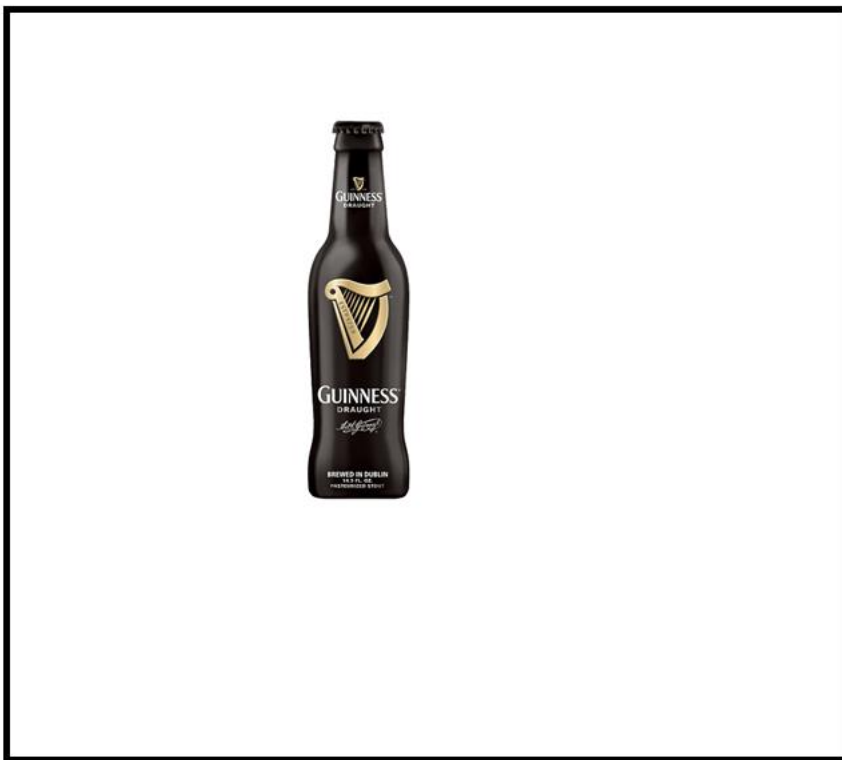
S P [P V] = Selling price [Prix de vente]

Min S P [P V Min] = Minimum Selling price [Prix vente minimum]. *Some merchant may give discount when the quantity bought is significant.*

If you plan to both sale your articles at a destination store and online, you need to fill the description field and upload at least an article photo.

Photo upload

You need to first have the photo you intern to upload somewhere on your disk space. The uploader does a square selection. Please make space for this selection.



Like the image above. You can conveniently select this article. Photos are validated before they are displayed online. Make sure the photo is clear enough. The platform has been trained to hold a maximum of eight (08) photos per article. Post your photos in an orderly manner (1-8).

The initial photo will be listed as Photo 1, a link Photo 2 will be ready to receive the second photo.

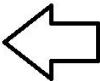


To upload a photo, click on the Article Photo.. link.

Article Photo..



Photo 2?



Make a selection



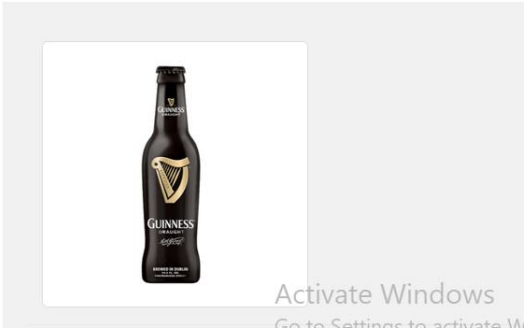
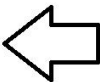
Click on **Photo 2** to upload a second photo, Photo 3 for the third photo and so on. After the 7th photo the link will cease to exist. You will see Done[Fin], for the 8th photo.



Click on the OK button and wait for the Photo to upload.

Photo Panel

Photo 2?



Drinks (Eng) ▾

Guinness 65 CL

1,000

1,200

1,200

For Online Shopping Needs ONLY [Pour les besoins vente en ligne UNIQUEMENT]

.....

Description Tip: Press Enter on Keyboard, for spacing.
Description Astuce : appuyez sur Entrée sur le clavier, pour l'espacement.

Soft ~~lager~~ beer
100% ~~natural~~

(Maximum characters: 700)
You have
669
characters left.

OK



nom photo produit
Télécharger l'Image

Photo 2?



Activate Windows

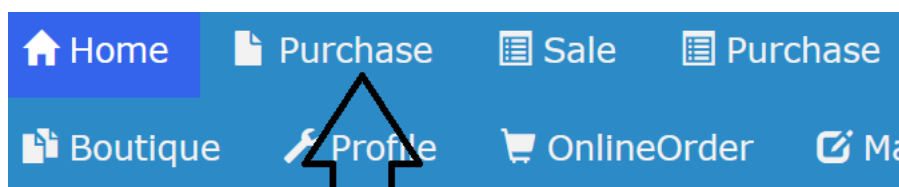
Go to Settings to activate Windows

When everything is ready, click on the OK button.

Your article is still at the central magazine at this point. You will need to purchase the article and transfer a certain quantity to a destination store before it can be sold.

Purchase

The process of buying from producers. You can retail and/or wholesale articles and precious liquids on this platform



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Wend



PURCHASE

Article:

guij

Guinness 65 CL 0

OK



Press [ENTER]

Purchase [Achat]

Search an article and click on it. The article code will be returned. Click the OK button.

PURCHASE

Article:

16

OK



Press [ENTER]

Purchase [Achat]

PURCHASE



☒ Guinness 65 CL 1,000 XAF
(Stock 0)

☒ Qty * :

100

☒ Price * :

1000

OK

#	Articles	Qty	Unit.P	Total
16	Guinness 65 CL	100	1,000	100,000
			TOTAL	100,000

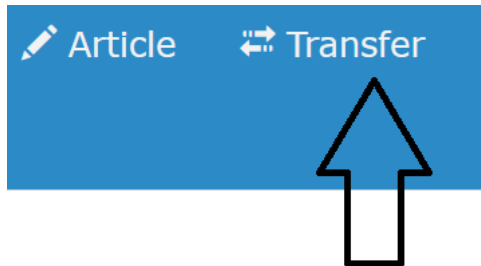
Act

The article will appear on the Purchase panel. You can cancel a purchase by clicking on the article code (16). To terminate purchases, you can print out a purchase receipt or place your mouse in the **Press [ENTER]** field and press the Enter key on the keyboard.



Transfer

The process of sending a quantity of articles to a destination store.



**** TRANSFER ****

MyStore *

[Boutique *]

Article

Qty

OK

**** TRANSFER ****

MyStore *

9672 IBUZ Technology Ltd

Article

gu

Guava (KG) 110
Guinness 65 CL 100

Qty

100

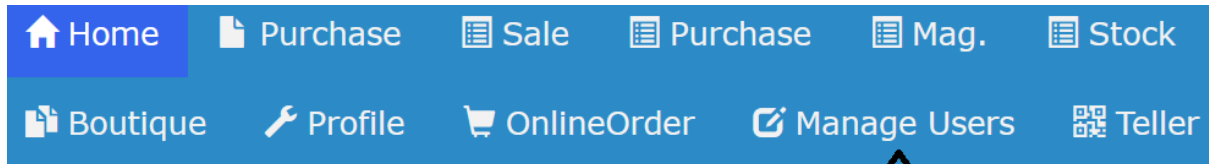
OK

Select the destination store, search the article and fill the quantity to be transferred. The quantity to be transferred must be less than or equal to the quantity available. The tally cannot be negative.



Manage Users

Employees will forget or lost their passwords at some point. Passwords are non-retrievable. You can only reset a password to a default 0000. Click on the reset icon next to the users name to reset a password



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Wendpanga et Freres



(04) Users(s)



(04) Users(s)

#	Store Code	Matricule	Post	Name
1	0873	679823  	Inventory	Inventory
2	9672	972405  	Sales	John Peters
3	0873	715329  	Manager	Manager
4	0873	051243  	Sales	Sawadogo Piere

You can also delete a user from the platform by clicking on the minus icon.



Inventory

The menu Inventory will update the following:

- ✓ The article information. Change the information as required.
- ✓ Add barcode reading possibility. Select Stock Code *, scan the barcode to replace stock code.
- ✓ Stock/Palette. A retail effort. Update as required. If there are 12 bottles of Guinness in a crate, type 12
- ✓ Photo. You can update all the photos of the article. Follow the same procedures to upload photos during article registration.



**** UPDATE INVENTORY ****



☒ Assorted Dress XAF 5,000 Online

☒ Min. P XAF 5,000

Quincaillerie -- Category[Categorie] --

☒ Stock * :

50

☒ Name * :

Assorted Dress

☒ BP * :

2500

☒ SP * :

5000

5000

☒ Stock Code * :

1

☒ Stock / Pallet :

0

For Online Shopping Needs ONLY [Pour les besoins vente en ligne UNIQUEMENT]

.....
Description Tip: Press Enter on Keyboard, for spacing.

Description Astuce : appuyez sur Entrée sur le clavier, pour l'espacement.

Press Enter on Keyboard, for spacing. Press Enter on Keyboard, for spacing. Press Enter on Keyboard, for spacing.

Press Enter on Keyboard, for spacing. Press Enter on Keyboard, for spacing.

(Maximum characters: 700)

You have

700

characters left.

Online? ☐ | Offline? ☒

UPDATE?



Notice **Online** next to the article name above. It means the article will also be sold online. During an update, Offline is selected by default. Select Online if you need the article to stay Online.

☐ Stock Code * :

1

☐ Stock / Pallet :

0

For Online Shopping Needs ONLY [Pour les besoins vente en ligne UNIQUEMENT]

.....
Description Tip: Press Enter on Keyboard, for spacing.

Description Astuce : appuyez sur Entrée sur le clavier, pour l'espacement.

African Print Maxi Dress for Women

100 percent cotton

All sizes and colors available

(Maximum characters: 700)

You have

574

characters left.

Online? ☒ | Offline? ☐

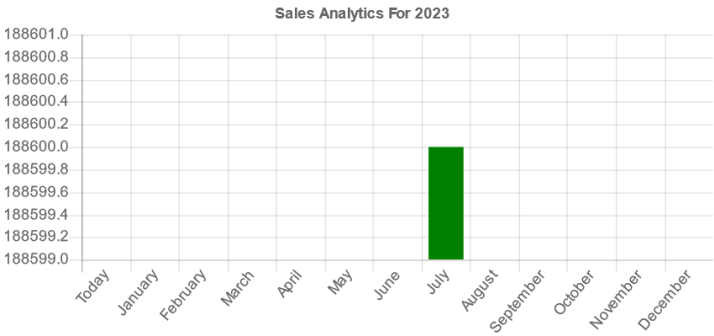
UPDATE?



Notice the
 tags, remove them to avoid double spacing.



Upload Logo



Print [Imprimer]

▷ **GENERAL STATISTICS**

▷ **BUSINESS VALUE 11,454,800**

▷ **PROJECTED PROFIT 2,058,050**

▷ **TELLER 2023-07-21**

▷ **SALE 0**

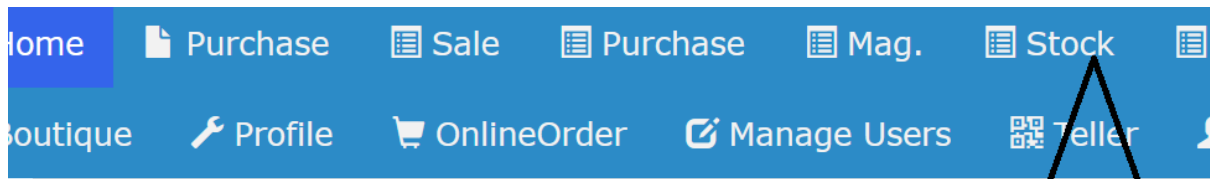
▷ **PROFIT 0**

▷ **PURCHASE 0 XAF**

Logo..



Reports



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 Stock

 Date: 2023-07-21

 BP XAF 9,376,750

 SP XAF 11,274,300

 PROFIT XAF 1,897,550

 BackUp Stores

 Wendpanga et Freres XAF 11,155,500

 IBUZ Technology Ltd XAF 118,800



#	CODE	ARTICLES	QTY	Date	BP	SP	BPT	SPT	PROFIT	STATUS
1	1	Assorted Dress <i>Online</i>	22	2023-07-03	2,500	5,000	55,000	110,000	55,000	OK
2	8	Avocado (KG) <i>Online</i>	100	2023-07-17	250	500	25,000	50,000	25,000	
3	11	Banana (KG) <i>Online</i>	98	2023-07-17	250	500	24,500	49,000	24,500	
4	14	Cacao Bean (50 KG) <i>Online</i>	99	2023-07-17	45,000	50,000	4,455,000	4,950,000	495,000	
5	15	Coffee Bean (50 KG) <i>Online</i>	100	2023-07-17	40,000	45,000	4,000,000	4,500,000	500,000	
6	16	Guinness 65 CL <i>Online</i>	99	2023-07-19	1,000	1,200	99,000	118,800	19,800	
7	7	Mangoes (KG) <i>Online</i>	99	2023-07-17	250	500	24,750	49,500	24,750	
8	9	Oranges (KG)	100	2023-07-17	250	500	25,000	50,000	25,000	
9	13	Plantain (KG) <i>Online</i>	98	2023-07-17	500	1,000	49,000	98,000	49,000	
10	6	Sports Tennis <i>Online</i>	20	2023-07-17	2,500	4,000	50,000	80,000	30,000	
11	3	Sports Tennis <i>Online</i>	60	2023-07-16	2,500	5,000	150,000	300,000	150,000	





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From

2023-07-01

To

2023-07-21

OK

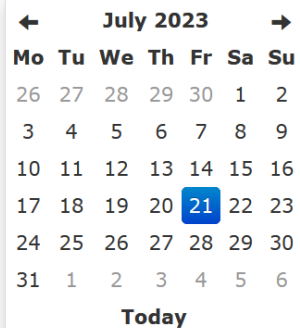
SALE

BETWEEN 2023-07-01 AND 2023-07-21

BP XAF 109,300

SP XAF 188,600

PROFIT XAF 79,300



Wendpanga et Freres XAF 188,600

#	Articles	Qty	BP	SP	BPT	SPT	Profit
1	Assorted Dress	27	2,500	5,000	67,500	135,000	67,500
2	CASTLE 65 CL	43	600	800	25,800	34,400	8,600
3	Guinness 65 CL	16	1,000	1,200	16,000	19,200	3,200



BATCH SERVICE

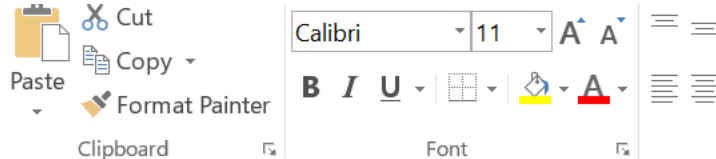
NOTE: This menu is recommended for setup purposes especially if you are migrating from another system and/or you already have your stocks in excel sheets.

DO NOT USE THIS OPTION IF YOU ALREADY HAVE STOCK IN THE SYSTEM.

Batch service is purposed to upload a list of stocks from a csv file to the system. It will upload a maximum of 1000 stocks per list. If you have more than 1000 stocks, you can distribute into two or more lists.

Every list will have just four rows:

A = Article name, B = B P, C = S P, D = Min. S P



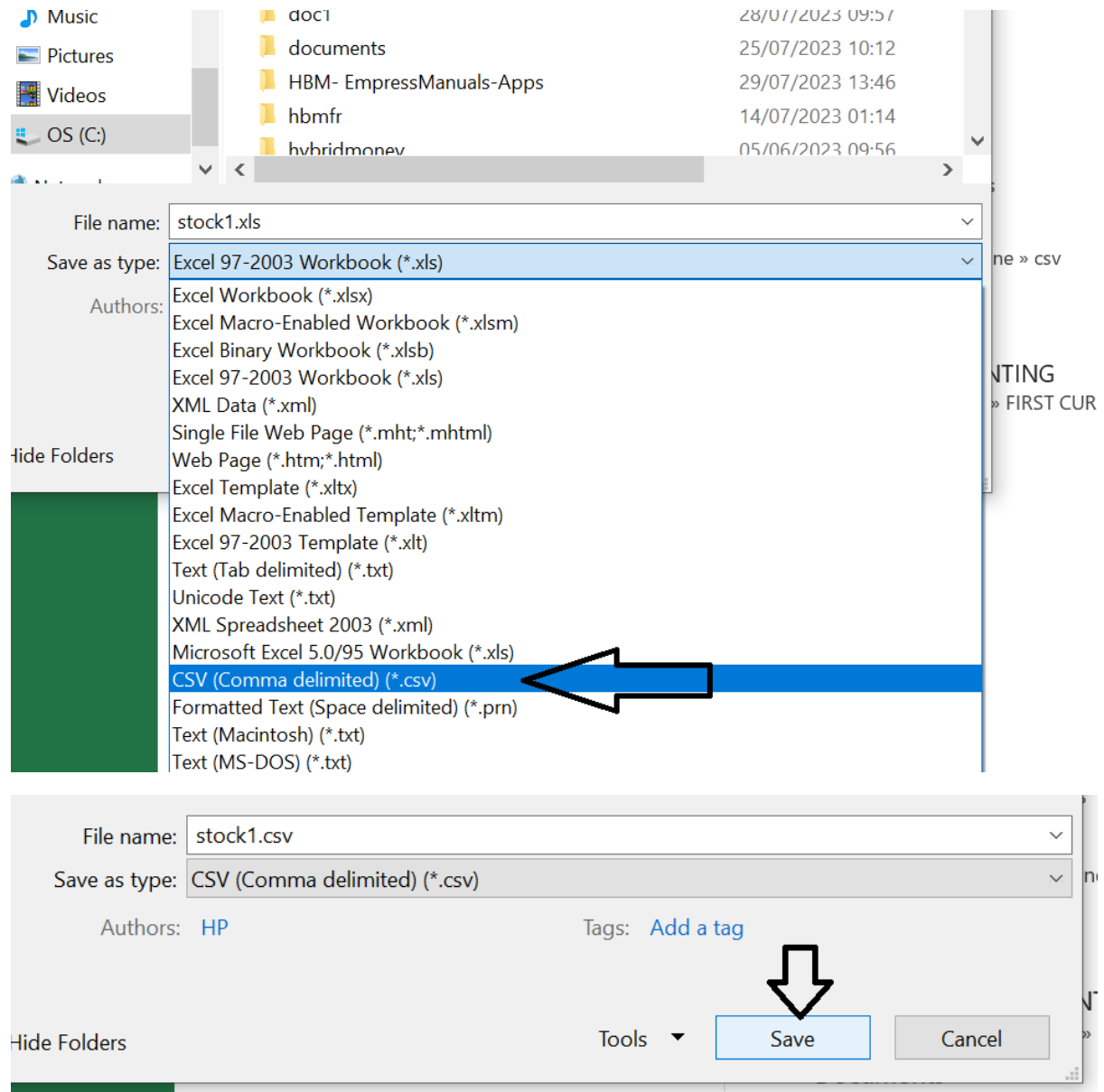
	A	B	C	D	E
1	SAVON 255 G	450	500	500	
2	OMO 20 G	75	100	100	
3	SUGAR	650	850	850	
4	MILK	250	350	350	
5	SALT 100G	300	400	400	
6	SADINE	250	350	350	
7					
8					
9					
10					
11					
12		B P	S P		
13	Article			Min. S P	
14					
15					

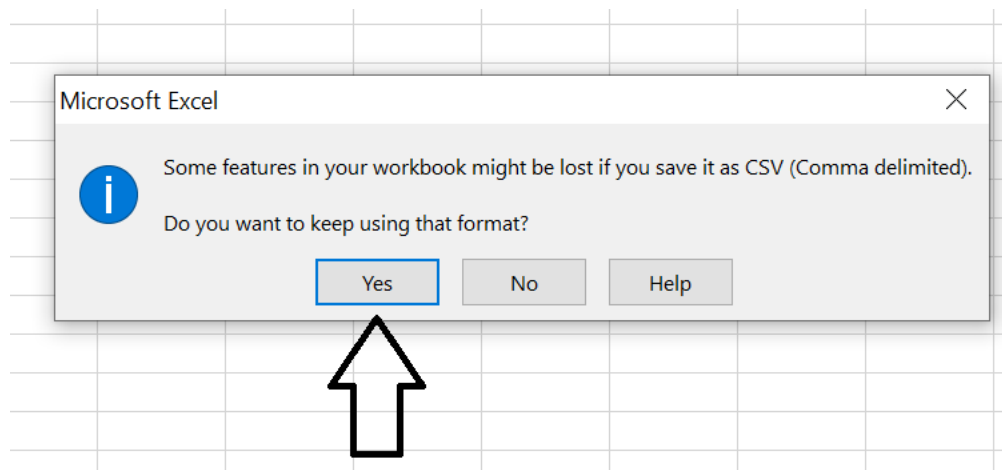
Convert excel to CSV

Click on SAVE AS menu on windows, select the option



CSV (Comma delimited) (*.csv). There are many type of csv options. Be careful with your selection.

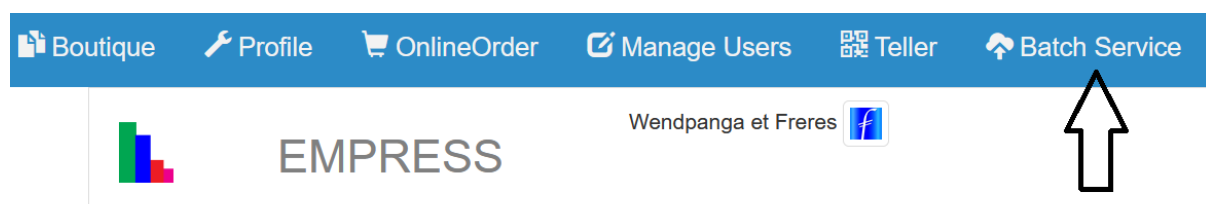




Follow the arrows as indicated.

Now your csv file is ready. Time to upload.

Select the menu Batch Service and click on the CSV Uploader link.



[CSV Uploader](#)



[CSV Uploader](#)



Select the CSV file created.

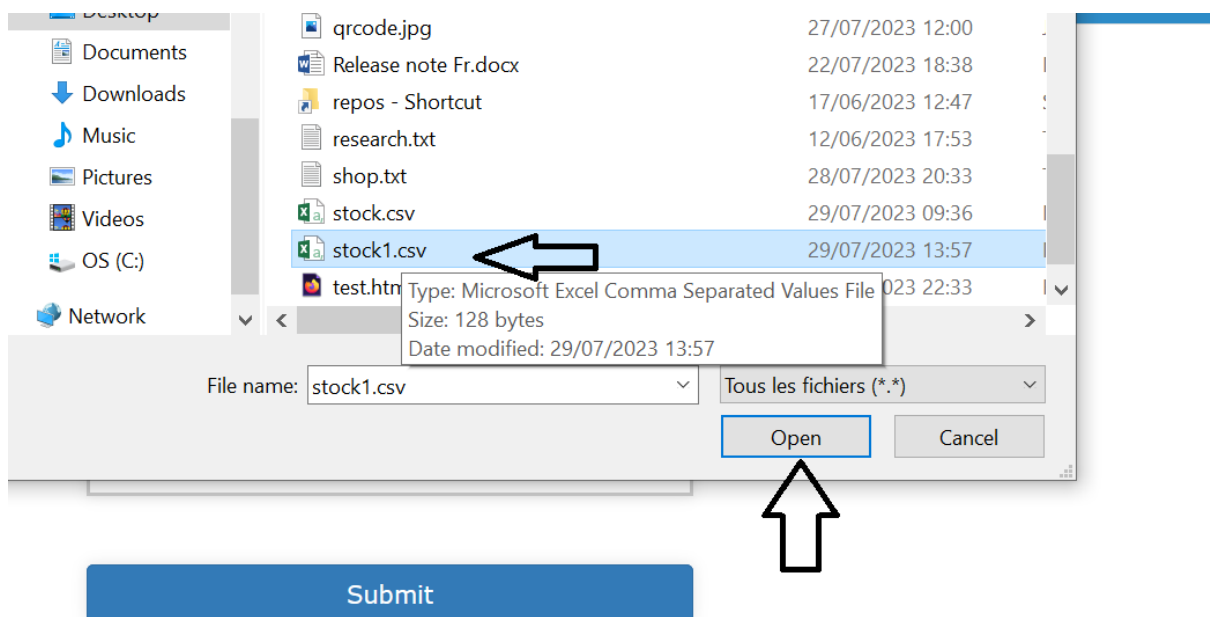


CSV Upload

Parcourir... Aucun fichier sélectionné.



Submit





CSV Upload

Parcourir... stock1.csv

Submit



Follow the arrows as indicated above.



CSV Upload

CSV Upload Successful!

<input type="checkbox"/>	10109994	MILK		250	350	350
<input type="checkbox"/>	10109992	OMO 20 G		75	100	100
<input type="checkbox"/>	9	Oranges (KG)	0	250	500	500
<input type="checkbox"/>	13	Plantain (KG)	0	500	1000	1000
<input type="checkbox"/>	10109996	SADINE		250	350	350
<input type="checkbox"/>	10109995	SALT 100G		300	400	400
<input type="checkbox"/>	10109991	SAVON 255 G		450	500	500

A successful upload will list the articles uploaded.



Time to inspect the articles uploaded for possible updates. If things are find, then leave it that way and move on to Purchases and Transfers.



Batch Update.

ANY UPDATE HERE IS FOR THE MAGAZINE ONLY.

[Boutique](#) [Profile](#) [OnlineOrder](#) [Manage Users](#) [Teller](#) [Batch Service](#) [SignOut](#)

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[CSV Uploader](#)

	Stock Code	Article		Qty	B P	S P
<input type="checkbox"/>	1	Assorted Dress		50	2500	5000
<input type="checkbox"/>	8	Avocado (KG)		0	250	500
<input type="checkbox"/>	11	Banana (KG)		0	250	500

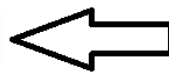
<input checked="" type="checkbox"/>	10109994	MILK		250	350	350
<input checked="" type="checkbox"/>	10109992	OMO 20 G		75	100	100
<input type="checkbox"/>	9	Oranges (KG)	0	250	500	500
<input type="checkbox"/>	13	Plantain (KG)	0	500	1000	1000
<input checked="" type="checkbox"/>	10109996	SADINE		250	350	350
<input checked="" type="checkbox"/>	10109995	SALT 100G		300	400	400
<input checked="" type="checkbox"/>	10109991	SAVON 255 G		450	500	500
<input type="checkbox"/>	6	Sports Tennis	0	2500	4000	4000
<input type="checkbox"/>	5	Sports Tennis	0	3000	8000	8000
<input type="checkbox"/>	3	Sports Tennis	0	2500	5000	5000
<input type="checkbox"/>	4	Sports Tennis	0	2500	5000	5000
<input checked="" type="checkbox"/>	10109993	SUGAR		650	850	850
<input type="checkbox"/>	12	Yam (KG)	0	500	1000	1000

Activate Windows

Select a list of items you want to update and click on the button Update.



S P [P V]	500
Min. S P [P V min.]	500
Qty [Qte]	
Stock Code	10109993
Article	SUGAR 65KG
B P [P A]	650
S P [P V]	850
Min. S P [P V min.]	850
Qty [Qte]	
<div>Submit</div>	



Update items as required and click on the **Submit** button

