



Mere Appne

UPI Pe Local Customer Network

Mere Appne

USER REFERENCE MANUAL

KBC Innovations India Pvt Ltd | V 1.0 | July 2018



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Introduction to Mere Appne App

Welcome to the digital world of Mer Appne . Its a user friendly mobile App designed to help carry out daily functions of various interconnected roles in a supply chain

- Ordering Delivering & Paying for Buyers
- Ordering Delivering & Collection for Sellers

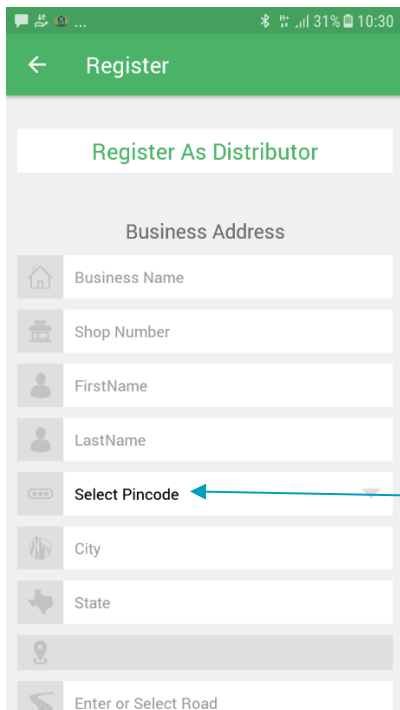
Mere Appne works on a cloud based secured & scalable platform as a back end . There are very limited Web options provided for the users as we believe in Mobile only approach ... In this document we will cover

- Registration process
- Business Set-up
- Manage Sales , Delivery & Collection
- Manage Purchase , Receipts & Payment
- Web Application

A1 How to register

After you download Mere Appne from Google Play Store or Apple Store you will have register ether as a Distributor or Retailer . This will be Done After you verify your mobile number with OTP

A1.1 BUSINESS ADDRESS DETAILS



Complete the Other Business Address Details Like your Business Name

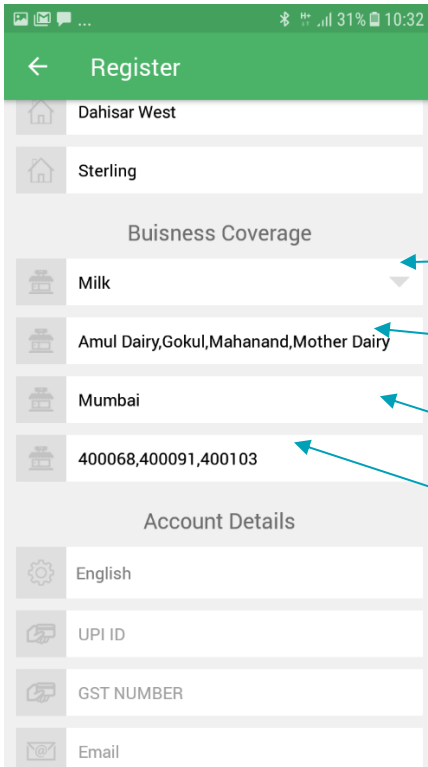
Owner First & Last Name

Area or Locality name

Road Name , Office Building Name

Start With your Shop or Office Location Pincode

A1.2 BUSINESS COVERAGE DETAILS



Register

Dahisar West

Sterling

Buisness Coverage

Milk

Amul Dairy,Gokul,Mahanand,Mother Dairy

Mumbai

400068,400091,400103

Account Details

English

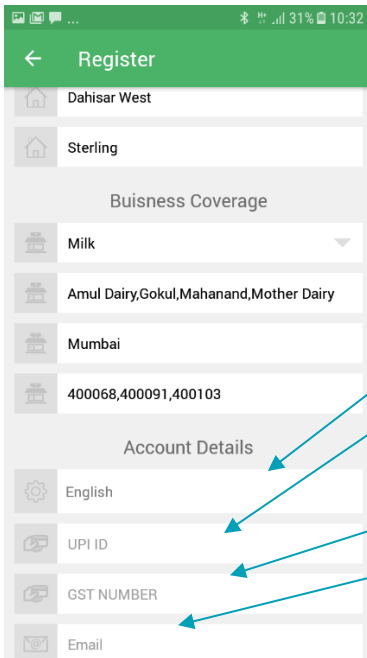
UPI ID

GST NUMBER

Email

- Start with Selecting Root Category of your Business
- Select Brands you work with (**avoid selecting all as it will ask you set prices for all Brands**)
- Select your City of Operations
- **Select Pin Codes that you operate**

A1.3 ACCOUNT DETAILS



- Set your Language Preference
- Add your VPA (UPI Id) this is required to help you collect money from your Customers against your bills Using BHIM/UPI
- **Update your GST registration Number**
- **Update your email**
- **Set your Password**

Once completed you All Set to Login

Getting Started with Mere Appne ..

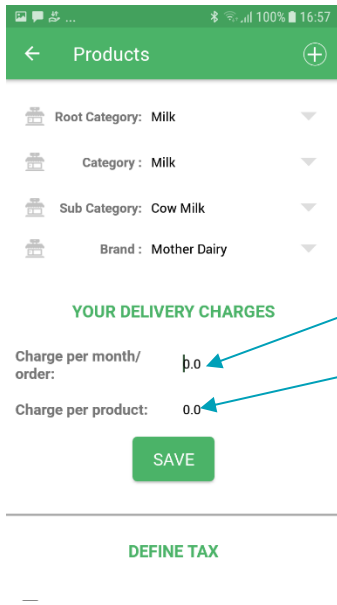
P1 Business Set-up

When you login for the first time you will be directed to set Product Pricing (Default prices for all products of selected brands) .. You can copy all products & then edit the prices as per your Business Needs .

P1.1 PRODUCT PRICING SET-UP

In this section we will explain how the Product Prices are set

- You need to set Delivery Charges if Any at
 - Per Month or Per Bill
 - Per Ltr/ Unit
- Zero if no delivery charge
- You Need state if prices are Inclusive or exclusive of GST We have Base Sales Prices Copied from Default which you can edit & also set specific prices for Customers by Named Customers
 - You can have same price for all days
 - Special price for each day
- **For separate Pricing by Customer we have provided an upload feature by Product .**



← Products +

Root Category: Milk

Category: Milk

Sub Category: Cow Milk

Brand: Mother Dairy

YOUR DELIVERY CHARGES

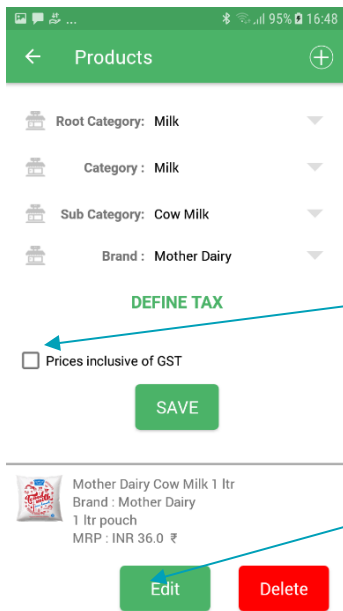
Charge per month/
order: 0.0

Charge per product: 0.0

SAVE

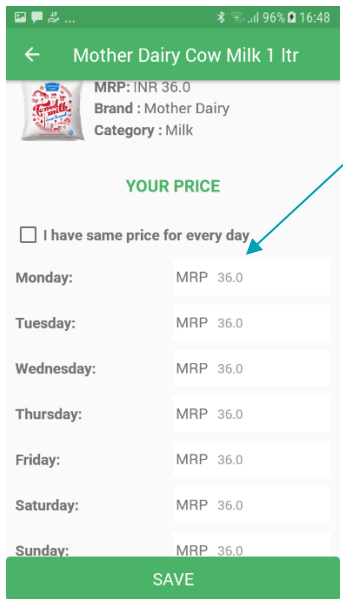
DEFINE TAX

- If you have delivery charges You can set it here per Month or Order
- Per Unit like Ltr / Kg / Each
- This will added as separate line in the Bill

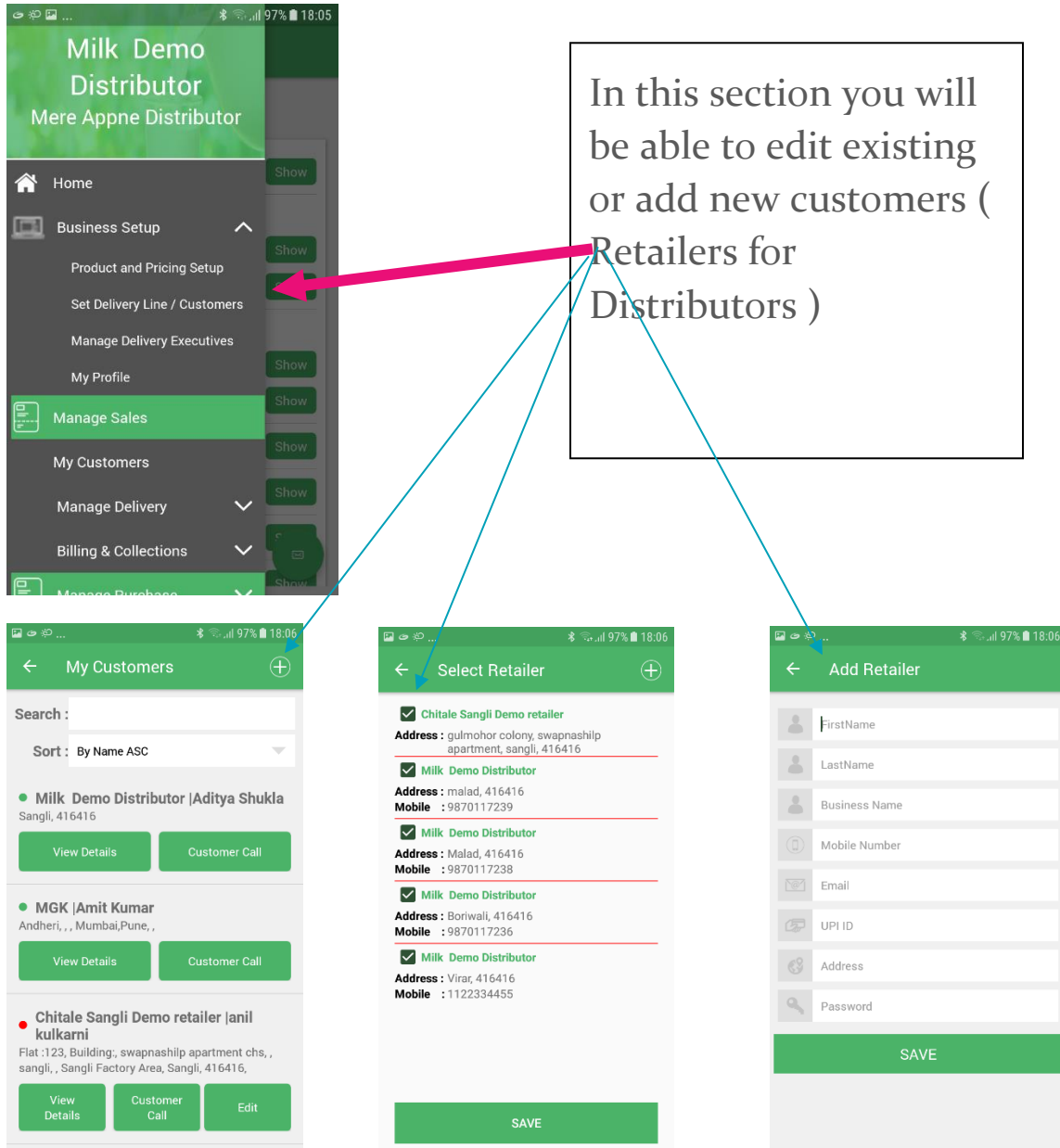


• You can define GST Status .. If Price is inclusive or Exclusive of GST

• You can edit price & if you have different prices for each day you can also set it up



P1.2 SET DELIVERY LINE /CUSTOMERS



In this section you will be able to edit existing or add new customers (Retailers for Distributors)

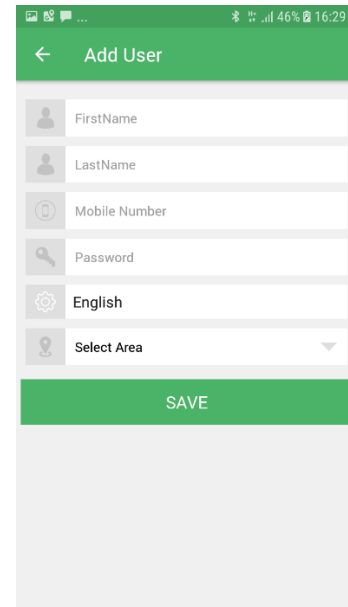
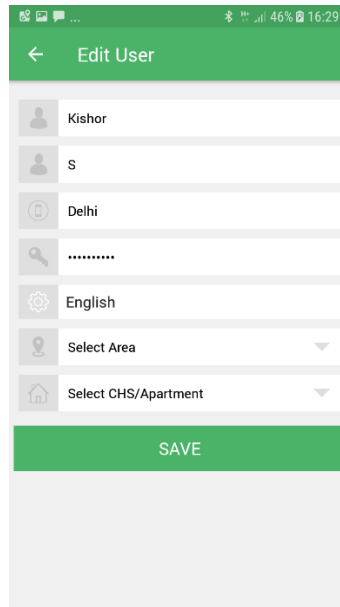
The screenshots show the following steps:

- Home Screen:** The 'Set Delivery Line / Customers' option is highlighted in the left-hand menu.
- My Customers:** A list of existing customers is displayed, including 'Milk Demo Distributor |Aditya Shukla' and 'MGK |Amit Kumar'. Each entry has 'View Details' and 'Customer Call' buttons.
- Select Retailer:** A list of potential retailers is shown, each with a checkmark, name, address, and mobile number. A 'SAVE' button is at the bottom.
- Add Retailer:** A form to add a new retailer with fields for First Name, Last Name, Business Name, Mobile Number, Email, UPI ID, Address, and Password. A 'SAVE' button is at the bottom.

P1.3 MANAGE DELIVERY EXECUTIVES

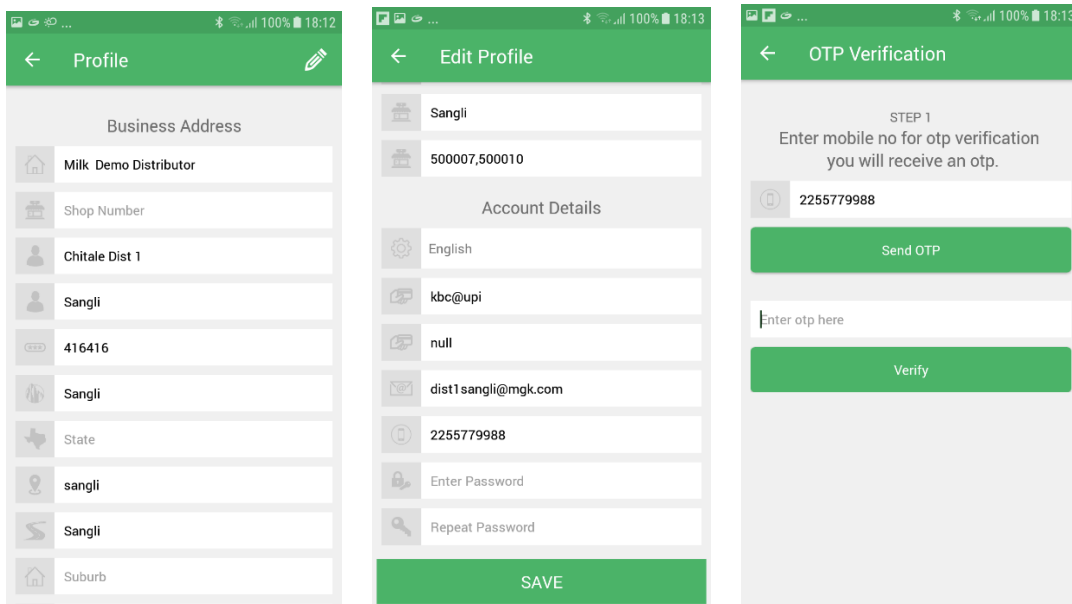
In this section you will be add your delivery executives who deliver to your customer's shop / home against their orders . You can assign routes to which set of customers are attached from a specific area / locality . The delivery executive can only see assigned customer's orders .

- You need to add
- Name, mobile Number , Passowrd
- Sete Route/ Area assign Customers from that Area



P1.4 MY PROFILE

In this section you will be able to edit your own profile for any changes or additions you would want to do including reset password . **The Business Critical Data changes like email, mobile number , VPA are fully secured with OTP** hence no one else except the original owners mobile number can make these changes



P 1.5 HOW TO USE APP SETTIINGS FOR YOUR BUSINESS

1. **Batch Enabled** : This functionality is for tacking Batch Numbers through entire value chain & starts from the topmost level like Plant / Depot ..If Batch Tracking is No at the Parent level it will not start at the level below .. If Yes then .. at the time of Loading the batch numbers selection and attachment to load are mandatory
2. **Credit Control** : If Yes then the system tracks Credit Limit for each Customer for Order to cash Process & blocks dispatches to Customers who don't have enough credit available for the load

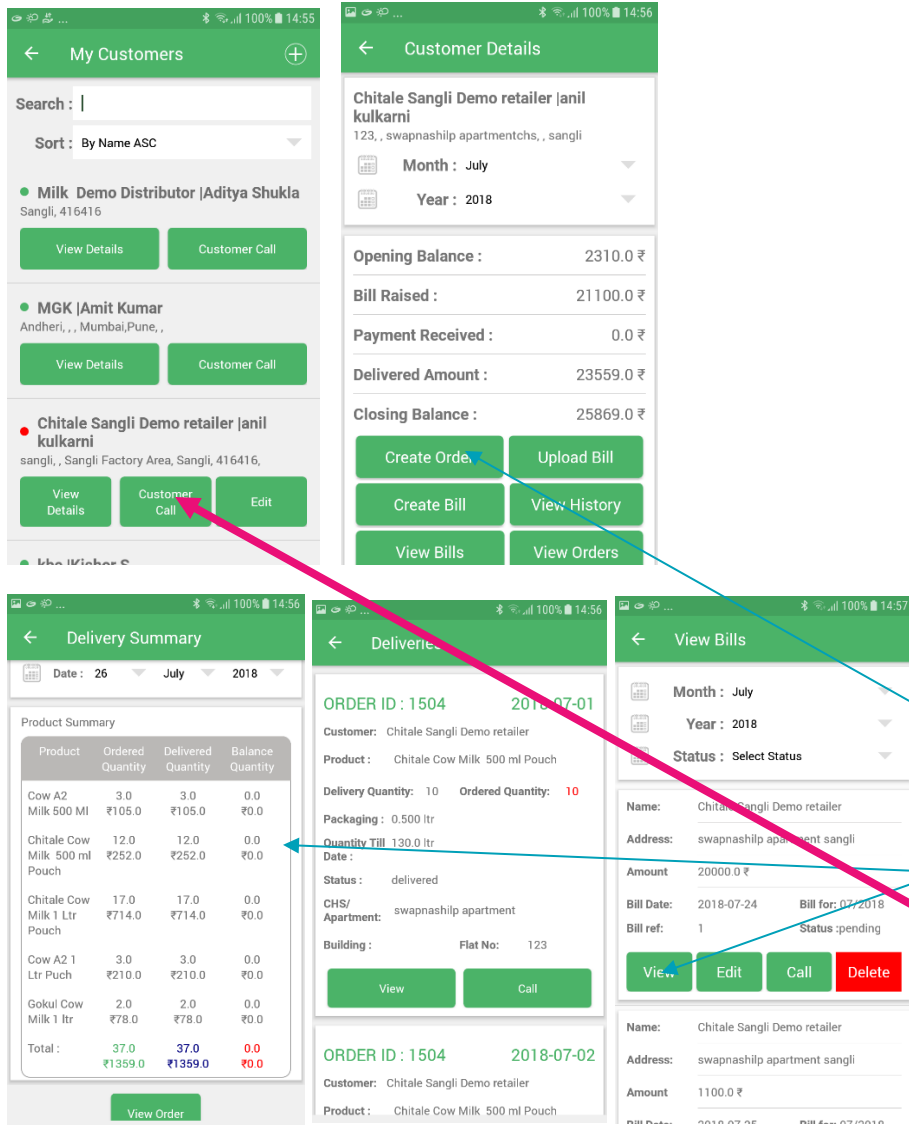
3. Create Advance Bill When Load is Approves : This functionality when On creates Advance Bill on Customers when the Customer Order /Load is Approved for Loading & Shipping Process, When Customers Make the full payment against Bill the Loading & shipping is allowed for the Route/ Load else it goes on hold
4. Cut Off Time : For Daily or Subscription type of Orders the Customers can edit the Next Day Orders till the specified time No edit possible for time after cut off time

P2.0 Manage Sales ...Order to Cash

This section will cover entire Order to cash Cycle of the business . Our My customers option is the nerve center of our APP & from this functionality you navigate for a specific customer every details of his business with you

P2.1 MY CUSTOMERS

My customers is a critical functionality tab of our app & covers every function



From one view you can navigate

- Create Order
- View , create Bill
- View Order and manage Delivery edit
- **You can even call the customer**

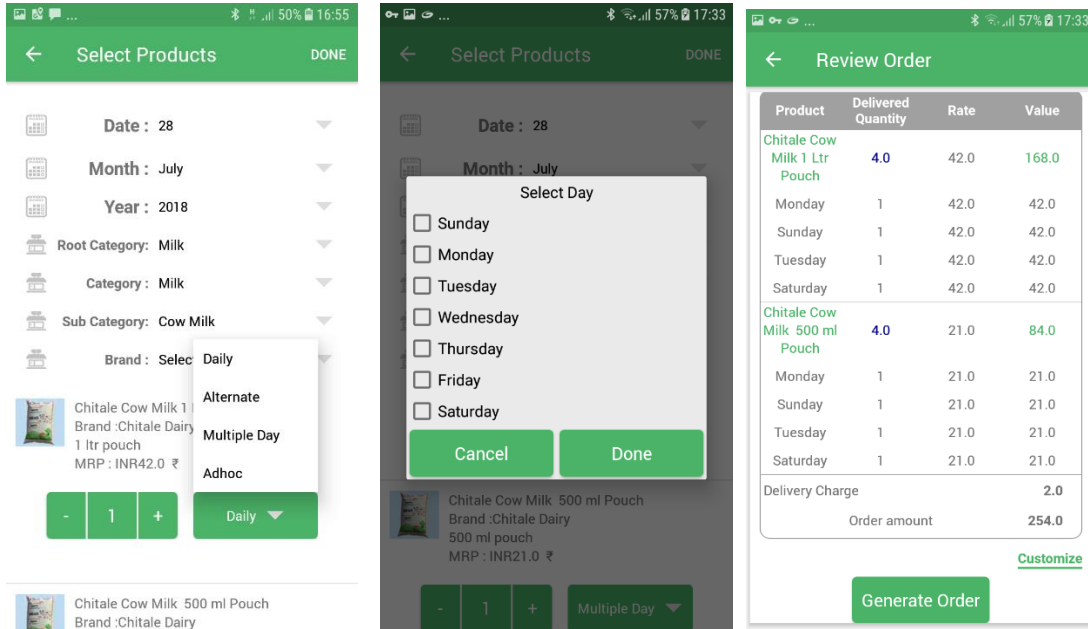
P2.1.1. How to create Customer Orders for Delivery

In order to facilitate your daily deliveries this functionality is of great importance ...

We have two types of orders

- **Subscription type** – Where delivery happens almost every day for an agreed quantity with few variants
 - Monthly Daily
 - Alternate Day
 - Weekly on few Days
 - Fortnightly (Only for specific business like Internet & cable)

- Quarterly (Only for specific business like Internet & cable)
- **AdHoc Orders** on a specific date



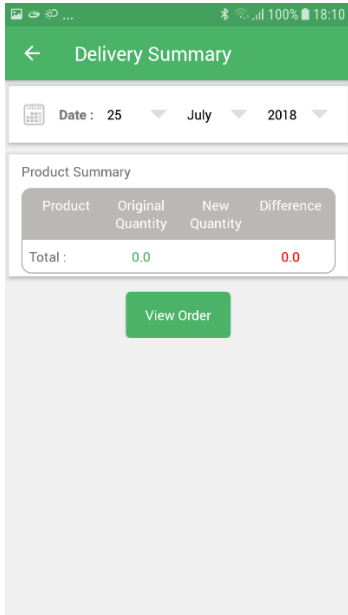
P2.2 MANAGE DELIVERY

This section covers deliveries to your customers against the orders It will cover

- Delivery Alert
- Manage Daily Subscription Delivery
- Manage Adhoc order Delivery
- Create new Subscription Order for a new Customer in the middle of the month

- Recreate Orders for the next months based reference Month
-
-

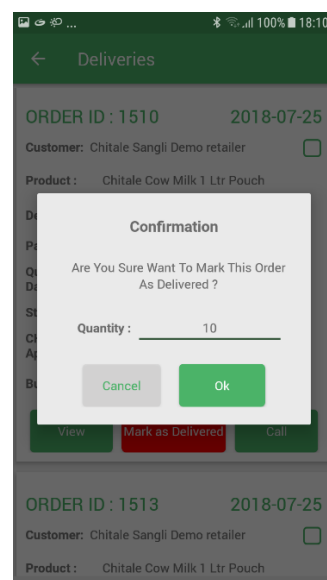
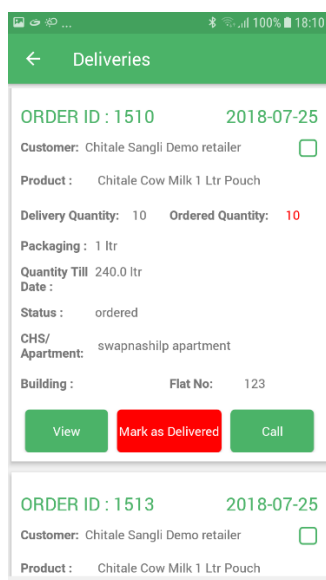
P2.2.1 Daily Delivery Alerts



You will get mobile notification whenever your customer makes any change to the required quantity for next day & you can also check the Daily Delivery Alert

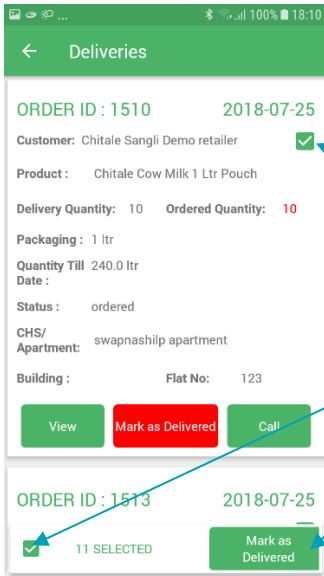
P2.2.2 Manage Daily Delivery

In this section you will be able to see the day's planned deliveries, confirm delivered quantity for each customer for that Day **& if the Billing is not completed also edit quantity for any day including today**



P2.2.3 Multiple Delivery Confirmations

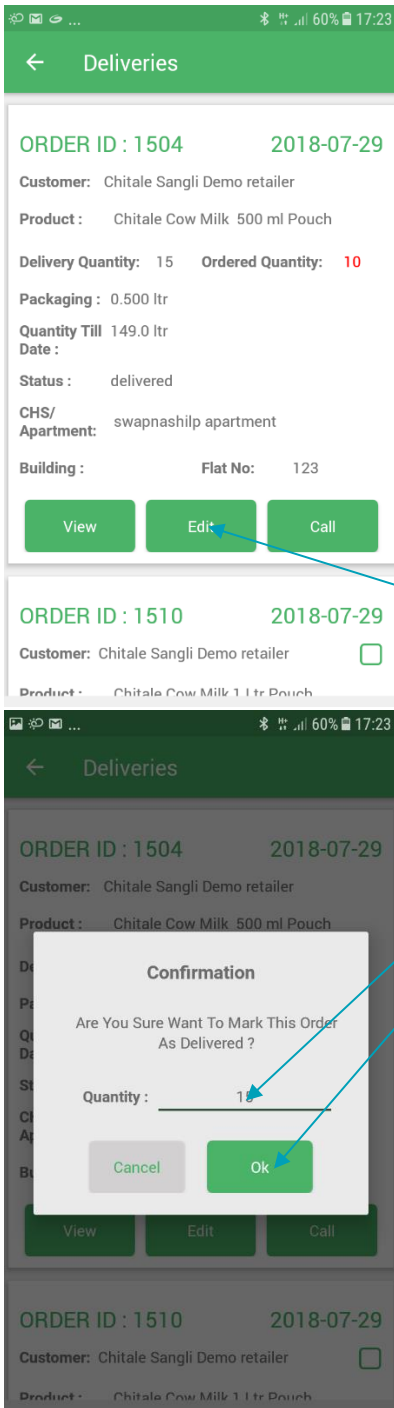
We have also provided for a unique feature that will allow delivery executive to confirm delivery for multiple customers **if there is no change in ordered & Delivered quantity . This feature will allow them to save time**



Just By clicking these boxes you can complete the delivery update in one go when there is no change in Ordered & Delivered Quantity

P2.2.4 Editing Delivered Quantity for orders

This functionality will work where the Order status for the selected Day/ Date is delivered but not Billed



Incase you want to edit the Delivered Quantity Post Delivery Confirmation

We have provided you with Edit Button by which you can change the delivered quantity before you generate Bill for that Day

P2.2.5 Ad Hoc Order Delivery

As we described earlier customers can create Ad Hoc type of orders when the requirement is not of repetitive in nature . AdHoc orders are created for a Single Date & if there are any

AdHoc orders user will be able to see them from the Delivery Dashboard or can also check them from this Menu Option All other Options remain the same

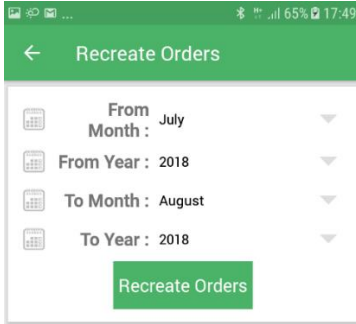
P2.2.6 Create Order Subscription

In case you have someone joining you as a customer in the middle of the month this option will allow you to select starting date for the subscription with a choice to start from any date of the month for the **previous dates the status will be delivered**

P2.2.7 Recreate Orders

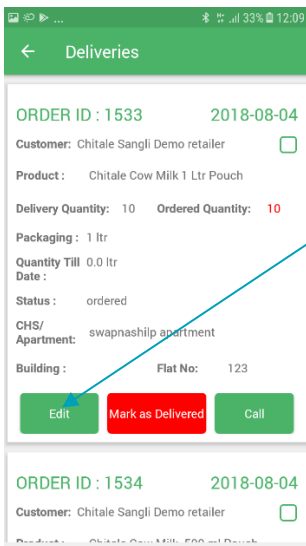
This one of the special functionality we have given you to minimize your efforts in creating orders for the next month . If majority of orders

are un changed you can give reference of current month to create order for the next month .

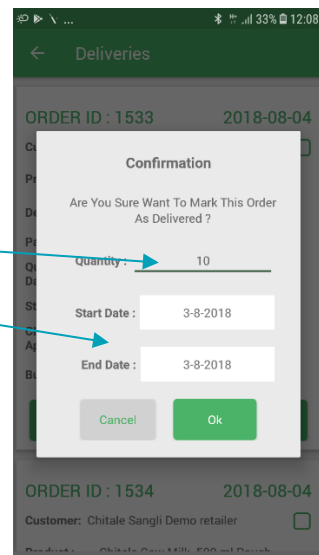


P2.2.8 Edit Orders for Date or Date Range for Daily Subscription Tyoe

We have provided Distributors with ability to edit Daily quantity your own Purchase or your retailer’s future dates orders .. If retailers are using AP they also can inform delivery changes using their APP and editing their Purchase Orders



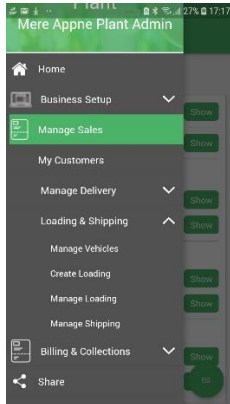
- Select Your Customer
- Select Order
- Press Edit Button
- Edit Quantity
- Select Start & End ate
- Your Edited quantity will be applied to all selected dates



P2.3 LOADING & SHIPPING

In this Section you will be able to manage entire Loading & Shipping process for Route based Delivery Approach

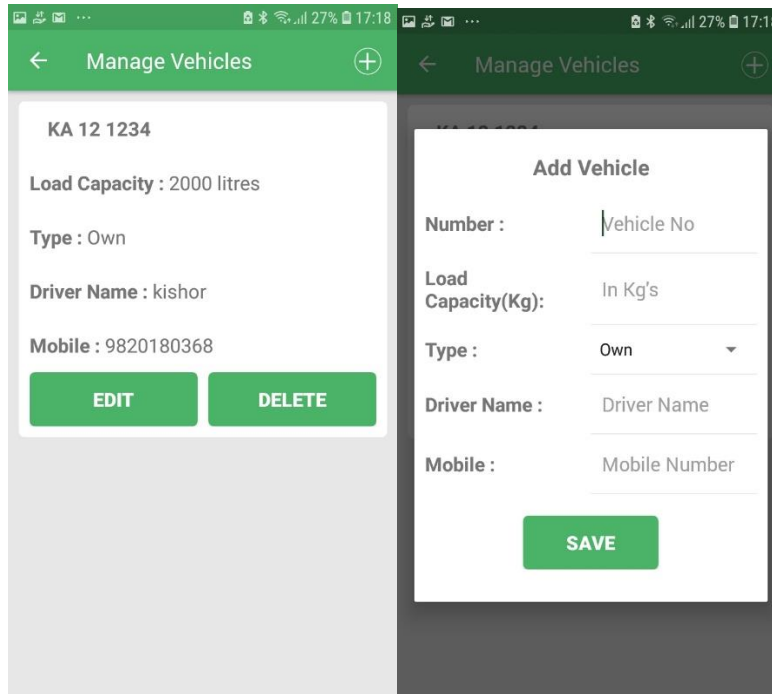
Route Definition is Needed for this to work



You can do Load Approval , Vehicle Selection , Allocate Batch Numbers if Setting is Yes complete & Update Actual Loading , Log Actual Shipping & Track Delivery , Complete Actual Delivery

P2.3.1 Manage Vehicles

In this section you can add / delete Vehicles reported for Delivery & at the same data is assigned to a Loading Slip



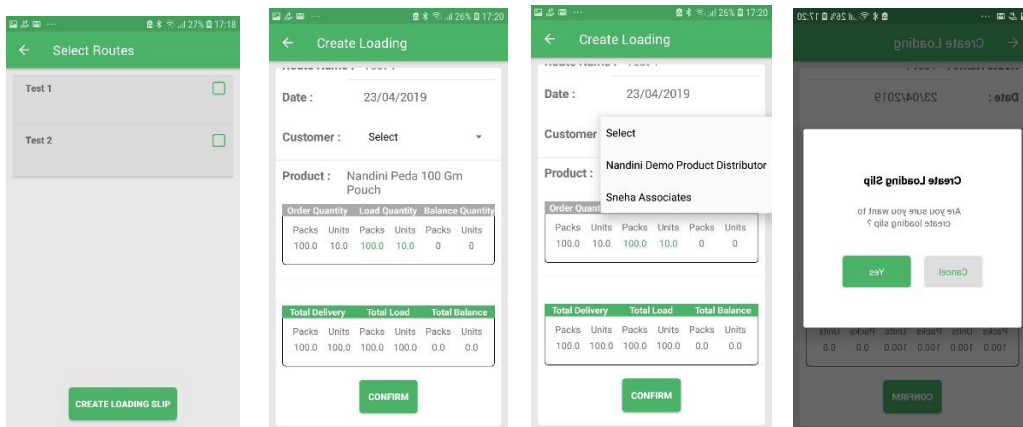
Reported Vehicle Details

- Type
Own/Contract
- Driver Name
- Driver Mobile

This vehicle is attached to a Loading Slip

P2.3.2 Approve Load / Indent

In this section users will be able to select Route for Loading & Delivery , Edit delivery orders for Customers of the selected Route for the day & once completed a Loading Slip will get created

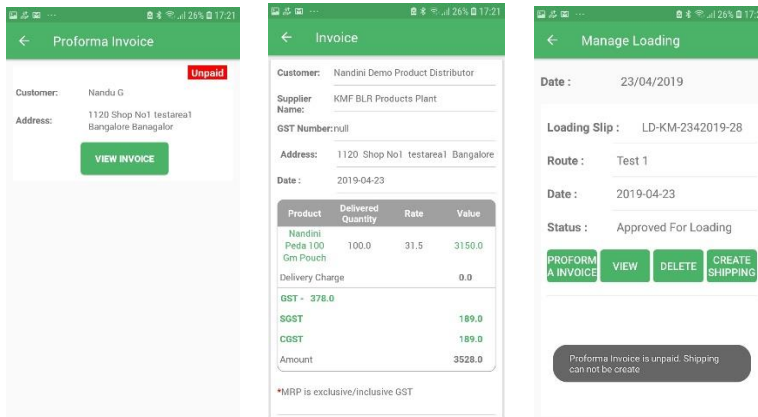


P2.3.3 Manage Loading

In this section users will be able to confirm Loading as per Loading Slip ...If the system demands advance payment as per approved load then the loading is possible only when the Customers makes the payment

The steps involved are

- Select Vehicle
- Assign Batch Numbers Loaded
- Confirm Loading ready for Shipment



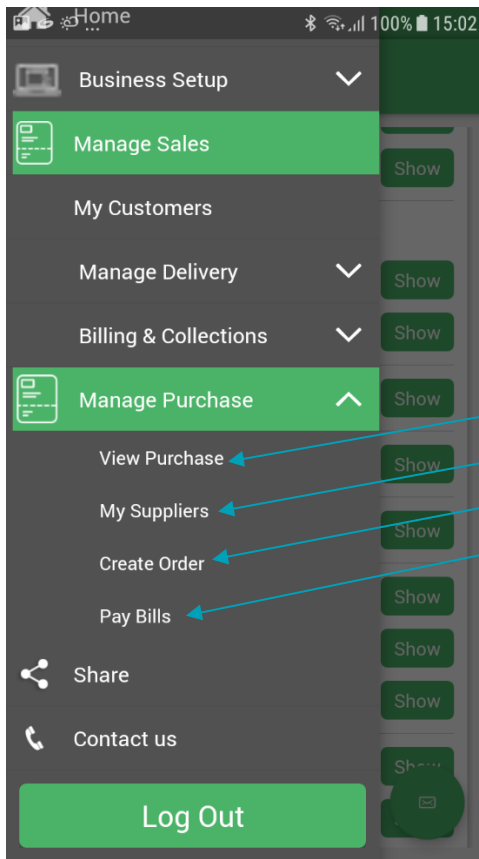
P2.3.4 Confirm Delivery

Users can confirm delivery for the customers who pick up loads from The plants / Depot

For those customers for whom the delivery is managed by Plants / Depot the same is handled by Delivery Executive assigned to the route

3.0 MANAGE PURCHASES

This section will cover your daily purchases



You will be able to

- View Edit Purchase
- Contact your suppliers
- Create new Order
- Review & Pay Bills

Main Dash Board

You can do all the Menu functions even from the dashboard

It has two section you can see at a glance

- Your Connected Customers & Order to Cash Data till collection

- Your Purchases Details till date , For the Day , Bill Received & Paid

