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INTRODUCTION
The purpose of this document is to provide a detailed User Manual for the Sales Management System to the customers of BRIT (Board of Radiation and Isotope Technology). The user manual provides a step by step guide to all the customers of BRIT on the ordering process for any of the products and services that BRIT offers. The document guides the customer through the on-boarding process, the uploading of their relevant document, placing an order, reviewing order status at all times, and making payments through the web portal.
How to Login

The Web portal for brit can be accessed through the http://www.britatom.gov.in website or directly through the URL https://eportal.britatom.gov.in

If accessing through the BRIT website, the user can access BRIT’s official website http://www.britatom.gov.in and click on the link named ‘ePortal Login’ on the right top corner. When clicked, the user will navigate to the Web ePortal for BRIT Sales Management System.

Alternatively, the user can also directly access the same using the portal https://eportal.britatom.gov.in. Please note that the application is best viewed and takes full advantages of all its features using Google Chrome, Firefox, Safari and Internet Explorer 12 and above.

Once on the main login page, the user can either login directly if he has a username and a password, or register himself to the portal.
New Customer Registration

If a user does not have a username and a password, he cannot login to the BRIT Portal. For logging in, the customer is required to have a valid username and a password. If the user wants to register himself to the portal, he can click on the ‘Register’ button on the Login screen.

The user can then follow the below given steps to complete the registration. Please note that the customer has to provide all details required for registration. Without proper documents and details, the customer cannot register successfully.

**Step 1:** If you are a New User, click on **Register** button. (refer below image)

![New User can register here](image-url)
Step 2: Enter valid GSTIN No. or you can enter valid PAN No. for new registration to proceed further.

Step 3: Then click on Proceed Button. (Note: For Step 2 & 3, refer above image)

In case of some customers who do not have a GSTIN number, the customer can click on the link “Don’t have GSTIN No? Click here”. The portal will then ask for the PAN Number for registering.

(Note: If the User is already registered, he can directly Sign In as given in above 1st image)
Basic Information

Once the user clicks on the **Proceed** button, the user must fill all the basic information as given in below screenshot. (refer below image)

(Note: All the fields with Asterisk (*) mark are mandatory).

The customer has to provide details like Institute Name, Contact person information, Primary Email address, Mobile number, Telephone number etc.

While the institution name, and contact person details are validated manually with the help of the attached documents (which will be done later), the email address and the mobile number are validated in the next process via an email verification program and an OTP sent to the user’s mobile phone. Unless these details are validated, the user cannot proceed further to registering himself to the portal. He cannot place any order to BRIT without a successful registration.
Customer Information

In the second section for the profile page, the user has to enter more information about the institution like the type of institution, the exact location of the institution etc. Once entered, the user also have to agree to the ‘Terms and Conditions’ specified by BRIT in the link provided. The user is required to read the terms and conditions carefully and then agree to the same.
Step 1: Select the Institute Type from given options.
Step 2: Enter all the information of Registered Address of Institute, as given in below screenshot.
Step 3: If you agree with the terms and conditions, then check mark here as given in below screenshot.
Step 4: Click on Register button.
(Note: For Step 1 to 4, refer below image)

Step 5: Once you click on the Register button, one pop-up window will display that mentions that the Enrollment has been done successfully. Please note that the registration is still not completed. The portal will now authenticate the email address and the mobile number of the customer. An email verification link is sent to the user’s email address.
The format of the email is similar to given below. The user can login into his email account, find the email sent by BRIT. When the user opens this email, he will see a ‘Verify Email’ button in this email. The user has to click on this button which will verify his email address.

When user click on the button, the software will take him back to the portal. This denotes that the email address has been verified by the portal. The next step is to verify the mobile number mentioned during the registration process.
**Step 6:** On completion of the email verification, the user will be asked to enter a 6 digit OTP number sent on his mobile number. This is the primary mobile number that the user had mentioned when he filled up the registration form.

One the user enters the correct OTP number in the screen shown below (refer above image), he would be authenticated and registered successfully to the BRIT ePortal.

Please note that the Portal would send the username and a auto-generated password to his registered email address. The user can now access the BRIT ePortal to login using this username and password and complete his profile.
Please note that only his login credentials have been successfully created by the software. The user still has to enter further details in his profile to complete the registration which will enable him to place orders through the portal.

**Step 7:** For logging into BRIT portal, the user will get the login details sent to his mail-id as shown in below screenshot. (refer below image)
Login with the Registered User

Now that the username and password have been created, the user can come back to the login screen and use the same username and password to login to the BRIT ePortal. When the user logs in into the portal for the first time, he would be asked to complete is profile page. The profile page allows the user to update further information about the user and his profile along with certain mandatory documentation that he needs to upload to the portal for the final registration.
Profile

After successful login, user must click on profile module to see his profile. The profile shows the information he has already filled in during the Sign-in Process. The user has to now provide documents and more details related to those details.

The profile allows the user to update his Institute details, billing information, the types of products and services that the user is allowed to purchase from BRIT and other information.
Institute Details

Step 1: Choose file of GSTIN no. and PAN No. as it is mandatory.
Step 2: Enter valid GSTIN No. and PAN No. (Note: For Step 1 & 2, refer above & Below image)
Billing Information

In Billing Information section, the user must fill valid account details like Bank Name, Account holder name and Account Type etc. as shown in below screenshot. (Refer Fig. 16)

Step 1: Enter Bank Name and Account Holder Name.
Step 2: Enter Account officer’s email address and enter the annual turnover of last three years.
Step 3: Enter Account Type, IFSC Code and Valid Account No.
Step 4: Upload Cancelled check file as shown in below screenshot. This is mandatory to ensure that the details provided related to the bank and the user’s account are valid.
(Note: For Step 1 to 4, refer above image)
**Product Category**

The Product Category section allows the user to mention the products that the user is allowed to purchase from BRIT. Since BRIT primarily manufactures radioisotopes and radiopharmaceuticals, this information is to be provided by the user. The user also has to provide valid documentation to support that he is eligible to purchase the products from BRIT.

**Step 1:** Select product category from the list. (refer below image)
Address Information

Here, the user must fill all the fields of Address Information that are mandatory, as shown in below screenshot. This information is vital for billing as well as product delivery. The address section is divided into two sections:

1. Bill To
2. Ship To.

The user has to enter both the details. At times when the billing address and the ship to address is the same, the user can click on the ‘Same as Billing Address’ check box to automatically copy the address from the Billing side to the Ship To side.

The user also has to provide the nearest Airport to his location. This is important for users who’s sites addresses are away from the production centers. The government guidelines make it mandatory for some products to be sent only by Air.

(refer below 1st & 2nd image)
Contact Person Information

In the contact person information page, the user can enter the contact details of the primary contact person who would be responsible for the user account. Most of the times, it could be the head of the institute. All information about the contact person needs to be filled in. The contact person can also reset the auto-generated password he has received on the email and change it based on his Preference.

**Step 1:** First the user must enter Contact Person Name, Designation and Department.
Step 2: He must then enter a valid email address in primary and secondary fields.
Step 3: Enter valid Mobile No. and Telephone No.
Step 4: Enter new password, if you want to change the password.
Step 5: Enter valid Aadhar No. and its attachment.
Step 6: After filling all the information, click on Update button.
(Note: For Step 1 to 6, refer below image)
User can Edit the Profile before verification

Before finally updating the profile, the user can review all the details of his profile on the page and check them. Once he is sure that all the details are correct, he can go ahead and submit the profile to the portal.
Regulatory Certificate

The most important part of the registration process is updating the regulatory certificates to the portal. Regulatory certificates are provided by the governing body AERB to the customer as a permission to purchase radioactive products from BRIT. Without proper regulatory certificates, it is not possible for any customer to purchase any radioactive products from BRIT. The user has to select the product category for which he has received the regulatory certificate and select No Objection Certificate (NOC) type from the checkboxes.

The NOC Type could be Cumulative or Individual. The user has to select Cumulative if the regulatory certificate is applicable to multiple product. If the certificate is applicable to an individual product, the user has to select ‘Individual’.

Uploaded/Edited pending Regulatory Certificate verification
Step 1: First user must select the product category from the list.
Step 2: Select NOC Type either Cumulative or Individual.
(Note: For Step 1 & 2, refer below image)
NOC Type: Cumulative

**Step 1:** The user must first select the NOC Type as Cumulative.

![Image showing NOC Type selection](image1.png)

**Step 2:** Then he must select the Product from the list.

**Step 3:** Enter Case File Number, Document No. and Specification likewise fill all the information which is necessary.

(Note: For Step 1 to 3, refer below image)

![Image showing product selection](image2.png)
**Step 4:** After filling the entire information, the user can click on **Submit** button. He will then see the notification that NOC has been uploaded successfully. (refer below image)

**NOC Type: Individual**

**Step 1:** First, the user can select the NOC Type as **Individual**.
Step 2: The user can click on Add Product button to add product of individual NOC type.
Step 3: He can select the Product Name and Source Type from the list.
Step 4: He can then enter the specification and Activity in specified fields.
Step 5: Then select Unit and Frequency from the list. Similarly, select purpose from the list.
Step 6: To save product, click on Save Product button.
Step 7: If the user wants to remove the product, click on Remove Product Button.
(Note: For Step 1 to 7, refer above image)
Step 8: Enter Case File Number and Document No.
Step 9: Select Date of Validity. Similarly, fill all the mandatory fields.
Step 10: Then the user can upload NOC document and then click on Submit button. (Note: For Step 8 to 10, refer below image)

For all the NOCs that the user has uploaded, he can see the list of the same in the ‘Uploaded NOC’ section. The user has an option to click on the ‘Edit’ button to edit any NOC Details. The user can also delete the NOC from the list and from his profile.
**Editing and NOC detail.**

The user can use the ‘Edit’ button to edit the NOC details. When the user clicks on the edit button, a popup with details of the NOC is displayed. The user now has to enter all the details of the NOC in this window. The user has to ensure that correct information about the NOC is uploaded. This is rechecked and verified against the document uploaded in this window.

The user has the option to upload the Case file number, the document number, the activity and units that the user is allowed to take. The user also has to mention the frequency at which he is allowed to take the certain quantity. He also can mention the source type.

The user has to mention the date of issuing of the NOC along with the date of expiry. These dates are important as the BRIT will not issue any product to the customer if his NOC validity is expired. Similarly, the portal will ensure that only specified quantity is sold to the customer based on the frequency selected. The frequency could be daily, weekly, fortnightly, monthly, quarterly, half-yearly or yearly.
Once these details are updated, the user also has to upload the actual NOC document’s scanned copy in jpeg or pdf format. This document is then verified and approved/rejected based on the information provided.
The user also has an option to remove any NOC from his profile if required. The user is allowed to do that only during the editing time when he first updates the NOC. After the verification of NOC is done and BRIT approves the NOC and the profile of the user, the customer cannot delete or remove any NOC from the system.
Once the NOC documents are verified by the BRIT team, the user will receive an SMS and an email on his registered mobile phone. This is the final authorization provided by BRIT for the customer to place the order. This is where the registration of a customer is completed. Once the complete registration is done, the user is now free to place orders to the BRIT portal for radioactive sources.
If the document are still not verified...

The user can select the ‘New Order’ option from the menu to place an order to the BRIT portal.
The user has to remember, that if the verification is not complete, he would get a message “Dear YELLOWSTONE Your Profile is under Verification, you will be notified once your profile is Active”, as shown below in the image. At this stage, the user cannot place an order and he has to wait for the verification to be completed.
Similarly, in case of standing orders, the user gets a message ‘Sorry, documents are not verified’, as shown in the screenshot below.
Customer Login

Profile

My Profile
Once the NOC uploaded by customer is verified by sales, the user is a valid customer, and only a valid customer can apply for a new order. The user, when he visits the profile page, may notice green checkmarks next to the documents he has uploaded, similar to how they are shown in the screens below. This means that the BRIT sales team has verified the documents attached by the customer and the documents have been accepted by BRIT.
Cancelled Cheque Document verified

Aadhaar No. Document is verified
Regulatory Certificate

The user can login to the ‘Regulatory Certificate’ option to view the status of his certificates. The certificates are categorized into the following:

- Valid NOCs
- Rejected NOCs
- Suspended NOCs
- Terminated NOCs
- Expired NOCs.

Valid NOCs.

No Objection Certificates that have been approved by BRIT as valid after checking the same, are categorized as Valid NOCs. BRIT Portal will allow products to be purchased by the customers only under valid NOCs.

Rejected NOCs.

If BRIT Sales team, for some reason finds the certificate to be invalid, due to various reasons, like mistake in filling up the form, mismatch in data provided, invalid form, unclear form, etc. BRIT has full rights to reject the NOC on such grounds. The BRIT sales team mentions the reason for the rejection so that the customer immediately is made aware of the same.
Suspended NOCs.

NOCs that have been suspended by BRIT for various reasons come under the category of Suspended NOCs. These NOCs are usually suspended by BRIT if they find that the customer is misconduct on a particular NOC document. The customer cannot place an order based on a suspended NOC document. A suspended NOC can be reactivated by BRIT based on further clarification provided by the customer.

Here you can see the suspended NOC documents.
Terminated NOCs.

BRIT can also terminate certain NOCs from the customer’s profile if the customer is found to be misusing the certificate in any form, or the customer is found to be misusing the radioactive material he is purchasing through BRIT.
Click here to take a print
**New Order**

**Placing a new order.**

Once the customer’s profile is validated, his email address and mobile number is verified, his NOCs are reviewed, checked and approved, the customer can place an order for a BRIT product. The order can be placed using the ‘New Order’ option.

During the order creation process, the portal will automatically check the validity of the NOC under which the customer is purchasing the product.

The portal will check the units already purchased by the customer in the duration mentioned in the NOC and compare with the quantity being ordered now. If the quantity is more than the limit allowed to the customer during that period, the portal will not allow the customer to place the order.

For example, if the customer has a limit of ordering 5 curie of iridium in a week’s time, he has already purchased 3 curie, and the new order he is trying to place is for 3 curie, the system will not allow him to place the order, since the total qty he would purchase would exceed the limit allowed to the in that week. This way, the portal allows only the amount eligible to the customer.

The portal will also check the customer’s outstanding. If the outstanding of the customer has crossed his credit limit due to previous purchases, he will not be allowed to purchase any further product from BRIT. The portal will stop the customer from placing any further order (irrespective of his NOC statue) unless he makes payment for his previous orders.
**Step 1:** To create a new order, the customer can first select the unit. The customer can either select Curie or Becquerel. This enables the customer to use his preferred unit while placing the order.

**Step 2:** Then the user can select product category from the list.

**Step 3:** Select product from the list.

**Step 4:** Select Production center. Then click on **Add Order** button to add a new order. (**Note:** For Step 1 to 4, refer below image)

**Step 5:** Select Date of Delivery and select batch of dispatch.

**Step 6:** Select unit from the list. Similarly, enter quantity and price.
Step 7: Select Supply Mode from the list. Similarly, fill all the required fields.

Step 8: To save the order, click on **Save Order** button.

Step 9: To delete the order, click on **Delete Order** button.

(Note: For Step 5 to 9, refer below image)
**Step 10:** Enter P.O./W.O. Number and Date, then upload P.O./W.O. file. (refer below image)

**Step 11:** Click on Submit Button to submit the new order. (refer below 4th image)
Once the order is saved, it turns into a green colored bar as shown in the figure below. Once the current order is saved in this manner, the user has an option to add a second order. In the similar fashion, the customer has an option of adding multiple orders together. Once the orders are added, the customer then can finally click on ‘Submit’ to save the orders. There portal will ask for a confirmation from the user to confirm that the order is to be placed. Once confirmed, the portal would place the order for the customer.

Click here to edit new order

After submitting the order you have
Flexible Orders

In case of flexible orders, there are no cut off dates. However, Flexible order is placed only for the below given products.

- Radioimmunoassay Kit for Triiodothyronine (T3) based on magnetizable particles
- Radioimmunoassay Kit for Thyroxine (T4) based on magnetizable particles
- Radioimmunoassay Kit for Free Thyroxine (FT4) based on antibody coated tubes
- Immunoradiometric assay Kit (IRMA) for Thyroid Stimulating Hormone (TSH) based on antibody coated tubes
- Radioimmunoassay Kit for Insulin

Also, user can place the flexible order by selecting any date.

**Step 1:** Select product category.

**Step 2:** Select Product from the list for the flexible order.

**Step 3:** Select Production Center.

**Step 4:** Click on Add Order button. *(Note: For Step 1 to 4, refer above image)*
Select Date of Delivery
Step 5: Select Date of Delivery.
Step 6: Set radio button off for the Flexible order.
Step 7: After that, in date of delivery field, the dispatch dates will be display.
Step 8: If set the flexible order ON, we can select any date from the calendar.
Step 9: Select batch of dispatch.
Step 10: Select Unit and Quantity.
Step 11: Select supply mode from the list.
Step 12: Select center from the list.
Step 13: Click on Save Order button to save the order and delete the order, click on delete order button. (Note: For Step 5 to 13, refer above image)
Standing New Order

Apart from a normal order, there is a concept of standing order in BRIT. In Customer Standing order, customer can place the order for an entire year. Customer can create new standing order when the documents of the customers are verified by the Sales user. A standing order is nothing but a schedule of orders provided in advance by the customer for his deliveries on particular days of the year. Once an order is being created, the user can select from multiple days in the calendar when he wants deliveries and a schedule is accordingly prepared. Once all the details of the standing order are entered, the customer can then click on Submit. Clicking on Submit shows a popup for confirmation on these orders along with the date, quantity and other details. Once the user clicks on confirm, the portal creates a series of orders under the main standing order.

To create standing orders, the user can follow the steps as given below:

**Step 1:** Select category and product from the list.

**Step 2:** Then select production center from the list. After that you can see the delivery dates of the product, as shown in below screenshot. *(Note: For Step 1 & 2, refer below 1st & 2nd image)*
Step 3: Click on **Finalize the Dates**. (refer below image)
Step 4: Select unit and the dispatch from the list.

Step 5: Enter quantity in specified field.

Step 6: Select at least one order from the list of orders.
Step 7: Click on **Apply to Selected** button. (Note: For Step 4 to 7, refer above 1st & 2nd image)
Step 8: Select Supply Mode and Delivery Mode from the list as shown in below screenshot. (refer below 2nd image)
Select Supply Mode

Select delivery mode

Select Airport from the list
**Step 9:** If you want to reset all the details click on **Reset** button.

**Step 10:** After filling all the information, click on **Submit** button. (Note: For Step 9 & 10, refer below image)
Customer Order Status after sales has Cancelled/Amend the order

Step 1: Select Date range.
Step 2: Then click on Display button. (refer below 2nd image)
Step 3: When you clicked on Display button, you will see the list of the orders from the given date range. (refer below 1st image)

Step 4: Click on View button. After clicking on view button, you can see the order details. (refer below 2nd image)

(Note: On click of view button, you can Amend/Cancel the order).
Step 5: Then click on **Order Amendment** and then click on **Cancel Order**.

Step 6: Click on **Submit** button, then order will be amended successfully. (For Step 5 & Step 6 refer below image)
Click here to cancel the order

Select Unit

Edit quantity here

Click here to cancel the order
Step 7: When you cancel the order, Order Status will be change as **Order cancelled** as shown in below screenshot. (refer below image)
Step 8: When you **amend** the order, Order Status will be change as shown in below screenshot. (refer below image)
Step 9: Click on View button, so that you can see the order details. (refer below image)
Customer Order Status after Sales Approval

Dashboard

After Customer login, customer can see the order status on dashboard. (refer below image)
Orders status

**Step 1:** Select Date range then click on **Display** button.

**Step 2:** Click on Orders, you can see the list of orders from the given date range.

**Step 3:** Click on **View** button.
Step 4: When you clicked on view button, you can see the order status of the order placed by customer. (Note: For Step 1 to 4, refer above 1st, 2nd & 3rd image)
Customer Dashboard and Order Status once order approved by production

Dashboard

When production user changes the status of the orders placed by customer, on customer dashboard order status will be change as shown in below screenshot. (refer below image)

Orders status

Step 1: Select Date range then click on Display button.
Step 2: After clicking on display button, customer can see the list of orders.
Step 3: Click on View button.
Step 4: After clicking on view button, customer can see the order status as shown in below screenshot. *(Note: For Step 1 to 4, refer above 1st & 2nd image)*
Approval Mail by Production User

(Note: Once order is approved by Production user, the customer will get the Email with the product details as shown in below screenshot).

![Email Screenshot]

Dear YELLOWSTONE HOSPITAL,

You are receiving this email because BRIT have Approved your Order as follows:

<table>
<thead>
<tr>
<th>Product</th>
<th>Quantity</th>
<th>Delivery Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colloidal Serranium Phosphate</td>
<td>4</td>
<td>2018-11-26</td>
</tr>
</tbody>
</table>

Regards,

BRIT Portal

BOARD OF RADIATION & ISOTYPE TECHNOLOGY
Customer dashboard and order status once production manager amended / cancelled the order

Dashboard

When Production user amend or cancel the order placed by customer, the status will be display on Customer Dashboard.

**Step 1:** Login with Customer Username and Password.

**Step 2:** Go to Orders.

**Step 3:** Select Date range then click on Display button.

**Step 4:** After clicking on display button customer can see the list of orders.
Step 5: Click on View button. (Note: For Step 2 to 5, refer above 1st & 2nd image) (Note: On click of view button, you can Amend/Cancel the order).
Orders Status

Step 1: Select Date range then click on Display button.

Step 2: After clicking on display button, customer can see the list of orders.

Step 3: Click on View button.
Customer dashboard and order status after packaging is done by production manager

Dashboard

**Step 1:** Login with customer Username and Password.
**Step 2:** On dashboard, Customer can see the Order Status, Current Outstanding and NOC Expiry details. (refer below image)

Orders Status

**Step 1:** Go to Orders module.
**Step 2:** Select Date Range then click on Display button. After that you can see the list of orders.
Step 3: Click on View button. Customer can see the status of orders as shown in below screenshot. (Note: For Step 1 to 3, refer above 1st & 2nd image)

QA/QC done-Customer Status

Customer can also see the Order Status here when the QA/QC is done.
Order Track

- QA Done by QA
  - 23 Nov 2018 10:15 AM
- QC Done by QA
  - 23 Nov 2018 10:15 AM
Customer dashboard and order status once airway bill is generated by dispatch

Dashboard

**Step 1:** Login with Customer Username and Password.
**Step 2:** On Dashboard, you can see the order status. (Refer below image)

Orders Status

**Step 1:** Click on Orders module.
**Step 2:** Select Date Range and then click on Display button. (refer below image)
Step 3: Click on View button. Customer can see the order status as shown in below screenshot. (refer below image)

Order status after HP done by HP team
Customer can see the order status after clicking on orders module when HP done by HP team
Customer dashboard and order status after airway bill is generated by dispatch and package out for delivery

Dashboard

**Step 1:** Login with customer Username and Password.
**Step 2:** On Dashboard, customer can see the order status. (refer below image)

![Dashboard Image](image_url)

Orders Status

**Step 1:** Go to Orders.
**Step 2:** Select Date Range and then click on Display button.
**Step 3:** After clicking on Display button, customer can see the Order Status as shown in below screenshot. (Note: For Step 1 to 3, refer below image)

![Orders Status Image](image_url)
Step 4: Click on View button. (refer above image)

Step 5: Order status will be display to the customer. (refer below image)
Make Payment

Pay Online

**Step 1:** Go to Make Payment->Pay Online. (refer below image)

![Payment Interface]

**Step 2:** Enter the Amount in a **To pay** column, if the amount is partially paid then its status will automatically change to **Partially Paid**.

**Step 3:** If the amount is fully paid then its status will be **paid**.

**Step 4:** Click on Print button to take a print. (Note: For Step 2 to 4, refer below 1st & 4th image)
Step 5: Dispatch order comes under Delivered/Executed Orders as shown in below screenshot.
(refer below image)
Step 6: Enter Amount to pay. (refer above 1st image)
Step 7: Click on Confirm button. (refer below 1st image)
Step 8: After that, you can see the popup window for confirming the pay.
Step 9: Click on Proceed to pay button. (refer below 3rd image)
Step 10: After that go to **Internet Banking** option. (refer below 1st image)

Step 11: Select Bank from the list.
Step 12: Click on **Pay Now** button. (refer below 2\textsuperscript{nd} image)

Step 13: After that you will get the message that payment for order ID done successfully. (refer below 3\textsuperscript{rd} image)
Payment Details

Popular Banks

Order Summary
Order No.: 1800020
Merchant Name: SBlePay Info Tech
Amount: 61162.00
Processing fee:
GST:
Total:
Visit https://www.sblepay.com to know the status of your transaction.

Payment of Order ID 1800019 Done Successfully!

Total Outstanding: ₹ 3154559.15
Credit Limit:  
Available Balance: ₹ 3183.20

Orders Under Processing

<table>
<thead>
<tr>
<th>#</th>
<th>Order No.</th>
<th>DOD</th>
<th>Prod No.</th>
<th>Grand Total</th>
<th>Payment</th>
<th>Outstanding</th>
<th>Paid(%)</th>
<th>Status</th>
<th>To Pay</th>
<th>Recalculate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1800006 26-Nov-20...</td>
<td>PHM4</td>
<td>₹ 70154.40</td>
<td>₹ 70154.40</td>
<td>₹ 0.00</td>
<td>₹ 0.00</td>
<td>100.00</td>
<td>Paid</td>
<td>Inter Amou</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>1800007 28-Dec-20...</td>
<td>TCG1</td>
<td>₹ 22927.40</td>
<td>₹ 22927.40</td>
<td>₹ 0.00</td>
<td>₹ 0.00</td>
<td>100.00</td>
<td>Paid</td>
<td>Inter Amou</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>1800008 23-Dec-20...</td>
<td>TCG1</td>
<td>₹ 22927.40</td>
<td>₹ 22927.40</td>
<td>₹ 0.00</td>
<td>₹ 0.00</td>
<td>100.00</td>
<td>Paid</td>
<td>Inter Amou</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>1800010 30-Dec-20...</td>
<td>TCG1</td>
<td>₹ 183419.21</td>
<td>₹ 1201.05</td>
<td>₹ 182218.11</td>
<td>₹ 0.65</td>
<td>Partially Paid</td>
<td>Inter Amou</td>
<td></td>
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</tr>
<tr>
<td>5</td>
<td>1800011 09-Dec-20...</td>
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<td>₹ 45854.80</td>
<td>₹ 855.80</td>
<td>₹ 44999.00</td>
<td>1.87</td>
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<td>₹ 1.80</td>
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<td>TCG1</td>
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<tr>
<td>8</td>
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<td>0.00</td>
<td>Partially Paid</td>
<td>Inter Amou</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Step 6: Customer will get the mail after customer order is dispatched. (refer below 1st image)
Complete Transaction

**Step 1:** Go to Make Payment->Complete Transaction.

**Step 2:** When the amount is paid by the customer, the product will be dispatch and the order will come under **Complete Transaction** as shown in below screenshot. (refer below 1st image)