

7/15/2025

Presence360 ERP

User Manual-

Procurement & Inventory

Management

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1. Overview

Presence360 is an intelligent, modular, and scalable ERP platform designed to digitize and streamline every aspect of your enterprise operations—from finance and procurement to inventory, compliance, and asset management. Built for organizations aiming for efficiency, transparency, and real-time decision-making, Presence360 empowers your teams with automation, analytics, and secure digital workflows.

We envisioned a platform that could digitally transform how work is executed, tracked, and billed—especially in organizations with complex operations. Presence360 was born out of five core beliefs that shaped its foundation. First, digitization should be practical and field-ready, extending beyond head offices to include remote sites and on-ground teams. Second, time is capital; a delay in approvals or measurements today can lead to project setbacks and cost overruns tomorrow. Third, transparency builds trust, particularly when multiple stakeholders such as contractors, departments, and finance teams are involved. Fourth, data should drive decisions, which is why real-time dashboards, audit trails, and intelligent alerts are integral to the platform. Lastly, we believe in sustainability through simplification—by eliminating paper, reducing manual interventions, and enabling remote accessibility, we help organizations save time, cut costs, and operate more efficiently.

2. Getting Started with Presence360

You are all set to simplify, speed-up and smarten-up your work. Before you begin, make sure your administrator adds you as a user and grants all, and any, of the appropriate permissions as per your role and scope of work. Contact your administrator if you don't know your credentials.

3. Presence360 Login

Go to Presence360 ERP Login Page

- Open your web browser and visit the official ERP URL:
<https://auth.thepresence360.com/login>

Enter Your Registered Email ID

- In the **Email/Username** field, type your registered email address.
- Make sure there are no typos or extra spaces.

Enter Your Password

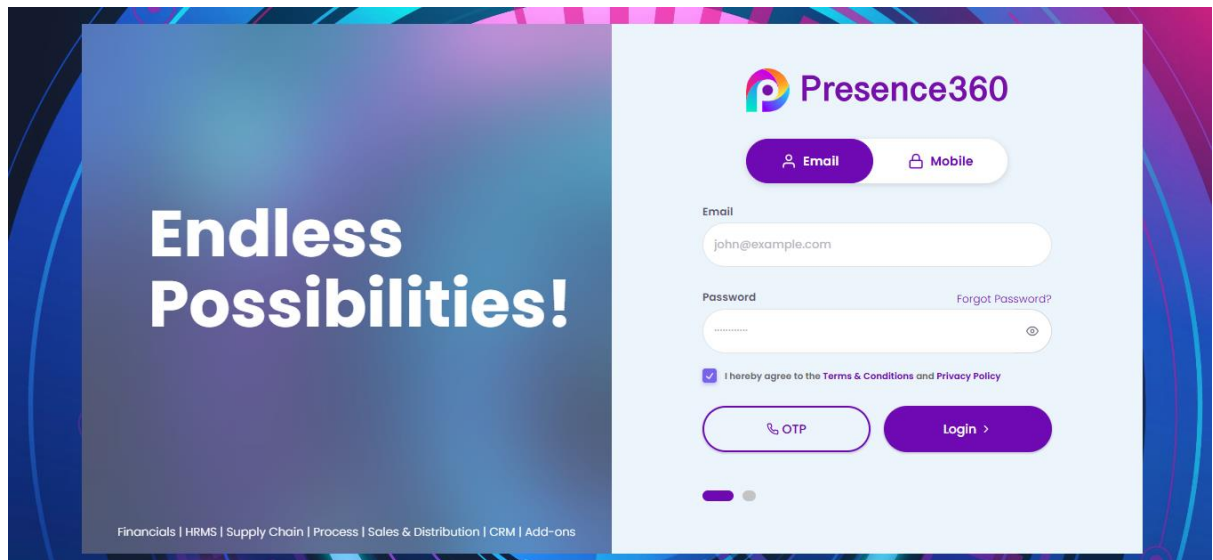
- Type the password associated with your account.
- Click the “eye” icon if you want to view the password while typing.

Click on the ‘Login’ Button

- Press the **Login** or **Sign In** button to access your dashboard.

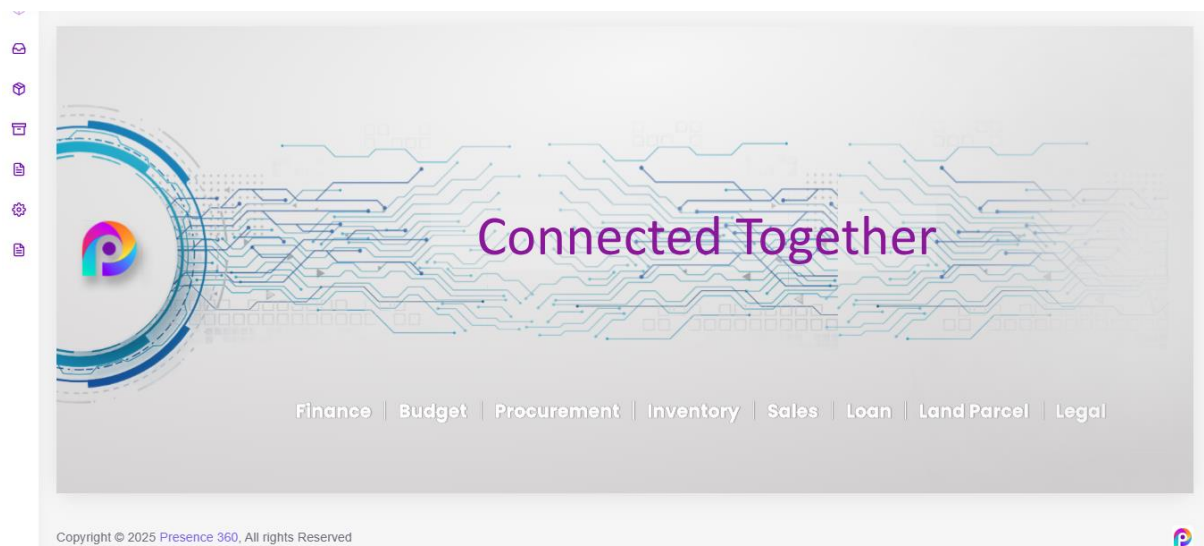
Two-Factor Authentication

- If 2FA is active, you will receive an OTP via email or SMS.
- Enter the OTP to complete verification.

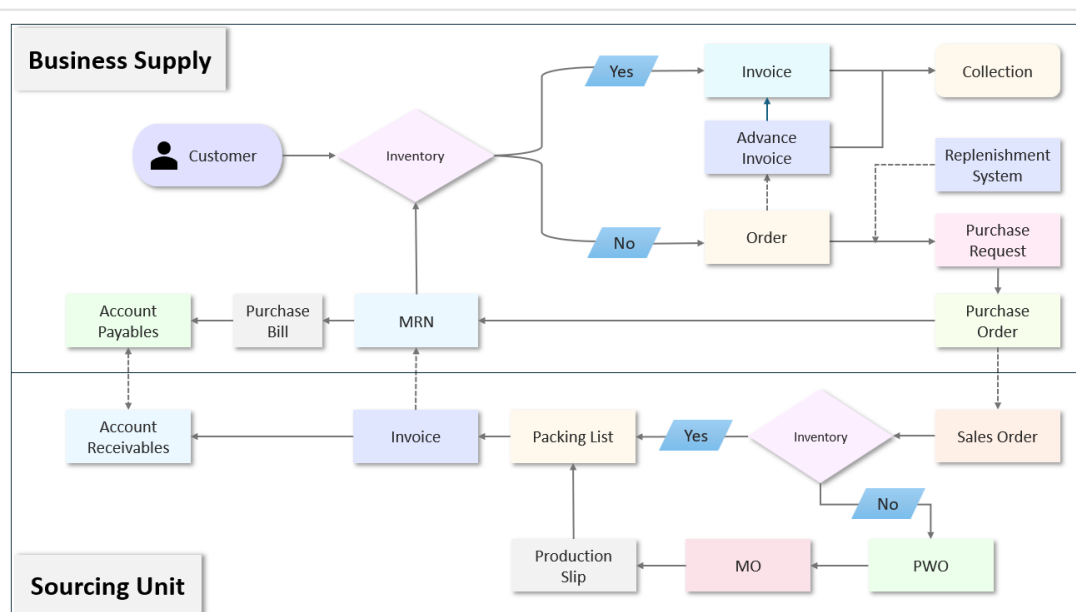


Access Granted

- Upon successful login, you will be directed to your personalized dashboard with access based on your assigned role (Admin, Finance, Procurement, etc.).



Flow Chart of Procurement and Inventory Module



4. Procurement Module

Introduction to Procurement module:

Purpose: To guide users through the procurement process in the ERP system.

Scope: Covers purchase requisitions, approvals, purchase orders, goods receipt, and invoice processing.

Audience: Procurement officers, purchasing agents, warehouse staff, and accounts payable.

It includes : Job order>Rate Contract>Purchase Indent>Purchase Order>Expense Advice

Navigation:

Module Path: Main menu>Procurement

Roles & Permissions: Ensure your user role has access to Procurement and related sub-modules.

4.1. Job Order

The Job Order module helps companies manage work assigned to vendors, either for delivering finished products or supplying raw materials.

There are two types of job orders:

Job Work: Where finished goods are directly requested from the vendor.

Sub Contracting: Where raw materials are requested based on the Bill of Materials (BOM) already defined in the system for each product.

This module allows users to create job orders, define quantities and delivery timelines, and track their progress. Each job order goes through a multi-level approval process if defined to ensure accuracy and proper authorization before it is finalized.

Job Order WorkFlow:

- Create Job Order Request and submit
- Internal Review & Approval
- Job Order Issuance to Vendor
- Job Execution and Monitoring
- Service Completion & Receipt
- Invoice Verification & Payment

Job Order Creation:

Navigation: Procurement > Job Order > Create New Job Order

(A) Job Order creation with Type **JOB WORK:**

Enter mandatory fields like: series, jo no., jo date, location, type, vendor details, add product details

Staqo

Staqo Delhi

FY 2024-25

6

Home

Add New

Back

Save as Draft

Submit

Basic Information

Fill the details

Series *

JO

JO No *

6

JO Date *

11-Jul-2025

Location *

NOIDA

Type *

Job Work

Reference from

PWO

Vendor Details

Vendor *

Currency *

Payment Terms *

Exchange Rate *

TIMEFRAME GENIUS

Indian rupee

NET 45 DAYS

1

Vendor Address

Billing Address

Delivery Address

Vendor Address *

K-12078 NOIDA EXTENSION, UTTAR PRADESH, Noida, Uttar Pradesh, India, Pincode - 201301

Billing Address *

STAQO WORLD PRIVATE LTD, New Delhi, Delhi, India, Pincode - 100049

Delivery Address *

STAQO WORLD PRIVATE LTD, New Delhi, Delhi, India, Pincode - 100049

Job Order

Home

Add New

Back

Save as Draft

Submit

Vendor Address

Billing Address

Delivery Address

Vendor Address *

K-12078 NOIDA EXTENSION, UTTAR PRADESH, Noida, Uttar Pradesh, India, Pincode - 201301

Billing Address *

STAQO WORLD PRIVATE LTD, New Delhi, Delhi, India, Pincode - 100049

Delivery Address *

STAQO WORLD PRIVATE LTD, New Delhi, Delhi, India, Pincode - 100049

Product Details

Delete

Add Item

Product Code	Product Name	Attributes	UOM	Qty	Service Charge	Value	Discount	Total	Delivery Date	Action
SFFADYF001	DYED FABRIC	SIZE: 8	PCS	10		1000.00	0.00	1000.00	11-Jul-2025	<div></div> <div></div> <div></div>
						1000.00	0.00	1000.00		

Item Details

Category: NA

Sub Category: FABRIC

HSN: 123456

Attributes: SIZE: 8

Inv. UOM: PCS

Qty: 10.00

PO Details: Receipt Qty: 0.00

Short Closed Qty: 0.00

Bal Qty: 0.00

JO Summary

Tax

+ Discount

+ Expenses

Sub Total

Item Discount

Taxable Value

Tax

Total After Tax

Expense

Grand Total

1000.00

0.00

1000.00

100.00

1100.00

0.00

1100.00

It can be saved as a draft for further use or it can be submitted.

Staqo

Staqo Delhi

FY 2024-25

6

Home

Add New

Back

Save as Draft

Submit

Basic Information

Fill the details

Series *

JO

JO No *

6

JO Date *

11-Jul-2025

Location *

NOIDA

Type *

Job Work

Reference from

PWO

Vendor Details

Vendor *

Currency *

Payment Terms *

Exchange Rate *

TIMEFRAME GENIUS

Indian rupee

NET 45 DAYS

1

Vendor Address

Billing Address

Delivery Address

Vendor Address *

K-12078 NOIDA EXTENSION, UTTAR PRADESH, Noida, Uttar Pradesh, India, Pincode - 201301

Billing Address *

STAQO WORLD PRIVATE LTD, New Delhi, Delhi, India, Pincode - 100049

Delivery Address *

STAQO WORLD PRIVATE LTD, New Delhi, Delhi, India, Pincode - 100049

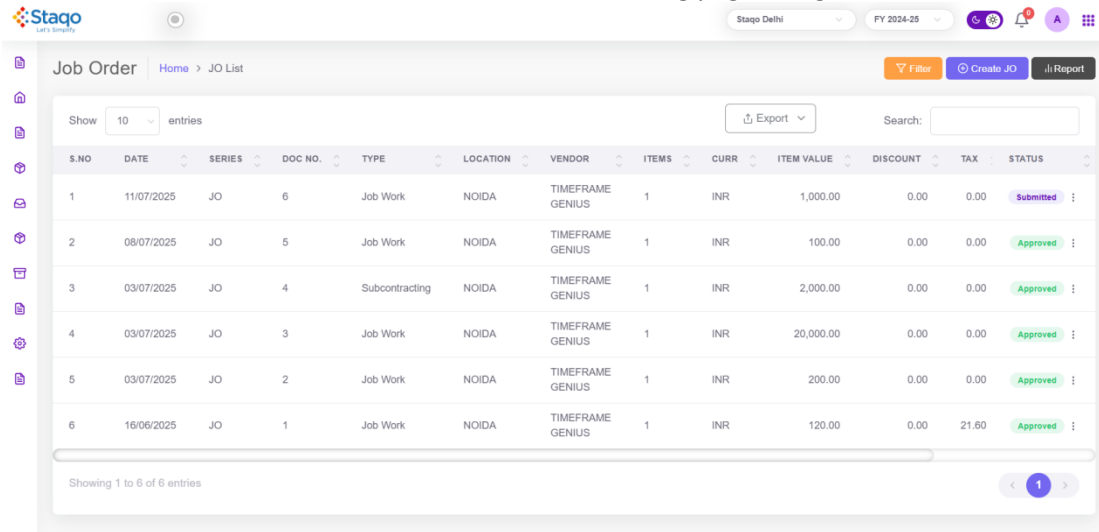
Success!

Record created successfully

OK

Job order submitted successfully

Now, the submitted Job Order will be visible on the listing page along with other JO created



The screenshot shows the 'Job Order' listing page in the Staqa application. The page header includes the Staqa logo, a search bar, and filters for 'Staqa Delhi' and 'FY 2024-25'. The main content area displays a table of job orders with columns: S.NO, DATE, SERIES, DOC NO., TYPE, LOCATION, VENDOR, ITEMS, CURR, ITEM VALUE, DISCOUNT, TAX, and STATUS. There are 6 entries listed, with the first one being 'Submitted' and the others 'Approved'.

S.NO	DATE	SERIES	DOC NO.	TYPE	LOCATION	VENDOR	ITEMS	CURR	ITEM VALUE	DISCOUNT	TAX	STATUS
1	11/07/2025	JO	6	Job Work	NOIDA	TIMEFRAME GENIUS	1	INR	1,000.00	0.00	0.00	Submitted
2	08/07/2025	JO	5	Job Work	NOIDA	TIMEFRAME GENIUS	1	INR	100.00	0.00	0.00	Approved
3	03/07/2025	JO	4	Subcontracting	NOIDA	TIMEFRAME GENIUS	1	INR	2,000.00	0.00	0.00	Approved
4	03/07/2025	JO	3	Job Work	NOIDA	TIMEFRAME GENIUS	1	INR	20,000.00	0.00	0.00	Approved
5	03/07/2025	JO	2	Job Work	NOIDA	TIMEFRAME GENIUS	1	INR	200.00	0.00	0.00	Approved
6	16/06/2025	JO	1	Job Work	NOIDA	TIMEFRAME GENIUS	1	INR	120.00	0.00	21.60	Approved

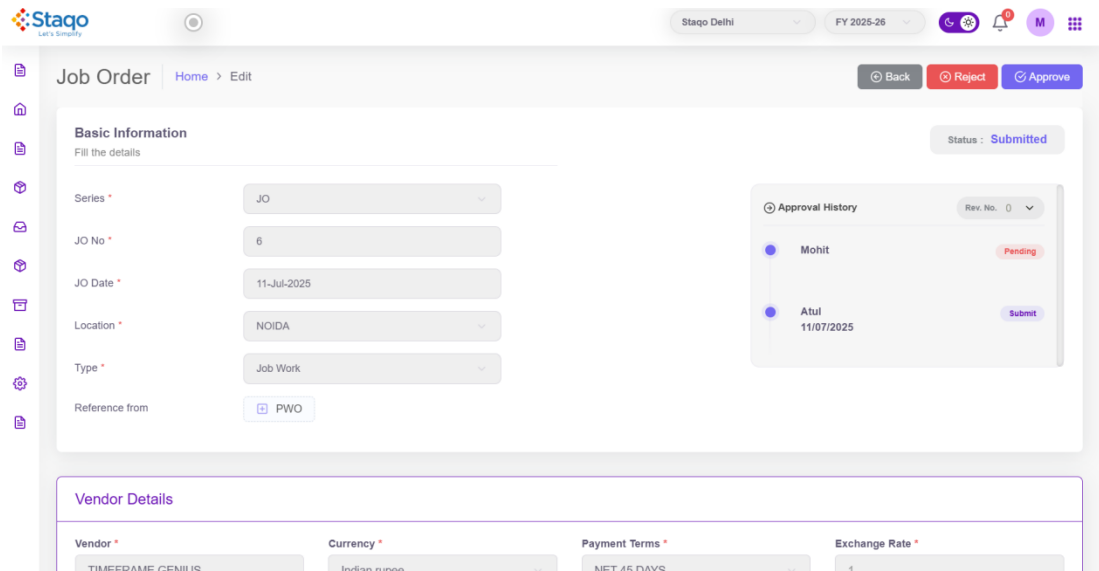
Showing 1 to 6 of 6 entries

Now JO is submitted and sent for approval to the person whose name is defined under the approval name in series

Login to the ID of the Approver:

Navigate to: Procurement>Approvals>Job order

Approver has an option to either approve the JO request submitted or can reject it as well



The screenshot shows the 'Job Order' edit page in the Staqa application. The page header includes the Staqa logo, a search bar, and filters for 'Staqa Delhi' and 'FY 2025-26'. The main content area displays a form for editing the job order. The 'Basic Information' section includes fields for Series, JO No, JO Date, Location, Type, and Reference from. The 'Vendor Details' section includes fields for Vendor, Currency, Payment Terms, and Exchange Rate. The 'Approval History' section shows a list of approvals with names and dates.

Series *	JO No *	JO Date *	Location *	Type *	Reference from
JO	6	11-Jul-2025	NOIDA	Job Work	PWO

Vendor *	Currency *	Payment Terms *	Exchange Rate *
TIMEFRAME GENIUS	Indian rupee	NET 45 DAYS	1

Approval History

Rev. No.	Name	Date	Status
0	Mohit		Pending
1	Atul	11/07/2025	Submit

Approver can add remarks and upload the document before approving

Click on submit

- JO request approved
- Now status will get changed to Approved

Issuing Job Order to Vendor:

Once approved:

- The system generates an official Job Order document (PDF or digital form).
- Automatically shared with the vendor (email/downloadable).
- The vendor is expected to acknowledge receipt and confirm schedule.

Job Order Main Listing Page:

Job Order [Home](#) > [JO List](#) Filter Create JO Report

Show 10 entries Export Search:

S.NO	DATE	SERIES	DOC NO.	TYPE	LOCATION	VENDOR	ITEMS	CURR	ITEM VALUE	DISCOUNT	TAX	STATUS
1	11/07/2025	JO	6	Job Work	NOIDA	TIMEFRAME GENIUS	1	INR	1,000.00	0.00	0.00	Approved
2	08/07/2025	JO	5	Job Work	NOIDA	TIMEFRAME GENIUS	1	INR	100.00	0.00	0.00	Approved
3	03/07/2025	JO	4	Subcontracting	NOIDA	TIMEFRAME GENIUS	1	INR	2,000.00	0.00	0.00	Approved
4	03/07/2025	JO	3	Job Work	NOIDA	TIMEFRAME GENIUS	1	INR	20,000.00	0.00	0.00	Approved
5	03/07/2025	JO	2	Job Work	NOIDA	TIMEFRAME GENIUS	1	INR	200.00	0.00	0.00	Approved
6	16/06/2025	JO	1	Job Work	NOIDA	TIMEFRAME GENIUS	1	INR	120.00	0.00	21.60	Approved

Showing 1 to 6 of 6 entries

Now,

- Email can be sent to the person's email id provided
- Approval history can be shown
- The Print option is there

Amendment:

Approved document can also be amended by the person whose name is defined under amendment in JO series

A pop up will be shown before amendment like are you sure you want to amend this

Stago [Home](#) > [Edit](#) Back Print E-Mail Amendment

Job Order

Basic Information

Fill the details

Series * JO

JO No * 6

JO Date * 11-Jul-2025

Location * NOIDA

Type * Job Work

Reference from ☐ PWO

Vendor Details

Vendor * Currency * Payment Terms * Exchange Rate *

Are you sure?

Are you sure you want to Amendment this JO? After Amendment this action cannot be undone.

Status: Approved

Approval History

Rev. No. 0

Mohit 11/07/2025 approved

Mohit 11/07/2025 approved

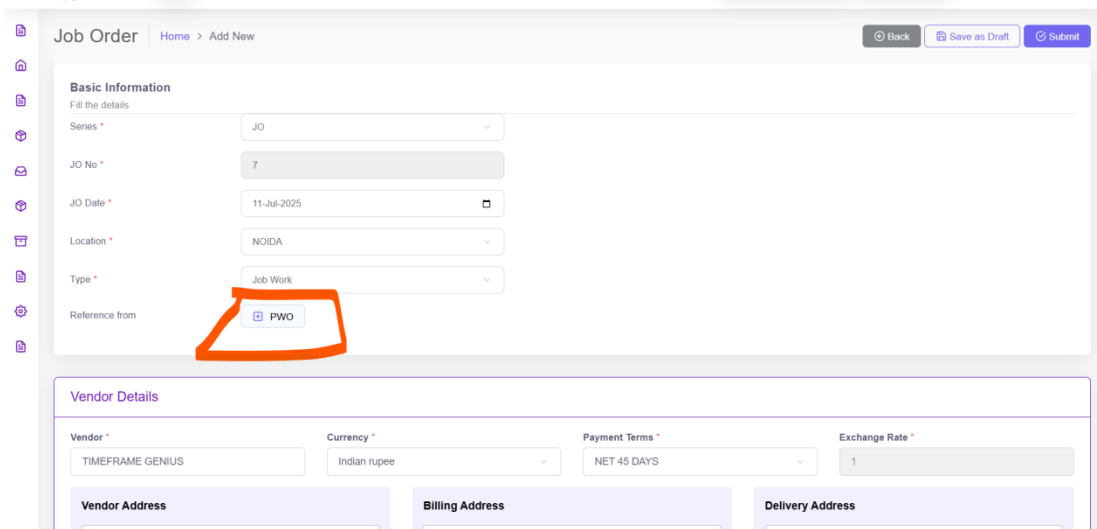
After confirming you will be able to edit the JO and then resubmit it again.

Common parameters:

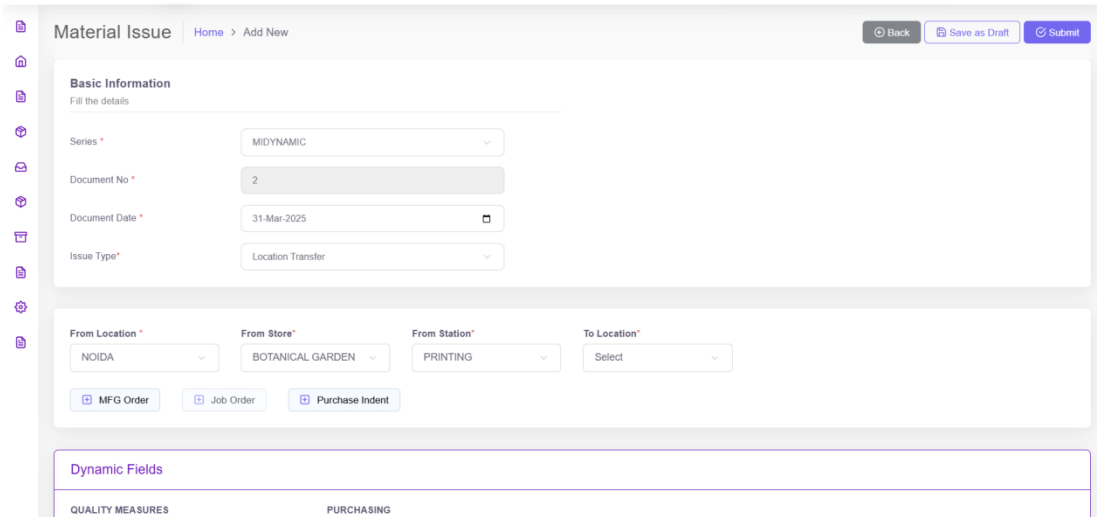
JO can also be created through PWO (Production Work Order)

While creating new JO if you click on PWO you can pull the outstanding PO and submit the JO accordingly

- Linked Work Order Number
- Subcontractor/Vendor
- Service Description
- Quantity
- Service Rate
- Delivery Schedule
- Materials Issued



Now, Generate material issue for approved JO :



Then add item details with all the mandatory fields

Material Issue

Home > Add New

Back Save as Draft Submit

MFG Order Job Order Purchase Indent

Dynamic Fields

QUALITY MEASURES

PURCHASING

Item Detail

Delete Add Item

Fill the details

Item Code	Item Name	Attributes	UOM	Stock Type	Qty	Rate	Value	Action
<input type="checkbox"/> RMSHRMT001	RAW MATERIAL TWO	COLOUR: RED SIZE: 7	PCS	Regular	1.0000	200.00	200.00	

Item Details

Attributes: COLOUR: RED SIZE: 7

Confirmed Stock: 1060 Unconfirmed Stock: 0

Now, It can be saved as draft or can be submitted

System generates Material Issue Note

Track job status via:

- Linked Work Order Status
- Job Order Status

(B) Job Order creation with Type SUBCONTRACTING:

Enter mandatory fields like series, jo no., jo date, location, type, vendor details, add product details

Job Order

Home > Add New

Back Save as Draft Submit

Basic Information

Fill the details

Series *

JO

JO No *

7

JO Date *

11-Jul-2025

Location *

Noida

Type *

Subcontracting

Reference from

PWO

Vendor Details

Vendor *

Currency *

Payment Terms *

Exchange Rate *

TIMEFRAME GENIUS

Indian rupee

NET 45 DAYS

1

Vendor Address

Billing Address

Delivery Address

Job Order Home > Add New

Back Save as Draft Submit

Vendor Address

Vendor Address *

K-12078 NOIDA EXTENSION, UTTAR PRADESH, Noida, Uttar Pradesh, India, Pincode - 201301

Billing Address

Billing Address *

STAQO WORLD PRIVATE LTD, New Delhi, Delhi, India, Pincode - 100049

Delivery Address

Delivery Address *

STAQO WORLD PRIVATE LTD, New Delhi, Delhi, India, Pincode - 100049

Product Details Delete Add Item

Product Code	Product Name	Attributes	UOM	Qty	Service Charge	Value	Discount	Total	Delivery Date	Action
SFFADYF001	DYED FABRIC	SIZE: 8	PCS	10	100	1000.00	0.00	1000.00	11-Jul-2025	
						1000.00	0.00	1000.00		

Item Details

Category: NA Sub Category: FABRIC HSN: 123456

Attributes: SIZE: 8

Inv. UOM: PCS Qty: 10.00

PO Details: Receipt Qty: 0.00 Short Closed Qty: 0.00 Del Qty: 0.00

JO Summary Tax Discount Expense

Sub Total 1000.00

Item Discount 0.00

Taxable Value 1000.00

Tax 180.00

Total After Tax 1180.00

Expense 0.00

Grand Total 1180.00

It can be saved as a draft for further use or it can be submitted.

Job Order Home > Add New

Back Save as Draft Submit

Basic Information

Fill the details

Series * JO

JO No * 7

JO Date * 11-Jul-2025

Location * NOIDA

Type * Subcontracting

Reference from PWO

Success!

Record created successfully

OK

Vendor Details

Vendor * TIMEFRAME GENIUS

Currency * Indian rupee

Payment Terms * NET 45 DAYS

Exchange Rate * 1

Vendor Address

Billing Address

Delivery Address

Job order submitted successfully

Now, the submitted Job Order will be visible on the listing page along with other JO created

Job Order [Home](#) > [JO List](#) Filter Create JO Report

Show 10 entries Export Search:

S.NO	DATE	SERIES	DOC NO.	TYPE	LOCATION	VENDOR	ITEMS	CURR	ITEM VALUE	DISCOUNT	TAX	STATUS
1	11/07/2025	JO	7	Subcontracting	NOIDA	TIMEFRAME GENIUS	1	INR	11.00	0.00	0.00	Submitted
2	11/07/2025	JO	6	Job Work	NOIDA	TIMEFRAME GENIUS	1	INR	1,000.00	0.00	0.00	Approved
3	08/07/2025	JO	5	Job Work	NOIDA	TIMEFRAME GENIUS	1	INR	100.00	0.00	0.00	Approved
4	03/07/2025	JO	4	Subcontracting	NOIDA	TIMEFRAME GENIUS	1	INR	2,000.00	0.00	0.00	Approved
5	03/07/2025	JO	3	Job Work	NOIDA	TIMEFRAME GENIUS	1	INR	20,000.00	0.00	0.00	Approved
6	03/07/2025	JO	2	Job Work	NOIDA	TIMEFRAME GENIUS	1	INR	200.00	0.00	0.00	Approved
7	16/06/2025	JO	1	Job Work	NOIDA	TIMEFRAME GENIUS	1	INR	120.00	0.00	21.60	Approved

Showing 1 to 7 of 7 entries 1

Now JO is submitted and sent for approval to the person whose name is defined under the approval name in series

Login to the ID of the Approver:

Navigate to: Procurement>Approvals>Job order

Approver has an option to either approve the JO request submitted or can reject it as well

Job Order [Home](#) > [Edit](#) Back Reject Approve

Status: Submitted

Basic Information
Fill the details

Series * JO

JO No * 7

JO Date * 11-Jul-2025

Location * NOIDA

Type * Subcontracting

Reference from PWO

Approval History
Rev. No. 0

Mohit Pending

Atul 11/07/2025 Submit

Vendor Details

Vendor * TIMEFRAME GENIUS

Currency * Indian rupee

Payment Terms * NET 45 DAYS

Exchange Rate * 1

Approver can add remarks and upload the document before rejecting

Rejected JO will be sent back in rejected state

Job Order | Home > JO List

Filter Create JO Report

Show 10 entries Export Search:

S.NO	DATE	SERIES	DOC NO.	TYPE	LOCATION	VENDOR	ITEMS	CURR	ITEM VALUE	DISCOUNT	TAX	STATUS
1	11/07/2025	JO	7	Subcontracting	NOIDA	TIMEFRAME GENIUS	1	INR	11.00	0.00	0.00	Rejected
2	11/07/2025	JO	6	Job Work	NOIDA	TIMEFRAME GENIUS	1	INR	1,000.00	0.00	0.00	Approved
3	08/07/2025	JO	5	Job Work	NOIDA	TIMEFRAME GENIUS	1	INR	100.00	0.00	0.00	Approved
4	03/07/2025	JO	4	Subcontracting	NOIDA	TIMEFRAME GENIUS	1	INR	2,000.00	0.00	0.00	Approved
5	03/07/2025	JO	3	Job Work	NOIDA	TIMEFRAME GENIUS	1	INR	20,000.00	0.00	0.00	Approved
6	03/07/2025	JO	2	Job Work	NOIDA	TIMEFRAME GENIUS	1	INR	200.00	0.00	0.00	Approved
7	16/06/2025	JO	1	Job Work	NOIDA	TIMEFRAME GENIUS	1	INR	120.00	0.00	21.60	Approved

Showing 1 to 7 of 7 entries

In view/edit:

Job Order | Home > Edit

Back Save as Draft Print E-Mail Submit

Basic Information
Fill the details

Status: **Rejected**

Series * JO

JO No * 7

JO Date * 11-Jul-2025

Location * NOIDA

Type * Subcontracting

Reference from PWO

Approval History

Rev. No. 0

Mohit Pending

Mohit 11/07/2025 Reject

Mohit 11/07/2025 reject Approve

Vendor Details

Vendor * TIMEFRAME GENIUS

Currency * Indian rupee

Payment Terms * NET 45 DAYS

Exchange Rate * 1

Vendor Address Billing Address Delivery Address

JO Status is shown as rejected a request is rejected

- It can be saved as draft to edit later
- An email can be sent for this information
- Or can be submitted again including required details

After resubmitting it will again go to the approver

Job Order | Home > Edit

Back Save as Draft Print E-Mail Submit

Status: Rejected

Basic Information
Fill the details

Series * JO
JO No * 7
JO Date * 11-Jul-2025
Location * NOIDA
Type * Subcontracting
Reference from PWO


Approval History
Rev. No. 0

Appr	Appr Date	Appr Status
Mohit		Pending
Mohit	11/07/2025	Reject
Mohit	11/07/2025	Approve

Vendor Details

Vendor * TIMEFRAME GENIUS
Currency * Indian rupee
Payment Terms * NET 45 DAYS
Exchange Rate * 1

Vendor Address Biller Address Delivery Address


Success!
Record updated successfully
OK

Approver page:

Job Order | Home > Edit

Back Reject Approve

Status: Submitted

Basic Information
Fill the details

Series * JO
JO No * 7
JO Date * 11-Jul-2025
Location * NOIDA
Type * Subcontracting
Reference from PWO

Approval History
Rev. No. 0

Appr	Appr Date	Appr Status
Mohit		Pending
Atul	11/07/2025	Submit
Mohit	11/07/2025	Reject

Vendor Details

Vendor * TIMEFRAME GENIUS
Currency * Indian rupee
Payment Terms * NET 45 DAYS
Exchange Rate * 1

Vendor Address Biller Address Delivery Address

Approver can approve the document with remarks and documents added.

Job Order | Home > Edit

Back Reject Approve

Status: Submitted

Basic Information
Fill the details

Series * JO
JO No * 7
JO Date * 11-Jul-2025
Location * NOIDA
Type * Subcontracting
Reference from PWO

Approval History
Rev. No. 0

Appr	Appr Date	Appr Status
Mohit		Pending
Atul	11/07/2025	Submit
Mohit	11/07/2025	Reject

Vendor Details

Vendor * TIMEFRAME GENIUS
Currency * Indian rupee
Payment Terms * NET 45 DAYS
Exchange Rate * 1

Vendor Address Biller Address Delivery Address

Approve Application

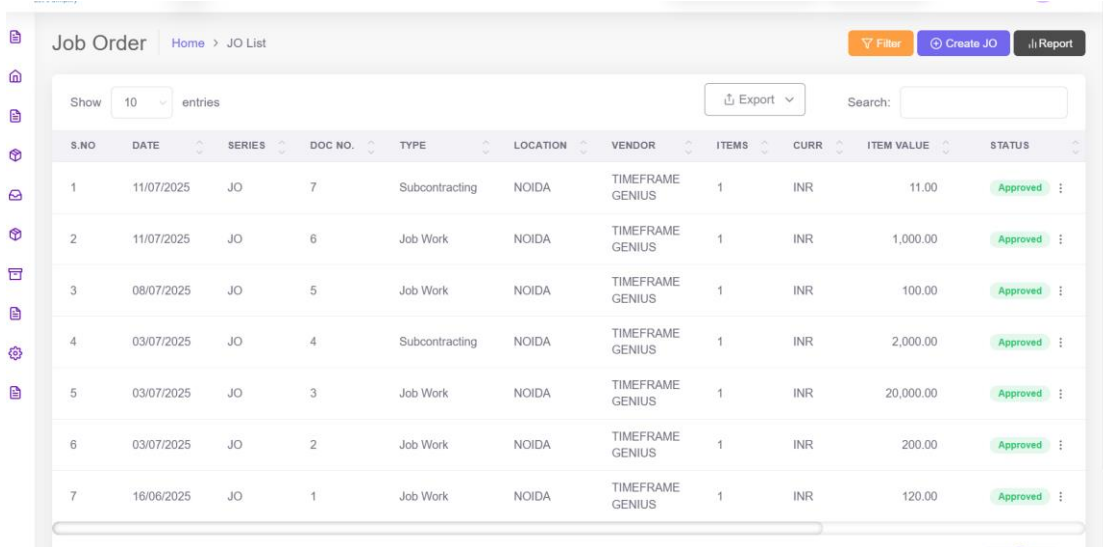
Remarks
approved

Upload Document
Choose Files No file chosen
Accept only .PNG, .JPEG, .JPG, .XLS, .DOCX, and .PDF and not more than 5MB in size

Cancel Submit

Document approved

Once approved It's status will be shown as approved



The screenshot shows the 'Job Order' main listing page. At the top, there are navigation links for 'Home' and 'JO List', along with buttons for 'Filter', 'Create JO', and 'Report'. Below the navigation bar, there is a search bar and a table of job orders. The table has columns for S.NO, DATE, SERIES, DOC NO., TYPE, LOCATION, VENDOR, ITEMS, CURR, ITEM VALUE, and STATUS. All entries in the table have a status of 'Approved'.

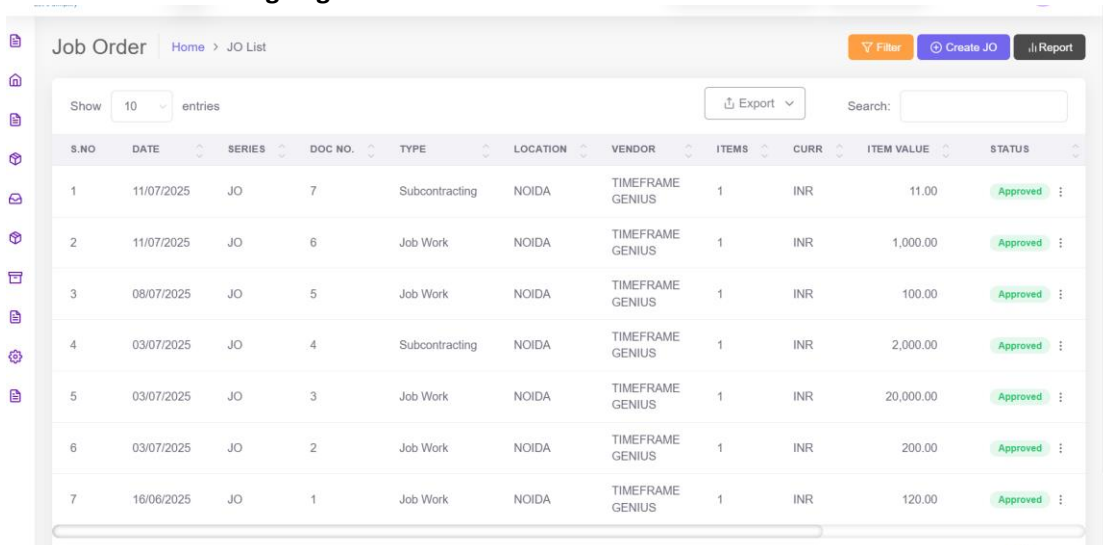
S.NO	DATE	SERIES	DOC NO.	TYPE	LOCATION	VENDOR	ITEMS	CURR	ITEM VALUE	STATUS
1	11/07/2025	JO	7	Subcontracting	NOIDA	TIMEFRAME GENIUS	1	INR	11.00	Approved
2	11/07/2025	JO	6	Job Work	NOIDA	TIMEFRAME GENIUS	1	INR	1,000.00	Approved
3	08/07/2025	JO	5	Job Work	NOIDA	TIMEFRAME GENIUS	1	INR	100.00	Approved
4	03/07/2025	JO	4	Subcontracting	NOIDA	TIMEFRAME GENIUS	1	INR	2,000.00	Approved
5	03/07/2025	JO	3	Job Work	NOIDA	TIMEFRAME GENIUS	1	INR	20,000.00	Approved
6	03/07/2025	JO	2	Job Work	NOIDA	TIMEFRAME GENIUS	1	INR	200.00	Approved
7	16/06/2025	JO	1	Job Work	NOIDA	TIMEFRAME GENIUS	1	INR	120.00	Approved

Issuing Job Order to Vendor:

Once approved:

- The system generates an official Job Order document (PDF or digital form).
- Automatically shared with the vendor (email/downloadable).
- The vendor is expected to acknowledge receipt and confirm schedule.

Job Order Main Listing Page:



This is a duplicate of the screenshot above, showing the 'Job Order' main listing page with a table of approved job orders.

S.NO	DATE	SERIES	DOC NO.	TYPE	LOCATION	VENDOR	ITEMS	CURR	ITEM VALUE	STATUS
1	11/07/2025	JO	7	Subcontracting	NOIDA	TIMEFRAME GENIUS	1	INR	11.00	Approved
2	11/07/2025	JO	6	Job Work	NOIDA	TIMEFRAME GENIUS	1	INR	1,000.00	Approved
3	08/07/2025	JO	5	Job Work	NOIDA	TIMEFRAME GENIUS	1	INR	100.00	Approved
4	03/07/2025	JO	4	Subcontracting	NOIDA	TIMEFRAME GENIUS	1	INR	2,000.00	Approved
5	03/07/2025	JO	3	Job Work	NOIDA	TIMEFRAME GENIUS	1	INR	20,000.00	Approved
6	03/07/2025	JO	2	Job Work	NOIDA	TIMEFRAME GENIUS	1	INR	200.00	Approved
7	16/06/2025	JO	1	Job Work	NOIDA	TIMEFRAME GENIUS	1	INR	120.00	Approved

Now,

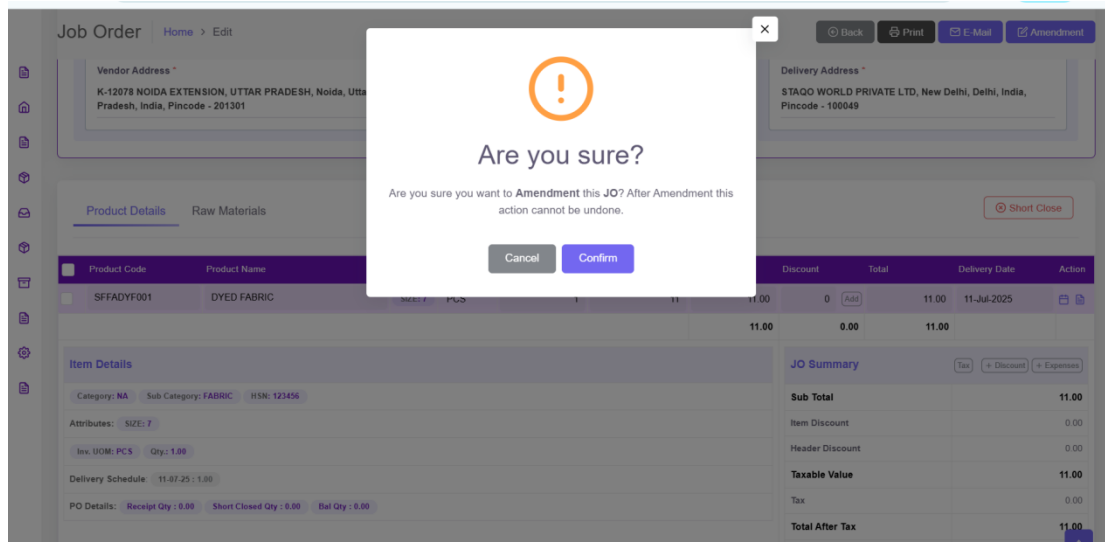
- Email can be sent to the person's email id provided

- Approval history can be shown
- The Print option is there

Amendment:

Approved document can also be amended by the person whose name is defined under amendment in JO series

A pop up will be shown before the amendment like are you sure you want to amend this



After confirming you will be able to edit the JO and then resubmit it again.

Common parameters:

JO can also be created through PWO (Production Work Order)

While creating new JO if you click on PWO you can pull the outstanding PO and submit the JO accordingly

- Linked Work Order Number
- Subcontractor/Vendor
- Service Description
- Quantity
- Service Rate
- Delivery Schedule
- Materials Issued

Job Order Home > Add New

Back Save as Draft Submit

Basic Information
Fill the details

Series * JO

JO No * 8

JO Date * 11-Jul-2025

Location * NOIDA

Type * Subcontracting

Reference from PWO

Vendor Details

Vendor * TIMEFRAME GENIUS Currency * Indian rupee Payment Terms * NET 45 DAYS Exchange Rate * 1

Vendor Address **Billing Address** **Delivery Address**

JO Can be export to:

Print, CSV, Excel, PDF, copy

Job Order Home > JO List

Filter Create JO Report

Show 10 entries

Export Print CSV Excel PDF Copy

S.NO	DATE	SERIES	DOC NO.	TYPE	LOCATION	VENDOR	ITEMS	ITEM VALUE	DISCOUNT	STATUS
1	26/06/2025	JO	11	Job Work	NOIDA SECTOR 135	TIMEFRAME GENIUS	1	100,010.00	0.00	Approved
2	19/06/2025	JORDER	JORDER-5	Job Work	NOIDA SECTOR 135	TIMEFRAME GENIUS	1	14,400.00	0.00	Draft
3	19/06/2025	JORDER	JORDER-4	Job Work	NOIDA SECTOR 135	GLOBAL SUPPLIES CO	1	58,000.00	0.00	Draft
4	19/06/2025	JORDER	JORDER-3	Job Work	NOIDA SECTOR 135	TIMEFRAME GENIUS	1	348,000.00	0.00	Approved
5	19/06/2025	JORDER	JORDER-2	Job Work	NOIDA SECTOR 135	TIMEFRAME GENIUS	1	580,000.00	500.00	Approved
6	18/06/2025	JORDER	JORDER-1	Job Work	NOIDA SECTOR 135	TIMEFRAME GENIUS	1	336,000.00	3,360.00	Approved
7	17/06/2025	JO	10	Job Work	NOIDA SECTOR 135	TIMEFRAME GENIUS	1	11,200.00	0.00	Approved
8	17/06/2025	JO	9	Subcontracting	NOIDA SECTOR 135	TIMEFRAME GENIUS	1	33,600.00	0.00	Draft

Now, Generate material issue for approved JO :

Material Issue Home > Add New

Back Save as Draft Submit

Basic Information
Fill the details

Series * MI

Document No * 13

Document Date * 31-Mar-2025

Issue Type * Sub Contracting

Location * From Store * From Station * Vendor * Vendor Store *

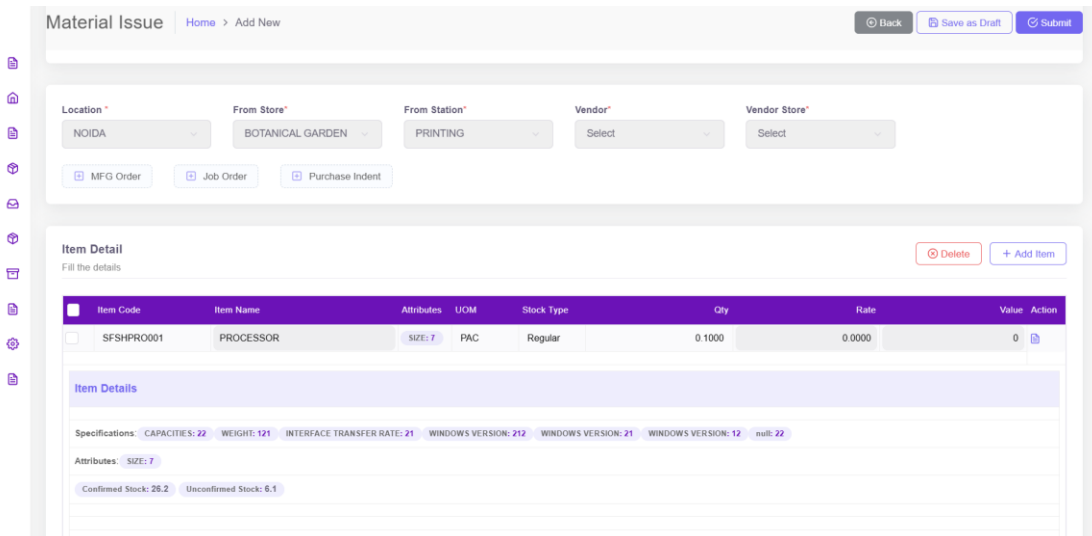
NOIDA BOTANICAL GARDEN PRINTING Select Select

MFG Order Job Order Purchase Indent

Item Detail
Fill the details

Delete Add Item

Then add item details with all the mandatory fields



Now, it can be saved as draft or can be submitted

System generates Material Issue Note

Track job status via:

- Linked Work Order Status
- Job Order Status

4.2. Rate Contract

The Rate Contract module allows the company to define and manage agreed pricing for products or items.

It supports setting rates based on different units of measurement, quantity ranges, and specific validity periods, making it easy to apply the right price under different purchasing conditions.

Users can create rate contracts that clearly outline these details, helping maintain consistency and transparency in procurement.

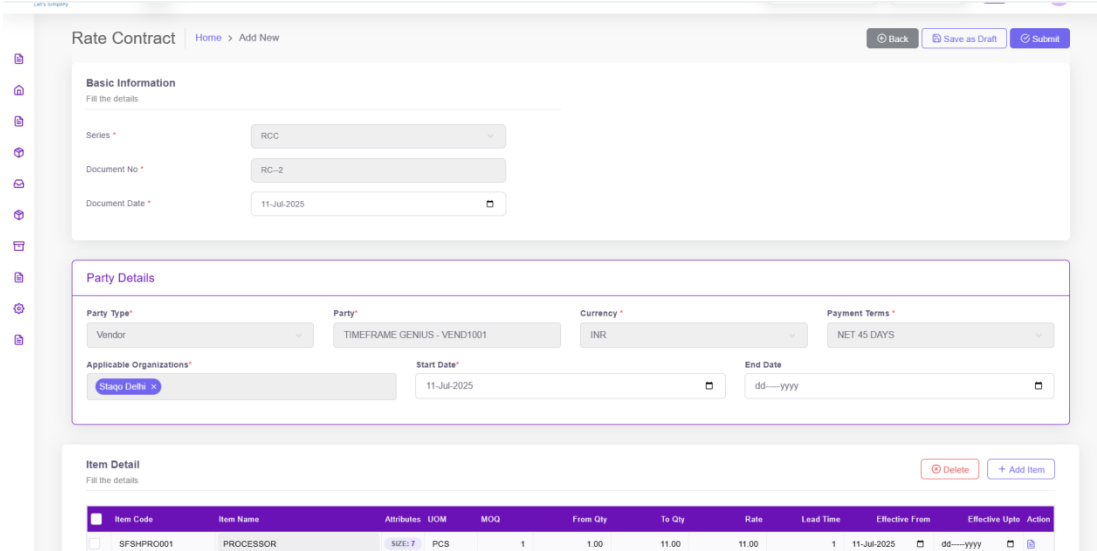
Rate contracts also follow a multi-level approval workflow if defined to ensure all pricing terms are reviewed and approved before being applied in the system.

- Create Rate Contract with Vendor
- Get Internal Approvals
- Use Rate Contract while creating PRs/POs

- Monitor consumption against contract
- Close or renew contract at end of term

Rate Contract Creation:

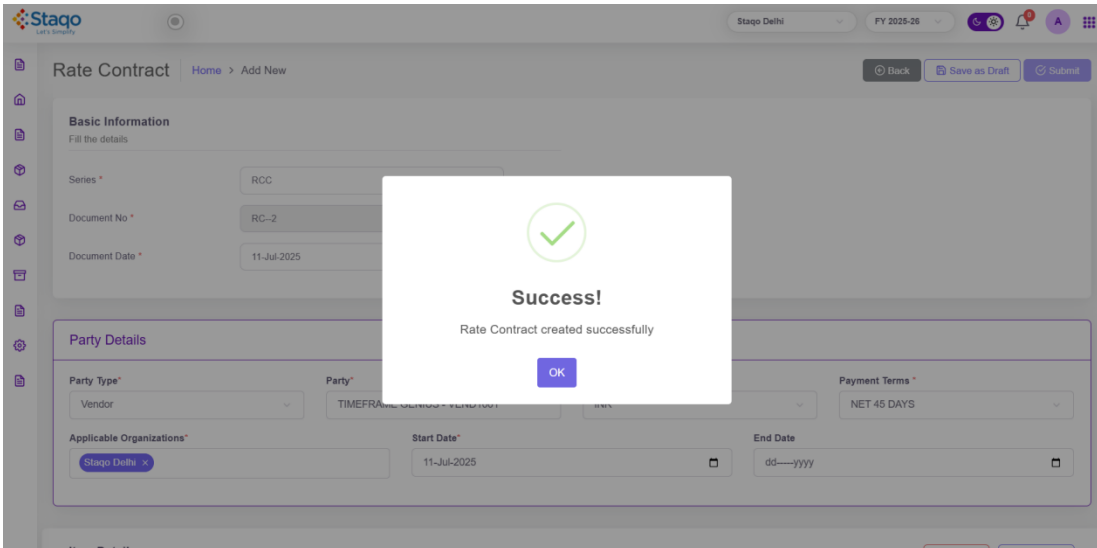
Navigation: Procurement > Rate contract > Create New Rate contract



The screenshot shows the 'Rate Contract' creation interface. It includes sections for Basic Information, Party Details, and Item Detail. The Basic Information section has fields for Series (RCC), Document No (RC-2), and Document Date (11-Jul-2025). The Party Details section has fields for Party Type (Vendor), Party (TIMEFRAME GENIUS - VEND1001), Currency (INR), Payment Terms (NET 45 DAYS), Applicable Organizations (Staqa Delhi), Start Date (11-Jul-2025), and End Date (dd-yyyy). The Item Detail section has a table with columns: Item Code, Item Name, Attributes, UOM, MOQ, From Qty, To Qty, Rate, Lead Time, Effective From, Effective Up to, and Action. The table contains one row with Item Code SFSHPRO001, Item Name PROCESSOR, Attributes SIZE: P, PCS, MOQ 1, From Qty 1.00, To Qty 11.00, Rate 11.00, Lead Time 1, Effective From 11-Jul-2025, Effective Up to dd-yyyy, and Action buttons (Delete, Add Item).

Enter mandatory fields like: Series, Document no., Document date, Party details, Add item details

Submit the rate contract or keep it in draft mode



The screenshot shows the same 'Rate Contract' creation interface as before, but with a success message overlay. The message is a white box with a green checkmark icon and the text 'Success! Rate Contract created successfully'. There is an 'OK' button at the bottom of the message box. The background form is dimmed.

Now Rate Contract is submitted and sent for approval to the person whose name is defined under the approval name in series

- If the approver name is not defined it will directly get approved

Login to the Approver's ID:

Navigate to: Procurement>Approvals>Rate Contract

Approver has an option to either approve the Rate Contract request submitted or can reject it as well

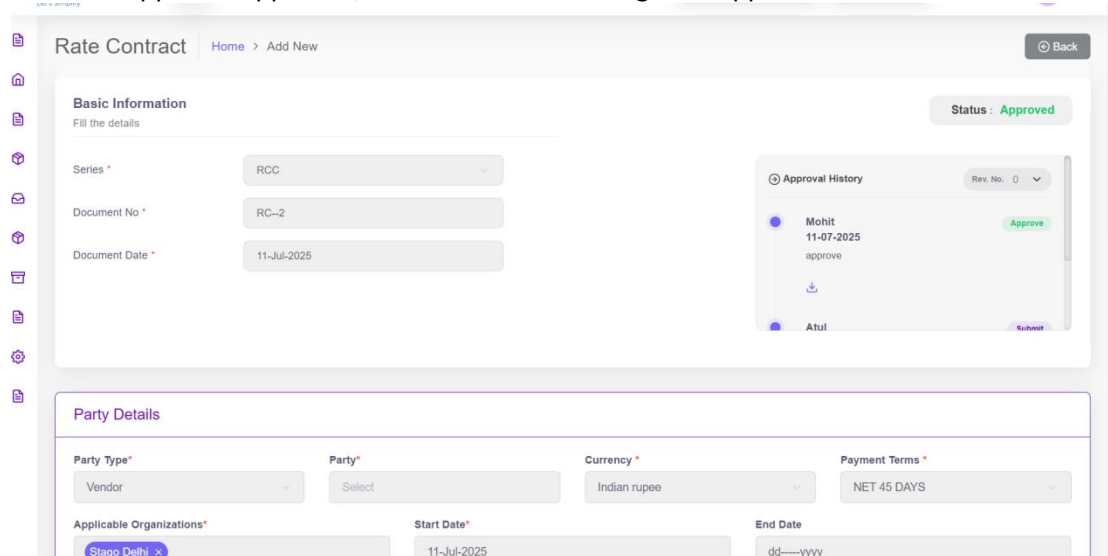
The screenshot shows the Staqa 'Rate Contract' form. The 'Basic Information' section includes fields for Series (RCC), Document No (RC-2), and Document Date (11-Jul-2025). The status is 'Submitted'. The 'Approval History' section shows a list of approvers: Mohit (Pending) and Atul (11-07-2025, Submit). The 'Party Details' section includes fields for Party Type (Vendor), Party (Select), Currency (Indian rupee), Payment Terms (NET 45 DAYS), Applicable Organizations (Staqa Delhi), Start Date (11-Jul-2025), and End Date (dd-yyyy).

Now, if Approver wants to approve the **Rate Contract** transaction:

- Add remarks
- Add required document

The screenshot shows the Staqa 'Rate Contract' form with an 'Approve Rate Contract' modal open. The modal has a 'Remarks' field with the text 'approve' and an 'Upload Document' section with a 'Choose Files' button and a file named 'Screenshot ...7 111640.png'. The modal also includes a 'Cancel' button and a 'Submit' button. The background shows the same 'Rate Contract' form as the previous screenshot.

Once the approver approved, the status will be changed as approved



Rate Contract | Home > Add New

Basic Information
Fill the details

Status: **Approved**

Series * RCC

Document No * RC-2

Document Date * 11-Jul-2025

Approval History

Rev. No. 0

Mohit 11-07-2025 approve

Atul

Party Details

Party Type* Vendor

Party* Select

Currency * Indian rupee

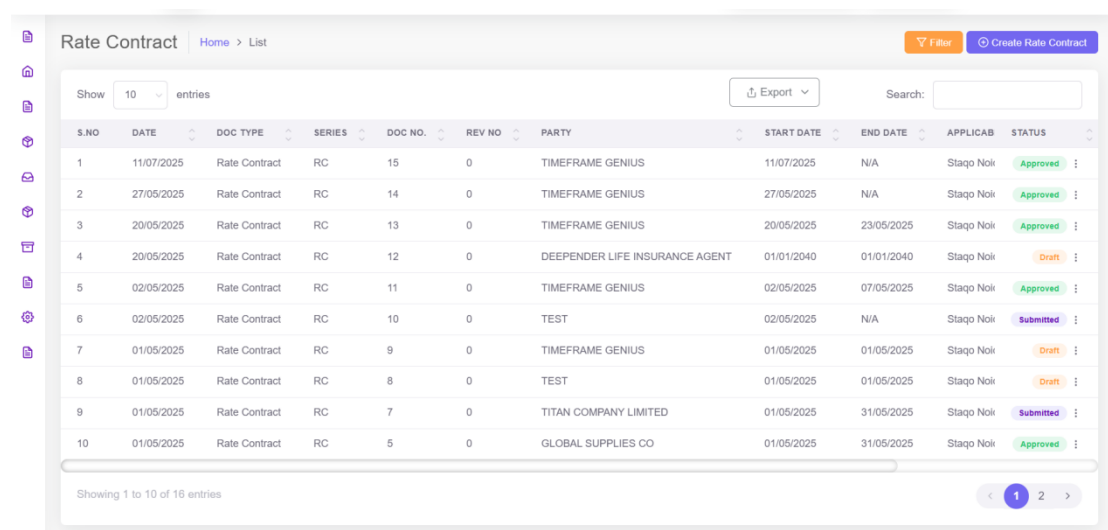
Payment Terms * NET 45 DAYS

Applicable Organizations* Staquo Delhi

Start Date* 11-Jul-2025

End Date dd----yyyy

- All the created transactions are visible on rate contacts listing page



Rate Contract | Home > List

Filter Create Rate Contract

Show 10 entries

Export

Search:

S.NO	DATE	DOC TYPE	SERIES	DOC NO.	REV NO	PARTY	START DATE	END DATE	APPLICAB	STATUS
1	11/07/2025	Rate Contract	RC	15	0	TIMEFRAME GENIUS	11/07/2025	N/A	Staquo Noli	Approved
2	27/05/2025	Rate Contract	RC	14	0	TIMEFRAME GENIUS	27/05/2025	N/A	Staquo Noli	Approved
3	20/05/2025	Rate Contract	RC	13	0	TIMEFRAME GENIUS	20/05/2025	23/05/2025	Staquo Noli	Approved
4	20/05/2025	Rate Contract	RC	12	0	DEEPENDER LIFE INSURANCE AGENT	01/01/2040	01/01/2040	Staquo Noli	Draft
5	02/05/2025	Rate Contract	RC	11	0	TIMEFRAME GENIUS	02/05/2025	07/05/2025	Staquo Noli	Approved
6	02/05/2025	Rate Contract	RC	10	0	TEST	02/05/2025	N/A	Staquo Noli	Submitted
7	01/05/2025	Rate Contract	RC	9	0	TIMEFRAME GENIUS	01/05/2025	01/05/2025	Staquo Noli	Draft
8	01/05/2025	Rate Contract	RC	8	0	TEST	01/05/2025	01/05/2025	Staquo Noli	Draft
9	01/05/2025	Rate Contract	RC	7	0	TITAN COMPANY LIMITED	01/05/2025	31/05/2025	Staquo Noli	Submitted
10	01/05/2025	Rate Contract	RC	5	0	GLOBAL SUPPLIES CO	01/05/2025	31/05/2025	Staquo Noli	Approved

Showing 1 to 10 of 16 entries

1 2

Amendment:

- Approved document can also be amended by the person whose name is defined under amendment in Rate Contract series
- A pop up will be shown before amendment like are you sure you want to amend this
- After confirming you will be able to edit the Rate Contract and then resubmit again

The screenshot shows the 'Rate Contract' form in the Staqa application. A modal dialog box is displayed in the center with the title 'Are you sure?' and the question 'Are you sure you want to Amend this Rate Contract?'. The dialog has 'Cancel' and 'Confirm' buttons. The background form is partially visible, showing fields for 'Basic Information' (Series: RCC, Document No: RC-2, Document Date: 11-Jul-2025) and 'Party Details' (Party Type: Vendor, Party: Select, Currency: Indian rupee, Payment Terms: NET 45 DAYS, Applicable Organizations: Staqa Delhi, Start Date: 11-Jul-2025, End Date: dd-yyyy).

- Rate contract can export to:
CSV, Print, Excel, PDF, copy

Rate Contract

[Home](#) > [List](#)

▽ Filter

⊕ Create Rate Contract

Show10entries

⬇ Export ⬇

🖨 Print

📄 CSV

📄 Excel

📄 PDF

📄 Copy

Search:

S.NO	DATE	DOC TYPE	SERIES	DOC NO.	REV NO.	PARTY	END DATE	APPLICAB	STATUS	
1	11/07/2025	Rate Contract	RC	15	0	TIMEFRAME GENIUS	N/A	Staqa Noki	Approved	
2	27/05/2025	Rate Contract	RC	14	0	TIMEFRAME GENIUS	N/A	Staqa Noki	Approved	
3	20/05/2025	Rate Contract	RC	13	0	TIMEFRAME GENIUS	23/05/2025	Staqa Noki	Approved	
4	20/05/2025	Rate Contract	RC	12	0	DEEPENDER LIFE INSURANCE AGENT	01/01/2040	Staqa Noki	Draft	
5	02/05/2025	Rate Contract	RC	11	0	TIMEFRAME GENIUS	02/05/2025	07/05/2025	Staqa Noki	Approved
6	02/05/2025	Rate Contract	RC	10	0	TEST	02/05/2025	N/A	Staqa Noki	Submitted
7	01/05/2025	Rate Contract	RC	9	0	TIMEFRAME GENIUS	01/05/2025	01/05/2025	Staqa Noki	Draft
8	01/05/2025	Rate Contract	RC	8	0	TEST	01/05/2025	01/05/2025	Staqa Noki	Draft
9	01/05/2025	Rate Contract	RC	7	0	TITAN COMPANY LIMITED	01/05/2025	31/05/2025	Staqa Noki	Submitted
10	01/05/2025	Rate Contract	RC	5	0	GLOBAL SUPPLIES CO	01/05/2025	31/05/2025	Staqa Noki	Approved

Showing 1 to 10 of 16 entries

<

1

2

>

4.3. Purchase Indent

The **Purchase Indent** module helps internal departments raise a request for materials or services they need.

It's essentially an internal document that initiates the purchase process. Employees or departments fill out an indent form specifying the required items, quantities, and reasons for the request.

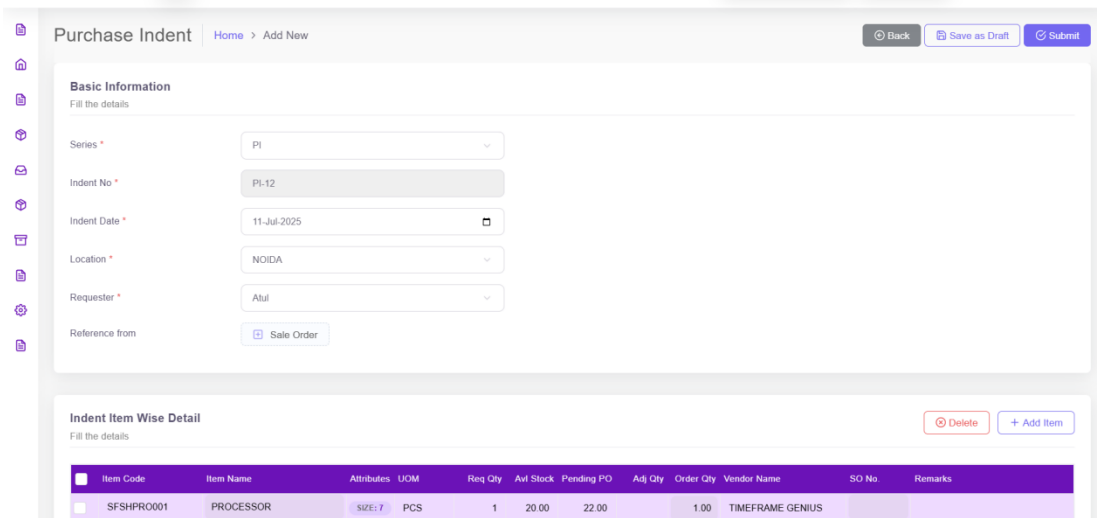
This request goes through an approval process before it is forwarded to the purchasing team.

The goal is to formalize internal demand, plan purchases, and prevent unnecessary procurement.

Navigation : Procurement>Purchase Indent>Create

Workflow:

- Create Purchase Indent (from SO or Manually)
- Submit for Approval
- Approval Workflow
- Convert Indent to Purchase Order (PO)
- Track Indent Status



The screenshot shows the 'Purchase Indent' creation interface. At the top, there's a breadcrumb 'Home > Add New' and action buttons: 'Back', 'Save as Draft', and 'Submit'. The form is divided into two main sections: 'Basic Information' and 'Indent Item Wise Detail'.

Basic Information: This section contains several input fields:

- Series ***: A dropdown menu with 'PI' selected.
- Indent No ***: A text field with 'PI-12' entered.
- Indent Date ***: A date picker showing '11-Jul-2025'.
- Location ***: A dropdown menu with 'NOIDA' selected.
- Requester ***: A dropdown menu with 'Atul' selected.
- Reference from**: A button labeled 'Sale Order'.

Indent Item Wise Detail: This section includes a table for item details. Above the table are 'Delete' and '+ Add Item' buttons. The table has the following columns: Item Code, Item Name, Attributes, UOM, Req Qty, Avl Stock, Pending PO, Adj Qty, Order Qty, Vendor Name, SO No, and Remarks. One item is listed:

Item Code	Item Name	Attributes	UOM	Req Qty	Avl Stock	Pending PO	Adj Qty	Order Qty	Vendor Name	SO No	Remarks
SFSHPRO001	PROCESSOR	size: 7	PCS	1	20.00	22.00		1.00	TIMEFRAME GENIUS		

Save/Submit:

- Save as Draft for further edits.
- Submit to trigger approval workflow.

In draft mode:

Purchase Indent

Home > Edit

Back

Save as Draft

Submit

Basic Information

Fill the details

Status : Draft

Series *

PI

Indent No *

PI-11

Indent Date *

08-Jul-2025

Location *

NOIDA

Indent Item Wise Detail

Fill the details

Delete

+ Add Item

Item Code	Item Name	Attributes	UOM	Req Qty	Avl Stock	Pending PO	Adj Qty	Order Qty	Vendor Name	SO No.	Remarks
DRESS	DRESSES	SIZE: STANDARD IT...	NOS	294	0.00	0.00	0	294.00	Select		

Item Details

Category: CLOTH

Sub Category: SUB CLOTH

HSN: 27101939

Attributes: SIZE: STANDARD

ITEM TYPE: NEW

In submitted status:

Purchase Indent

Home > Edit

Back

Revoke

Basic Information

Fill the details

Status : Submitted

Series *

PI

Indent No *

PI-12

Indent Date *

11-Jul-2025

Location *

NOIDA

Requester *

Atul

Approval History

Rev. No. 0

Mohit

Pending

Atul

11/07/2025

Submit

Indent Item Wise Detail

Fill the details

Item Code	Item Name	Attributes	UOM	Req Qty	Avl Stock	Pending PO	Adj Qty	Order Qty	Vendor Name	SO No.	Remarks
SFSHPRO001	PROCESSOR	SIZE: 7	PCS	1	20.00	22.00	0	1.00	TIMEFRAME GENIUS		

Item Details

Purchase Indent

Home > Add New

Back

Save as Draft

Submit

Basic Information

Fill the details

Series *

PI

Indent No *

PI-12

Indent Date *

11-Jul-2025

Location *

NOIDA

Requester *

Atul

Reference from

Sale Order

Success!

Record created successfully

OK

Indent Item Wise Detail

Fill the details

Delete

+ Add Item

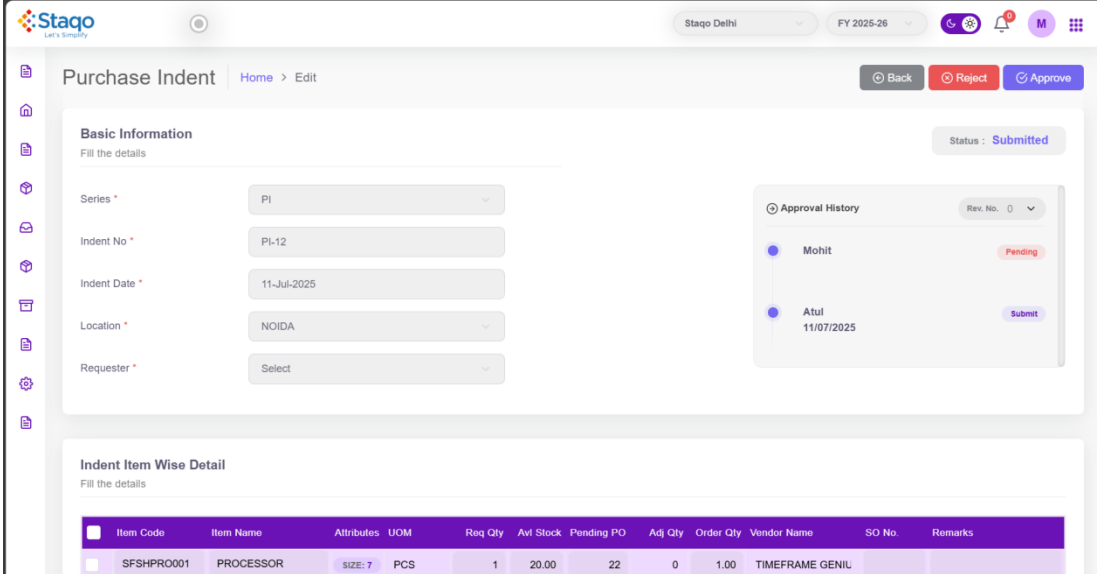
Item Code	Item Name	Attributes	UOM	Req Qty	Avl Stock	Pending PO	Adj Qty	Order Qty	Vendor Name	SO No.	Remarks
SFSHPRO001	PROCESSOR	SIZE: 7	PCS	1	20.00	22.00		1.00	TIMEFRAME GENIUS		

PI Document submitted

Navigate to : Procurement > Approvals > Purchase Indents

Approvers can:

- Review item and department details
- View attached files (e.g., budget notes)
- Approve / Reject / Send back for clarification
- If Approver is defined it will go for approval if not then it will directly get approved
- Approver can either approve or reject the submitted PO request



Staago Let's simplify

Staago Delhi FY 2025-26

Purchase Indent Home > Edit Back Reject Approve

Status: Submitted

Basic Information
Fill the details

Series * PI
Indent No * PI-12
Indent Date * 11-Jul-2025
Location * NOIDA
Requester * Select

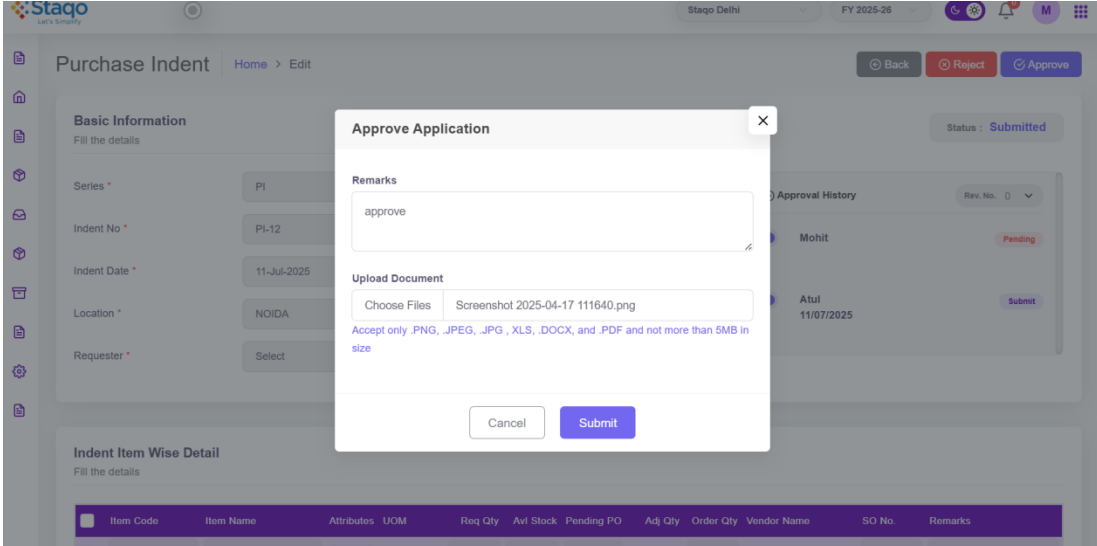
Approval History
Rev. No. 0

Mohit Pending
Atul 11/07/2025 Submit

Indent Item Wise Detail
Fill the details

Item Code	Item Name	Attributes	UOM	Req Qty	Avl Stock	Pending PO	Adj Qty	Order Qty	Vendor Name	SO No.	Remarks
SFSHPRO001	PROCESSOR	SIZE: 7	PCS	1	20.00	22	0	1.00	TIMEFRAME GENIU		

If approver wants to approve the transaction they can add remarks and attach the required document



Staago Let's simplify

Staago Delhi FY 2025-26

Purchase Indent Home > Edit Back Reject Approve

Status: Submitted

Basic Information
Fill the details

Series * PI
Indent No * PI-12
Indent Date * 11-Jul-2025
Location * NOIDA
Requester * Select

Approval History
Rev. No. 0

Mohit Pending
Atul 11/07/2025 Submit

Approve Application

Remarks
approve

Upload Document
Choose Files Screenshot 2025-04-17 111640.png
Accept only .PNG, .JPEG, .JPG, .XLS, .DOCX, and .PDF and not more than 5MB in size

Cancel Submit

Indent Item Wise Detail
Fill the details

Item Code	Item Name	Attributes	UOM	Req Qty	Avl Stock	Pending PO	Adj Qty	Order Qty	Vendor Name	SO No.	Remarks
SFSHPRO001	PROCESSOR	SIZE: 7	PCS	1	20.00	22	0	1.00	TIMEFRAME GENIU		

Staqa

Let's simplify

Staqa Delhi

FY 2025-26

A

Purchase Indent

Home > Edit

BackPrintAmendment

Basic Information

Fill the details

Series *

PI

Indent No *

PI-12

Indent Date *

11-Jul-2025

Location *

NOIDA

Requester *

Atul

Status : Approved

Approval History

Rev. No. 0

Mohit

11/07/2025

approve

Approve

Atul

11/07/2025

Submit

Indent Item Wise Detail

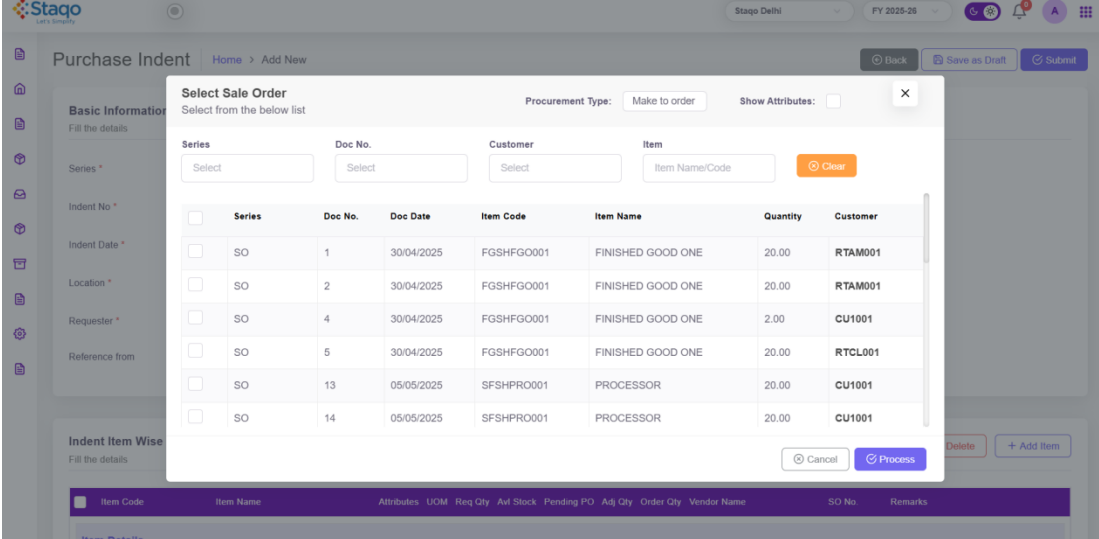
Fill the details

Item Code	Item Name	Attributes	UCM	Req Qty	Avl Stock	Pending PO	Adj Qty	Order Qty	Vendor Name	SO No.	Remarks
SFSHPRO001	PROCESSOR	SIZE: 7	PCS	1	20.00	22.00	0	1.00	TIMEFRAME GENIUS		

Item Details

Transaction approved successfully

PI can be created through pulling outstanding Sales order also

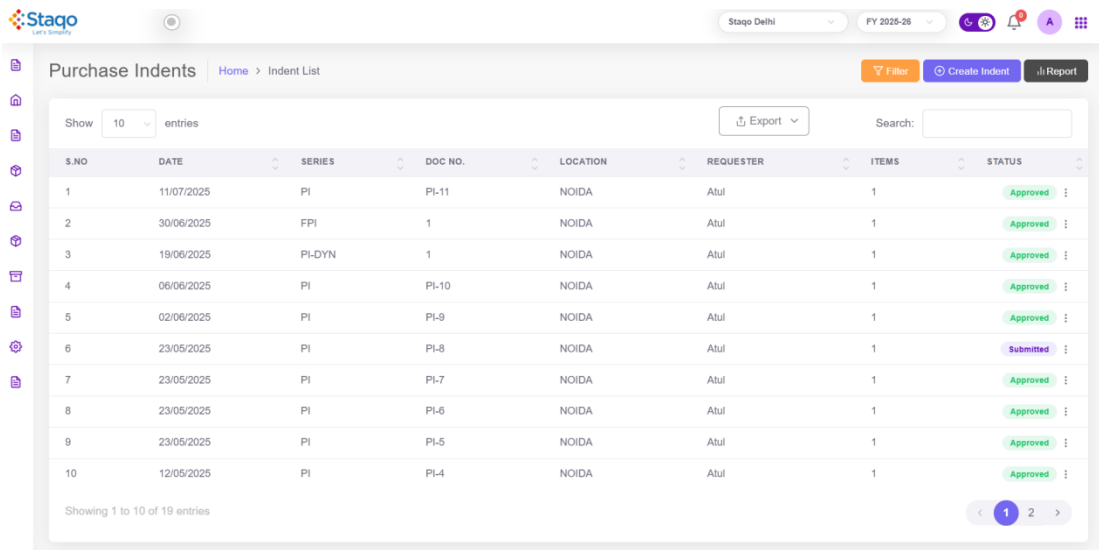


Series	Doc No.	Doc Date	Item Code	Item Name	Quantity	Customer
SO	1	30/04/2025	FGSHFG0001	FINISHED GOOD ONE	20.00	RTAM001
SO	2	30/04/2025	FGSHFG0001	FINISHED GOOD ONE	20.00	RTAM001
SO	4	30/04/2025	FGSHFG0001	FINISHED GOOD ONE	2.00	CU1001
SO	5	30/04/2025	FGSHFG0001	FINISHED GOOD ONE	20.00	RTCL001
SO	13	05/05/2025	SFSHPR0001	PROCESSOR	20.00	CU1001
SO	14	05/05/2025	SFSHPR0001	PROCESSOR	20.00	CU1001

We can submit or approve PI created through SO

Track status on listing page:

- Pending/Submitted Indents
- Approved Indents
- Rejected or Returned



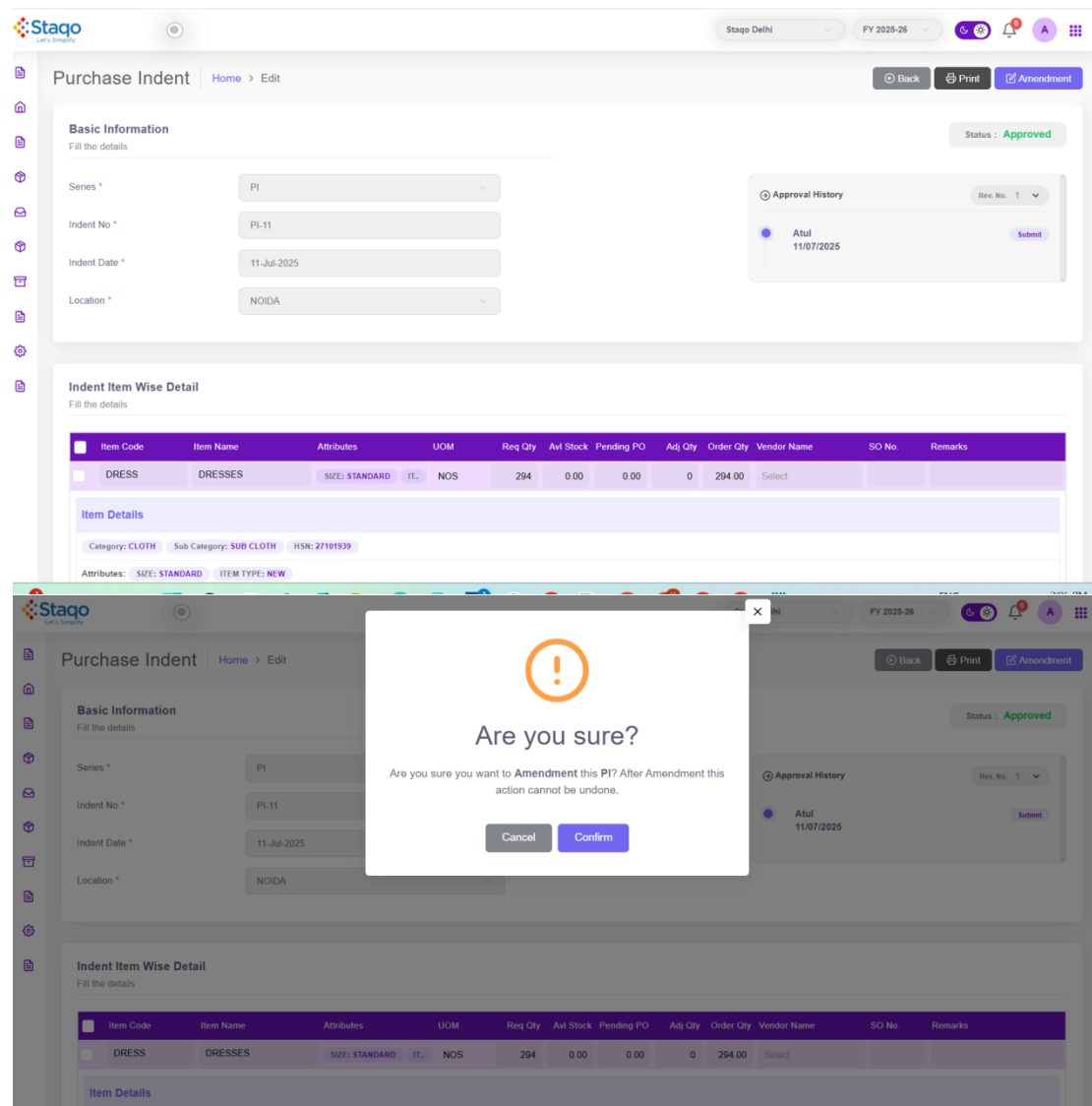
S.NO	DATE	SERIES	DOC NO.	LOCATION	REQUESTER	ITEMS	STATUS
1	11/07/2025	PI	PI-11	Noida	Atul	1	Approved
2	30/06/2025	FPI	1	Noida	Atul	1	Approved
3	19/06/2025	PI-DYN	1	Noida	Atul	1	Approved
4	06/06/2025	PI	PI-10	Noida	Atul	1	Approved
5	02/06/2025	PI	PI-9	Noida	Atul	1	Approved
6	23/05/2025	PI	PI-8	Noida	Atul	1	Submitted
7	23/05/2025	PI	PI-7	Noida	Atul	1	Approved
8	23/05/2025	PI	PI-6	Noida	Atul	1	Approved
9	23/05/2025	PI	PI-5	Noida	Atul	1	Approved
10	12/05/2025	PI	PI-4	Noida	Atul	1	Approved

Amendment:

Approved document can also be amended by the person whose name is defined under amendment in PI series

A pop up will be shown before amendment like are you sure you want to amend this

After confirming you will be able to edit the PI and then resubmit again



Purchase Indent Home > Edit

Status: **Approved**

Basic Information
Fill the details

Series * PI
Indent No * PI-11
Indent Date * 11-Jul-2025
Location * NOIDA

Approval History
Rev. No. 1
Atul 11/07/2025

Indent Item Wise Detail
Fill the details

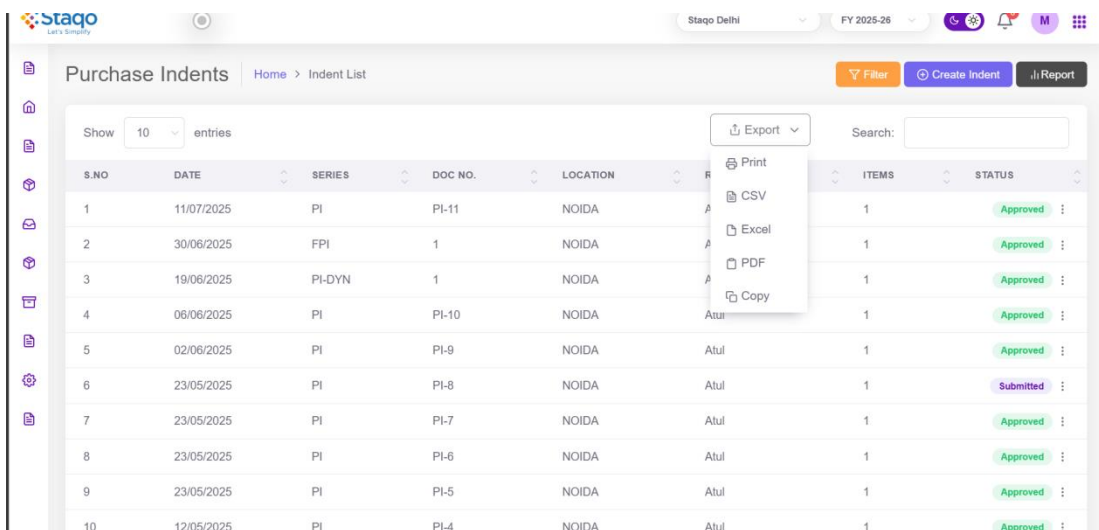
Item Code	Item Name	Attributes	UOM	Req Qty	Avl Stock	Pending PO	Adj Qty	Order Qty	Vendor Name	SO No.	Remarks
DRESS	DRESSES	SIZE: STANDARD IT, NOS		294	0.00	0.00	0	294.00	Select		

Item Details
Category: CLOTH Sub Category: SUB CLOTH HSN: 27101939
Attributes: SIZE: STANDARD ITEM TYPE: NEW

Are you sure?
Are you sure you want to Amendment this PI? After Amendment this action cannot be undone.
Cancel Confirm

- PI can export to:

CSV,Print,Excel,PDF,copy



S.NO	DATE	SERIES	DOC NO.	LOCATION	STATUS
1	11/07/2025	PI	PI-11	NOIDA	Approved
2	30/06/2025	FPI	1	NOIDA	Approved
3	19/06/2025	PI-DYN	1	NOIDA	Approved
4	06/06/2025	PI	PI-10	NOIDA	Approved
5	02/06/2025	PI	PI-9	NOIDA	Approved
6	23/05/2025	PI	PI-8	NOIDA	Submitted
7	23/05/2025	PI	PI-7	NOIDA	Approved
8	23/05/2025	PI	PI-6	NOIDA	Approved
9	23/05/2025	PI	PI-5	NOIDA	Approved
10	12/05/2025	PI	PI-4	NOIDA	Approved

4.4. Purchase Order

The **Purchase Order** module is used to generate formal orders to vendors based on approved indents or direct procurement needs.

A PO contains detailed information such as vendor name, item specifications, quantities, agreed prices, delivery timelines, and payment terms.

Once approved and sent, the PO becomes a legally binding document that the vendor fulfills. The PO module ensures traceability, price control, and procurement compliance within the organization.

Navigation : Procurement>Purchase Order>Create

Workflow:

- Create PO (from Indent or manually)
- Submit PO for approval
- Approve and release PO
- Share PO with vendor
- Receive goods/services
- Process vendor invoice
- Close PO

Create new PO: either direct or through outstanding PI or direct by adding all the required fields

The image displays two screenshots of the Staqa Purchase Order form. The top screenshot shows the form with the following fields:

- Basic Information:** Series (POGT), PO No (POGT-8), PO Date (11-Jul-2025), Location (NOIDA), Reference from (Purchase Indent).
- Vendor Details:** Vendor (TIMEFRAME GENIUS), Currency (Indian rupee), Payment Terms (NET 45 DAYS), Exchange Rate (1).
- Addresses:** Vendor Address, Billing Address, and Delivery Address fields.

The bottom screenshot shows the same form with a "Success!" modal overlay, indicating that the record was created successfully. The modal includes a green checkmark icon and an "OK" button.

PO submitted successfully

Approver workflow:

Navigation : Procurement>Approvals>Purchase Order

- If Approver is defined it will go for approval if not then it will directly get approved

Approver can either approve or reject the submitted PO request

Purchase Order Home > Edit

Back Reject Approve

Status: Submitted

Basic Information
Fill the details

Series * POGT

PO No * POGT-8

PO Date * 11-Jul-2025

Location * NOIDA

Reference from Purchase Indent

Approval History
Rev. No. 0

Mohit Pending

Atul 11/07/2025 Submit

Vendor Details

Vendor * TIMEFRAME GENIUS

Currency * Indian rupee

Payment Terms * NET 45 DAYS

Exchange Rate * 1.000000

Vendor Address Billing Address Delivery Address

If approver wants to approve the transaction then they can approve by adding remarks and documents

Purchase Order Home > Edit

Back Reject Approve

Status: Submitted

Basic Information
Fill the details

Series * POGT

PO No * POGT-8

PO Date * 11-Jul-2025

Location * NOIDA

Reference from Purchase Indent

Approval History
Rev. No. 0

Mohit Pending

Atul 11/07/2025 Submit

Vendor Details

Vendor * TIMEFRAME GENIUS

Currency * Indian rupee

Payment Terms * NET 45 DAYS

Exchange Rate * 1.000000

Approve Application

Remarks
approve

Upload Document
Choose Files Screenshot 2025-04-17 111640.png

Accept only .PNG, .JPEG, .JPG, .XLS, .DOCX, and .PDF and not more than 5MB in size

Cancel Submit

Purchase Order Home > Edit

Back Reject Approve

Status: Submitted

Basic Information
Fill the details

Series * POGT

PO No * POGT-8

PO Date * 11-Jul-2025

Location * NOIDA

Reference from Purchase Indent

Approval History
Rev. No. 0

Mohit Pending

Atul 11/07/2025 Submit

Vendor Details

Vendor * TIMEFRAME GENIUS

Currency * Indian rupee

Payment Terms * NET 45 DAYS

Exchange Rate * 1.000000

Approve Application

Success!

Document approve successfully!

OK

Cancel Submit

Purchase Order | Home > Edit

Back | Print | E-Mail | Amendment

Status: **Approved**

Basic Information
Fill the details

Series * POGT

PO No * POGT-8

PO Date * 11-Jul-2025

Location * NOIDA

Reference from [Purchase Indent](#)

Approval History | Rev. No. 0

Mohit 11/07/2025 approve [Approve](#)

Atul 11/07/2025 [Submit](#)

Vendor Details

Vendor * TIMEFRAME GENIUS

Currency * Indian rupee

Payment Terms * NET-45 DAYS

Exchange Rate * 1.000000

Vendor Address | **Billing Address** | **Delivery Address**

Vendor Address * | Billing Address * | Delivery Address *

Document got approved successfully

Status can be seen on listing page:

- Draft
- Submitted
- Approved
- Rejected

Purchase Orders | Home > PO List

Filter | Create Bulk PO | Create PO | Report

Show 10 entries | Export

S.NO	DATE	SERIES	DOC NO.	LOCATION	VENDOR	ITEMS	CURR	ITEM VALUE	DISCOUNT	TAX	STATUS
1	11/07/2025	POGT	POGT-7	NOIDA	TIMEFRAME GENIUS	1	INR	12.00	0.00	2.16	Approved
2	08/07/2025	POGT	POGT-6	NOIDA	TIMEFRAME GENIUS	1	INR	120.00	0.00	21.60	Approved
3	09/06/2025	PO	PO-1	NOIDA	GLOBAL SUPPLIES CO	1	INR	2,500.00	0.00	450.00	Approved
4	06/06/2025	POGT	POGT-5	NOIDA	TIMEFRAME GENIUS	1	INR	600.00	0.00	108.00	Approved
5	23/05/2025	POGT	POGT-4	NOIDA	TIMEFRAME GENIUS	1	INR	800.00	0.00	40.00	Submitted
6	23/05/2025	POGT	POGT-3	NOIDA	TIMEFRAME GENIUS	1	INR	1,100.00	0.00	198.00	Approved
7	12/05/2025	POGT	POGT-2	NOIDA	TIMEFRAME GENIUS	1	INR	100.00	0.00	18.00	Approved
8	08/05/2025	PORDER	PORDER-2	NOIDA	GLOBAL SUPPLIES CO	1	INR	200.00	0.00	36.00	Approved
9	02/05/2025	PORDER	PORDER-1	NOIDA	TIMEFRAME GENIUS	1	INR	100,000.00	0.00	18,000.00	Approved
10	01/05/2025	POGT	POGT-1	NOIDA	GLOBAL SUPPLIES CO	1	INR	800.00	0.00	144.00	Approved

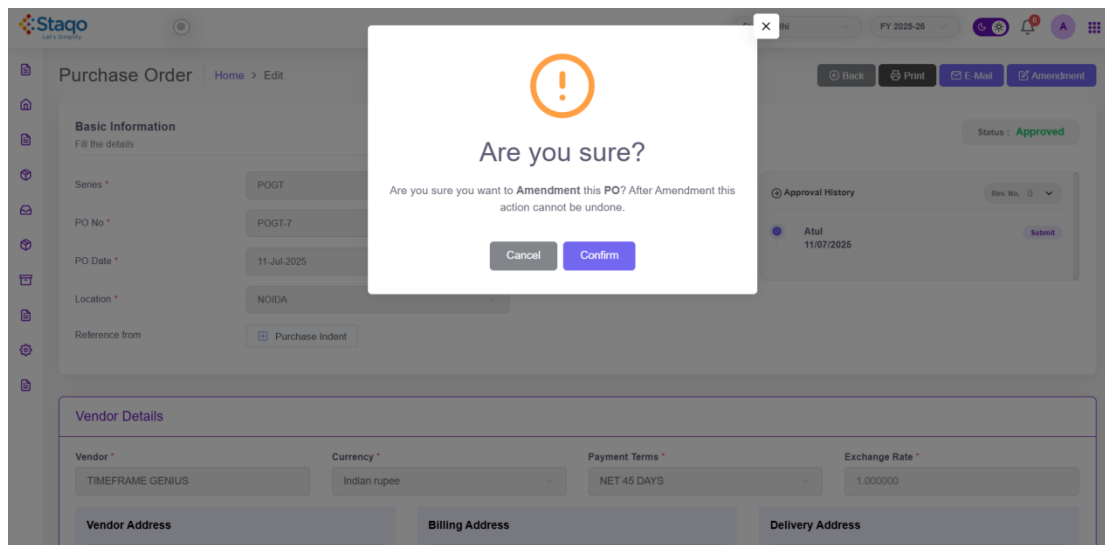
Showing 1 to 10 of 17 entries

Amendment:

Approved document can also be amended by the person whose name is defined under amendment in PO series

A pop up will be shown before amendment like are you sure you want to amend this

After confirming you will be able to edit the PO and then resubmit again



- PO can export to:
CSV, Print, Excel, PDF, copy

Purchase Orders Home > PO List

Filter Create Bulk PO Create PO Report

Show 10 entries

S.NO	DATE	SERIES	DOC NO.	LOCATION	VENDOR	ITEMS	ITEM VALUE	DIS	STATUS
1	11/07/2025	POGT	POGT-7	Noida	TIMEFRAME GENIUS	1	12.00		Approved
2	08/07/2025	POGT	POGT-6	Noida	TIMEFRAME GENIUS	1	120.00		Approved
3	09/06/2025	PO	PO-1	Noida	GLOBAL SUPPLIES CO	1	2,500.00		Approved
4	06/06/2025	POGT	POGT-5	Noida	TIMEFRAME GENIUS	1	600.00		Approved
5	23/05/2025	POGT	POGT-4	Noida	TIMEFRAME GENIUS	1	800.00	INR	Submitted
6	23/05/2025	POGT	POGT-3	Noida	TIMEFRAME GENIUS	1	1,100.00	INR	Approved
7	12/05/2025	POGT	POGT-2	Noida	TIMEFRAME GENIUS	1	100.00	INR	Approved
8	08/05/2025	PORDER	PORDER-2	Noida	GLOBAL SUPPLIES CO	1	200.00	INR	Approved
9	02/05/2025	PORDER	PORDER-1	Noida	TIMEFRAME GENIUS	1	100,000.00	INR	Approved
10	01/05/2025	POGT	POGT-1	Noida	GLOBAL SUPPLIES CO	1	800.00	INR	Approved

Export Print CSV Excel PDF Copy

4.5. Expense Advice

The **Expense Advice** module is used to initiate and manage payments that are not directly tied to inventory purchases — such as service charges, utility bills, travel reimbursements, or consultancy fees.

It serves as a formal recommendation or request to the finance/accounts department to process specific payments.

This module ensures that every payment is tracked, approved, and documented properly, helping maintain transparency in financial operations.

Examples:

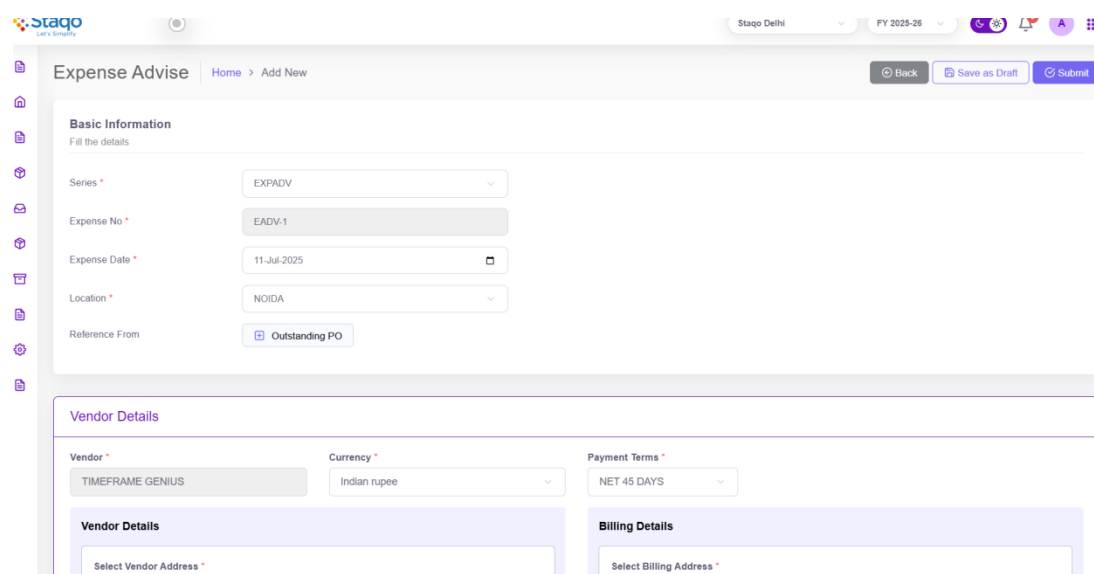
- Employee travel reimbursements
- Contractor payments without PO
- Utility bill settlements
- Petty cash expenses
- Advance payments to vendors

Navigate to : Procurement > Expense Advice > Create New

Workflow:

- Create Expense Advice (Manually or through PO)
- Attach supporting documents
- Submit for approval
- Review and approval by finance
- Expense booked in system and payment processed

Submit the expense advice fill all the mandatory fields like series, expense no., location etc.



The screenshot shows the 'Expense Advice' form in the Staqa system. The form is divided into two main sections: 'Basic Information' and 'Vendor Details'. The 'Basic Information' section includes fields for Series (EXPADV), Expense No (EADV-1), Expense Date (11-Jul-2025), Location (NOIDA), and Reference From (Outstanding PO). The 'Vendor Details' section includes fields for Vendor (TIMEFRAME GENIUS), Currency (Indian rupee), and Payment Terms (NET 45 DAYS). Below these sections are two tabs: 'Vendor Details' and 'Billing Details', each with a 'Select' button for the respective address.

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Expense Advice Home > Add New

Back Save as Draft Submit

Basic Information
Fill the details

Series * EXPADV

Expense No * EADV-1

Expense Date * 11-Jul-2025

Location * NOIDA

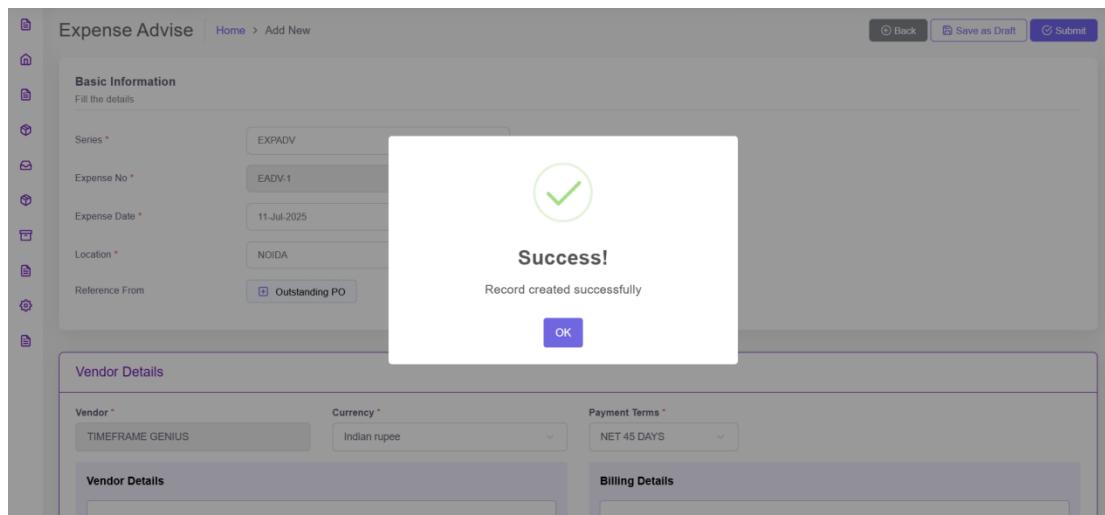
Reference From Outstanding PO

Vendor Details

Vendor * TIMEFRAME GENIUS Currency * Indian rupee Payment Terms * NET 45 DAYS

Vendor Details **Billing Details**

Select Vendor Address * Select Billing Address *



The image shows the 'Expense Advise' form in the Presence360 system. A modal window with a green checkmark and the text 'Success! Record created successfully' is centered over the form. The form fields are as follows:

Basic Information	
Fill the details	
Series *	EXPADV
Expense No *	EADV-1
Expense Date *	11-Jul-2025
Location *	NOIDA
Reference From	Outstanding PO

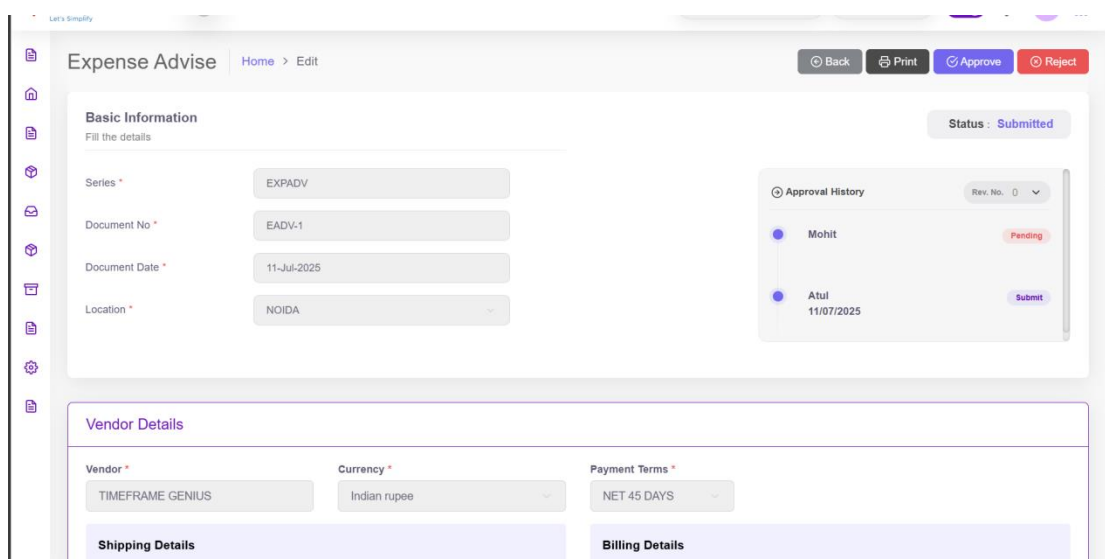
Vendor Details		
Vendor *	Currency *	Payment Terms *
TIMEFRAME GENIUS	Indian rupee	NET 45 DAYS

Vendor Details	Billing Details
Select Vendor Address *	Select Billing Address *

Expense advise submitted successfully

Now, this will go for approval to the mentioned approver

Approver can either approve or reject the expense advice transaction



The image shows the 'Expense Advise' form in the Presence360 system, now in 'Edit' mode. The status is 'Submitted'. The form fields are as follows:

Basic Information	
Fill the details	
Series *	EXPADV
Document No *	EADV-1
Document Date *	11-Jul-2025
Location *	NOIDA

Vendor Details		
Vendor *	Currency *	Payment Terms *
TIMEFRAME GENIUS	Indian rupee	NET 45 DAYS

Shipping Details	Billing Details

Approval History

Rev. No.	Approver	Status
0	Mohit	Pending
1	Atul	Submitted

Expense Advise Home > Edit

Status: Submitted

Basic Information
Fill the details

Series * EXPADV
Document No * EADV-1
Document Date * 11-Jul-2025
Location * NOIDA

Vendor Details

Vendor * TIMEFRAME GENIUS
Currency * Indian rupee
Payment Terms * NET 45 DAYS

Approve Application

Remarks
approved

Upload Document
Choose Files Screenshot 2025-04-15 160157.png
Accept only .PNG, .JPEG, .JPG, .XLS, .DOCX, and .PDF and not more than 5MB in size

Cancel Submit

Approver will approve the application with remarks and uploading the desired document

Expense Advise Home > Edit

Status: Submitted

Basic Information
Fill the details

Series * EXPADV
Document No * EADV-1
Document Date * 11-Jul-2025
Location * NOIDA

Vendor Details

Vendor * TIMEFRAME GENIUS
Currency * Indian rupee
Payment Terms * NET 45 DAYS

Approve Application

Success!
Document approve successfully!

OK

Document approved successfully

Expense Advise Home > Edit

Status: Approved

Basic Information
Fill the details

Series * EXPADV
Document No * EADV-1
Document Date * 11-Jul-2025
Location * NOIDA

Vendor Details

Vendor * TIMEFRAME GENIUS
Currency * Indian rupee
Payment Terms * NET 45 DAYS

Approval History

Mohit 11/07/2025 approved

Shipping Details

K-12078 NOIDA EXTENSION, UTTAR PRADESH, Noida, Uttar Pradesh, India, Pincode - 201301

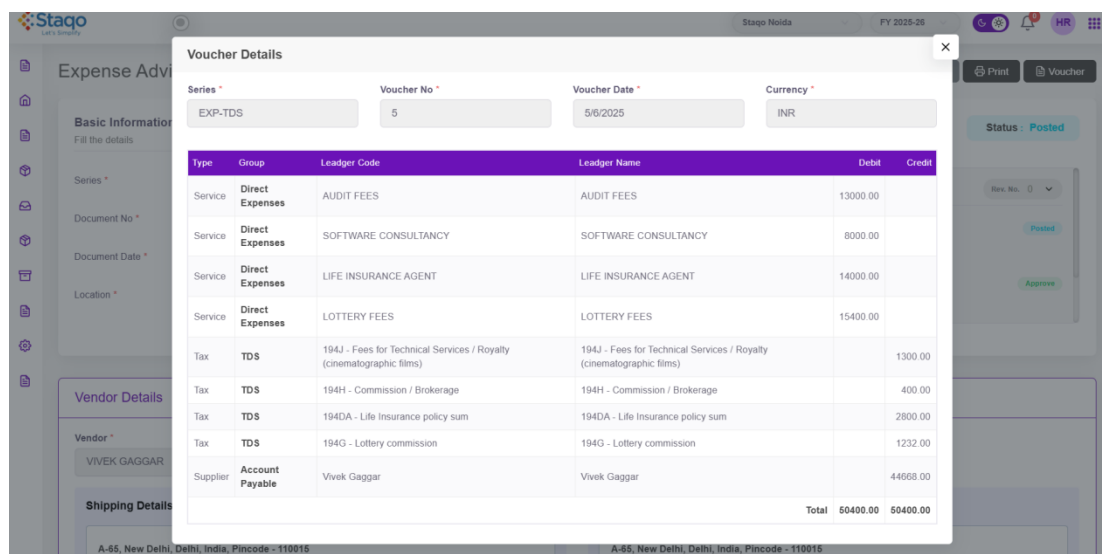
Billing Details

K-12078 NOIDA EXTENSION, UTTAR PRADESH, Noida, Uttar Pradesh, India, Pincode - 201301

- Approved document can be posted now
- Approved document can be printed
- Approved document can be amendment

Expense advice after posting:

- It can be printed
- Vocher is visible



Voucher Details

Series * EXP-TDS Voucher No * 5 Voucher Date * 5/6/2025 Currency * INR

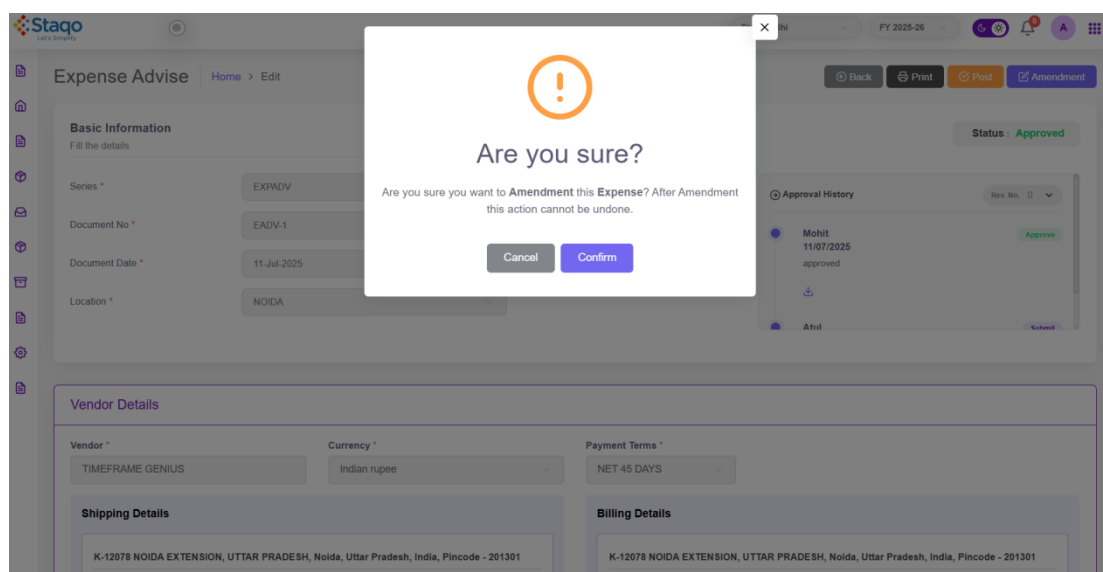
Type	Group	Ledger Code	Ledger Name	Debit	Credit
Service	Direct Expenses	AUDIT FEES	AUDIT FEES	13000.00	
Service	Direct Expenses	SOFTWARE CONSULTANCY	SOFTWARE CONSULTANCY	8000.00	
Service	Direct Expenses	LIFE INSURANCE AGENT	LIFE INSURANCE AGENT	14000.00	
Service	Direct Expenses	LOTTERY FEES	LOTTERY FEES	15400.00	
Tax	TDS	194J - Fees for Technical Services / Royalty (cinematographic films)	194J - Fees for Technical Services / Royalty (cinematographic films)		1300.00
Tax	TDS	194H - Commission / Brokerage	194H - Commission / Brokerage		400.00
Tax	TDS	194DA - Life Insurance policy sum	194DA - Life Insurance policy sum		2800.00
Tax	TDS	194G - Lottery commission	194G - Lottery commission		1232.00
Supplier	Account Payable	Vivek Gaggur	Vivek Gaggur		44668.00
Total				50400.00	50400.00

Amendment:

Approved document can also be amended by the person whose name is defined under amendment in Expense Advice series

A pop up will be shown before amendment like are you sure you want to amend this

After confirming you will be able to edit the Expense Advice and then resubmit again



Status can be seen on listing page:

- Draft
- Submitted
- Approved

Expense Advise [Home](#) > Expense Advise

Filter Create Report

Show 10 entries Export Search:

S NO.	SERIES	EXPENSE NO.	EXPENSE DATE	LOCATION	COST CENTER	VENDOR	CURRENCY	ITEM	IT	STATUS
1	EXP-TDS	5	05/06/2025	NOIDA SECTOR 135	Testing MIDC New	VIVEK GAGGAR	INR	4		Posted
2	EXPADV	EADV-14	04/06/2025	MOTHER DAIRY	Benglaru Cost Center	VIVEK GAGGAR	INR	1		Posted
3	EXPADV	EADV-13	30/05/2025	MOTHER DAIRY	Benglaru Cost Center	GOURAV CONSULTANT	INR	4		Posted
4	EXP-TDS	4	30/05/2025	MOTHER DAIRY	Benglaru Cost Center	VIVEK GAGGAR	INR	1		Approved
5	EXP-TDS	3	30/05/2025	MOTHER DAIRY	Benglaru Cost Center	GLOBAL SUPPLIES CO	INR	1		Approved
6	EXPADV	EADV-12	30/05/2025	MOTHER DAIRY	Finance	VIVEK GAGGAR	INR	1		Approved
7	EXPADV	EADV-11	29/05/2025	MOTHER DAIRY	Benglaru Cost Center	VIVEK GAGGAR	INR	1		Approved
8	EXPADV	EADV-10	28/05/2025	MOTHER DAIRY	Benglaru Cost Center	VIVEK GAGGAR	INR	4		Posted
9	EXPADV	EADV-9	28/05/2025	MOTHER DAIRY	Benglaru Cost Center	VIVEK GAGGAR	INR	4		Approved
10	EXP-TDS	2	01/05/2025			GLOBAL SUPPLIES CO	INR	1		Approved

Showing 1 to 10 of 19 entries

1 2

- Expense advice can be Export to:

Print, CSV, Excel, PDF, Copy

Expense Advise

Home > Expense Advise

Filter Create Report

Show 10 entries

Export

Search:

S NO.	SERIES	EXPENSE NO.	EXPENSE DATE	LOCATION	COST CENTER	VENDOR	CURRENCY	ITEM	IT	STATUS
1	EXP-TDS	5	05/06/2025	NOIDA SECTOR 135	Testing MIDC NEw	VIVEK G	INR	4		Posted
2	EXPADV	EADV-14	04/06/2025	MOTHER DAIRY	Benglaru Cost Center	VIVEK G	INR	1		Posted
3	EXPADV	EADV-13	30/05/2025	MOTHER DAIRY	Benglaru Cost Center	GOURLA	INR	4		Posted
4	EXP-TDS	4	30/05/2025	MOTHER DAIRY	Benglaru Cost Center	VIVEK G	INR	1		Approved
5	EXP-TDS	3	30/05/2025	MOTHER DAIRY	Benglaru Cost Center	GLOBAL SUPPLIES CO	INR	1		Approved
6	EXPADV	EADV-12	30/05/2025	MOTHER DAIRY	Finance	VIVEK GAGGAR	INR	1		Approved
7	EXPADV	EADV-11	28/05/2025	MOTHER DAIRY	Benglaru Cost Center	VIVEK GAGGAR	INR	1		Approved
8	EXPADV	EADV-10	28/05/2025	MOTHER DAIRY	Benglaru Cost Center	VIVEK GAGGAR	INR	4		Posted
9	EXPADV	EADV-9	28/05/2025	MOTHER DAIRY	Benglaru Cost Center	VIVEK GAGGAR	INR	4		Approved
10	EXP-TDS	2	01/05/2025			GLOBAL SUPPLIES CO	INR	1		Approved

Showing 1 to 10 of 19 entries

1 2

5. Inventory Module

Inventory Module is for managing materials, tracking stock levels, and performing inventory operations efficiently.

Inventory- GE>MRN>Purchase bill>purchase return>Material issue>material return>Warehouse>Replenishment>put away>Inspection>physical stock verification>Reports

5.1. Gate Entry

The **Gate Entry** module is used to log the arrival of items or products at a location before they are added to stock. Gate entries can be created based on documents like **Purchase Orders (PO)**, **Job Orders (JO)**, or **Advanced Shipment Notifications (ASN)** by entering the respective document numbers.

This ensures traceability of incoming goods.

The module is **optional** and can be enabled or disabled per module through system configuration.

Navigate to : Inventory>Gate entry>create

- Create a new gate entry when GE is “yes” in PO or JO

Gate Entry Home > Add New

Basic Information
Fill the details

Series * GATEENTRYPRIORITY

Document No * 2

Document Date * 14-Jul-2025

Location * NOIDA

Reference From ☐ Outstanding PO ☐ Outstanding JO

ASN Code Enter ASN Number Process

Vendor Details

Vendor * TIMEFRAME GENIUS Currency * Indian rupee Payment Terms * NET 45 DAYS

Vendor Address Billing Address Delivery Address

- Gate entry can be created by pulling outstanding PO or JO
- **Gate entry with outstanding JO**

Select Job Order Select from the below list

Vendor Select Doc No. Select Item Item Name/Code Clear

	SUPPLIER NAME	JO NO	JO DATE	ASN NO	ASN DATE	ITEM CODE	ITEM NAME	ATTRIBUTES	JO QTY	INV QTY	GE QTY	BAI
<input type="checkbox"/>	TIMEFRAME GENIUS	JO - 9	14/07/2025	-	-	SFFADYF001	DYED FABRIC	SIZE: 8	50.00	0.00	0.00	
<input type="checkbox"/>	TIMEFRAME GENIUS	JO - 8	14/07/2025	-	-	SFFADYF001	DYED FABRIC	SIZE: 7	100.00	0.00	0.00	

Show 10 entries Showing 1 to 2 of 2 entries

- Select a document and process
- Gate entry with outstanding JO
- Details will be auto populated as per the document along with reference number

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Gate Entry [Home](#) > [Add New](#) 🔍 📄 📁 📧 📅 ⚙️ 🔧

Basic Information
Fill the details

Series *

Document No *

Document Date *

Location *

Reference From

Reference No *

Vendor Details

Vendor * Currency * Payment Terms *

Vendor Address **Billing Address** **Delivery Address**

🔍 📄 📁 📧 📅 ⚙️ 🔧

Gate Entry [Home](#) > [Add New](#) 🔍 📄 📁 📧 📅 ⚙️ 🔧

Item Wise Detail
Fill the details 🗑️

Item Code	Item Name	Attributes	UOM	Qty	Rate	Value	Discount	Total	Action
SFFADYF001	DYED FABRIC	SIZE: 8	PCS	50	230	11500.00	0	11500.00	🗑️
						11500.00	0.00	11500.00	

Item Details **Document Summary** Tax + Discount + Expenses

Sub Total	11500.00
Item Discount	0.00
Taxable Value	11500.00
Tax	2070.00
Total After Tax	13570.00
Exp.	0.00
Total After Exp.	13570.00

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● Submit/draft the document

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Gate Entry [Home](#) > [Edit](#) 🔍 📄 📁 📧 📅 ⚙️ 🔧

Basic Information
Fill the details Status: Approved

Series *

Document No *

Document Date *

Location *

Reference No *

Approval History Rev. No. 0

Atul 14/07/2025 Submit

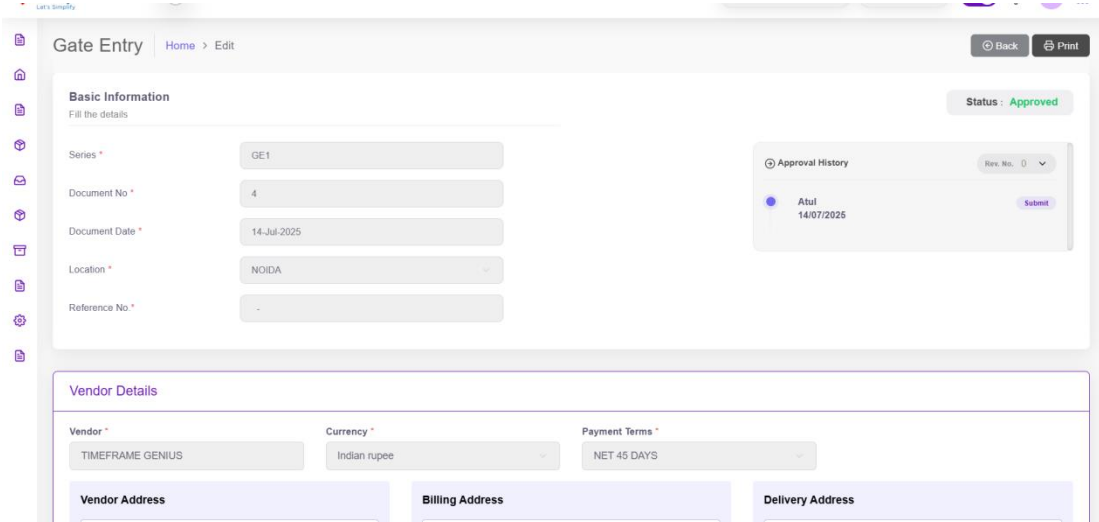
Vendor Details

Vendor * Currency * Payment Terms *

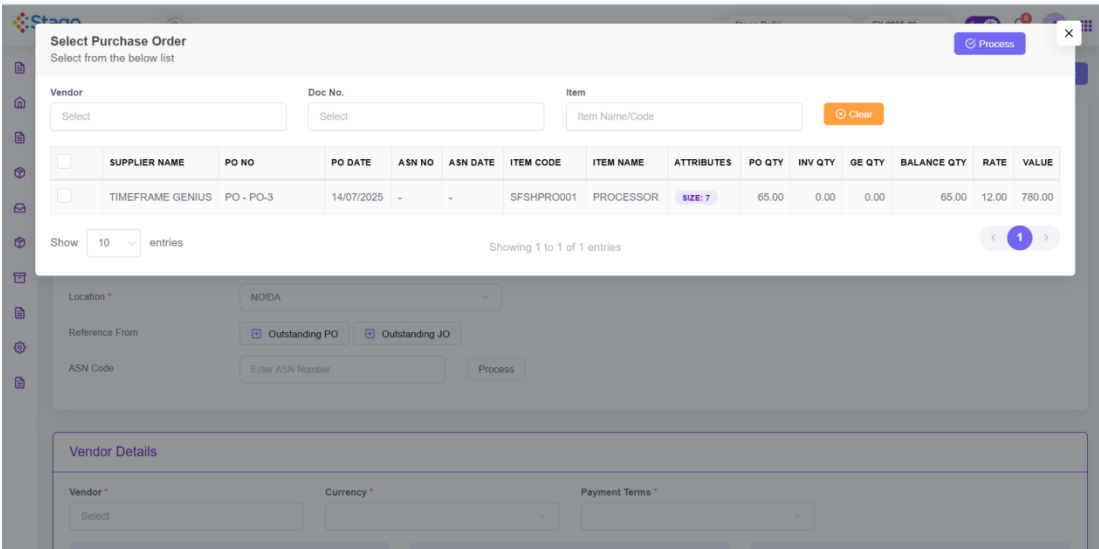
🔍 📄 📁 📧 📅 ⚙️ 🔧

GE submitted and approved successfully

- GE created will be sent for approval to the person whose name is defined under approval series other wise it will get auto approved
- Approval: Navigate to : Inventory>approvals>GE



- Gate entry with outstanding PO



- Select a document and process
- Gate entry with outstanding PO
- Details will be auto populated as per the document along with reference number
- Submit/draft the document

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Gate Entry Home > Edit

Status: **Approved**

Basic Information
Fill the details

Series * GE1

Document No * 5

Document Date * 14-Jul-2025

Location * NOIDA

Reference No * -

Approval History

Rev. No. 0

Atul 14/07/2025

Vendor Details

Vendor * TIMEFRAME GENIUS

Currency * Indian rupee

Payment Terms * NET 45 DAYS

Vendor Address

Billing Address

Delivery Address

GE submitted and approved successfully

- GE created will be sent for approval to the person whose name is defined under approval series other wise it will get auto approved
- Approval: Navigate to : Inventory>approvals>GE

Staqa Let's simplify

Staqa Delhi FY 2025-26

Gate Entry Home > Edit

Status: **Approved**

Basic Information
Fill the details

Series * GE1

Document No * 5

Document Date * 14-Jul-2025

Location * NOIDA

Reference No * -

Approval History

Rev. No. 0

Atul 14/07/2025

Vendor Details

Vendor * TIMEFRAME GENIUS

Currency * Indian rupee

Payment Terms * NET 45 DAYS

Vendor Address

Billing Address

Delivery Address

ASN

ASN (Advanced Shipment Notification)

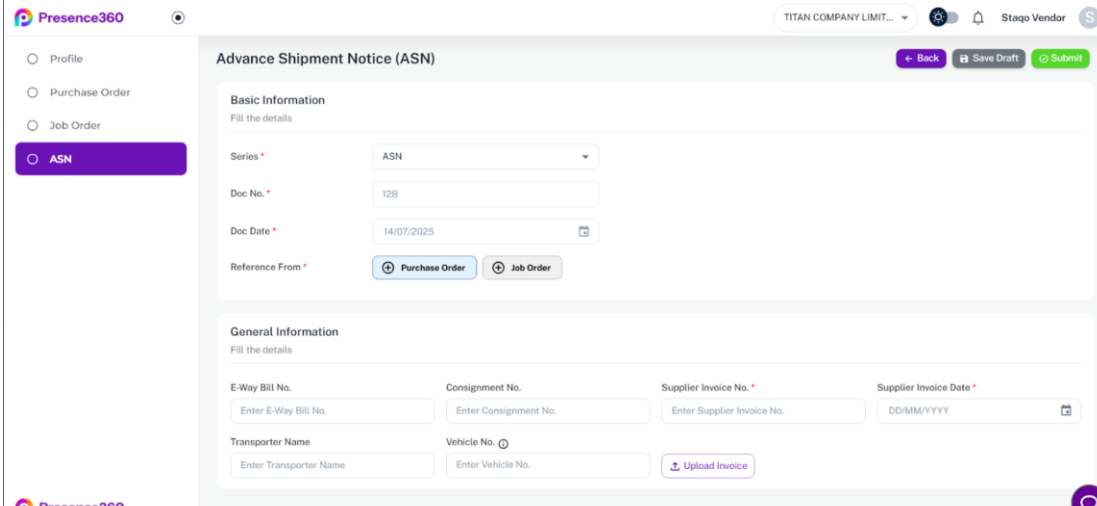
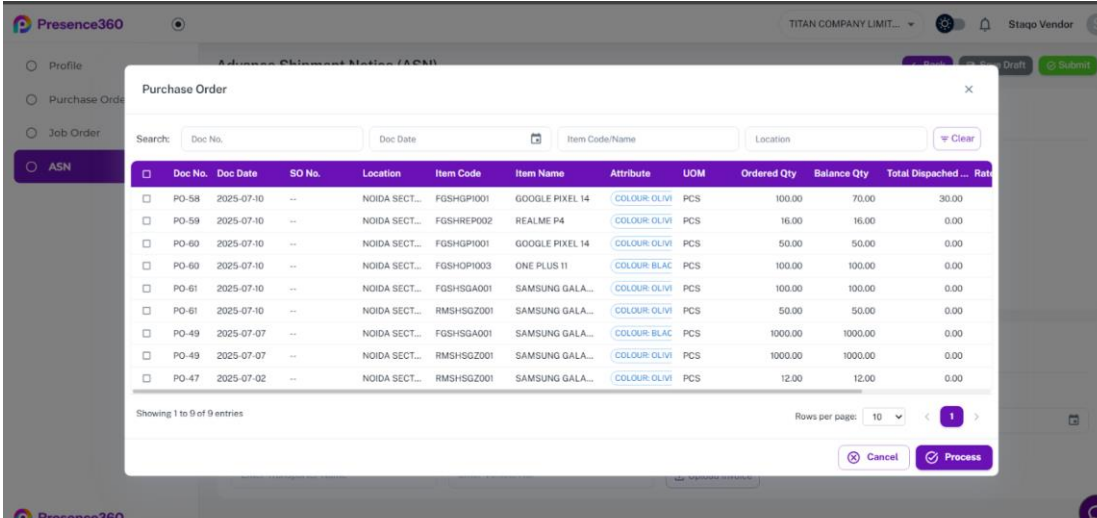
The **ASN** module is used to notify the receiving location in advance about items or products being dispatched. It is typically created by the supplier or sending party and includes details like items, quantities, shipment date, and source location.

The ASN helps in planning and streamlining **Gate Entry** and **MRN** processes by pre-alerting the receiving team about incoming shipments.

Once the shipment arrives, the ASN can be used to quickly generate Gate Entry records, ensuring faster and more accurate receiving operations.

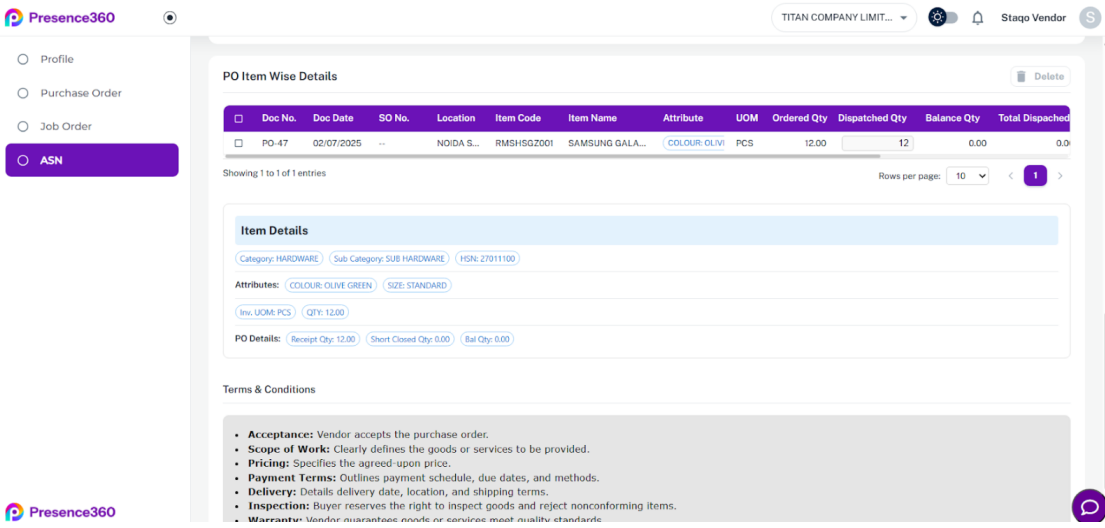
Create ASN :

- With PO

Doc No.	Doc Date	SO No.	Location	Item Code	Item Name	Attribute	UOM	Ordered Qty	Balance Qty	Total Dispatched ...	Rate
PO-58	2025-07-10	--	NOIDA SECT...	FGSHGP001	GOOGLE PIXEL 14	COLOUR: OLIV	PCS	100.00	70.00	30.00	
PO-59	2025-07-10	--	NOIDA SECT...	FGSHREP002	REALME P4	COLOUR: OLIV	PCS	16.00	16.00	0.00	
PO-60	2025-07-10	--	NOIDA SECT...	FGSHGP001	GOOGLE PIXEL 14	COLOUR: OLIV	PCS	50.00	50.00	0.00	
PO-60	2025-07-10	--	NOIDA SECT...	FGSHOP1003	ONE PLUS 11	COLOUR: BLAC	PCS	100.00	100.00	0.00	
PO-61	2025-07-10	--	NOIDA SECT...	FGSHSGA001	SAMSUNG GALA...	COLOUR: OLIV	PCS	100.00	100.00	0.00	
PO-61	2025-07-10	--	NOIDA SECT...	RMSHSGZ001	SAMSUNG GALA...	COLOUR: OLIV	PCS	50.00	50.00	0.00	
PO-49	2025-07-07	--	NOIDA SECT...	FGSHSGA001	SAMSUNG GALA...	COLOUR: BLAC	PCS	1000.00	1000.00	0.00	
PO-49	2025-07-07	--	NOIDA SECT...	RMSHSGZ001	SAMSUNG GALA...	COLOUR: OLIV	PCS	1000.00	1000.00	0.00	
PO-47	2025-07-02	--	NOIDA SECT...	RMSHSGZ001	SAMSUNG GALA...	COLOUR: OLIV	PCS	12.00	12.00	0.00	

- Select the PO document



PO Item Wise Details

Doc No.	Doc Date	SO No.	Location	Item Code	Item Name	Attribute	UOM	Ordered Qty	Dispatched Qty	Balance Qty	Total Dispatched
PO-47	02/07/2025	--	NOIDA S...	RMSHSG2001	SAMSUNG GALA...	COLOUR: OLVI	PCS	12.00	12	0.00	0.00

Showing 1 to 1 of 1 entries Rows per page: 10 < 1 >

Item Details

Category: HARDWARE Sub Category: SUB HARDWARE HSN: 27011100

Attributes: COLOUR: OLIVE GREEN SIZE: STANDARD

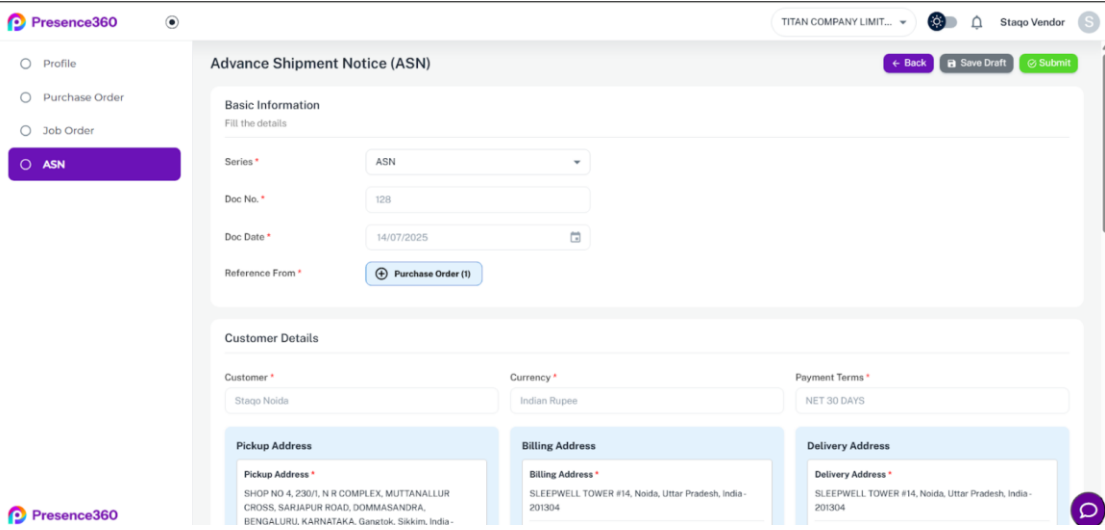
Inv. UOM: PCS QTY: 12.00

PO Details: Receipt Qty: 12.00 Short Closed Qty: 0.00 Bal Qty: 0.00

Terms & Conditions

- Acceptance:** Vendor accepts the purchase order.
- Scope of Work:** Clearly defines the goods or services to be provided.
- Pricing:** Specifies the agreed-upon price.
- Payment Terms:** Outlines payment schedule, due dates, and methods.
- Delivery:** Details delivery date, location, and shipping terms.
- Inspection:** Buyer reserves the right to inspect goods and reject nonconforming items.
- Warranty:** Vendor guarantees goods or services meet quality standards.

● Process the ASN



Advance Shipment Notice (ASN)

[Back](#) [Save Draft](#) [Submit](#)

Basic Information
Fill the details

Series * ASN

Doc No. * 128

Doc Date * 14/07/2025

Reference From * [Purchase Order \(1\)](#)

Customer Details

Customer * Stago Noida

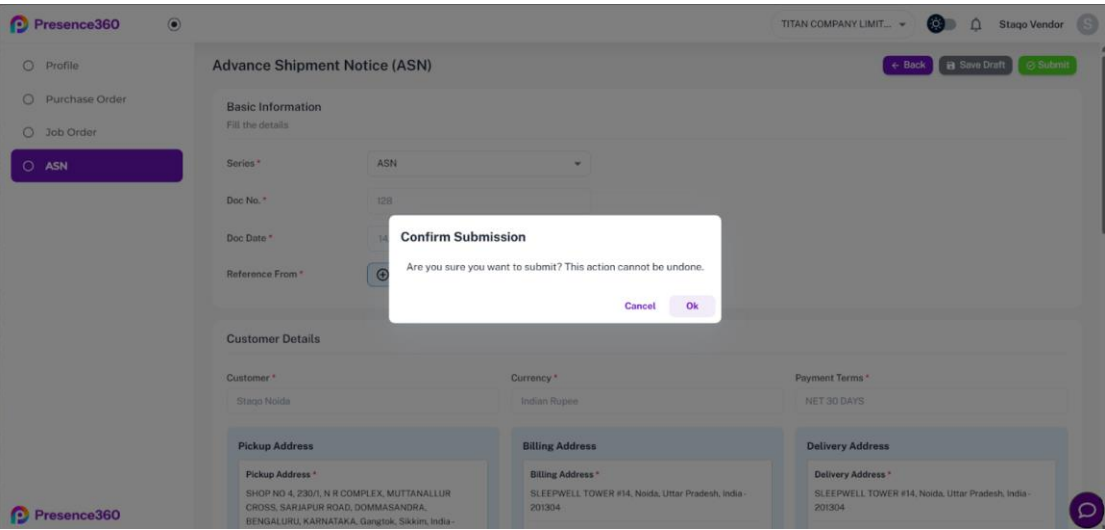
Currency * Indian Rupee

Payment Terms * NET 30 DAYS

Pickup Address
Pickup Address * SHOP NO 4, 230/1, N R COMPLEX, MUTTANALLUR CROSS, SARAJAPUR ROAD, DOMMASANDORA, BENGALURU, KARNATAKA, Gangtok, Sikkim, India -

Billing Address
Billing Address * SLEEPWELL TOWER #14, Noida, Uttar Pradesh, India - 201304

Delivery Address
Delivery Address * SLEEPWELL TOWER #14, Noida, Uttar Pradesh, India - 201304



Advance Shipment Notice (ASN)

[Back](#) [Save Draft](#) [Submit](#)

Basic Information
Fill the details

Series * ASN

Doc No. * 128

Doc Date * 14/07/2025

Reference From * [Purchase Order \(1\)](#)

Customer Details

Customer * Stago Noida

Currency * Indian Rupee

Payment Terms * NET 30 DAYS

Pickup Address
Pickup Address * SHOP NO 4, 230/1, N R COMPLEX, MUTTANALLUR CROSS, SARAJAPUR ROAD, DOMMASANDORA, BENGALURU, KARNATAKA, Gangtok, Sikkim, India -

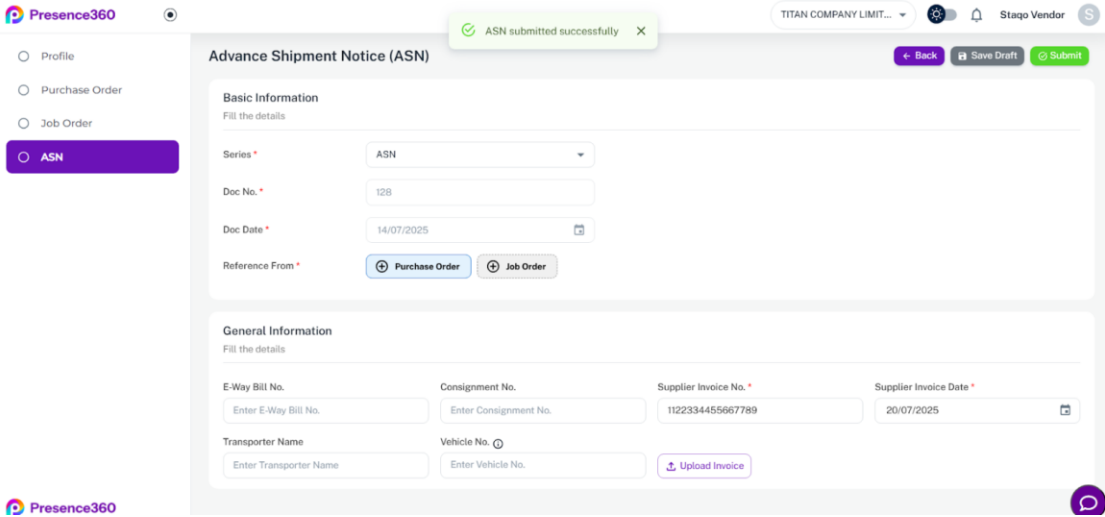
Billing Address
Billing Address * SLEEPWELL TOWER #14, Noida, Uttar Pradesh, India - 201304

Delivery Address
Delivery Address * SLEEPWELL TOWER #14, Noida, Uttar Pradesh, India - 201304

Confirm Submission
Are you sure you want to submit? This action cannot be undone.

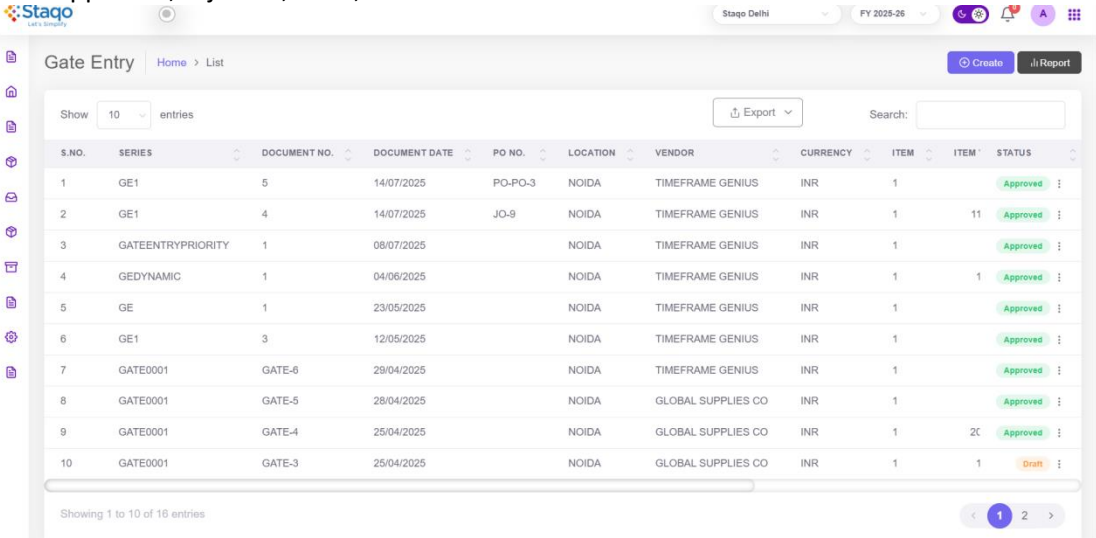
[Cancel](#) [Ok](#)

● Submit the ASN



- ASN submitted successfully
- GE Status can be seen on listing page:

Approved, rejected, draft, submitted



S.NO.	SERIES	DOCUMENT NO.	DOCUMENT DATE	PO NO.	LOCATION	VENDOR	CURRENCY	ITEM	ITEM	STATUS
1	GE1	5	14/07/2025	PO-PO-3	NOIDA	TIMEFRAME GENIUS	INR	1		Approved
2	GE1	4	14/07/2025	JO-9	NOIDA	TIMEFRAME GENIUS	INR	1	11	Approved
3	GATEENTRYPRIORITY	1	08/07/2025		NOIDA	TIMEFRAME GENIUS	INR	1		Approved
4	GEDYNAMIC	1	04/06/2025		NOIDA	TIMEFRAME GENIUS	INR	1	1	Approved
5	GE	1	23/05/2025		NOIDA	TIMEFRAME GENIUS	INR	1		Approved
6	GE1	3	12/05/2025		NOIDA	TIMEFRAME GENIUS	INR	1		Approved
7	GATE0001	GATE-6	29/04/2025		NOIDA	TIMEFRAME GENIUS	INR	1		Approved
8	GATE0001	GATE-5	28/04/2025		NOIDA	GLOBAL SUPPLIES CO	INR	1		Approved
9	GATE0001	GATE-4	25/04/2025		NOIDA	GLOBAL SUPPLIES CO	INR	1	2C	Approved
10	GATE0001	GATE-3	25/04/2025		NOIDA	GLOBAL SUPPLIES CO	INR	1	1	Draft

- When Gate entry is “No” in PO then direct MRN will be created

5.2. MRN

The **MRN (or GRN)** module is where received items/products are officially recorded in the stock ledger. MRNs can be created via **Gate Entry**, or directly through **PO**, **JO**, or **Sales Order (SO)** (especially for inter-company transfers), if Gate Entry is disabled.

Upon MRN creation, stock is updated in the **main store** of the receiving location, and **lot numbers** are auto-generated for the received items.

Navigate to: Inventory>Material receipt>create

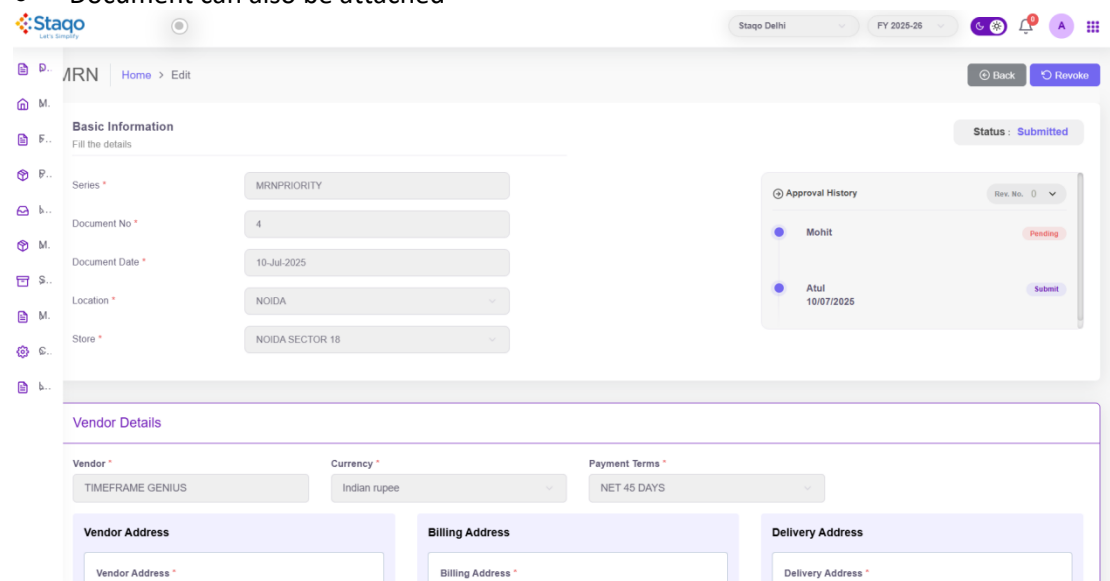
Preconditions:

- Purchase Indent (PI) and Purchase Order (PO) should be available
- Material Identification (SKU, part number)
- Approved Supplier
- Access to Inventory Management System (ERP, WMS)

Create a new Material receipt:

Direct MRN creation:

- Enter all the mandatory fields like series, document no., doc. Date, location, store, vendor details, item details etc. And submit the document
- Document can also be attached



The screenshot shows the Staqa MRN creation interface. The top navigation bar includes the Staqa logo, a user profile icon, and a status indicator. The main form is titled 'MRN' and has a 'Home > Edit' breadcrumb. The form is divided into several sections:

- Basic Information:** This section contains fields for 'Series' (MRNPRIORITY), 'Document No.' (4), 'Document Date' (10-Jul-2025), 'Location' (NOIDA), and 'Store' (NOIDA SECTOR 18). The status is 'Submitted'.
- Approval History:** This section shows a list of approvals. The first approval is by 'Mohit' with a status of 'Pending'. The second approval is by 'Atul' on '10/07/2025' with a status of 'Submit'.
- Vendor Details:** This section contains fields for 'Vendor' (TIMEFRAME GENIUS), 'Currency' (Indian rupee), and 'Payment Terms' (NET 45 DAYS).
- Addresses:** This section contains three address fields: 'Vendor Address', 'Billing Address', and 'Delivery Address'.

MRN [Home](#) > [Edit](#) Back Revoke

Item Wise Detail
Fill the details Import Item

Item Code	Item Name	Attributes	UOM	PO Qty	Recpt Qty	Acpt. Qty	Req. Qty	Rate	Value	Discount	Total	Action
RMSHEHD001	EXTERNAL HARD DRIVES	STORAGE: 256 GB	PCS	10.00	10.00	0.00	100.00	1000.00	0.00	1000.00	1000.00	Add
										1000.00	0.00	1000.00

Item Details

Category: NA Sub Category: SUB HARDWARE HSN: 27101939

Specifications: CAPACITIES : 1TB, 2TB, 4TB WEIGHT : 128 GM INTERFACE TRANSFER RATE : UP TO 5 GBIT/S (USB 3.0) UP TO 480 MBIT/S (USB 2.0)

WINDOWS VERSION : WINDOWS 11

Attributes: STORAGE: 256 GB WARRANTY: 2 YEARS ITEM TYPE: NEW SIZE: STANDARD

Inv. UOM: PCS Qty: 10

Confirmed Stock: 125.00 Pending Stock: 220.00

Document Summary Tax + Discount + Expenses

Sub Total	1000.00
Item Discount	0.00
Header Discount	0.00
Taxable Value	1000.00
Tax	180.00
Total After Tax	1180.00
Exp.	0.00
Total After Exp.	1180.00

Upload Document
Choose Files No file chosen
Accept only PNG, JPEG, JPG, XLS, DOCX, and PDF and not more than 5MB in size

- Items can also be imported and for that you can download a sample as well

MRN [Home](#) > [Edit](#) Back Revoke

Dynamic Fields

IMAGES

1

Item Wise Detail
Fill the details Import Item

Item Code

RMSHEHD001

Item Details

Category: NA Sub Category: SUB HARDWARE HSN: 27101939

Specifications: CAPACITIES : 1TB, 2TB, 4TB WEIGHT : 128 GM INTERFACE TRANSFER RATE : UP TO 5 GBIT/S (USB 3.0) UP TO 480 MBIT/S (USB 2.0)

WINDOWS VERSION : WINDOWS 11

Attributes: STORAGE: 256 GB WARRANTY: 2 YEARS ITEM TYPE: NEW SIZE: STANDARD

Inv. UOM: PCS Qty: 10

Document Summary Tax + Discount + Expenses

Sub Total	1000.00
Item Discount	0.00
Header Discount	0.00
Taxable Value	1000.00
Tax	180.00
Total After Tax	1180.00
Exp.	0.00
Total After Exp.	1180.00

Import Items Download Sample

Upload the template file with updated data

DRAW AND DROP HERE OR CHOOSE FILE

- After submitting the document it will go for approval to the person whose name is defined in series and if not then it will get auto approved

Login to the Approver's id

Navigate to:

Inventory>Approvals>MRN

- Approver will have an option to either approve the requested transaction or to reject it

MRN Home > Edit

Status: Submitted

Basic Information
Fill the details

Series * MRNPRIORITY

Document No * 4

Document Date * 10-Jul-2025

Location * NOIDA

Store * NOIDA SECTOR 18

Approval History
Rev. No. 0

Mohit Pending

Atul 10/07/2025 Submit

Vendor Details

Vendor * TIMEFRAME GENIUS

Currency * Indian rupee

Payment Terms * NET 45 DAYS

- If approver wants to approve the transaction click on approve and attach the required document
With remarks and click on submit

Approve Application

Remarks

approved

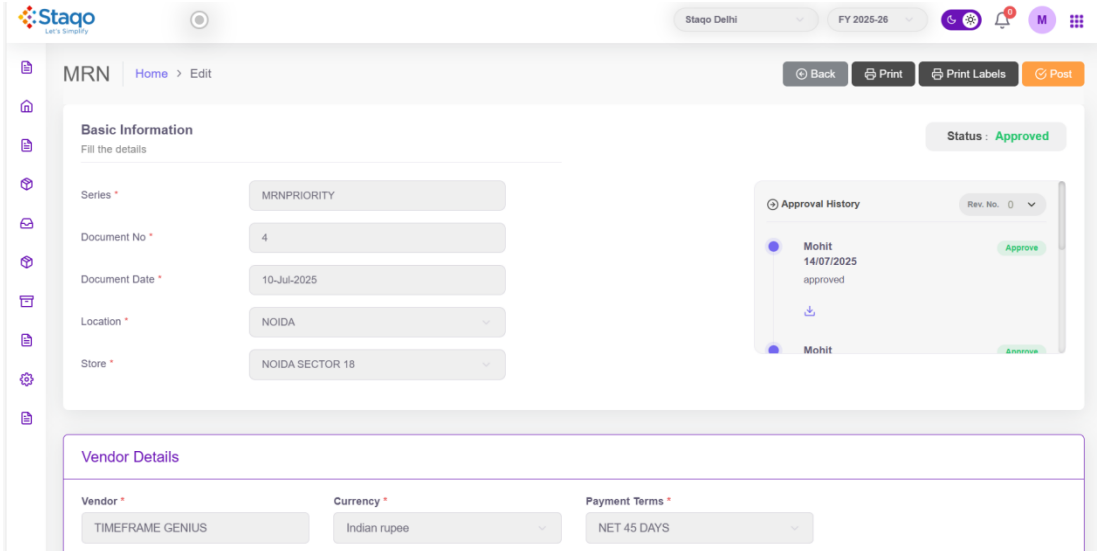
Upload Document

Choose Files Screenshot 2025-04-15 160157.png

Accept only .PNG, .JPEG, .JPG, .XLS, .DOCX, and .PDF and not more than 5MB in size

Cancel Submit

- Document will get approved successfully



MRN Home > Edit

Status: **Approved**

Basic Information
Fill the details

Series * MRNPRIORITY

Document No * 4

Document Date * 10-Jul-2025

Location * NOIDA

Store * NOIDA SECTOR 18

Approval History Rev. No. 0

Mohit 14/07/2025 approved

Mohit

Vendor Details

Vendor * TIMEFRAME GENIUS

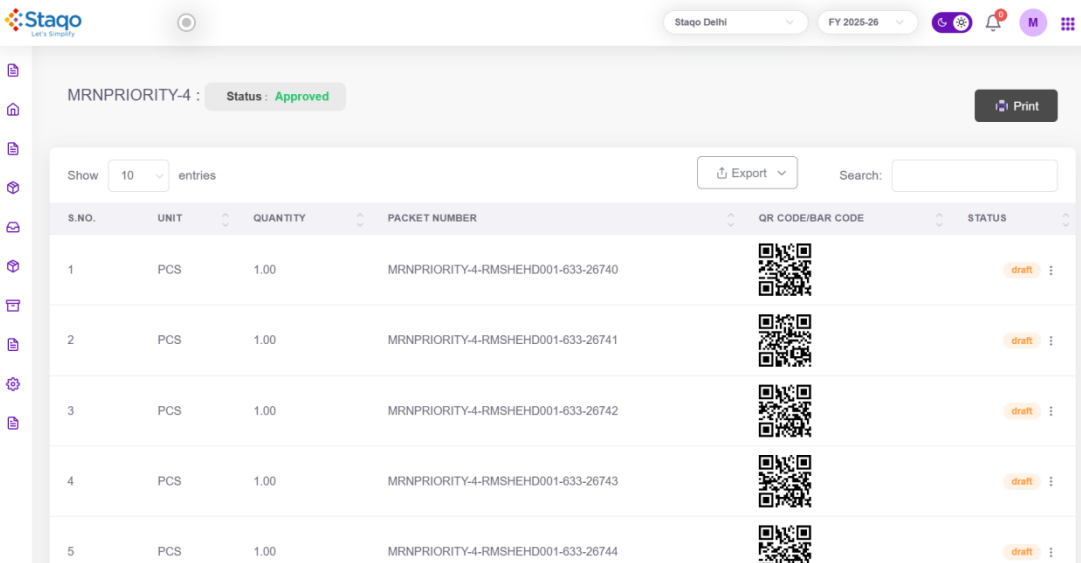
Currency * Indian rupee

Payment Terms * NET 45 DAYS

- Now user will be able to post the transaction
- User will be able to print the transaction
- User will be able to print labels of the transaction






Print labels:

When you will click on print labels you will be redirected to this page including all the details along with QR code to scan



MRNPRIORITY-4 : Status: **Approved** Print

Show 10 entries Export Search:





S.NO.	UNIT	QUANTITY	PACKET NUMBER	QR CODE/BAR CODE	STATUS
1	PCS	1.00	MRNPRIORITY-4-RMSHEHD001-633-26740		draft
2	PCS	1.00	MRNPRIORITY-4-RMSHEHD001-633-26741		draft
3	PCS	1.00	MRNPRIORITY-4-RMSHEHD001-633-26742		draft
4	PCS	1.00	MRNPRIORITY-4-RMSHEHD001-633-26743		draft
5	PCS	1.00	MRNPRIORITY-4-RMSHEHD001-633-26744		draft

- Can be export to: print, csv, excel, pdf, copy

MRNPRIORITY-4 : Status : Approved Print

Show 10 entries

Export Print CSV Excel PDF Copy

S.NO.	UNIT	QUANTITY	PACKET NUMBER	BAR CODE	STATUS
1	PCS	1.00	MRNPRIORITY-4-RMSHEHD001-633-26740		draft
2	PCS	1.00	MRNPRIORITY-4-RMSHEHD001-633-26741		draft
3	PCS	1.00	MRNPRIORITY-4-RMSHEHD001-633-26742		draft
4	PCS	1.00	MRNPRIORITY-4-RMSHEHD001-633-26743		draft
5	PCS	1.00	MRNPRIORITY-4-RMSHEHD001-633-26744		draft
6	PCS	1.00	MRNPRIORITY-4-RMSHEHD001-633-26745		draft

MRN created with Outstanding PO :

- Enter all the mandatory fields like series, document no., doc. Date, location, store other details will be automatically pulled from PO
- Select required PO and click on process
- Other details along with document no. Will get fetched automatically from PO

Select Purchase Order
Select from the below list

Vendor: Doc No.: Item: Clear

	SUPPLIER NAME	PO NO	PO DATE	ASN NO	ASN DATE	GE NO	GE DATE	ITEM CODE	ITEM NAME	ATTRIBUTES	PO QTY	INV QTY	GE QTY	GRN QTY	BALANCE QTY
<input type="checkbox"/>	TIMEFRAME GENIUS	PO - PO-2	14/07/2025	-	-	-	-	SFSHPRO001	PROCESSOR	SIZE: 7	100.00	0.00	0.00	0.00	100.00
<input type="checkbox"/>	GLOBAL SUPPLIES CO	PO - PO-1	09/06/2025	-	-	-	-	FGSHOP1001	ONE PLUS 13		5.00	0.00	0.00	0.00	5.00

Show 10 entries Showing 1 to 2 of 2 entries 1

Store * NOIDA SECTOR 18

Reference From Outstanding PO

Vendor Details

Vendor * Currency * Payment Terms *

StaGo Delhi

FY 2025-26

MRN

Home > Add New

Back

Save as Draft

Submit

Basic Information

Fill the details

Series *

MRN

Document No *

MRN-35

Document Date *

14-Jul-2025

Location *

NOIDA

Store *

NOIDA SECTOR 18

Reference From

Outstanding PO

Reference No *

PO-PO-2

Vendor Details

Vendor *

TIMEFRAME GENIUS

Currency *

Indian rupee

Payment Terms *

NET 45 DAYS

MRN

Home > Add New

Back

Save as Draft

Submit

Vehicle No.

Enter Vehicle No.

Item Wise Detail

Fill the details

Import Item

Delete

Item Code	Item Name	Attributes	UOM	PO Qty	Recpt Qty	Acpt Qty	Req Qty	Rate	Value	Discount	Total	Action
SFSHPRO001	PROCESSOR	SIZE: 7	PCS	100.00	100	100		12.00	1200.00	0	1200.00	<div>+</div> <div>+</div> <div>+</div>
									1200.00	0.00	1200.00	

Item Details

Document Summary

Tax

+ Discount

+ Expenses

Sub Total	1200.00
Item Discount	0.00
Taxable Value	1200.00
Tax	216.00
Total After Tax	1416.00
Exp.	0.00
Total After Exp.	1416.00

- Now, submit or draft the MRN as per the requirement
- User can import the items as well

MRN

Home > Add New

Back

Save as Draft

Submit

Vehicle No.

Enter Vehicle No.

Item Wise Detail

Fill the details

Import Item

Delete

Item Code	Item Name	Attributes	UOM	PO Qty	Recpt Qty	Acpt Qty	Req Qty	Rate	Value	Discount	Total	Action
SFSHPRO001	PROCESSOR	SIZE: 7	PCS	100.00	100	100		12.00	1200.00	0	1200.00	<div>+</div> <div>+</div> <div>+</div>
									1200.00	0.00	1200.00	

Item Details

Document Summary

Tax

+ Discount

+ Expenses

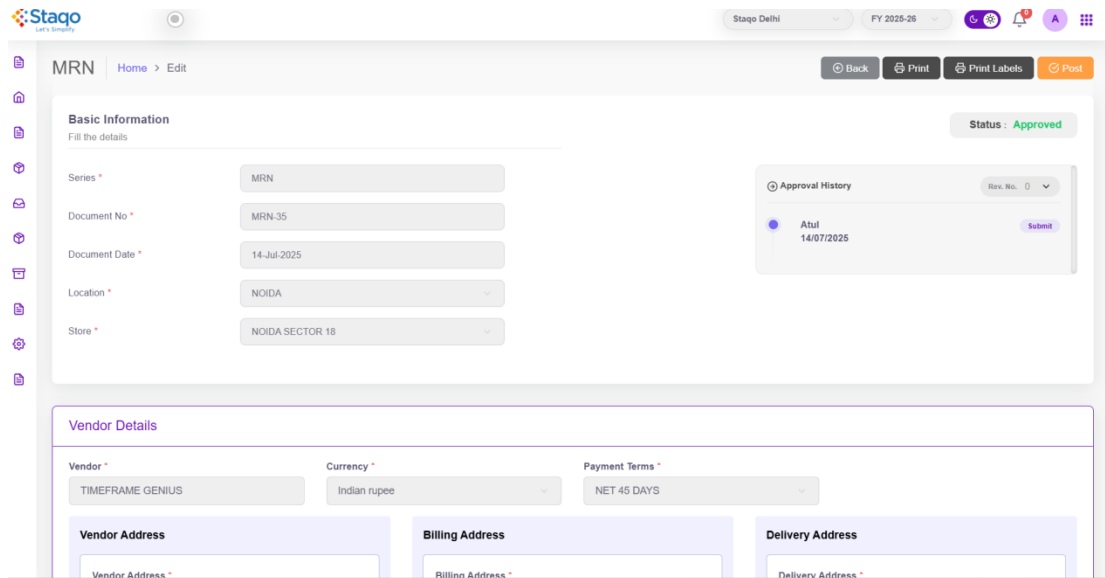
Sub Total	1200.00
Item Discount	0.00
Taxable Value	1200.00
Tax	216.00
Total After Tax	1416.00
Exp.	0.00
Total After Exp.	1416.00

Import Items

Download Sample

Upload the template file with updated data

DRAG AND DROP HERE OR CHOOSE FILE

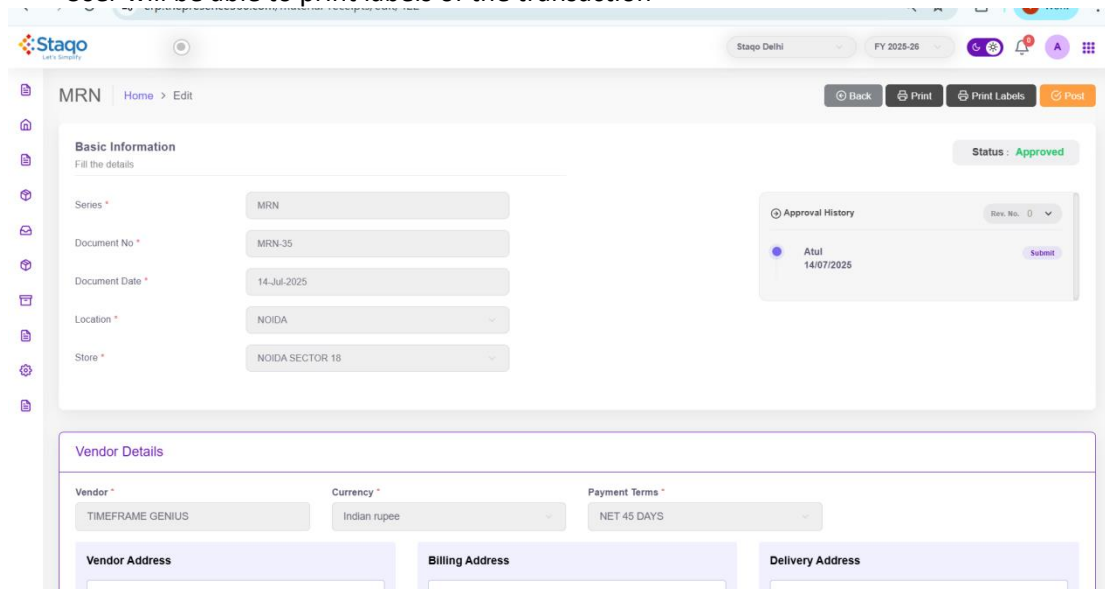


- Record submitted and approved successfully
- Transaction will go for approval to the required person when approver name is defined in series other wise it will get auto approved and invoice will be generated

Approver's login:

Navigate to: inventory>approvals>MRN (if approval is required)

- Now user will be able to post the transaction
- User will be able to print the transaction
- User will be able to print labels of the transaction



Create ASN :

- With PO

Presence360 TITAN COMPANY LIMIT... Staqa Vendor

Profile
Purchase Order
Job Order
ASN

Advance Shipment Notice (ASN)

Basic Information
Fill the details

Series * ASN
Doc No. * 128
Doc Date * 14/07/2025
Reference From * [Purchase Order](#) [Job Order](#)

General Information
Fill the details

E-Way Bill No. Consignment No. Supplier Invoice No. * Supplier Invoice Date *
Enter E-Way Bill No. Enter Consignment No. Enter Supplier Invoice No. DD/MM/YYYY

Transporter Name Vehicle No. [Upload Invoice](#)
Enter Transporter Name Enter Vehicle No.

Presence360 TITAN COMPANY LIMIT... Staqa Vendor

Profile
Purchase Order
Job Order
ASN

Advance Shipment Notice (ASN)

Purchase Order

Search: Doc No. Doc Date Item Code/Name Location [Clear](#)

<input type="checkbox"/>	Doc No.	Doc Date	SD No.	Location	Item Code	Item Name	Attribute	UOM	Ordered Qty	Balance Qty	Total Dispatched ...	Rate
<input type="checkbox"/>	PO-58	2025-07-10	--	NOIDA SECT...	FGSHGP001	GOOGLE PIXEL 14	COLOUR: OLIV	PCS	100.00	70.00	30.00	
<input type="checkbox"/>	PO-59	2025-07-10	--	NOIDA SECT...	FGSHREP002	REALME P4	COLOUR: OLIV	PCS	16.00	16.00	0.00	
<input type="checkbox"/>	PO-60	2025-07-10	--	NOIDA SECT...	FGSHGP001	GOOGLE PIXEL 14	COLOUR: OLIV	PCS	50.00	50.00	0.00	
<input type="checkbox"/>	PO-60	2025-07-10	--	NOIDA SECT...	FGSHOP1003	ONE PLUS 11	COLOUR: BLAC	PCS	100.00	100.00	0.00	
<input type="checkbox"/>	PO-61	2025-07-10	--	NOIDA SECT...	FGSHSGA001	SAMSUNG GALA...	COLOUR: OLIV	PCS	100.00	100.00	0.00	
<input type="checkbox"/>	PO-61	2025-07-10	--	NOIDA SECT...	RMSHSGZ001	SAMSUNG GALA...	COLOUR: OLIV	PCS	50.00	50.00	0.00	
<input type="checkbox"/>	PO-49	2025-07-07	--	NOIDA SECT...	FGSHSGA001	SAMSUNG GALA...	COLOUR: BLAC	PCS	1000.00	1000.00	0.00	
<input type="checkbox"/>	PO-49	2025-07-07	--	NOIDA SECT...	RMSHSGZ001	SAMSUNG GALA...	COLOUR: OLIV	PCS	1000.00	1000.00	0.00	
<input type="checkbox"/>	PO-47	2025-07-02	--	NOIDA SECT...	RMSHSGZ001	SAMSUNG GALA...	COLOUR: OLIV	PCS	12.00	12.00	0.00	

Showing 1 to 9 of 9 entries Rows per page: 10 [1](#)

[Cancel](#) [Process](#)

- Select the PO document

Presence360 TITAN COMPANY LIMIT... Staqa Vendor

Profile
Purchase Order
Job Order
ASN

PO Item Wise Details

[Delete](#)

<input type="checkbox"/>	Doc No.	Doc Date	SD No.	Location	Item Code	Item Name	Attribute	UOM	Ordered Qty	Dispatched Qty	Balance Qty	Total Dispatched
<input type="checkbox"/>	PO-47	02/07/2025	--	NOIDA S...	RMSHSGZ001	SAMSUNG GALA...	COLOUR: OLIV	PCS	12.00	12	0.00	0.0

Showing 1 to 1 of 1 entries Rows per page: 10 [1](#)

Item Details

Category: [HARDWARE](#) Sub Category: [SUB HARDWARE](#) HSN: [27011100](#)

Attributes: [COLOUR: OLIVE GREEN](#) [SIZE: STANDARD](#)

Inv. UOM: [PCS](#) Qty: [12.00](#)

PO Details: [Receipt Qty: 12.00](#) [Short Closed Qty: 0.00](#) [Bal Qty: 0.00](#)

Terms & Conditions

- **Acceptance:** Vendor accepts the purchase order.
- **Scope of Work:** Clearly defines the goods or services to be provided.
- **Pricing:** Specifies the agreed-upon price.
- **Payment Terms:** Outlines payment schedule, due dates, and methods.
- **Delivery:** Details delivery date, location, and shipping terms.
- **Inspection:** Buyer reserves the right to inspect goods and reject nonconforming items.
- **Warranty:** Vendor warrants goods or services meet quality standards.

- Process the ASN

Presence360 TITAN COMPANY LIMIT... Stago Vendor

Profile
Purchase Order
Job Order
ASN

Advance Shipment Notice (ASN)

← Back Save Draft Submit

Basic Information
Fill the details

Series * ASN
Doc No. * 128
Doc Date * 14/07/2025
Reference From * Purchase Order (1)

Customer Details

Customer * Stago Noida Currency * Indian Rupee Payment Terms * NET 30 DAYS

Pickup Address
Pickup Address *
SHOP NO 4, 230/1, N R COMPLEX, MUTTANALLUR CROSS, SARIAPUR ROAD, DOMMASANDRA, BENGALURU, KARNATAKA, Gangtok, Sikkim, India -

Billing Address
Billing Address *
SLEEPWELL TOWER #14, Noida, Uttar Pradesh, India - 201304

Delivery Address
Delivery Address *
SLEEPWELL TOWER #14, Noida, Uttar Pradesh, India - 201304

Presence360 TITAN COMPANY LIMIT... Stago Vendor

Profile
Purchase Order
Job Order
ASN

Advance Shipment Notice (ASN)

← Back Save Draft Submit

Basic Information
Fill the details

Series * ASN
Doc No. * 128
Doc Date * 14/07/2025
Reference From * Purchase Order (1)

Customer Details

Customer * Stago Noida Currency * Indian Rupee Payment Terms * NET 30 DAYS

Pickup Address
Pickup Address *
SHOP NO 4, 230/1, N R COMPLEX, MUTTANALLUR CROSS, SARIAPUR ROAD, DOMMASANDRA, BENGALURU, KARNATAKA, Gangtok, Sikkim, India -

Billing Address
Billing Address *
SLEEPWELL TOWER #14, Noida, Uttar Pradesh, India - 201304

Delivery Address
Delivery Address *
SLEEPWELL TOWER #14, Noida, Uttar Pradesh, India - 201304

Confirm Submission
Are you sure you want to submit? This action cannot be undone.
Cancel Ok

- Submit the ASN

Presence360 TITAN COMPANY LIMIT... Stago Vendor

Profile
Purchase Order
Job Order
ASN

Advance Shipment Notice (ASN)

ASN submitted successfully ← Back Save Draft Submit

Basic Information
Fill the details

Series * ASN
Doc No. * 128
Doc Date * 14/07/2025
Reference From * Purchase Order Job Order

General Information
Fill the details

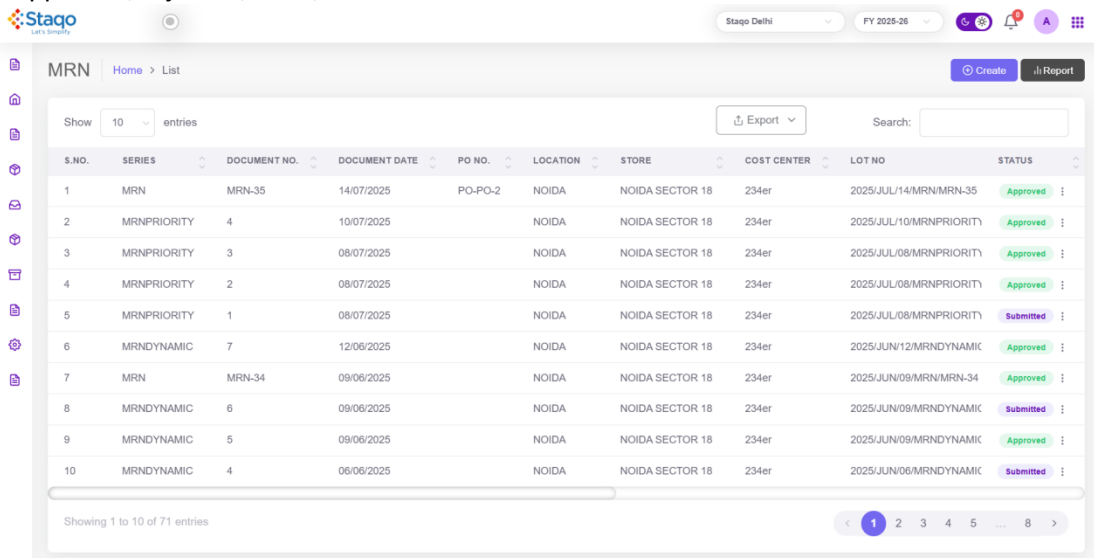
E-Way Bill No. Consignment No. Supplier Invoice No. * Supplier Invoice Date *
Enter E-Way Bill No. Enter Consignment No. 1122334455667789 20/07/2025

Transporter Name Vehicle No.
Enter Transporter Name Enter Vehicle No. Upload Invoice

- ASN submitted successfully

- **MRN Status can be seen on listing page:**

Approved, rejected, draft, submitted



S.NO.	SERIES	DOCUMENT NO.	DOCUMENT DATE	PO NO.	LOCATION	STORE	COST CENTER	LOT NO	STATUS
1	MRN	MRN-35	14/07/2025	PO-PO-2	NOIDA	NOIDA SECTOR 18	234er	2025/JUL/14/MRN/MRN-35	Approved
2	MRNPRIORITY	4	10/07/2025		NOIDA	NOIDA SECTOR 18	234er	2025/JUL/10/MRNPRIORITY	Approved
3	MRNPRIORITY	3	08/07/2025		NOIDA	NOIDA SECTOR 18	234er	2025/JUL/08/MRNPRIORITY	Approved
4	MRNPRIORITY	2	08/07/2025		NOIDA	NOIDA SECTOR 18	234er	2025/JUL/08/MRNPRIORITY	Approved
5	MRNPRIORITY	1	08/07/2025		NOIDA	NOIDA SECTOR 18	234er	2025/JUL/08/MRNPRIORITY	Submitted
6	MRNDYNAMIC	7	12/06/2025		NOIDA	NOIDA SECTOR 18	234er	2025/JUN/12/MRNDYNAMIC	Approved
7	MRN	MRN-34	09/06/2025		NOIDA	NOIDA SECTOR 18	234er	2025/JUN/09/MRN/MRN-34	Approved
8	MRNDYNAMIC	6	09/06/2025		NOIDA	NOIDA SECTOR 18	234er	2025/JUN/09/MRNDYNAMIC	Submitted
9	MRNDYNAMIC	5	09/06/2025		NOIDA	NOIDA SECTOR 18	234er	2025/JUN/09/MRNDYNAMIC	Approved
10	MRNDYNAMIC	4	06/06/2025		NOIDA	NOIDA SECTOR 18	234er	2025/JUN/06/MRNDYNAMIC	Submitted

5.3. Purchase Bill

The process of recording and managing purchase bills (supplier invoices) in the inventory module after receiving goods, ensuring accurate inventory valuation and financial accounting.

This procedure applies to warehouse staff, inventory managers, and accounts payable users who handle supplier invoices related to stock purchases.

Navigate to>Inventory>purchase bill

- Click Create for new purchase bill creation
- Select series, purchase bill No., purchase bill date, location, reference from **(Outstanding MRN)**
- Select any outstanding MRN document and proceed

Purchase Bill [Home](#) > [Add New](#) Back Save as Draft Submit

Purchase Bill Date * 14-Jul-2025

Location * NOIDA

Ref *

Select MRN
Select from the below list

Series Doc No. Item Vendor Search

☐ SUPPLIER CODE SUPPLIER NAME MRN NO. MRN Date ITEM CODE Item Name MRN Quantity PB Quantity BALANCE QTY RATE
☐ VEND1002 GLOBAL SUPPLIES CO MRNDYNAMIC - 5 09/06/2025 SF5HPR001 PROCESSOR 10.00 0.00 10.00 12.00
☐ VEND1001 TIMEFRAME GENIUS MRNDYNAMIC - 7 12/06/2025 RMSHEHD001 EXTERNAL HARD DRIVES 1.00 0.00 1.00 111.00

Cancel Process

General Information

Cost Center Supplier Invoice No Supplier Invoice Date

- All the details will be auto populated

Purchase Bill [Home](#) > [Add New](#) Back Save as Draft Submit

BILL ADDITIONAL DETAILS DATA Select

Purchase Bill Item Wise Detail Delete

Fill the details

Item Code	Item Name	Attributes	UOM	Qty	Rate	Value	Discount	Total	Variance	Action
SF5HPR001	PROCESSOR	SIZE: 8	PCS	10	12.00	120.00	0.00	120.00	0.00	
						120.00	0.00	120.00	0.00	

Item Details

Category: NA Sub Category: SUB HARDWARE HSN: 278810

Specifications: CAPACITIES: 22 WEIGHT: 121 INTERFACE TRANSFER RATE: 21 WINDOWS VERSION: 212 WINDOWS VERSION: 21
WINDOWS VERSION: 12 null: 22

Attributes SIZE: 8

Inv. UOM: PCS Qty: 10

MRN: MRNDYNAMIC-5 Date: 09/06/2025 Receipt Qty: 10.00 Rejected Qty: 0.00 Rate: 12.00

Purchase Bill Summary Tax + Discount + Expenses

Sub Total	120.00
Item Discount	0.00
Taxable Value	120.00
Tax	21.60
Total After Tax	141.60
Exp.	0.00
Total After Exp.	141.60

- Submit/draft the PB

Stago [Let's Simplify](#) Stago Delhi FY 2025-26 Back Print

Purchase Bill [Home](#) > [Edit](#) Back Print

Basic Information Status: Approved

Fill the details

Series * PBDYNAMIC

Document No * 2

Document Date * 14-Jul-2025

Location * NOIDA

Approval History Rev. No. 0

Atul 14/07/2025 Submit

Vendor Details

Vendor * GLOBAL SUPPLIES CO Currency * Indian rupee Payment Terms * NET 30 DAYS

Vendor Address K-12078 NOIDA EXTENSION, UTTAR PRADESH, Aganampudi, Andhra Pradesh, India, Pincode - 505301

Billing Address Survey No. 41, Pocharam Village, Singapore Township, PO, Ghatkesar Mandal, Malkajgiri, New Delhi, Delhi, India, Pincode - 110049

Delivery Address STAGO WORLD PRIVATE LTD, New Delhi, Delhi, India, Pincode - 110049

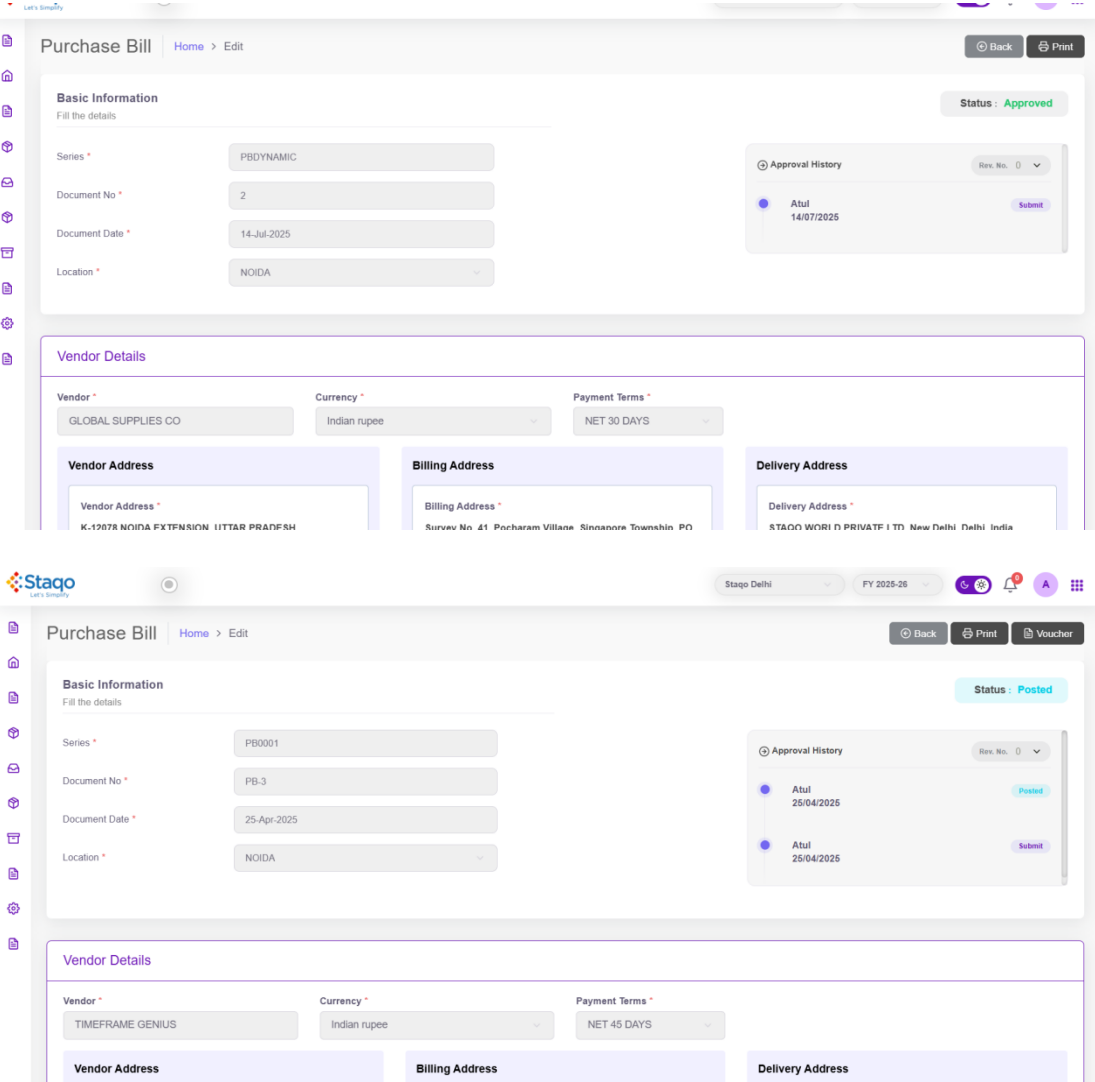
- PB submitted and approved successfully

Approval:

Approver's login:

Navigate to: inventory>approvals>PB(if approval is required)

- Now user will be able to approve the transaction if approver name is defined in series else it will be auto approved
- User will be able to print the transaction
- User will be able to Post the transaction



Purchase Bill | Home > Edit

Status: **Approved**

Basic Information
Fill the details

Series * PBDYNAMIC

Document No * 2

Document Date * 14-Jul-2025

Location * NOIDA

Approval History

Rev. No.	Atul	14/07/2025	Submit
1	Atul	14/07/2025	Submit

Vendor Details

Vendor * GLOBAL SUPPLIES CO

Currency * Indian rupee

Payment Terms * NET 30 DAYS

Vendor Address
Vendor Address * K-12078 NOIDA EXTENSION UTTAR PRADESH

Billing Address
Billing Address * Survey No. 41 Porcharam Villane Sinnerore Townshin PO

Delivery Address
Delivery Address * STATION WORI N PRIVATE LTD New Delhi Delhi India

Purchase Bill | Home > Edit

Status: **Posted**

Basic Information
Fill the details

Series * PB0001

Document No * PB-3

Document Date * 25-Apr-2025

Location * NOIDA

Approval History

Rev. No.	Atul	25/04/2025	Posted
1	Atul	25/04/2025	Posted
2	Atul	25/04/2025	Submit

Vendor Details

Vendor * TIMEFRAME GENIUS

Currency * Indian rupee

Payment Terms * NET 45 DAYS

Vendor Address

Billing Address

Delivery Address

PB status will be shown on listing page:

Approved, draft, submitted, rejected

Stago Let's Simplify

Stago Delhi FY 2025-26

Purchase Bill Home > Purchase Bill List

Show 10 entries Export Search:

S NO.	SERIES	PB NO.	PB DATE	LOCATION	COST CENTER	VENDOR	CURRENCY	ITEM	ITEM VALUE	DISCOI	STATUS
1	PBDYNAMIC	2	14/07/2025	NOIDA	234er	GLOBAL SUPPLIES CO	INR	1	120.00		Approved
2	PBDYNAMIC	1	06/06/2025	NOIDA	234er	TIMEFRAME GENIUS	INR	1	1,100.00		Approved
3	PB	1	06/06/2025	NOIDA	234er	TIMEFRAME GENIUS	INR	1	12,000.00		Approved
4	PB0001	PB-3	25/04/2025	NOIDA		TIMEFRAME GENIUS	INR	1	100,000.00		Posted
5	PB0001	PB-2	23/04/2025	NOIDA		GLOBAL SUPPLIES CO	INR	1	150,000.00		Posted
6	PB0001	PB-1	22/04/2025	NOIDA		TIMEFRAME GENIUS	INR	1	60.00		Approved
7	PB001	1	22/04/2025	NOIDA		GLOBAL SUPPLIES CO	INR	1	200.00		Approved

Showing 1 to 7 of 7 entries

- Can be export to:
Print, csv, excel, pdf, copy

Stago Let's Simplify

Stago Delhi FY 2025-26

Purchase Bill Home > Purchase Bill List

Show 10 entries Export Search:

S NO.	SERIES	PB NO.	PB DATE	LOCATION	COST CENTER	VENDOR	CURRENCY	ITEM	ITEM VALUE	DISCOI	STATUS
1	PBDYNAMIC	2	14/07/2025	NOIDA	234er	GLOBAL SUPPLIES CO	INR	1	120.00		Approved
2	PBDYNAMIC	1	06/06/2025	NOIDA	234er	TIMEFRAME GENIUS	INR	1	1,100.00		Approved
3	PB	1	06/06/2025	NOIDA	234er	TIMEFRAME GENIUS	INR	1	12,000.00		Approved
4	PB0001	PB-3	25/04/2025	NOIDA		TIMEFRAME GENIUS	INR	1	100,000.00		Posted
5	PB0001	PB-2	23/04/2025	NOIDA		GLOBAL SUPPLIES CO	INR	1	150,000.00		Posted
6	PB0001	PB-1	22/04/2025	NOIDA		TIMEFRAME GENIUS	INR	1	60.00		Approved
7	PB001	1	22/04/2025	NOIDA		GLOBAL SUPPLIES CO	INR	1	200.00		Approved

Showing 1 to 7 of 7 entries

5.4. Purchase Return

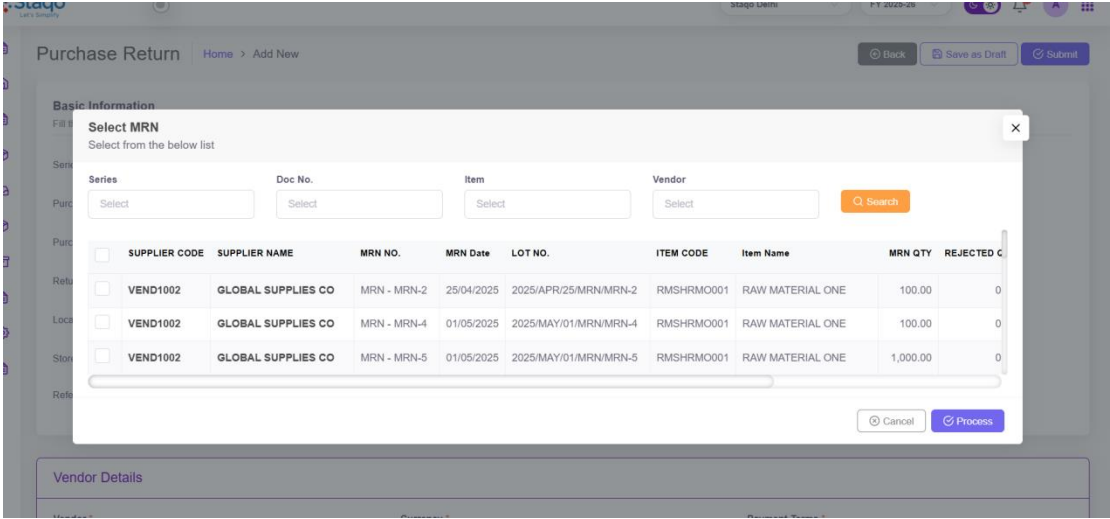
A Purchase Return is created when: Goods received are damaged or defective, Excess quantity was delivered, Wrong items were delivered, Goods need to be returned for other valid reasons

- Goods must have already been received in the system (GRN posted)
- Supplier delivery reference (e.g., PO number or invoice)
- Return approval (optional, based on policy)

Navigate to : Inventory>Purchase return

- Click Create for new purchase return creation
- Select series, purchase return No., purchase return date, return type, location, store, reference from **(Outstanding MRN)**, or direct return

- Select any outstanding MRN document and proceed



Purchase Return Home > Add New

Back Save as Draft Submit

Basic Information

Select MRN
Select from the below list

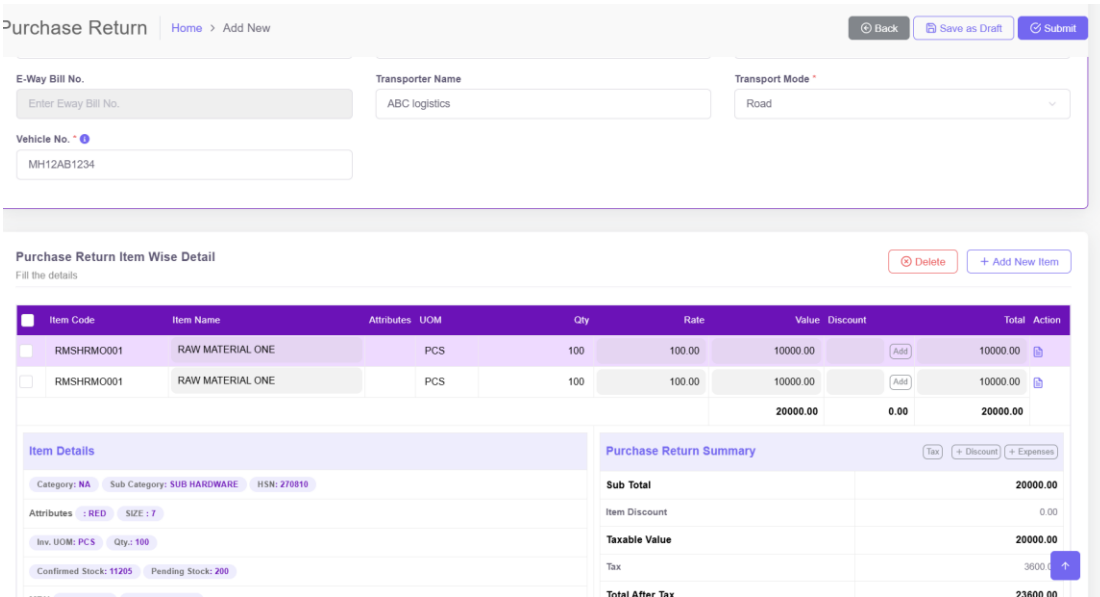
Series Doc No. Item Vendor Search

	SUPPLIER CODE	SUPPLIER NAME	MRN NO.	MRN Date	LOT NO.	ITEM CODE	Item Name	MRN QTY	REJECTED QTY
<input type="checkbox"/>	VEND1002	GLOBAL SUPPLIES CO	MRN - MRN-2	25/04/2025	2025/APR/25/MRN/MRN-2	RMSHRM0001	RAW MATERIAL ONE	100.00	0
<input type="checkbox"/>	VEND1002	GLOBAL SUPPLIES CO	MRN - MRN-4	01/05/2025	2025/MAY/01/MRN/MRN-4	RMSHRM0001	RAW MATERIAL ONE	100.00	0
<input type="checkbox"/>	VEND1002	GLOBAL SUPPLIES CO	MRN - MRN-5	01/05/2025	2025/MAY/01/MRN/MRN-5	RMSHRM0001	RAW MATERIAL ONE	1,000.00	0

Cancel Process

Vendor Details

- All the details will be auto populated



Purchase Return Home > Add New

Back Save as Draft Submit

E-Way Bill No. Enter Eway Bill No.

Transporter Name ABC logistics

Transport Mode Road

Vehicle No. MH12AB1234

Purchase Return Item Wise Detail Delete + Add New Item

Fill the details

Item Code	Item Name	Attributes	UOM	Qty	Rate	Value	Discount	Total	Action
<input type="checkbox"/> RMSHRM0001	RAW MATERIAL ONE		PCS	100	100.00	10000.00	Add	10000.00	
<input type="checkbox"/> RMSHRM0001	RAW MATERIAL ONE		PCS	100	100.00	10000.00	Add	10000.00	
						20000.00	0.00	20000.00	

Item Details

Category: NA Sub Category: SUB HARDWARE HSN: 270810

Attributes: RED SIZE: 7

Inv. UOM: PCS Qty: 100

Confirmed Stock: 11205 Pending Stock: 200

Purchase Return Summary Tax + Discount + Expenses

Sub Total	20000.00
Item Discount	0.00
Taxable Value	20000.00
Tax	3600.00
Total After Tax	23600.00

- Submit/draft the PR

-

Purchase Return Home > Add New

TIMEFRAME GENIUS Indian rupee NET 45 DAYS

Vendor Address
K-12078 NOIDA EXTENSION, UTTAR PRADESH, Noida, Uttar Pradesh, India, Pincode - 201301

Billing Address
STAQO WORLD PRIVATE LTD, New Delhi, Delhi, India

Delivery Address
STAQO WORLD PRIVATE LTD, New Delhi, Delhi, India, Pincode - 100049

General Information
Cost Center: 234er
E-Way Bill No.: Enter Eway Bill No.
Vehicle No.: MH12AB1234

Supplier Invoice Date
dd—yyyy

Transport Mode
Road

Success!
Record created successfully
OK

- PR submitted and approved successfully

Approval:

Approver's login:

Navigate to: inventory>approvals>PR(if approval is required)

- Now user will be able to approve the transaction if approver name is defined in series else it will be auto approved
- User will be able to print the transaction
- User will be able to generate invoice
- User will be able to Post the transaction

Staquo Staquo Delhi FY 2025-26

Purchase Return Home > Edit

Basic Information
Fill the details

Series: PR0001
Document No: PR-4
Document Date: 14-Jul-2025
Return Type: accepted
Location: NOIDA
Store: NOIDA SECTOR 18

Status: Approved

Approval History
Rev. No. 0
Atul 14/07/2025

Vendor Details
Vendor: TIMEFRAME GENIUS
Currency: Indian rupee
Payment Terms: NET 45 DAYS

Vendor Address **Billing Address** **Delivery Address**

PR status will be shown on listing page:

Approved, draft, submitted, rejected

Stago Stago Delhi PY 2025-26 Filter Create Report

Purchase Return [Home](#) > [Purchase Return List](#)

Show 10 entries Export Search:

S NO.	SERIES	PR NO.	PR DATE	LOCATION	STORE	COST CENTER	RETURN TYPE	VENDOR	CURRE!	STATUS
1	PR0001	PR-4	14/07/2025	NOIDA	NOIDA SECTOR 18	234er	accepted	TIMEFRAME GENIUS	INR	Approved
2	PRDYNAMIC	2	12/06/2025	NOIDA	NOIDA SECTOR 18	234er	accepted	TITAN COMPANY LIMITED	INR	Approved
3	PRDYNAMIC	1	12/06/2025	NOIDA	NOIDA SECTOR 18	234er	accepted	TIMEFRAME GENIUS	INR	Approved
4	PR0001	PR-3	13/05/2025	NOIDA	NOIDA SECTOR 18		accepted	A.G. POLYMERS	INR	Approved
5	PR0001	PR-2	25/04/2025	NOIDA			accepted	TIMEFRAME GENIUS	INR	Approved
6	PR0001	PR-1	22/04/2025	NOIDA			accepted	TIMEFRAME GENIUS	INR	Approved

Showing 1 to 6 of 6 entries

- Can be export to:
Print, csv, excel, pdf, copy

Stago Stago Delhi PY 2025-26 Filter Create Report

Purchase Return [Home](#) > [Purchase Return List](#)

Show 10 entries Export Search:

S NO.	SERIES	PR NO.	PR DATE	LOCATION	STORE	COST CENTER	RETURN TYPE	VENDOR	CURRE!	STATUS
1	PR0001	PR-4	14/07/2025	NOIDA	NOIDA SECTOR 18	234er	accept	TIMEFRAME GENIUS	INR	Approved
2	PRDYNAMIC	2	12/06/2025	NOIDA	NOIDA SECTOR 18	234er	accept	TITAN COMPANY LIMITED	INR	Approved
3	PRDYNAMIC	1	12/06/2025	NOIDA	NOIDA SECTOR 18	234er	accept	TIMEFRAME GENIUS	INR	Approved
4	PR0001	PR-3	13/05/2025	NOIDA	NOIDA SECTOR 18		accept	A.G. POLYMERS	INR	Approved
5	PR0001	PR-2	25/04/2025	NOIDA			accepted	TIMEFRAME GENIUS	INR	Approved
6	PR0001	PR-1	22/04/2025	NOIDA			accepted	TIMEFRAME GENIUS	INR	Approved

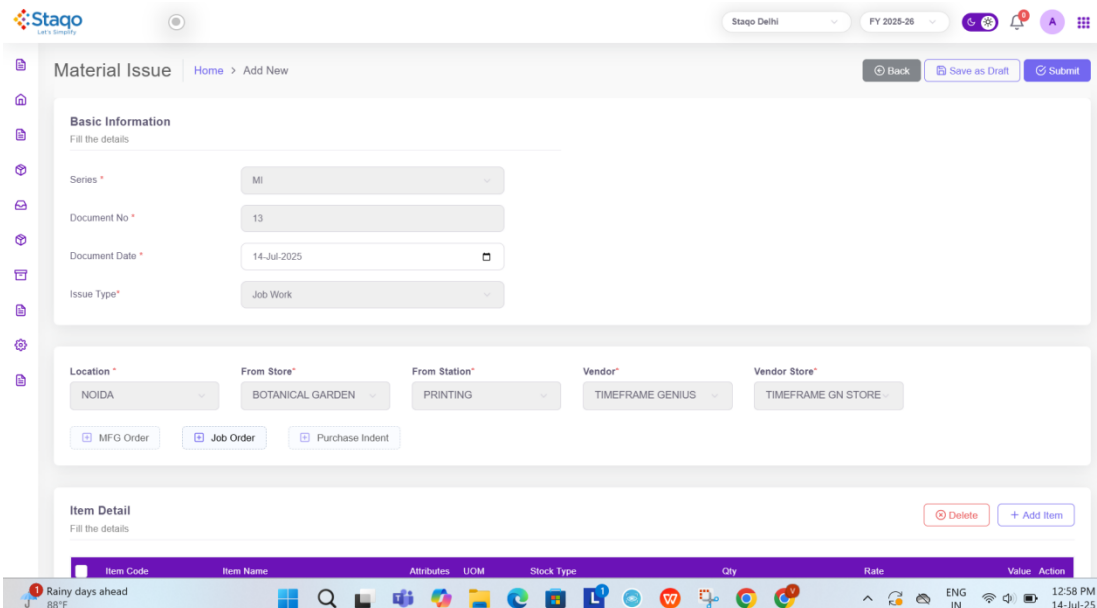
Showing 1 to 6 of 6 entries

5.5. Material Issue

Material Issue is applicable to warehouse staff, inventory clerks, production planners, and store keepers for managing material issuance for manufacturing or internal use.

- Materials must be available in stock.
- Authorized issue requests or production orders.
- ERP system access with appropriate permissions.
- Navigate to : Inventory>Material Issue
- Click Create for new Material Issue creation

- Select series, document No., document date, Issue type, location, from store, vendor, vendor store, reference from **MFG order, job order, Purchase Indent**
- Select all the required fields and item details and proceed



Material Issue Home > Add New

Basic Information
Fill the details

Series * MI
Document No * 13
Document Date * 14-Jul-2025
Issue Type * Job Work

Location * NOIDA From Store * BOTANICAL GARDEN From Station * PRINTING Vendor * TIMEFRAME GENIUS Vendor Store * TIMEFRAME GN STORE

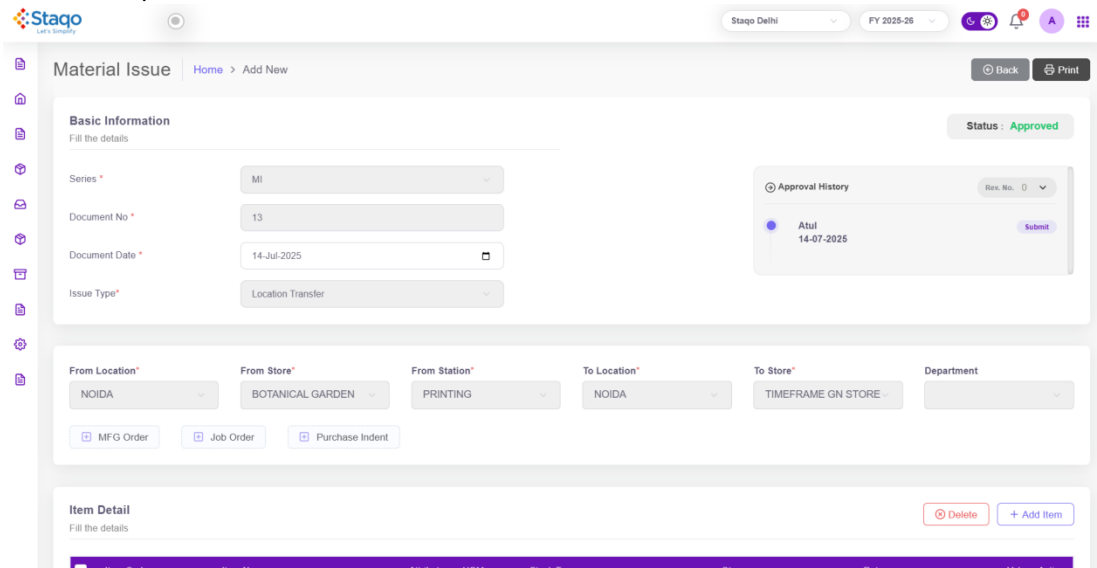
MFG Order Job Order Purchase Indent

Item Detail
Fill the details

Delete Add Item

Item Code	Item Name	Attributes	UOM	Stock Type	Qty	Rate	Value	Action
-----------	-----------	------------	-----	------------	-----	------	-------	--------

- Submit/draft the MI



Material Issue Home > Add New

Basic Information
Fill the details

Series * MI
Document No * 13
Document Date * 14-Jul-2025
Issue Type * Location Transfer

From Location * NOIDA From Store * BOTANICAL GARDEN From Station * PRINTING To Location * NOIDA To Store * TIMEFRAME GN STORE Department

MFG Order Job Order Purchase Indent

Item Detail
Fill the details

Delete Add Item

Item Code	Item Name	Attributes	UOM	Stock Type	Qty	Rate	Value	Action
-----------	-----------	------------	-----	------------	-----	------	-------	--------

- MI submitted and approved successfully



Delivery Challan

Staquo Delhi NOIDA Address: STAQO WORLD PRIVATE LTD City : New Delhi State: Delhi Country: India Pin Code : 100049 GSTIN NO: 07AAACS0189B2ZP PHONE: EMAIL ID: PAN NO: AJBKP1099N		Supplier Details: TIMEFRAME GN STORE Address: City : State: Country: Pin Code : PHONE: GSTIN NO: PAN NO:		Document Details: Date: 14-Jul-25 Series: MI Doc No: 13 Status: Approved Approved by: Atul Type of Challan: Job Work	
--	--	---	--	--	--

#	Item Code	Item Name	Attributes	UOM	Quantity
1	SFSHPRO001	PROCESSOR 22, 121, 21, 212, 21, 12, 22	SIZE : 7	PCS	0.10

Remarks :

Created By : Atul FOR Staquo Delhi
 Printed By : Atul

This is a computer generated document hence not require any signature.

Regd. Office: Survey No. 41, Pocharam Village, Singapore Township, PO, Ghatkesar Mandal, Malkajigiri, New Delhi, Delhi, India, Pincode - 110015

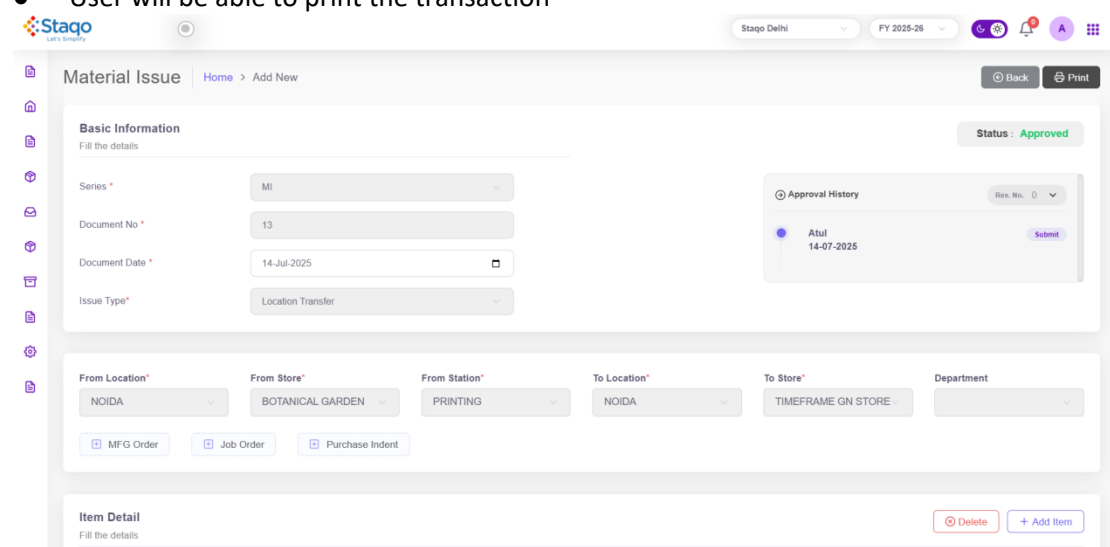
Delivery challan generated

Approval:

Approver's login:

Navigate to: inventory>approvals>MI(if approval is required)

- Now user will be able to approve the transaction if approver name is defined in series else it will be auto approved
- User will be able to print the transaction



Staquo Let's Simplify

Material Issue [Home](#) > [Add New](#) Back Print

Basic Information Status: Approved

Fill the details

Series * MI
 Document No * 13
 Document Date * 14-Jul-2025
 Issue Type * Location Transfer

Approval History Rev. No. 0

Atul
14-07-2025 Submit

From Location * NOIDA From Store * BOTANICAL GARDEN From Station * PRINTING To Location * NOIDA To Store * TIMEFRAME GN STORE Department

☐ MFG Order ☐ Job Order ☐ Purchase Indent

Item Detail Delete Add Item

Fill the details

Material Issue [Home](#) > [Add New](#) Back Print

[MFG Order](#) [Job Order](#) [Purchase Indent](#)

Item Detail Delete + Add Item

Fill the details

Item Code	Item Name	Attributes	UOM	Stock Type	Qty	Rate	Value	Action
SFSPRO001	PROCESSOR	SIZE: 7	PCS	Regular	0.10	0.00	0.00	

Item Details

Specifications: CAPACITIES: 22 WEIGHT: 121 INTERFACE TRANSFER RATE: 21 WINDOWS VERSION: 212 WINDOWS VERSION: 21 WINDOWS VERSION: 12 sub: 22

Attributes: SIZE: 7

Confirmed Stock: 2720 Unconfirmed Stock: 610

Upload Document

Choose Files No file chosen

Accept only PNG, JPEG, JPG, XLS, DOCX, and PDF and not more

- **MI status will be shown on listing page:**
Approved, draft, submitted, rejected

Stago [Home](#) > [List](#) Filter Create Report

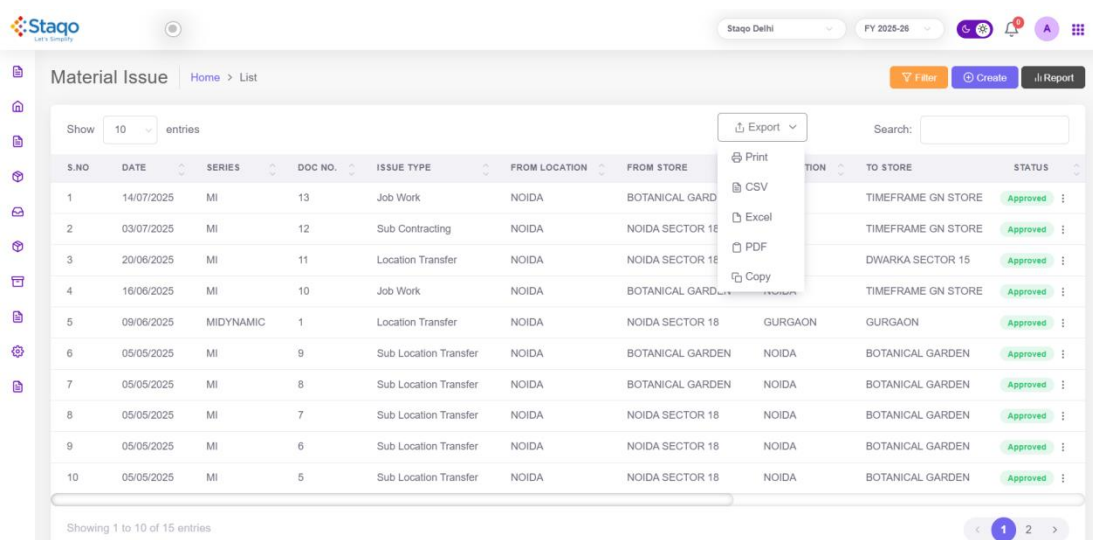
Stago Delhi FY 2025-26

Show 10 entries Export Search:

S.NO	DATE	SERIES	DOC NO.	ISSUE TYPE	FROM LOCATION	FROM STORE	TO LOCATION	TO STORE	STATUS
1	14/07/2025	MI	13	Job Work	NOIDA	BOTANICAL GARDEN	NOIDA	TIMEFRAME GN STORE	Approved
2	03/07/2025	MI	12	Sub Contracting	NOIDA	NOIDA SECTOR 18	NOIDA	TIMEFRAME GN STORE	Approved
3	20/06/2025	MI	11	Location Transfer	NOIDA	NOIDA SECTOR 18	DELHI	DWARKA SECTOR 15	Approved
4	16/06/2025	MI	10	Job Work	NOIDA	BOTANICAL GARDEN	NOIDA	TIMEFRAME GN STORE	Approved
5	09/06/2025	MIDYNAMIC	1	Location Transfer	NOIDA	NOIDA SECTOR 18	GURGAON	GURGAON	Approved
6	05/05/2025	MI	9	Sub Location Transfer	NOIDA	BOTANICAL GARDEN	NOIDA	BOTANICAL GARDEN	Approved
7	05/05/2025	MI	8	Sub Location Transfer	NOIDA	BOTANICAL GARDEN	NOIDA	BOTANICAL GARDEN	Approved
8	05/05/2025	MI	7	Sub Location Transfer	NOIDA	NOIDA SECTOR 18	NOIDA	BOTANICAL GARDEN	Approved
9	05/05/2025	MI	6	Sub Location Transfer	NOIDA	NOIDA SECTOR 18	NOIDA	BOTANICAL GARDEN	Approved
10	05/05/2025	MI	5	Sub Location Transfer	NOIDA	NOIDA SECTOR 18	NOIDA	BOTANICAL GARDEN	Approved

Showing 1 to 10 of 15 entries

- Can be export to:
Print, csv, excel, pdf, copy



S.NO	DATE	SERIES	DOC NO.	ISSUE TYPE	FROM LOCATION	FROM STORE	TO STORE	STATUS
1	14/07/2025	MI	13	Job Work	NOIDA	BOTANICAL GARDEN	TIMEFRAME GN STORE	Approved
2	03/07/2025	MI	12	Sub Contracting	NOIDA	NOIDA SECTOR 18	TIMEFRAME GN STORE	Approved
3	20/06/2025	MI	11	Location Transfer	NOIDA	NOIDA SECTOR 18	DWARKA SECTOR 15	Approved
4	16/06/2025	MI	10	Job Work	NOIDA	BOTANICAL GARDEN	TIMEFRAME GN STORE	Approved
5	09/06/2025	MIDYNAMIC	1	Location Transfer	NOIDA	NOIDA SECTOR 18	GURGAON	Approved
6	05/05/2025	MI	9	Sub Location Transfer	NOIDA	BOTANICAL GARDEN	NOIDA BOTANICAL GARDEN	Approved
7	05/05/2025	MI	8	Sub Location Transfer	NOIDA	BOTANICAL GARDEN	NOIDA BOTANICAL GARDEN	Approved
8	05/05/2025	MI	7	Sub Location Transfer	NOIDA	NOIDA SECTOR 18	NOIDA BOTANICAL GARDEN	Approved
9	05/05/2025	MI	6	Sub Location Transfer	NOIDA	NOIDA SECTOR 18	NOIDA BOTANICAL GARDEN	Approved
10	05/05/2025	MI	5	Sub Location Transfer	NOIDA	NOIDA SECTOR 18	NOIDA BOTANICAL GARDEN	Approved

5.6. Material Return

- **A Material Return is created when : user needs to** provide step-by-step instructions for processing **material returns**, whether returning unused materials to inventory or sending items back to a supplier.
- This procedure applies to: Warehouse/Store staff, Inventory controllers, Production teams returning unused materials, Procurement team (for supplier returns), ERP login with inventory access, Original issue or receipt document (GRN or Material Issue Slip), Items must have been previously issued or received, Reason for return must be documented

Navigate to : Inventory>Material return

- Click Create for new material return creation
- Select series, document No., document date, location, store, station, reference from **(Outstanding Material Issue), or direct return**
- Select any outstanding MI document and proceed

Select Document

Select from the below list

Location

Department

Requester

Document No.

Item

Select

Search

Search

Search

Search by Name/Code

Search

Clear

<input type="checkbox"/>	Series	Doc No.	Date	Issue Type	Location	Vendor	Requester/Department	Item Code	Item Name	Attributes	UOM	Quantity	Balance Qty
<input checked="" type="checkbox"/>	MI	1	2025-05-05	Sub Location Transfer	DELHI1			SFSHPRO001	PROCESSOR	COLOUR : BLACK SIZE : 18	PCS	20.00	20.0000000
<input type="checkbox"/>	MI	2	2025-05-05	Sub Location Transfer	NOIDA1			RMSHRMO001	RAW MATERIAL ONE	COLOUR : RED SIZE : 7	PCS	20.00	20.0000000
<input type="checkbox"/>	MI	3	2025-05-05	Sub Location Transfer	NOIDA1			RMSHRMT001	RAW MATERIAL TWO	COLOUR : RED SIZE : 7	PCS	20.00	20.0000000
<input type="checkbox"/>	MI	4	2025-05-05	Sub Location Transfer	NOIDA1			RMSHRMT002	RAW MATERIAL THREE	COLOUR : RED SIZE : 7	PCS	20.00	20.0000000
<input type="checkbox"/>	MI	5	2025-05-05	Sub Location Transfer	NOIDA1			RMSHRMO001	RAW MATERIAL ONE	COLOUR : RED SIZE : 7	PCS	40.00	40.0000000
<input type="checkbox"/>	MI	6	2025-05-05	Sub Location Transfer	NOIDA1			RMSHRMT001	RAW MATERIAL TWO	COLOUR : RED SIZE : 7	PCS	40.00	40.0000000
<input type="checkbox"/>	MI	7	2025-05-05	Sub Location Transfer	NOIDA1			RMSHRMT002	RAW MATERIAL THREE	COLOUR : RED SIZE : 7	PCS	40.00	40.0000000

- All the details will be auto populated

Material Return

Home > Add New

Back Save as Draft Submit

Document No *

1

Document Date *

14-Jul-2025

Location *

NOIDA

Store *

Station *

To Location *

DELHI

Reference From

Material Issue

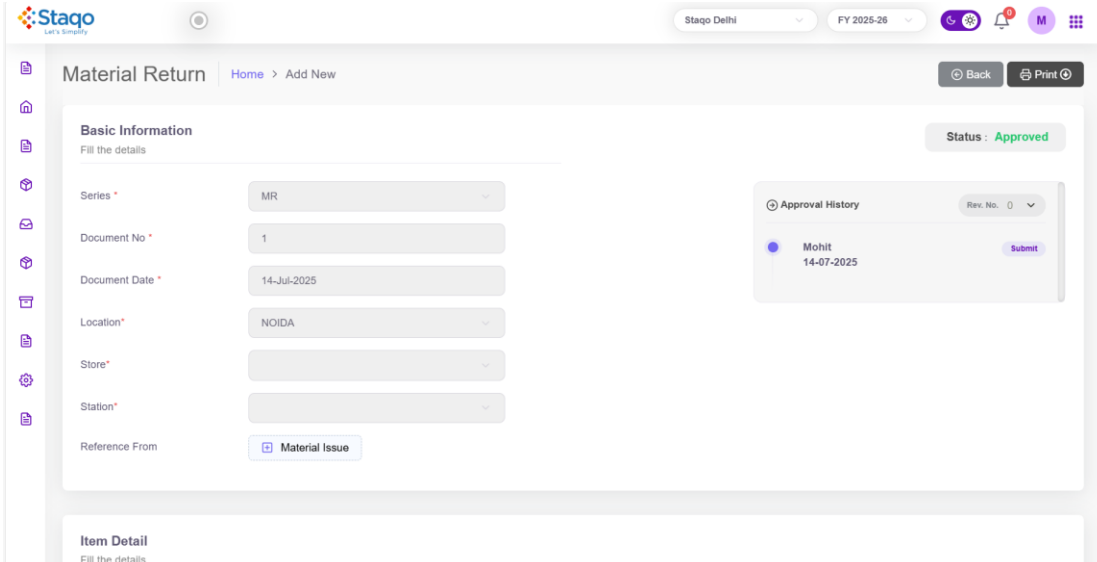
Item Detail

Fill the details

Delete + Add Item Copy Item

<input type="checkbox"/>	Item Code	Item Name	Attributes	UOM	Qty	Rate	Value	Action
<input type="checkbox"/>	SFSHPRO001	PROCESSOR	Attributes	PCS	20	12.00	240	

- Submit/draft the MR



The screenshot shows the 'Material Return' form in the Staago system. The form is titled 'Material Return' with a breadcrumb 'Home > Add New'. It includes a 'Status: Approved' indicator. The 'Basic Information' section contains fields for Series (MR), Document No (1), Document Date (14-Jul-2025), Location (NOIDA), Store, Station, and Reference From (Material Issue). The 'Approval History' section shows a single entry for Mohit on 14-07-2025 with a 'Submit' button. The 'Item Detail' section is partially visible at the bottom.

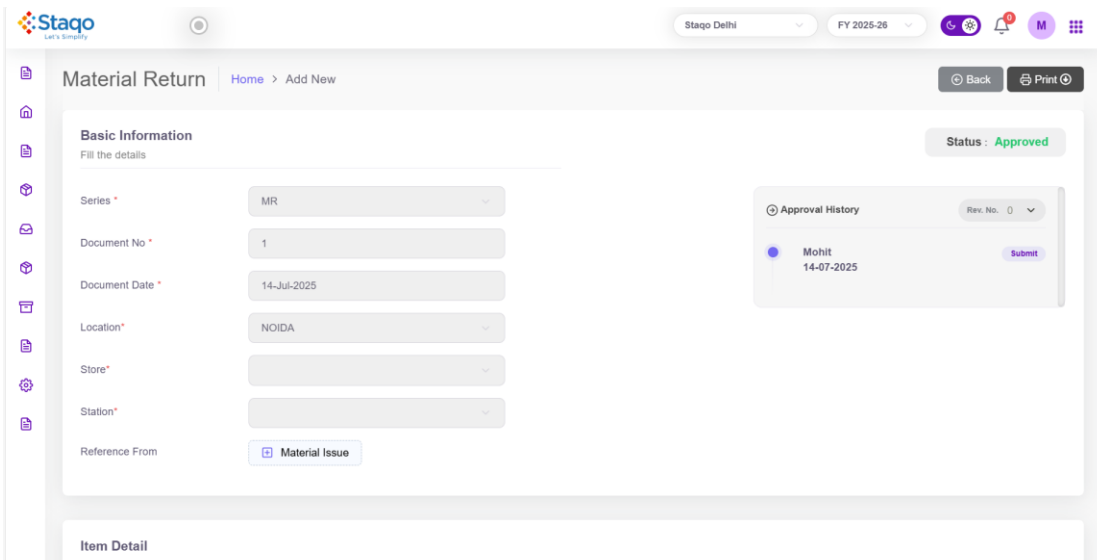
- MR submitted and approved successfully

Approval:

Approver's login:

Navigate to: inventory>approvals>MR(if approval is required)

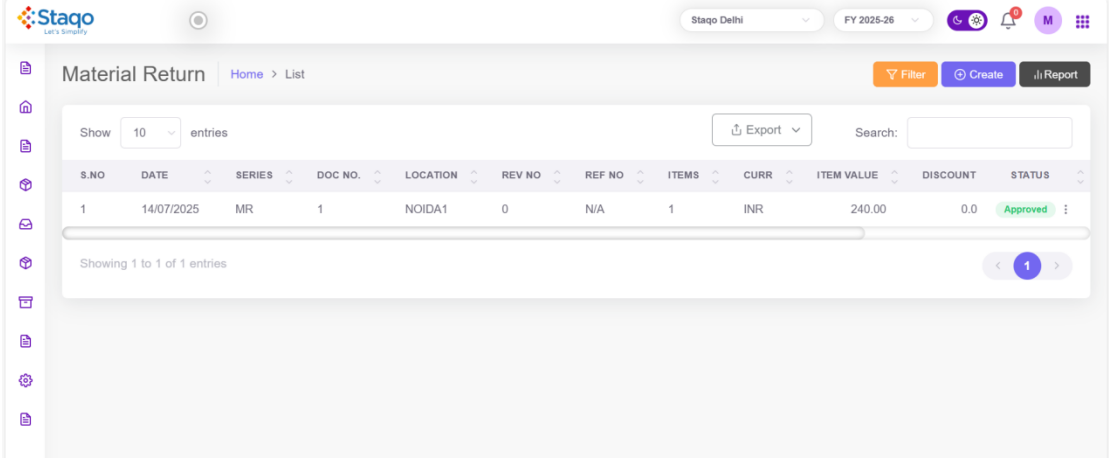
- Now user will be able to approve the transaction if approver name is defined in series else it will be auto approved
- User will be able to print the transaction



This is a duplicate of the screenshot above, showing the 'Material Return' form in the Staago system. The form is titled 'Material Return' with a breadcrumb 'Home > Add New'. It includes a 'Status: Approved' indicator. The 'Basic Information' section contains fields for Series (MR), Document No (1), Document Date (14-Jul-2025), Location (NOIDA), Store, Station, and Reference From (Material Issue). The 'Approval History' section shows a single entry for Mohit on 14-07-2025 with a 'Submit' button. The 'Item Detail' section is partially visible at the bottom.

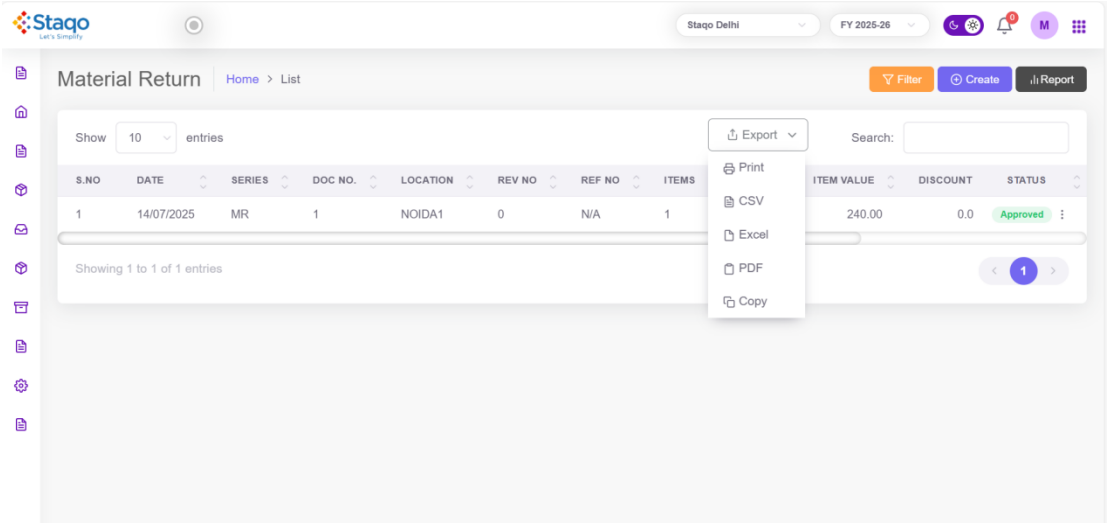
MR status will be shown on listing page:

Approved, draft, submitted, rejected



S.NO	DATE	SERIES	DOC NO.	LOCATION	REV NO.	REF NO.	ITEMS	CURR	ITEM VALUE	DISCOUNT	STATUS
1	14/07/2025	MR	1	NOIDA1	0	N/A	1	INR	240.00	0.0	Approved

- Can be export to:
Print, csv, excel, pdf, copy



S.NO	DATE	SERIES	DOC NO.	LOCATION	REV NO.	REF NO.	ITEMS	CURR	ITEM VALUE	DISCOUNT	STATUS
1	14/07/2025	MR	1	NOIDA1	0	N/A	1	INR	240.00	0.0	Approved

5.7. Warehouse

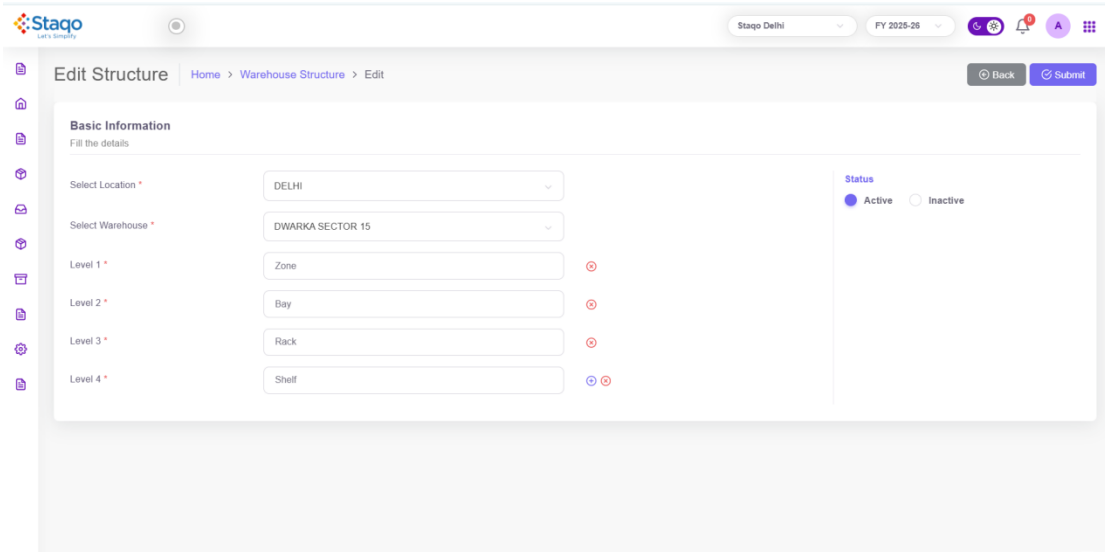
A warehouse structure defines how a warehouse is physically and logically organized within an inventory management or ERP system. A well-defined structure helps improve inventory accuracy, traceability, picking efficiency, and overall warehouse management.

5.7.1. Warehouse Structure

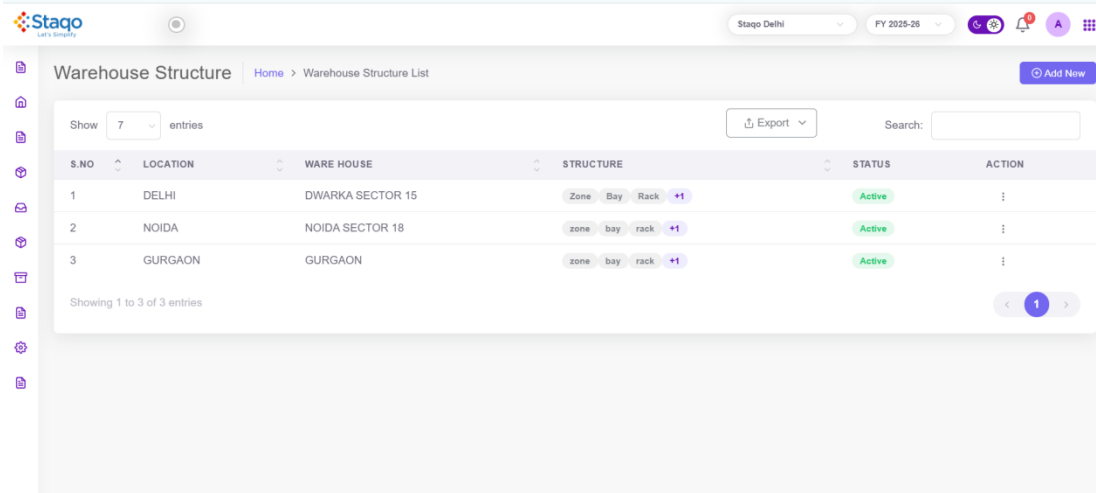
It shows how materials are logically segmented and stored in an ERP. This helps the system know where exactly a product is, how much is available, and how to manage movement efficiently.

Navigate to: Inventory>warehouse>structures

- Create a new warehouse structure and submit



- View all the created structures on Listing page



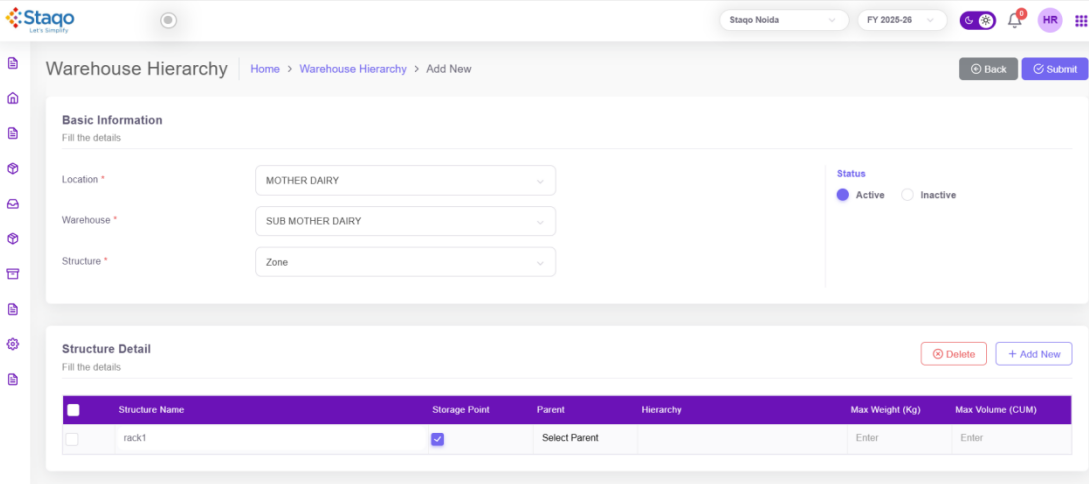
S.NO	LOCATION	WARE HOUSE	STRUCTURE	STATUS	ACTION
1	DELHI	DWARKA SECTOR 15	Zone Bay Rack +1	Active	
2	NOIDA	NOIDA SECTOR 18	zone bay rack +1	Active	
3	GURGAON	GURGAON	zone bay rack +1	Active	

5.7.2. Warehouse Mappings

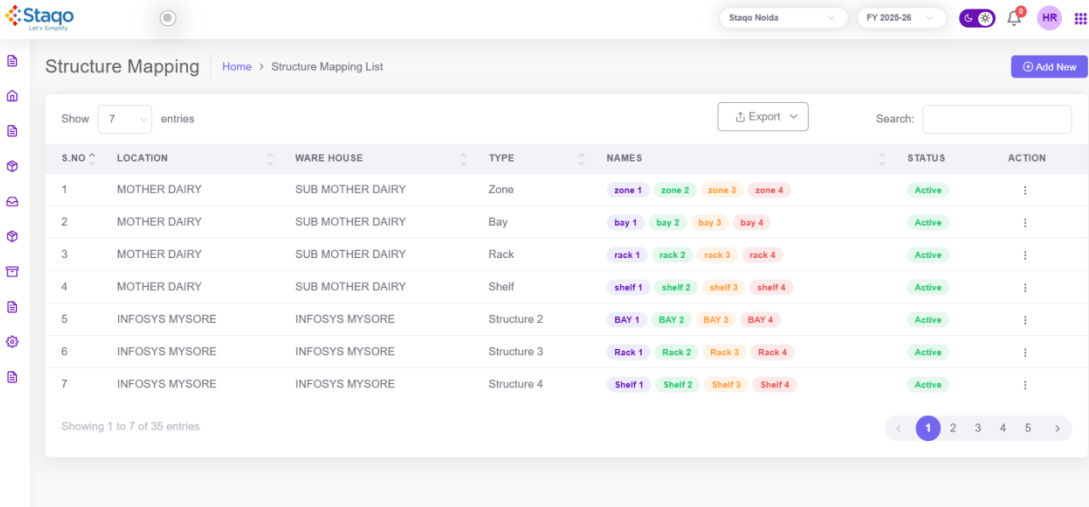
- Warehouse mapping is the blueprint of how your warehouse is laid out. It combines:
 - Physical layout (actual warehouse space)
 - Logical structure (how it's represented in the ERP)
 - Location coding (standardized naming for zones, aisles, bins, etc.)

Navigate to: Inventory>warehouse>warehouse mappings

- Generate warehouse hierarchy with structure details and submit
- User will be able to view print labels



- If warehouse structure has an storage point box check items then it will be stored there only always
- User will be able to view mapped structure on listing page



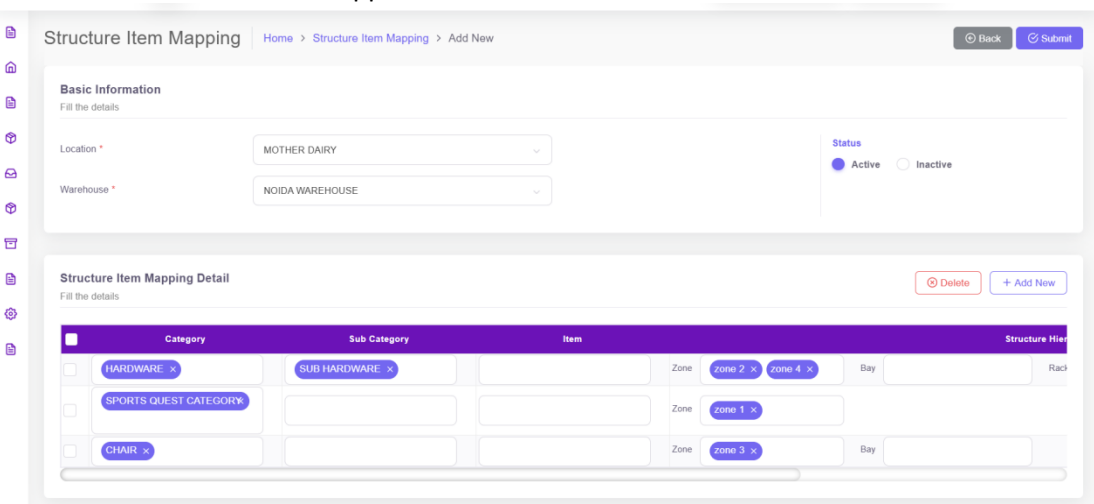
S.NO	LOCATION	WARE HOUSE	TYPE	NAMES	STATUS	ACTION
1	MOTHER DAIRY	SUB MOTHER DAIRY	Zone	zone 1 zone 2 zone 3 zone 4	Active	
2	MOTHER DAIRY	SUB MOTHER DAIRY	Bay	bay 1 bay 2 bay 3 bay 4	Active	
3	MOTHER DAIRY	SUB MOTHER DAIRY	Rack	rack 1 rack 2 rack 3 rack 4	Active	
4	MOTHER DAIRY	SUB MOTHER DAIRY	Shelf	shelf 1 shelf 2 shelf 3 shelf 4	Active	
5	INFOSYS MYSORE	INFOSYS MYSORE	Structure 2	BAY 1 BAY 2 BAY 3 BAY 4	Active	
6	INFOSYS MYSORE	INFOSYS MYSORE	Structure 3	Rack 1 Rack 2 Rack 3 Rack 4	Active	
7	INFOSYS MYSORE	INFOSYS MYSORE	Structure 4	Shelf 1 Shelf 2 Shelf 3 Shelf 4	Active	

5.7.3. Structure Item Mapping

Warehouse structure item mapping refers to linking each inventory item (SKU) to a specific physical or logical location in the warehouse structure—so the ERP or WMS knows exactly where to store, find, and pick every product.

Navigate to: Inventory>warehouse>structures item mapping

- User will be able to map items by entering basic information like location, warehouse and add structured item mapping detail
- User will be able to delete the category also
- Submit the item mapping structure with all the information and the submit
- Item structure will be mapped



5.8. Put Away

The **Put Away Module** is used to manage the organized placement of received and approved stock into designated storage locations within the warehouse or store.

Once items are accepted through the **Inspection** process (or directly via **MRN** if inspection is not required), the Put Away process helps ensure that each item is stored in its appropriate bin, rack, or shelf based on predefined storage rules, item characteristics, or warehouse zones.

This improves inventory accuracy, space utilization, and retrieval efficiency.

The module may support manual or system-suggested locations, bar code scanning for validation, and audit trails for stock movements.

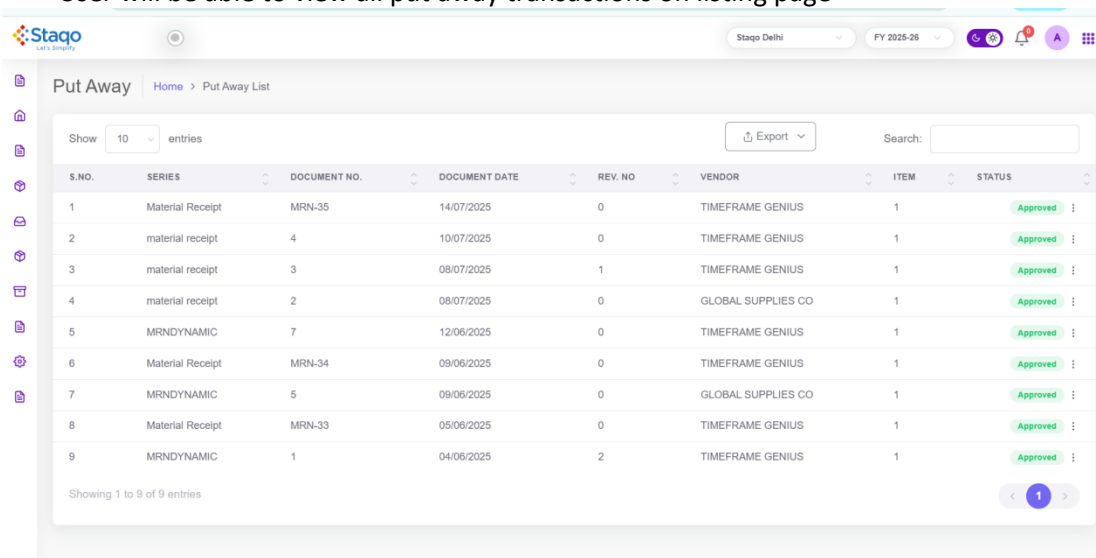
Put Away can be tracked and approved through workflows to ensure accountability and proper inventory control.

It's purpose is to:

- To organize inventory properly in the warehouse
- To update inventory records with the exact storage location
- To optimize warehouse space and improve picking efficiency
- To maintain inventory accuracy and prevent loss

Navigation to: Inventory>put away

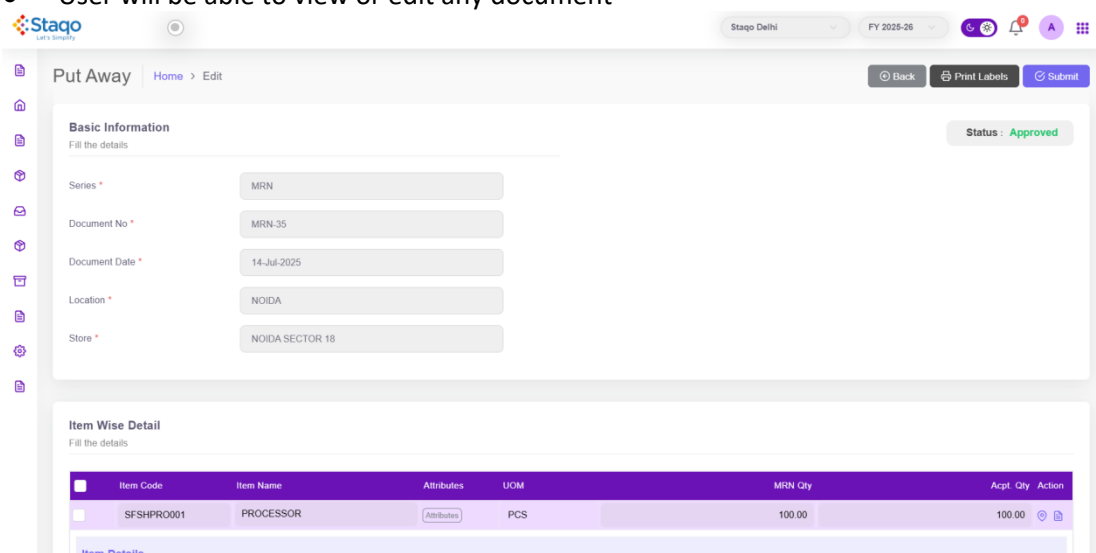
- User will be able to view all put away transactions on listing page



The screenshot shows the 'Put Away' listing page in the Staqa application. The page header includes the Staqa logo, a location dropdown set to 'Staqa Delhi', a fiscal year dropdown set to 'FY 2025-26', and user profile icons. The main content area is titled 'Put Away' with a breadcrumb 'Home > Put Away List'. It features a table with 9 entries, each with columns for S.NO., SERIES, DOCUMENT NO., DOCUMENT DATE, REV. NO., VENDOR, ITEM, and STATUS. The status for all entries is 'Approved'. Below the table, it indicates 'Showing 1 to 9 of 9 entries' and a pagination control showing page 1.

S.NO.	SERIES	DOCUMENT NO.	DOCUMENT DATE	REV. NO.	VENDOR	ITEM	STATUS
1	Material Receipt	MRN-35	14/07/2025	0	TIMEFRAME GENIUS	1	Approved
2	material receipt	4	10/07/2025	0	TIMEFRAME GENIUS	1	Approved
3	material receipt	3	08/07/2025	1	TIMEFRAME GENIUS	1	Approved
4	material receipt	2	08/07/2025	0	GLOBAL SUPPLIES CO	1	Approved
5	MRNDYNAMIC	7	12/06/2025	0	TIMEFRAME GENIUS	1	Approved
6	Material Receipt	MRN-34	09/06/2025	0	TIMEFRAME GENIUS	1	Approved
7	MRNDYNAMIC	5	09/06/2025	0	GLOBAL SUPPLIES CO	1	Approved
8	Material Receipt	MRN-33	05/06/2025	0	TIMEFRAME GENIUS	1	Approved
9	MRNDYNAMIC	1	04/06/2025	2	TIMEFRAME GENIUS	1	Approved

- User will be able to view or edit any document



The screenshot shows the 'Put Away' document detail page in the Staqa application. The page header includes the Staqa logo, a location dropdown set to 'Staqa Delhi', a fiscal year dropdown set to 'FY 2025-26', and user profile icons. The main content area is titled 'Put Away' with a breadcrumb 'Home > Edit'. It features a 'Basic Information' section with fields for Series, Document No., Document Date, Location, and Store, all of which are populated. A 'Status' indicator shows 'Approved'. Below this is an 'Item Wise Detail' section with a table showing item details for 'PROCESSOR'.

Item Code	Item Name	Attributes	UOM	MRN Qty	Acpt. Qty	Action
SFSHPR0001	PROCESSOR	Attributes	PCS	100.00	100.00	

- User can submit the document after editing/updating
- User can print labels

The screenshot shows the 'Put Away' form in the Staqa system. A modal window with a green checkmark and the text 'Success! Record updated successfully' is displayed over the form. The form fields include: Series (MRN), Document No (MRN-35), Document Date (14-Jul-2025), Location (NOIDA), and Store (NOIDA SECTOR 18). The status is 'Approved'. Below the form, there is an 'Item Wise Detail' table.

Item Code	Item Name	Attributes	UOM	MRN Qty	Acpt Qty	Action
SFSPRO001	PROCESSOR	Attributes	PCS	100.00	100.00	

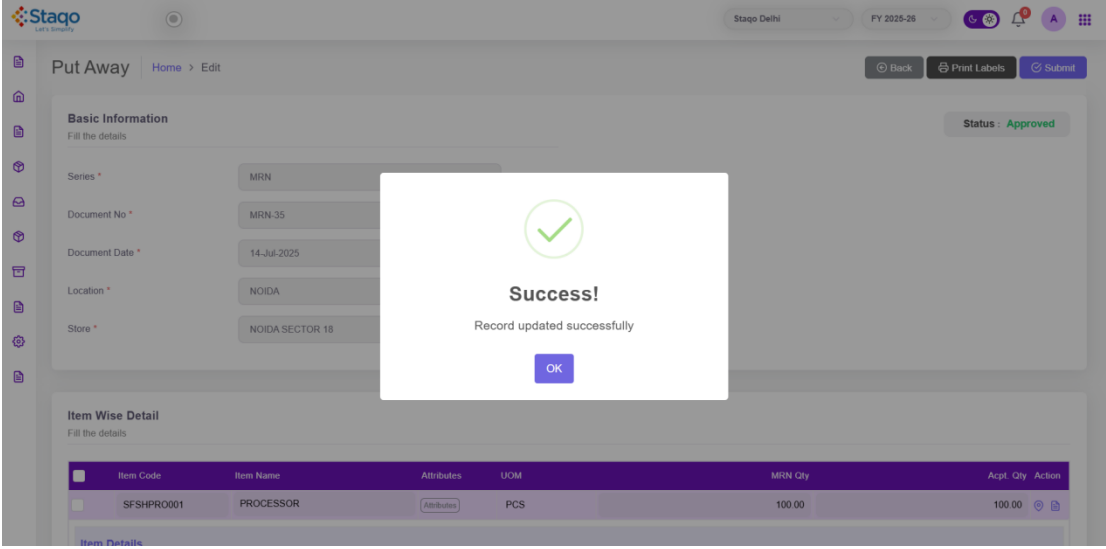
Document submitted and approved successfully

- User will be able to create put away directly or through **outstanding MRN**

The screenshot shows the 'Put Away' form in the Staqa system. A modal window titled 'Select MRN' is open, allowing the user to select from a list of documents. The modal includes search filters for Series, Doc No., Item, and Vendor, and a table of available documents.

SUPPLIER CODE	SUPPLIER NAME	MRN SEREIS	MRN NO.	MRN Date	ITEM CODE	Item Name	MRN Quantity
VEND1001 NA	TIMEFRAME GENIUS	MRN	MRN-33	05/06/2025	SFSPRO001	PROCESSOR	1,000.00
VEND1001 NA	TIMEFRAME GENIUS	MRN	MRN-34	09/06/2025	RMSHEHD001	EXTERNAL HARD DRIVES	100.00
VEND1001 NA	TIMEFRAME GENIUS	MRN	MRN-35	14/07/2025	SFSPRO001	PROCESSOR	100.00

- Select any one document and proceed
- All the details will be auto populated



The screenshot shows the 'Put Away' form in the Staqa system. A modal window with a green checkmark and the text 'Success! Record updated successfully' is centered over the form. The form fields include Series (MRN), Document No (MRN-35), Document Date (14-Jul-2025), Location (NOIDA), and Store (NOIDA SECTOR 18). The status is 'Approved'. Below the form is an 'Item Wise Detail' table.

Item Code	Item Name	Attributes	UOM	MRN Qty	Acpt. Qty	Action
SFSHPR0001	PROCESSOR	Attributes	PCS	100.00	100.00	

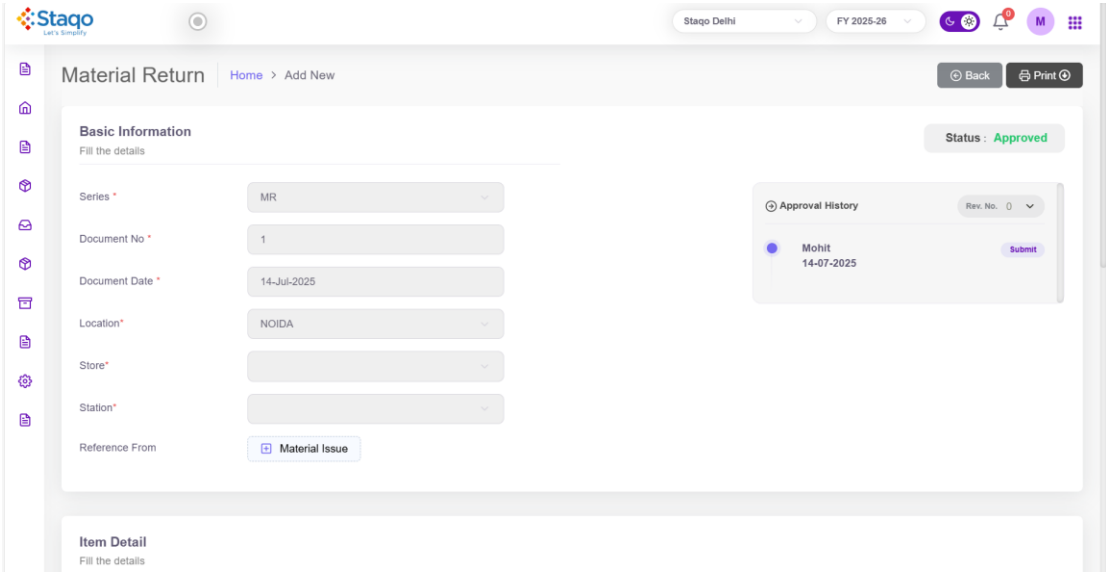
- Document submitted and approved successfully
- User can print labels

Approval:

Approver's login:

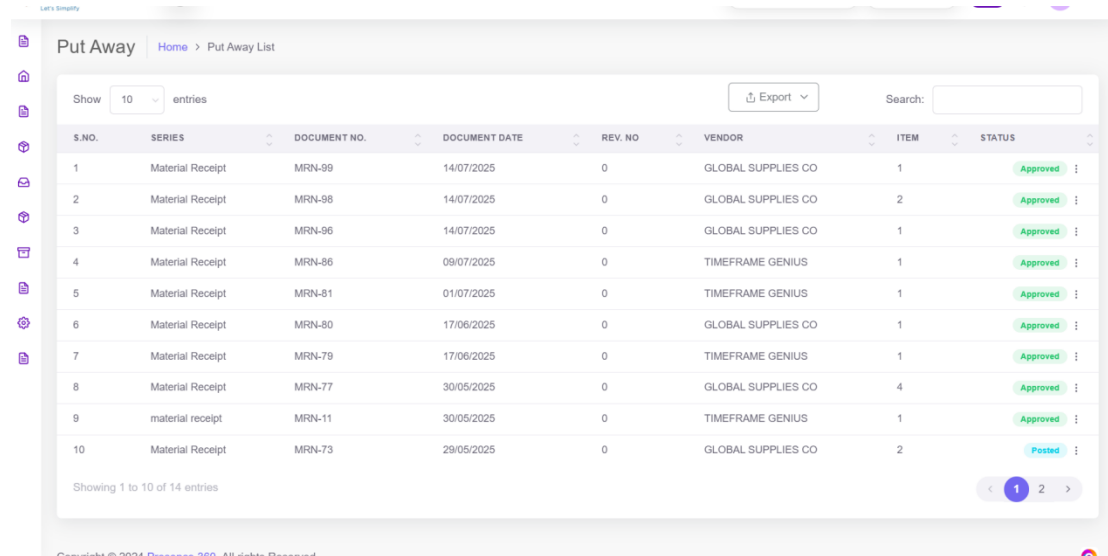
Navigate to: inventory>approvals>Put Away(if approval is required)

- Now user will be able to approve the transaction if approver name is defined in series else it will be auto approved
- User will be able to print the transaction
- User will be able to post the transaction



The screenshot shows the 'Material Return' form in the Staqa system. The form is titled 'Material Return' and has a status of 'Approved'. The fields include Series (MR), Document No (1), Document Date (14-Jul-2025), Location (NOIDA), Store, Station, and Reference From (Material Issue). An 'Approval History' section shows a record for Mohit on 14-07-2025 with a 'Submit' button. The form also has 'Back' and 'Print' buttons.

Put Away status will be shown on listing page:
Approved, draft, submitted, rejected, posted



Let's Simplify

Put Away [Home](#) > Put Away List

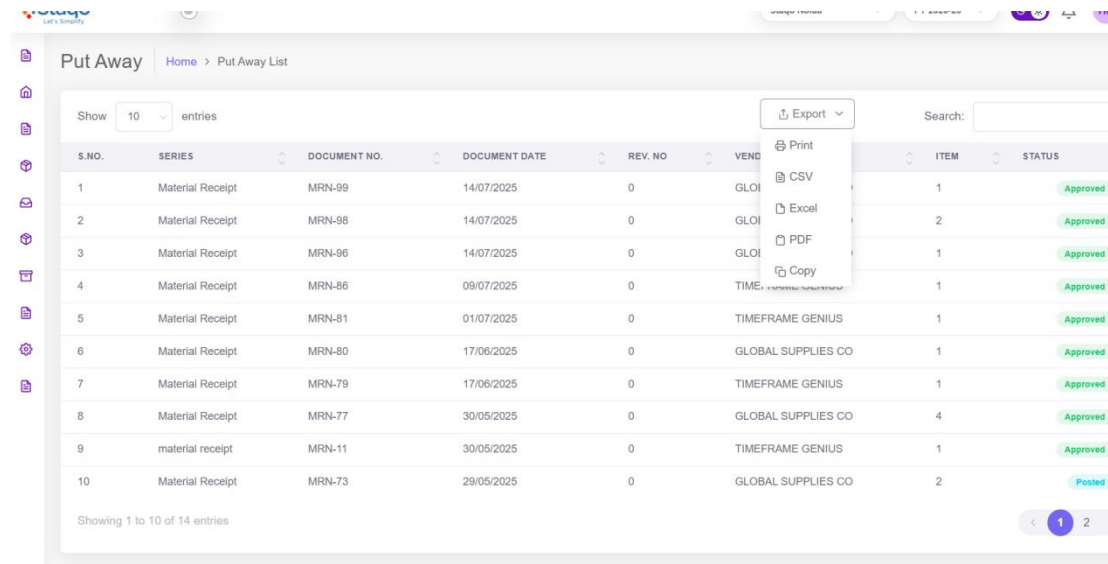
Show 10 entries [Export](#) Search:

S.NO.	SERIES	DOCUMENT NO.	DOCUMENT DATE	REV. NO.	VENDOR	ITEM	STATUS
1	Material Receipt	MRN-99	14/07/2025	0	GLOBAL SUPPLIES CO	1	Approved
2	Material Receipt	MRN-98	14/07/2025	0	GLOBAL SUPPLIES CO	2	Approved
3	Material Receipt	MRN-96	14/07/2025	0	GLOBAL SUPPLIES CO	1	Approved
4	Material Receipt	MRN-86	09/07/2025	0	TIMEFRAME GENIUS	1	Approved
5	Material Receipt	MRN-81	01/07/2025	0	TIMEFRAME GENIUS	1	Approved
6	Material Receipt	MRN-80	17/06/2025	0	GLOBAL SUPPLIES CO	1	Approved
7	Material Receipt	MRN-79	17/06/2025	0	TIMEFRAME GENIUS	1	Approved
8	Material Receipt	MRN-77	30/05/2025	0	GLOBAL SUPPLIES CO	4	Approved
9	material receipt	MRN-11	30/05/2025	0	TIMEFRAME GENIUS	1	Approved
10	Material Receipt	MRN-73	29/05/2025	0	GLOBAL SUPPLIES CO	2	Posted

Showing 1 to 10 of 14 entries

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- Can be export to:
Print, csv, excel, pdf, copy



Let's Simplify

Put Away [Home](#) > Put Away List

Show 10 entries [Export](#) Search:

S.NO.	SERIES	DOCUMENT NO.	DOCUMENT DATE	REV. NO.	VEND	ITEM	STATUS
1	Material Receipt	MRN-99	14/07/2025	0	GLO	1	Approved
2	Material Receipt	MRN-98	14/07/2025	0	GLO	2	Approved
3	Material Receipt	MRN-96	14/07/2025	0	GLO	1	Approved
4	Material Receipt	MRN-86	09/07/2025	0	TIME	1	Approved
5	Material Receipt	MRN-81	01/07/2025	0	TIMEFRAME GENIUS	1	Approved
6	Material Receipt	MRN-80	17/06/2025	0	GLOBAL SUPPLIES CO	1	Approved
7	Material Receipt	MRN-79	17/06/2025	0	TIMEFRAME GENIUS	1	Approved
8	Material Receipt	MRN-77	30/05/2025	0	GLOBAL SUPPLIES CO	4	Approved
9	material receipt	MRN-11	30/05/2025	0	TIMEFRAME GENIUS	1	Approved
10	Material Receipt	MRN-73	29/05/2025	0	GLOBAL SUPPLIES CO	2	Posted

Showing 1 to 10 of 14 entries

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5.9. Inspection

The **Inspection Module** enables companies to implement a structured quality check process for items or products received in the main store through the **MRN (Material Receipt Note)**.

For each received item, users can define the **accepted** and **rejected quantities**, ensuring that only approved stock is available for further operations.

The inspection helps maintain quality control by recording inspection details such as remarks, test parameters, or supporting documents if required.

Rejected items can be moved to a separate rejection store, returned to the vendor, or marked for rework based on the company's internal policy.

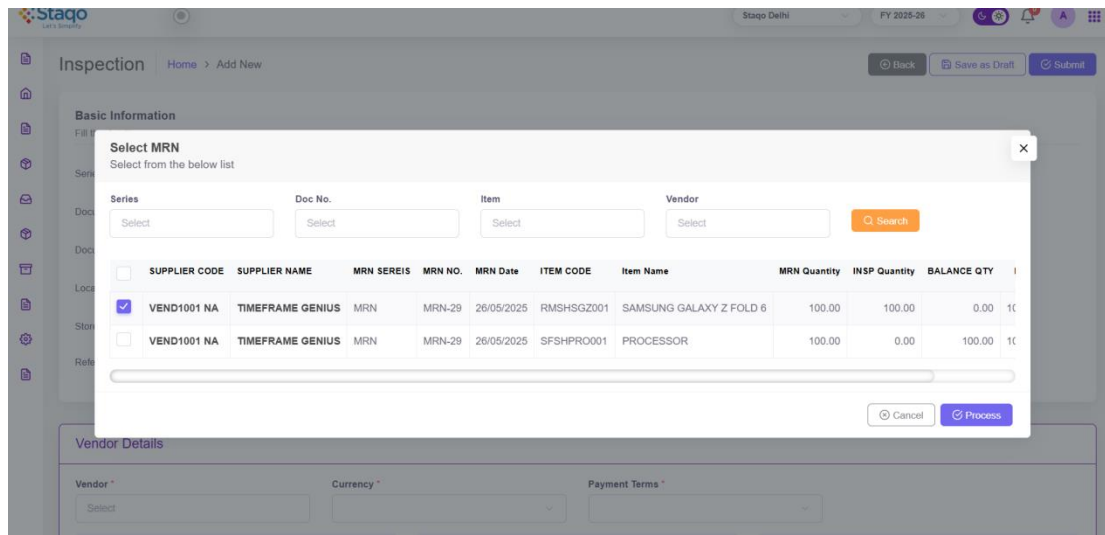
The inspection process can be made **mandatory or optional** through configuration and may also be linked with **multi-level approvals** if needed, supporting traceability and control over inventory quality.

Navigation to: Inventory>Inspection

- User can create new inspection by adding all the required fields like series, doc. No, doc. Date, location, store, reference from **Outstanding MRN or direct**
- If user is pulling inspection from outstanding MRN then all the details will get auto populate

Inspection through outstanding MRN:

- Select any one document from the list and proceed



The screenshot shows the 'Inspection' module in the Staqa system. A 'Select MRN' dialog box is open, allowing the user to choose an existing MRN document. The dialog box includes a table with the following data:

SUPPLIER CODE	SUPPLIER NAME	MRN SEREIS	MRN NO.	MRN Date	ITEM CODE	Item Name	MRN Quantity	INSP Quantity	BALANCE QTY
VEND1001 NA	TIMEFRAME GENIUS	MRN	MRN-29	26/05/2025	RMSHSGZ001	SAMSUNG GALAXY Z FOLD 6	100.00	100.00	0.00
VEND1001 NA	TIMEFRAME GENIUS	MRN	MRN-29	26/05/2025	SFSPHRO001	PROCESSOR	100.00	0.00	100.00

The first row is selected. The dialog box also includes a search bar and 'Cancel' and 'Process' buttons.

All details will get auto populated

Inspection
Home > Add New
Back Save as Draft Submit

General Information

Gate Entry No.
Enter Gate Entry no.

Gate Entry Date
dd-yyy

E-Way Bill No.
Enter Eway Bill No.

Consignment No.
Enter Consignment No.

Supplier Invoice No.
Enter Supplier Invoice No.

Supplier Invoice Date
dd-yyy

Transporter Name
Enter Transporter Name

Vehicle No.
Enter Vehicle No.

Item Wise Detail
Fill the details

Item Code	Item Name	Attributes	UOM	MRN Qty	Inspected Qty	Acpt. Qty	Req. Qty	Rate	Value	Discount	Total	Action
<input type="checkbox"/> RMSHSGZ001	SAMSUNG GALAXY Z FOLD 6	Attributes	PCS	100.00	0	0	0.00	100.00	0.00	0.00	0.00	
									0.00	0.00	0.00	

Item Details
Name:

Document Summary
Sub Total 0.00

- Submit/draft the transaction

Inspection
Home > Add New
Back Save as Draft Submit

Basic Information
Fill the details

Series *
INSP

Document No *
3

Document Date *
14-Jul-2025

Location *
NOIDA1

Store *
NOIDA SECTOR 18

Reference From
Outstanding MRN

Success!
Record created successfully
OK

Vendor Details

Vendor *
TIMEFRAME GENIUS

Currency *
Indian rupee

Payment Terms *
NET 45 DAYS

The screenshot shows the Staqa Inspection form. The top navigation bar includes the Staqa logo, a location dropdown set to 'Staqa Delhi', a fiscal year dropdown set to 'FY 2025-26', and user profile icons. The main header shows 'Inspection' with 'Home' and 'Edit' links, and 'Back' and 'Print' buttons. The form is divided into two main sections: 'Basic Information' and 'Vendor Details'. The 'Basic Information' section has a status of 'Approved' and an approval history table. The 'Vendor Details' section includes fields for Vendor, Currency, Payment Terms, and three address fields.

Basic Information	
Series *	INSP
Document No *	3
Document Date *	14-Jul-2025
Location *	NOIDA
Store *	NOIDA SECTOR 18

Approval History	
Rev. No. 0	Submit
Atul	14/07/2025

Vendor Details		
Vendor *	Currency *	Payment Terms *
TIMEFRAME GENIUS	Indian rupee	NET 45 DAYS
Vendor Address	Billing Address	Delivery Address

Transaction submitted and approved successfully

Approval:

Approver's login:

Navigate to: inventory>approvals>Inspection(if approval is required)

- Now user will be able to approve the transaction if approver name is defined in series else it will be auto approved
- User will be able to print the transaction

The screenshot shows the Staqa Inspection form with a success message overlay. The form is the same as the previous one, but with a 'Success!' message box in the center. The message box contains a green checkmark icon, the text 'Success!', and 'Record created successfully'. There is an 'OK' button at the bottom of the message box. The form fields are dimmed in the background.

Basic Information	
Series *	INSP
Document No *	3
Document Date *	14-Jul-2025
Location *	NOIDA1
Store *	NOIDA SECTOR 18
Reference From	Outstanding MRN

Vendor Details		
Vendor *	Currency *	Payment Terms *
TIMEFRAME GENIUS	Indian rupee	NET 45 DAYS

The screenshot shows the 'Inspection' form in the Staago application. The form is divided into two main sections: 'Information' and 'Approval History'.

Information Section:

- Series:** INSP
- Document No.:** 3
- Document Date:** 14-Jul-2025
- Location:** NOIDA
- Address:** NOIDA SECTOR 18

Approval History Section:

- Status:** Approved
- Approval History:** Atul 14/07/2025

Payment Details Section:

- Item:** FRAME GENIUS
- Currency:** Indian rupee
- Payment Terms:** NET 45 DAYS

Address Section:

- For Address:**
- Billing Address:**
- Delivery Address:**

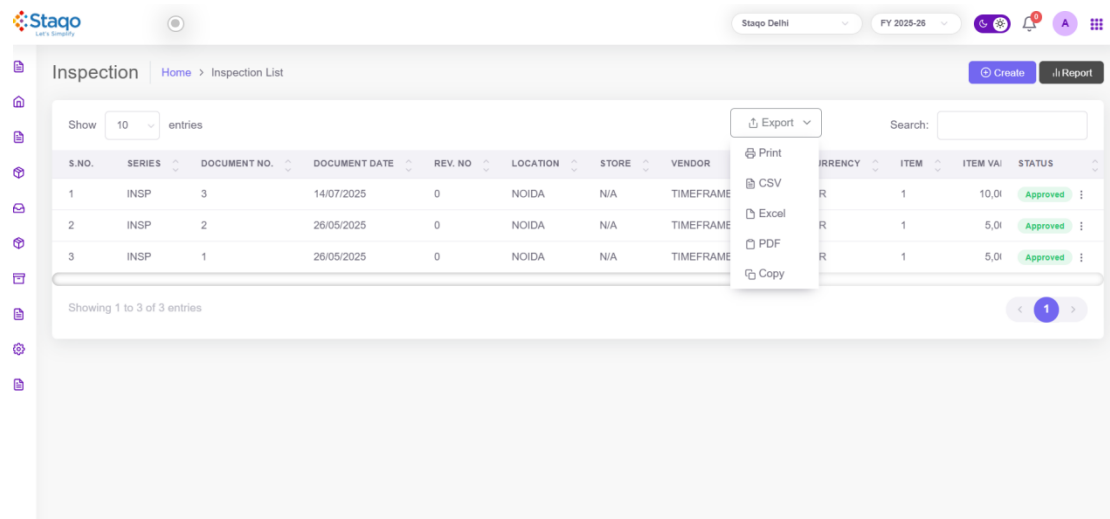
Inspection status will be shown on listing page:
Approved, draft, submitted, rejected

The screenshot shows the 'Inspection List' table in the Staago application. The table has the following columns: S.NO., SERIES, DOCUMENT NO., DOCUMENT DATE, REV. NO., LOCATION, STORE, VENDOR, CURRENCY, ITEM, ITEM VAI, and STATUS.

S.NO.	SERIES	DOCUMENT NO.	DOCUMENT DATE	REV. NO.	LOCATION	STORE	VENDOR	CURRENCY	ITEM	ITEM VAI	STATUS
1	INSP	3	14/07/2025	0	NOIDA	N/A	TIMEFRAME GENIUS	INR	1	10,01	Approved
2	INSP	2	26/05/2025	0	NOIDA	N/A	TIMEFRAME GENIUS	INR	1	5,01	Approved
3	INSP	1	26/05/2025	0	NOIDA	N/A	TIMEFRAME GENIUS	INR	1	5,01	Approved

Showing 1 to 3 of 3 entries

- Can be export to:
Print, csv, excel, pdf, copy



5.10. Replenishment

Replenishment is the process of **restocking inventory** to maintain optimal stock levels—either by transferring items from bulk storage to picking locations or by triggering new purchases or production orders.

It's purpose is to:

- Prevent stock outs of high-demand items
- Maintain minimum stock levels
- Improve order fulfillment rates
- Optimize warehouse picking efficiency

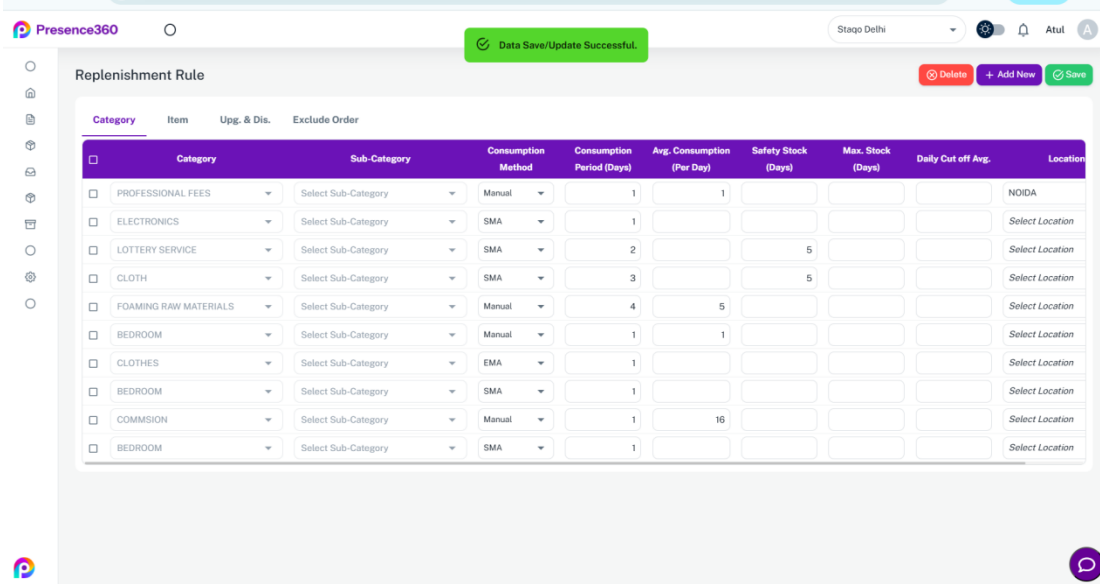
Replenishment Process: Replenishment rule master>replenishment process>configuration

5.10.1. Replenishment Rule

Navigation: Inventory>Replenishment>Replenishment rule

- **Category:**
 - User can add new category, sub category, cons. Method, cons. days, avg. Cons., safety stock, max. Stock, daily cut off. Avg, location (locations can be multiple) and save
 - User will be able to view existing categories
 - User will be able to delete existing categories
 - Consumption days are mandatory

- Avg. Consumption days are mandatory for manual cons. Method



Category	Item	Upg. & Dis.	Exclude Order	Category	Sub-Category	Consumption Method	Consumption Period (Days)	Avg. Consumption (Per Day)	Safety Stock (Days)	Max. Stock (Days)	Daily Cut off Avg.	Location
<input type="checkbox"/>	PROFESSIONAL FEES	Select Sub-Category		Manual	1	1						Noida
<input type="checkbox"/>	ELECTRONICS	Select Sub-Category		SMA	1							Select Location
<input type="checkbox"/>	LOTTERY SERVICE	Select Sub-Category		SMA	2			5				Select Location
<input type="checkbox"/>	CLOTH	Select Sub-Category		SMA	3			5				Select Location
<input type="checkbox"/>	FOAMING RAW MATERIALS	Select Sub-Category		Manual	4	5						Select Location
<input type="checkbox"/>	BEDROOM	Select Sub-Category		Manual	1	1						Select Location
<input type="checkbox"/>	CLOTHES	Select Sub-Category		EMA	1							Select Location
<input type="checkbox"/>	BEDROOM	Select Sub-Category		SMA	1							Select Location
<input type="checkbox"/>	COMMISSION	Select Sub-Category		Manual	1	16						Select Location
<input type="checkbox"/>	BEDROOM	Select Sub-Category		SMA	1							Select Location

- **Item:**

- User can add new item by adding item code, Item name, attribute, cons. method, cons. Days, avg. Cons., safety stock, max. Stock, daily cut off. Avg, fixed quantity, location (locations can be multiple) and save
- User will be able to view existing Items
- User will be able to delete existing Items
- Consumption days are mandatory
- Avg. Consumption days are mandatory for manual cons. Method
- User will be able to download the template
- User will be able to import the document

Presence360 Stago Delhi Atul

Item Rules Save/Update Successful.

Replenishment Rule

Category Item Upg. & Dis. Exclude Order

Item Code	Item Name	Attribute	Consumption Method	Consumption Period (Days)	Avg. Consumption (Per Day)	Safety Stock (Days)	Max. Stock (Days)	Daily Cut off Avg.	Fixed Q
FGSHFG0001 (FINISH...	FINISHED GOOD ONE (FGSHF...	Attribute	Manual	60	12	5			
SFSPH0001 (PROCE...	PROCESSOR (SFSPH0001)	Attribute	AMA	60		7			
FGSHOP1001 (ONE PL...	ONE PLUS 13 (FGSHOP1001)	Attribute	EMA	60		5	10		
RMSHQSP001 (QUAL...	QUALCOMM SNAPDRAGON P...	Attribute	SMA	30					
RMSHRM0001 (RAW ...	RAW MATERIAL ONE (RMSHR...	Attribute	SMA	1					
SFSPH0001 (PROCE...	PROCESSOR (SFSPH0001)	Attribute	SMA	2					

- **Upgrade and discontinue:**

- User can upgrade or discontinue by adding location, type, item code, Item name, attributes, ref. Item code, ref item name, ref. Attributes and save
- User will be able to view existing upgrade or discontinue
- User will be able to delete existing upgrade or discontinue

Presence360 Stago Delhi Atul

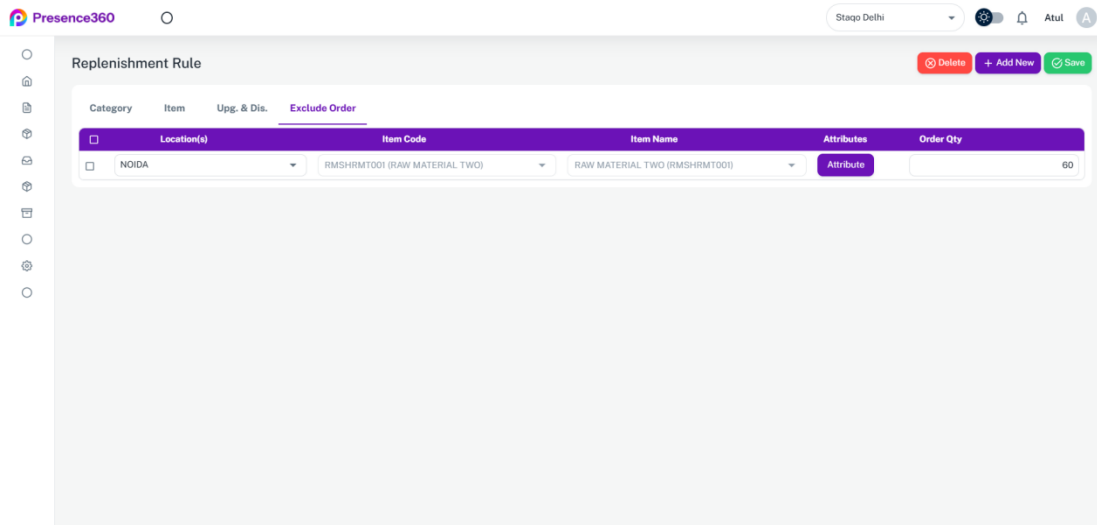
Replenishment Rule

Category Item Upg. & Dis. Exclude Order

Location(s)	Type	Item Code	Item Name	Attributes	Ref. Item Code	Ref. Item Name
NOIDA	Upgrade	RMSHEHD001 (EXTER...	EXTERNAL HARD DRIVES (RM...	Attribute	RMSHEHD001 (E...	EXTERNAL HARD DRIVES...
NOIDA	Upgrade	RMSHEHD001 (E...	EXTERNAL HARD DRIVES...	Attribute	RMSHEHD001 (E...	EXTERNAL HARD DRIVES...

- **Exclude order:**

- User can exclude order by adding location,item code, Item name, attributes, order qty. and save
- User will be able to view existing upgrade or discontinue
- User will be able to delete existing upgrade or discontinue



5.10.2. Replenishment Process

Navigation: Inventory>Replenishment>Replenishment process

To process the replenishment

- Heading: location code, item type, item code, item name, UOM, attribute, target stock, WIP, in transit, current stock, PSO, replenishment qty., Action all these fields are mandatory to process replenishment
- User will be able to process the replenishment
- As per the color user will be able to differentiate the available stock level
- User will be able to download the report
- User will be able to filter the replenishment process by (location, item type, stock level (color))
- User will be able to reset the filters as well

Presence360

Replenishment

● Stockout

● Stock Level up to 33%

● Stock Level up to 66%

● Stock Level above 66%

Loc. Code	Item Type	Item Code	Item Name	UOM	Attribute	Target Stock
N0IDA1	Raw Material	DRESS	DRESSES	NOS	SIZE: STANDARD / ITEM TYPE: NEW	293.75
N0IDA1	Finished Goods	FGBCLD8001	LIT DOUBLE BED W...	PCS	NA	1
N0IDA1	Finished Goods	FGMAMPFO...	MATTRESS PREML...	PCS	LENGTH: 72 / BREADTH: 48 / THICKNESS: 4	39.5
N0IDA1	Finished Goods	FGPHONE001	ONEPLUS12	NOS	NA	47.5
N0IDA1	Finished Goods	FGSHFG0001	FINISHED GOOD O...	PCS	CLOUR: RED / SIZE: 7	60
N0IDA1	WIP/Semi Finis...	SFSPHRO001	PROCESSOR	PCS	SIZE: 8	424.41
N0IDA1	Finished Goods	FGSHOP1001	ONE PLUS 13	PCS	NA	13.75
N0IDA1	Raw Material	RMSHQSP0...	QUALCOMM SNAP...	PCS	WARRANTY: 2 YEARS	44.26
N0IDA1	Raw Material	RMSHRMO...	RAW MATERIAL ONE	PCS	SIZE: 7	128
N0IDA1	Raw Material	RMSHRMO...	RAW MATERIAL ONE	PCS	SIZE: STANDARD	150

Showing 1 to 10 of 224 entries

WIP: Work in Progress

PSO: Pending Sales Order

Filter

Location

N0IDA1

Item Type

Raw Material

Stock Level (Color)

Select Stock Level

● Stockout (0%)

● Stock Level up to 33%

● Stock Level up to 66%

● Stock Level above 66%

- Replenishment process will run like this after clicking on process replenishment

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Replenishment

Filter

Report

Process Replenish

Create Incident

● Stockout

● Stock Level up to 33%

● Stock Level up to 66%

● Stock Level above 66%

Search:

Loc. Code	Item Type	Item Code	Item Name	UOM	Attribute	Target Stock	WIP	In Transit	Current Stock	PSO	Replenish Qty.	Action
N0IDA1	Raw Material	DRESS	DRESSES	NOS	SIZE: STANDARD / ITEM TYPE: NEW	293.75	0	0	0	0	294	
N0IDA1	Finished Goods	FGBCLD8001	LIT DOUBLE BED W...	PCS	NA	1	0	0	0	0	1	
N0IDA1	Finished Goods	FGMAMPFO...	MATTRESS PREML...	PCS	LENGTH: 72 / BREADTH: 48 / THICKNESS: 4	39.5	0	0	0	0	40	
N0IDA1	Finished Goods	FGPHONE001	ONEPLUS12	NOS	NA	47.5	0	0	4000	0	0	
N0IDA1	Finished Goods	FGSHFG0001	FINISHED GOOD O...	PCS	CLOUR: RED / SIZE: 7	60	0	0	500	0	0	
N0IDA1	WIP/Semi Finis...	SFSPHRO001	PROCESSOR	PCS	SIZE: 8	424.41	0	0	0	0	424	
N0IDA1	Finished Goods	FGSHOP1001	ONE PLUS 13	PCS	NA	13.75	0	0	116	0	0	
N0IDA1	Raw Material	RMSHQSP0...	QUALCOMM SNAP...	PCS	WARRANTY: 2 YEARS	44.26	0	0	0	0	44	
N0IDA1	Raw Material	RMSHRMO...	RAW MATERIAL ONE	PCS	SIZE: 7	128	0	0	11105	0	0	
N0IDA1	Raw Material	RMSHRMO...	RAW MATERIAL ONE	PCS	SIZE: STANDARD	150	0	0	0	0	150	

Showing 1 to 10 of 224 entries

Rows per page: 10

1 2 ... 23

WIP: Work in Progress

PSO: Pending Sales Order

Last run at: 08 Jul 2025 08:56 (Atul)

- In Action: user will be able to view more info.

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Atul

Replenishment

Filter

Report

Process Replenish

Create Incident

● Stockout

● Stock Level up to 33%

● Stock Level up to 66%

● Stock Level above 66%

Search:

Loc. Code	Item Type	Item Code	Item Name	UOM	Attribute	Target Stock	WIP	In Transit	Current Stock	PSO	Replenish Qty.	Action
N0IDA1	Raw Material	DRESS	DRESSES	NOS	SIZE: STANDARD / ITEM TYPE: NEW	293.75	0	0	0	0	294	
N0IDA1	Finished Goods	FGBCLD8001	LIT DOUBLE BED W...	PCS	NA	1	0	0	0	0	1	
N0IDA1	Finished Goods	FGMAMPFO...	MATTRESS PREML...	PCS	LENGTH: 72 / BREADTH: 48 / THICKNESS: 4	39.5	0	0	0	0	40	
N0IDA1	Finished Goods	FGPHONE001	ONEPLUS12	NOS	NA	47.5	0	0	4000	0	0	
N0IDA1	Finished Goods	FGSHFG0001	FINISHED GOOD O...	PCS	CLOUR: RED / SIZE: 7	60	0	0	500	0	0	
N0IDA1	WIP/Semi Finis...	SFSPHRO001	PROCESSOR	PCS	SIZE: 8	424.41	0	0	0	0	424	
N0IDA1	Finished Goods	FGSHOP1001	ONE PLUS 13	PCS	NA	13.75	0	0	116	0	0	
N0IDA1	Raw Material	RMSHQSP0...	QUALCOMM SNAP...	PCS	WARRANTY: 2 YEARS	44.26	0	0	0	0	44	
N0IDA1	Raw Material	RMSHRMO...	RAW MATERIAL ONE	PCS	SIZE: 7	128	0	0	11105	0	0	
N0IDA1	Raw Material	RMSHRMO...	RAW MATERIAL ONE	PCS	SIZE: STANDARD	150	0	0	0	0	150	

Showing 1 to 10 of 224 entries

Rows per page: 10

1 2 ... 23

WIP: Work in Progress

PSO: Pending Sales Order

Last run at: 08 Jul 2025 08:56 (Atul)

Other info

Forecasting Method: SMA

Consumption Days: 3 (05 Jul 2025 - 08 Jul 2025)

Safety Days: 5

Lead Days:

Total Sales Qty: 235

Avg Consumption: 58.75

Daily Sales:

Date: 05 Jul 2025

Order Qty: 53

Date: 06 Jul 2025

Order Qty: 84

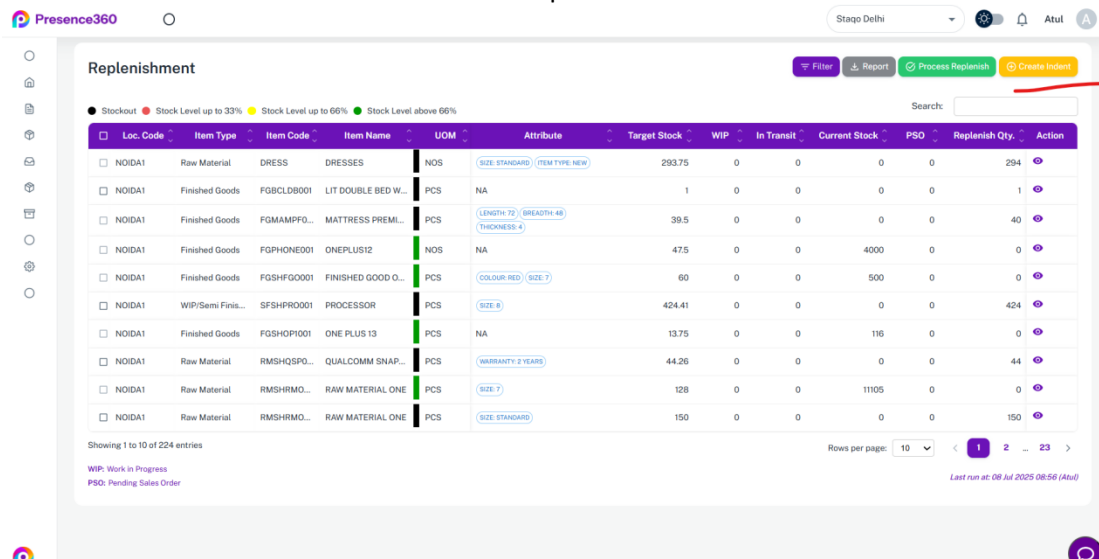
Date: 07 Jul 2025

Order Qty: 27

Date: 08 Jul 2025

Order Qty: 71

- User will be able to create indent from replenishment



Replenishment

● Stockout ● Stock Level up to 33% ● Stock Level up to 66% ● Stock Level above 66%

Search:

Loc. Code	Item Type	Item Code	Item Name	UOM	Attribute	Target Stock	WIP	In Transit	Current Stock	PSO	Replenish Qty.	Action
NOIDA1	Raw Material	DRESS	DRESSES	NOS	SIZE: STANDARD (ITEM TYPE: NEW)	293.75	0	0	0	0	294	
NOIDA1	Finished Goods	FBCLDB001	LIT DOUBLE BED W...	PCS	NA	1	0	0	0	0	1	
NOIDA1	Finished Goods	FGMAMF00...	MATTRESS PREMI...	PCS	(LENGTH: 72) (BREADTH: 48) (THICKNESS: 4)	39.5	0	0	0	0	40	
NOIDA1	Finished Goods	FGPHONE001	ONEPLUS12	NOS	NA	47.5	0	0	4000	0	0	
NOIDA1	Finished Goods	FGSHFG0001	FINISHED GOOD O...	PCS	(COLOUR: RED) (SIZE: 7)	60	0	0	500	0	0	
NOIDA1	WIP/Semi Finis...	SFSPRO001	PROCESSOR	PCS	(SIZE: 8)	424.41	0	0	0	0	424	
NOIDA1	Finished Goods	FGSHOP001	ONE PLUS 13	PCS	NA	13.75	0	0	116	0	0	
NOIDA1	Raw Material	RMSHQSP0...	QUALCOMM SNAP...	PCS	(WARRANTY: 2 YEARS)	44.26	0	0	0	0	44	
NOIDA1	Raw Material	RMSHRMO...	RAW MATERIAL ONE	PCS	(SIZE: 7)	128	0	0	11105	0	0	
NOIDA1	Raw Material	RMSHRMO...	RAW MATERIAL ONE	PCS	(SIZE: STANDARD)	150	0	0	0	0	150	

Showing 1 to 10 of 224 entries

Rows per page: 10 < 1 2 ... 23 >

WIP: Work In Progress
PSO: Pending Sales Order

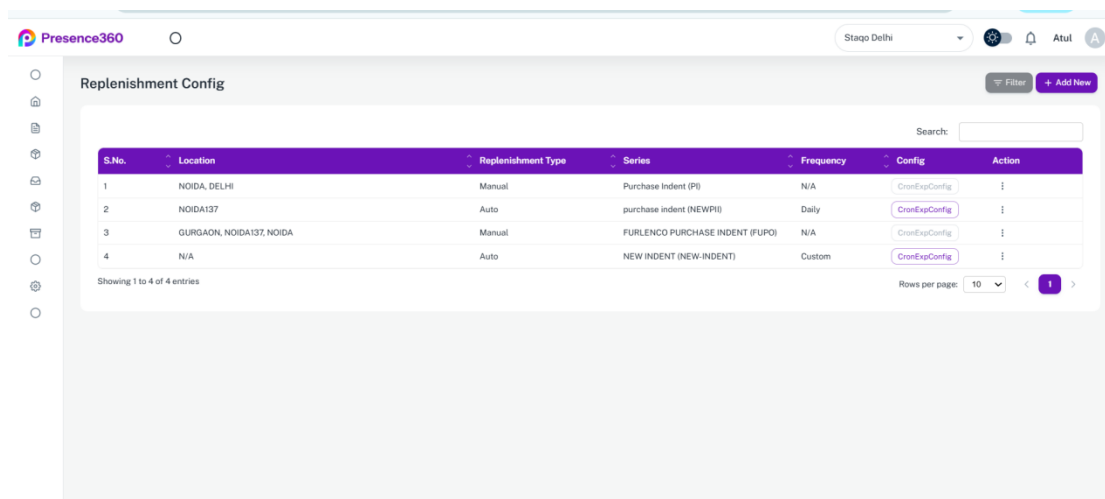
Last run at: 08 Jul 2025 08:56 (Atul)

5.10.3. Replenishment Configuration

Replenishment Configuration is the setup process that defines how and when inventory items are restocked automatically or manually. Proper configuration helps maintain optimal stock levels, avoid stockouts, and streamline procurement or internal transfers.

Navigation: Inventory>Replenishment>Replenishment config.

- Replenishment config. Will run automatically/manually based on the process and rules



Replenishment Config

Search:

S.No.	Location	Replenishment Type	Series	Frequency	Config	Action
1	NOIDA, DELHI	Manual	Purchase Indent (PI)	N/A	CronExpConfig	
2	NOIDA137	Auto	purchase indent (NEWPI)	Daily	CronExpConfig	
3	GURGAON, NOIDA137, NOIDA	Manual	FURLENCO PURCHASE INDENT (FUPPO)	N/A	CronExpConfig	
4	N/A	Auto	NEW INDENT (NEW-INDENT)	Custom	CronExpConfig	

Showing 1 to 4 of 4 entries

Rows per page: 10 < 1 >

5.11. Physical stock Verification

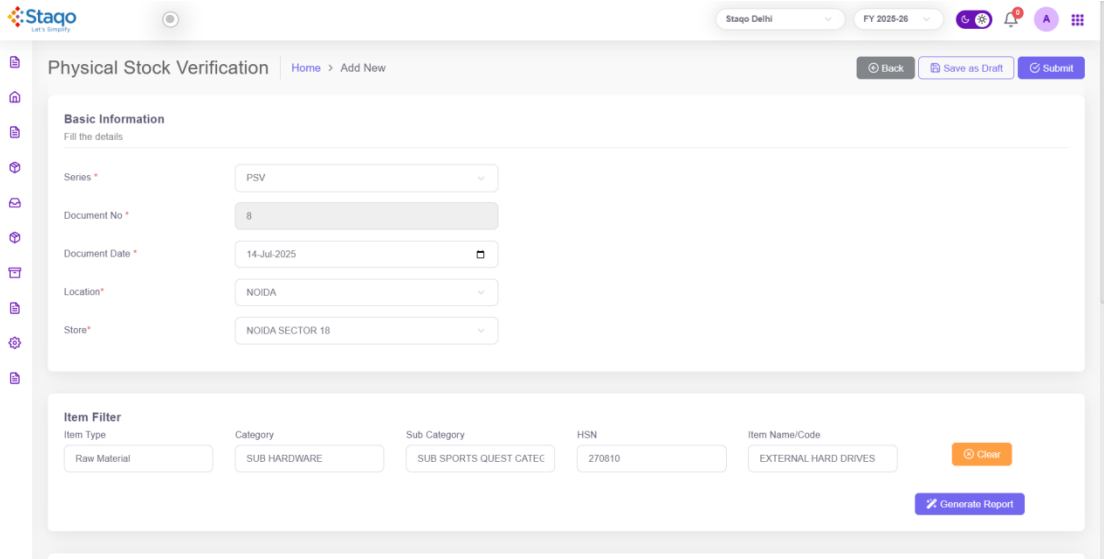
The **Physical Stock Verification** module enables users to verify the physical availability of items against the system-recorded (book) stock. During verification, users can count the actual stock present in the store or warehouse and record it in the system.

The module automatically calculates the **variance** between book and physical stock, highlighting any discrepancies.

Based on this variance, stock adjustments can be made to ensure inventory accuracy. This process helps maintain data integrity, detect shrinkage or misplacement, and supports regular audits and compliance.

Navigation: Inventory>Physical Stock Verification

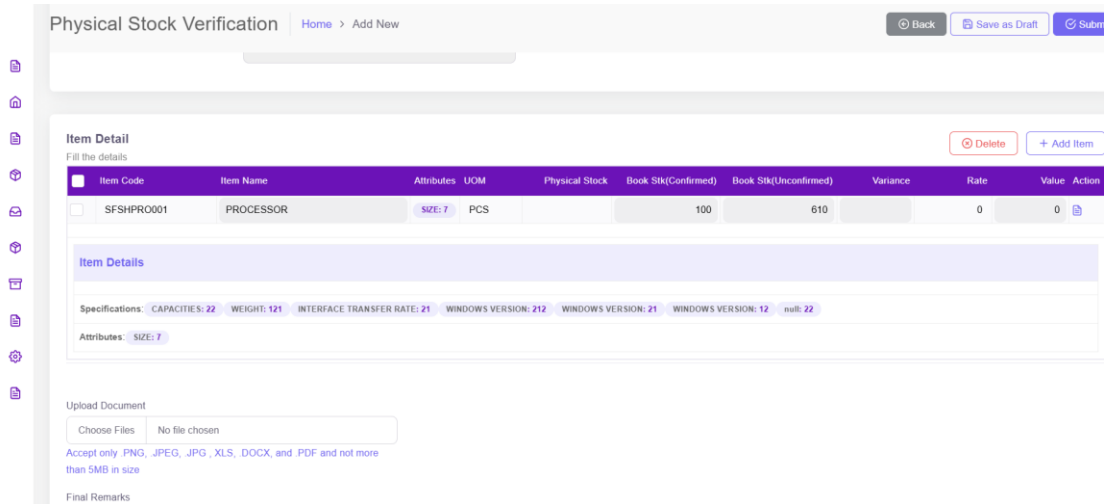
- Create new Physical Stock Verification entering all the mandatory fields including series, doc. No., doc. Date, location, store
- Add item details
- Save or submit the transaction



The screenshot shows the 'Physical Stock Verification' form in the Staqa system. The form is titled 'Physical Stock Verification' and has a breadcrumb 'Home > Add New'. It includes a sidebar with navigation icons and a top bar with 'Staqa Delhi' and 'FY 2025-26'. The form has two main sections: 'Basic Information' and 'Item Filter'.

Basic Information: This section contains fields for 'Series' (PSV), 'Document No.' (8), 'Document Date' (14-Jul-2025), 'Location' (NOIDA), and 'Store' (NOIDA SECTOR 18). There are buttons for 'Back', 'Save as Draft', and 'Submit'.

Item Filter: This section contains filters for 'Item Type' (Raw Material), 'Category' (SUB HARDWARE), 'Sub Category' (SUB SPORTS QUEST CATEC), 'HSN' (270810), and 'Item Name/Code' (EXTERNAL HARD DRIVES). There are buttons for 'Clear' and 'Generate Report'.



The screenshot shows the 'Physical Stock Verification' form in the Staqa system, specifically the 'Item Detail' section. The form is titled 'Physical Stock Verification' and has a breadcrumb 'Home > Add New'. It includes a sidebar with navigation icons and a top bar with 'Staqa Delhi' and 'FY 2025-26'. The form has two main sections: 'Item Detail' and 'Item Details'.

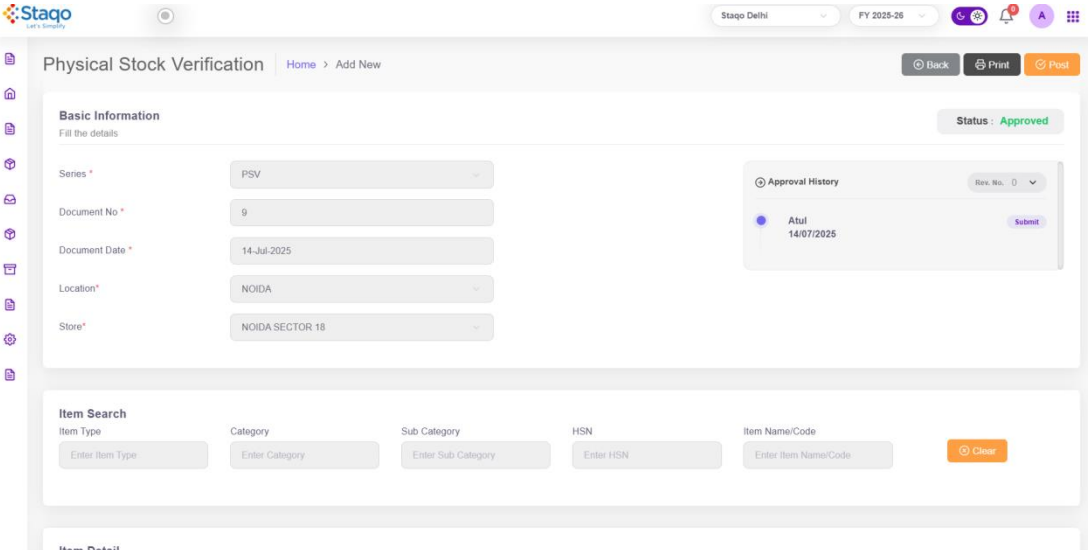
Item Detail: This section contains a table with columns: Item Code, Item Name, Attributes, UOM, Physical Stock, Book Stk(Confirmed), Book Stk(Unconfirmed), Variance, Rate, Value, and Action. The table has one row with the following data: Item Code: SF5HPR0001, Item Name: PROCESSOR, Attributes: SIZE: 7, UOM: PCS, Physical Stock: 100, Book Stk(Confirmed): 100, Book Stk(Unconfirmed): 610, Variance: 0, Rate: 0, Value: 0. There are buttons for 'Delete' and 'Add Item'.

Item Details: This section contains fields for 'Specifications' (CAPACITIES: 22, WEIGHT: 121, INTERFACE TRANSFER RATE: 21, WINDOWS VERSION: 212, WINDOWS VERSION: 21, WINDOWS VERSION: 12, null: 22) and 'Attributes' (SIZE: 7).

Upload Document: This section contains a button for 'Choose Files' and a text field 'No file chosen'. Below it, there is a note: 'Accept only PNG, JPEG, JPG, XLS, DOCX, and PDF and not more than 5MB in size'.

Final Remarks: This section is currently empty.

Submit the transaction



Physical Stock Verification Home > Add New

Status: **Approved**

Basic Information
Fill the details

Series * PSV

Document No * 9

Document Date * 14-Jul-2025

Location* NOIDA

Store* NOIDA SECTOR 18

Approval History
Rev. No. 0

Atul
14/07/2025

Item Search

Item Type Category Sub Category HSN Item Name/Code

Enter Item Type Enter Category Enter Sub Category Enter HSN Enter Item Name/Code

Item Detail

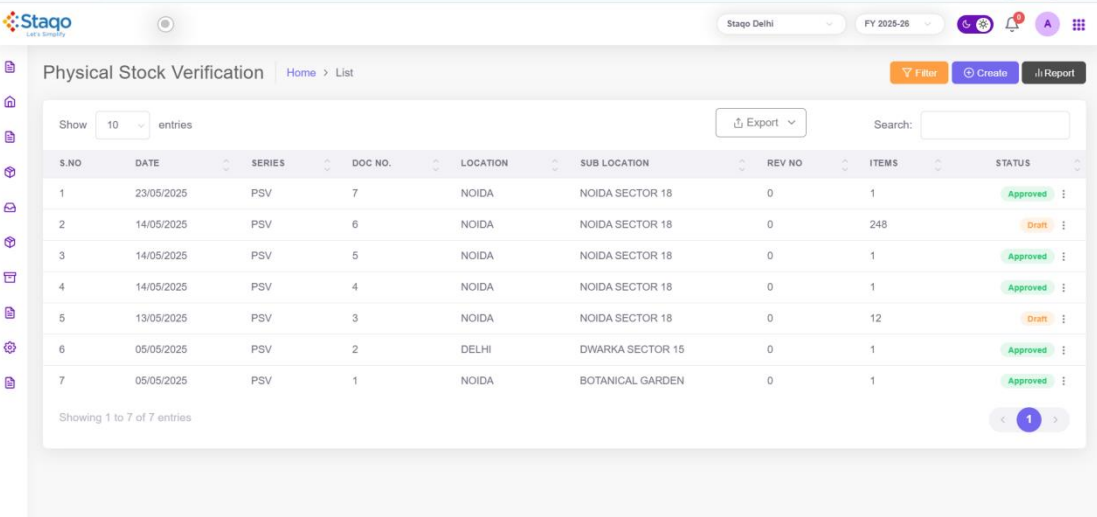
- Transaction submitted and approved successfully

Approval:

Approver's login:

Navigate to: inventory>approvals>Physical stock verification(if approval is required)

- Now user will be able to approve the transaction if approver name is defined in series else it will be auto approved
- User will be able to print the transaction
- User will be able to post the transaction



Physical Stock Verification Home > List

Filter Create Report

Show 10 entries

Export

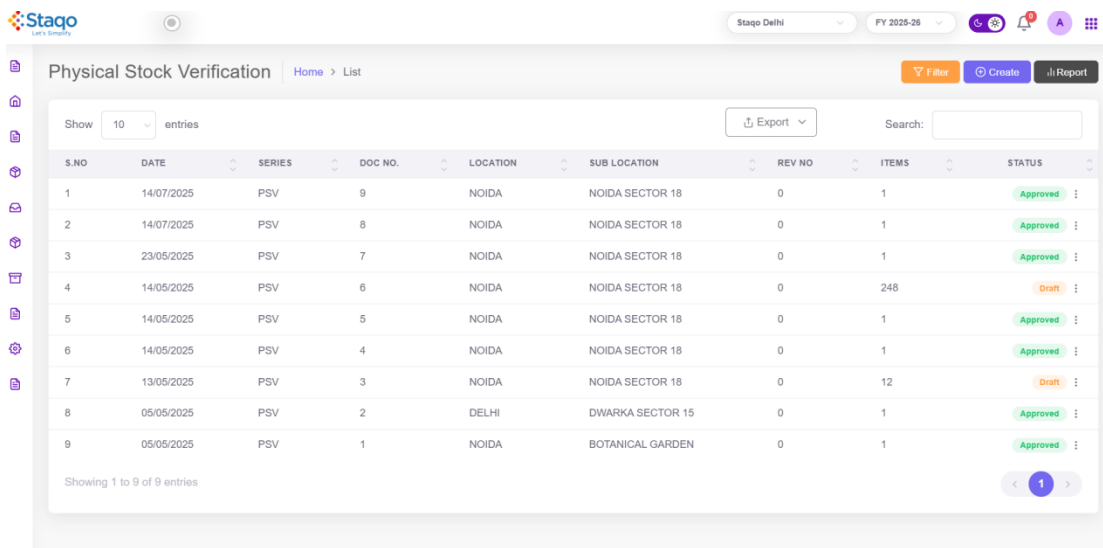
Search:

S.NO	DATE	SERIES	DOC NO.	LOCATION	SUB LOCATION	REV NO	ITEMS	STATUS
1	23/05/2025	PSV	7	NOIDA	NOIDA SECTOR 18	0	1	Approved
2	14/05/2025	PSV	6	NOIDA	NOIDA SECTOR 18	0	248	Draft
3	14/05/2025	PSV	5	NOIDA	NOIDA SECTOR 18	0	1	Approved
4	14/05/2025	PSV	4	NOIDA	NOIDA SECTOR 18	0	1	Approved
5	13/05/2025	PSV	3	NOIDA	NOIDA SECTOR 18	0	12	Draft
6	05/05/2025	PSV	2	DELHI	DWARKA SECTOR 15	0	1	Approved
7	05/05/2025	PSV	1	NOIDA	BOTANICAL GARDEN	0	1	Approved

Showing 1 to 7 of 7 entries

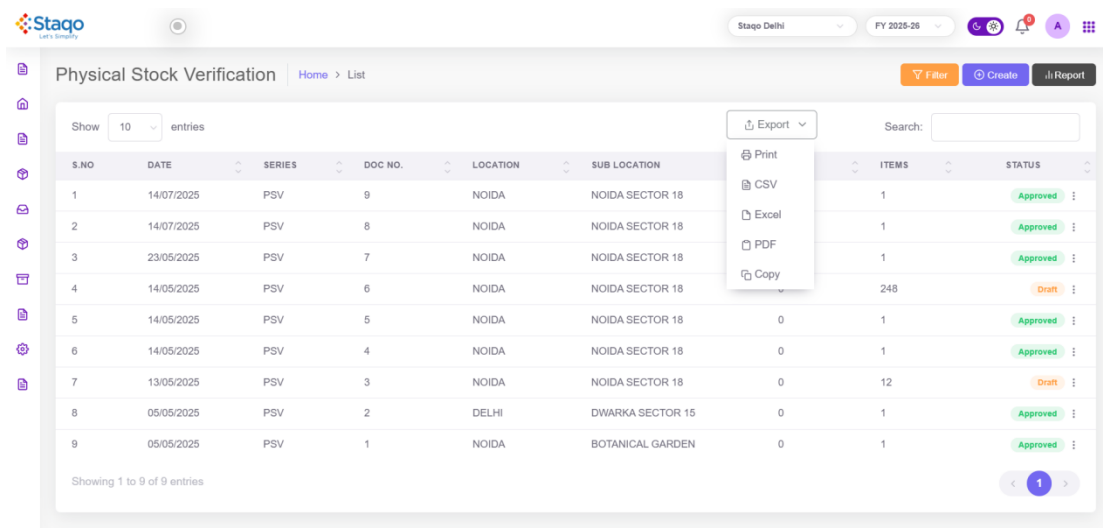
Physical stock verification status will be shown on listing page:

Approved, draft, submitted, rejected



S.NO	DATE	SERIES	DOC NO.	LOCATION	SUB LOCATION	REV NO	ITEMS	STATUS
1	14/07/2025	PSV	9	NOIDA	NOIDA SECTOR 18	0	1	Approved
2	14/07/2025	PSV	8	NOIDA	NOIDA SECTOR 18	0	1	Approved
3	23/05/2025	PSV	7	NOIDA	NOIDA SECTOR 18	0	1	Approved
4	14/05/2025	PSV	6	NOIDA	NOIDA SECTOR 18	0	248	Draft
5	14/05/2025	PSV	5	NOIDA	NOIDA SECTOR 18	0	1	Approved
6	14/05/2025	PSV	4	NOIDA	NOIDA SECTOR 18	0	1	Approved
7	13/05/2025	PSV	3	NOIDA	NOIDA SECTOR 18	0	12	Draft
8	05/05/2025	PSV	2	DELHI	DWARAKA SECTOR 15	0	1	Approved
9	05/05/2025	PSV	1	NOIDA	BOTANICAL GARDEN	0	1	Approved

- Can be export to:
Print, csv, excel, pdf, copy



S.NO	DATE	SERIES	DOC NO.	LOCATION	SUB LOCATION	REV NO	ITEMS	STATUS
1	14/07/2025	PSV	9	NOIDA	NOIDA SECTOR 18	0	1	Approved
2	14/07/2025	PSV	8	NOIDA	NOIDA SECTOR 18	0	1	Approved
3	23/05/2025	PSV	7	NOIDA	NOIDA SECTOR 18	0	1	Approved
4	14/05/2025	PSV	6	NOIDA	NOIDA SECTOR 18	0	248	Draft
5	14/05/2025	PSV	5	NOIDA	NOIDA SECTOR 18	0	1	Approved
6	14/05/2025	PSV	4	NOIDA	NOIDA SECTOR 18	0	1	Approved
7	13/05/2025	PSV	3	NOIDA	NOIDA SECTOR 18	0	12	Draft
8	05/05/2025	PSV	2	DELHI	DWARAKA SECTOR 15	0	1	Approved
9	05/05/2025	PSV	1	NOIDA	BOTANICAL GARDEN	0	1	Approved

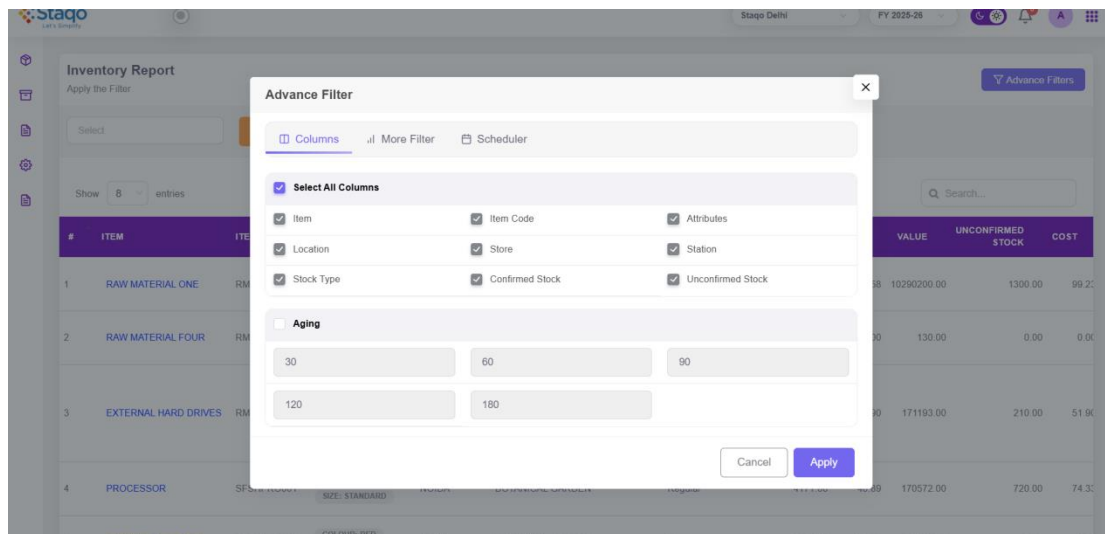
5.12. Reports

5.12.1. Inventory Reports

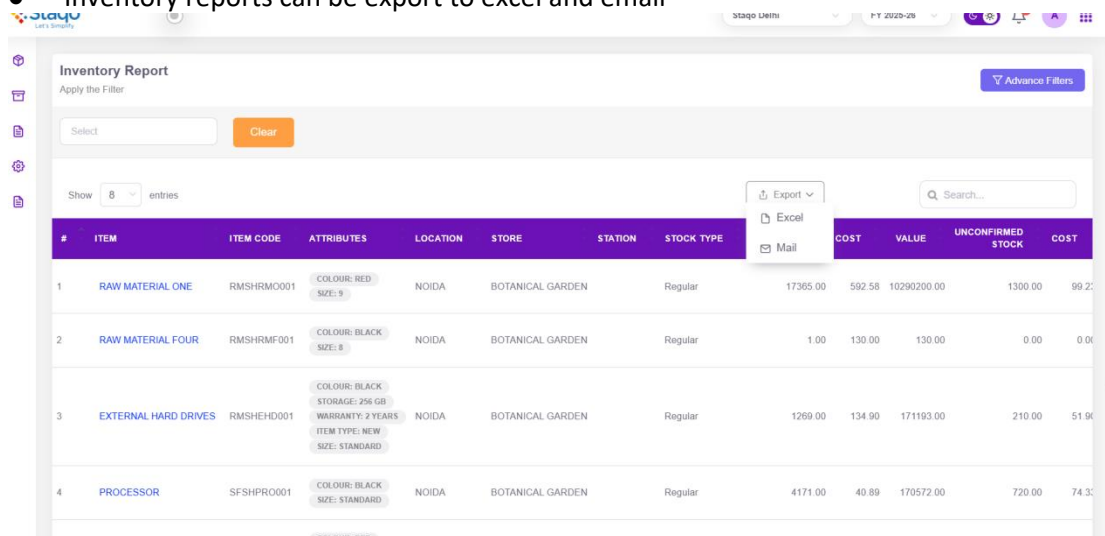
Inventory reports provide vital insights into stock levels, movements, valuations, and discrepancies, helping managers make informed decisions on purchasing, sales, and warehouse operations.

Navigate to>Inventory>inventory reports

- Inventory report can be viewed by selecting advance filters like columns, more filters, scheduler etc. These filters can be applied as per the requirement.



- Inventory reports can be export to excel and email



- Inventory reports can be searched by items

Staqo Let's simplify

Staqo Delhi FY 2025-26

Inventory Report

Apply the Filter

Select Clear

Show 8 entries Export Search...

#	ITEM	ITEM CODE	ATTRIBUTES	LOCATION	STORE	STATION	STOCK TYPE	CONFIRMED STOCK	COST	VALUE	UNCONFIRMED STOCK	COST
1	RAW MATERIAL ONE	RMSHRM0001	COLOUR: RED SIZE: 9	NOIDA	BOTANICAL GARDEN		Regular	17365.00	592.58	10290200.00	1300.00	99.25
2	RAW MATERIAL FOUR	RMSHRMF001	COLOUR: BLACK SIZE: 8	NOIDA	BOTANICAL GARDEN		Regular	1.00	130.00	130.00	0.00	0.00
3	EXTERNAL HARD DRIVES	RMSHEHD001	COLOUR: BLACK STORAGE: 256 GB WARRANTY: 2 YEARS ITEM TYPE: NEW SIZE: STANDARD	NOIDA	BOTANICAL GARDEN		Regular	1269.00	134.90	171193.00	210.00	51.90
4	PROCESSOR	SFSHPR001	COLOUR: BLACK SIZE: STANDARD	NOIDA	BOTANICAL GARDEN		Regular	4171.00	40.89	170572.00	720.00	74.35
5	FINISHED GOOD ONE	FGSHFG0001	COLOUR: RED SIZE: 7	NOIDA	BOTANICAL GARDEN		Regular	1124.00	245.80	276280.00	0.00	0.00

5.12.2. Stock Ledger Reports

The **Stock Ledger Report** is a detailed, item-wise record of **all inventory transactions** (inward and outward) across a given time period.

- Track historical inventory transactions per item
- Reconcile inventory balances with accounting records
- Support internal audits and stock investigations
- Provide transparency in warehouse operations
- Identify stock discrepancies and theft/loss patterns
- An email can also be sent to send these reports

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Staqo Delhi FY 2025-26

Stock Ledger Report

Apply the Filter

Filters Clear E-Mail

S.NO	DOC. DATE	DOC. SERIES	DOC. NO	DOC. TYPE	ITEM CODE	ITEM NAME	ATTRIBUTES	LOCATION	STORE	STATION	STOCK TYPE	SO NO	LA
1	21/04/2025	mm	MRN-1	mm	FGSHOP1001	ONE PLUS 13		NOIDA	BOTANICAL GARDEN		Regular	-	20
2	22/04/2025	material receipt	MRN22-1	mm	RMSHRM0001	RAW MATERIAL ONE	COLOUR: RED SIZE: 9	NOIDA	BOTANICAL GARDEN		Regular	-	20
3	22/04/2025	material receipt	MRN23-1	mm	RMSHRMF001	RAW MATERIAL FOUR	COLOUR: BLACK SIZE: 8	NOIDA	BOTANICAL GARDEN		Regular	-	20
4	22/04/2025	material receipt	MRNN-1	mm	RMSHEHD001	EXTERNAL HARD DRIVES	COLOUR: BLACK STORAGE: 256 GB WARRANTY: 2 YEARS ITEM TYPE: NEW SIZE: STANDARD	NOIDA	BOTANICAL GARDEN		Regular	-	20
5	22/04/2025	material receipt	MRN23-2	mm	RMSHEHD001	EXTERNAL HARD DRIVES	COLOUR: BLACK STORAGE: 256 GB WARRANTY: 2 YEARS ITEM TYPE: NEW SIZE: STANDARD	NOIDA	BOTANICAL GARDEN		Regular	-	20
6	22/04/2025	material receipt	MRN-1	mm	SFSHPR0001	PROCESSOR	COLOUR: RED SIZE: 7	NOIDA	BOTANICAL GARDEN		Regular	-	20

- This report can be viewed by applying filters like period, items, location, store, stock type, doc. Type, status

Stago

Stago Delhi

Stock Ledger Report

Apply the Filter

Filters

S.NO	DOC. DATE	DOC. SERIES	DOC. NO	DOC. TYPE	ITEM CODE	ITEM NAME	ATTRIBUTES	LOCATION	STORE	STATION	S
1	21/04/2025	mm	MRN-1	mm	FGSHOP1001	ONE PLUS 13		NOIDA	BOTANICAL GARDEN	Ro	
2	22/04/2025	material receipt	MRN22-1	mm	RMSHRM001	RAW MATERIAL ONE	COLOUR: RED SIZE: 8	NOIDA	BOTANICAL GARDEN	Ro	
3	22/04/2025	material receipt	MRN23-1	mm	RMSHRM001	RAW MATERIAL FOUR	COLOUR: BLACK SIZE: 8	NOIDA	BOTANICAL GARDEN	Ro	
4	22/04/2025	material receipt	MRNN-1	mm	RMSHEHD001	EXTERNAL HARD DRIVES	COLOUR: BLACK STORAGE: 256 GB WARRANTY: 2 YEARS ITEM TYPE: NEW SIZE: STANDARD	NOIDA	BOTANICAL GARDEN	Ro	
5	22/04/2025	material receipt	MRN23-2	mm	RMSHEHD001	EXTERNAL HARD DRIVES	COLOUR: BLACK STORAGE: 256 GB WARRANTY: 2 YEARS ITEM TYPE: NEW SIZE: STANDARD	NOIDA	BOTANICAL GARDEN	Ro	
6	22/04/2025	material receipt	MRN-1	mm	SFSHOP001	PROCESSOR	COLOUR: RED SIZE: 7	NOIDA	BOTANICAL GARDEN	Ro	
7	22/04/2025	material receipt	MRN-2	mm	RMSHEHD001	EXTERNAL HARD DRIVES	COLOUR: BLACK STORAGE: 256 GB WARRANTY: 2 YEARS ITEM TYPE: NEW SIZE: STANDARD	NOIDA	BOTANICAL GARDEN	Ro	

Filters

Period
01-04-2025 to 14-07-2025

Item
PROCESSOR

Attributes
Attributes

Location
DELHI

Store
DWARKA SECTOR 15

Stock Type
Regular

Doc Type
Doc Type

Status
Status

Cancel

Apply

*****END OF DOCUMENT*****