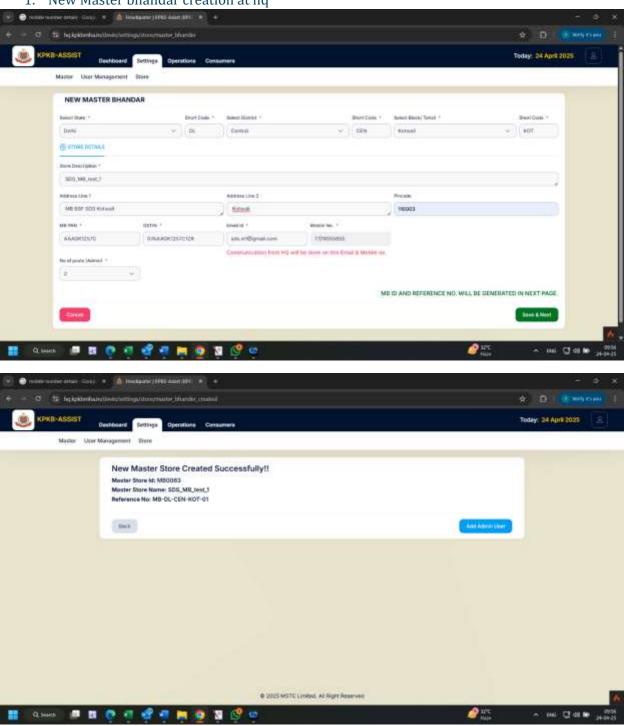
# MB USER GUIDE

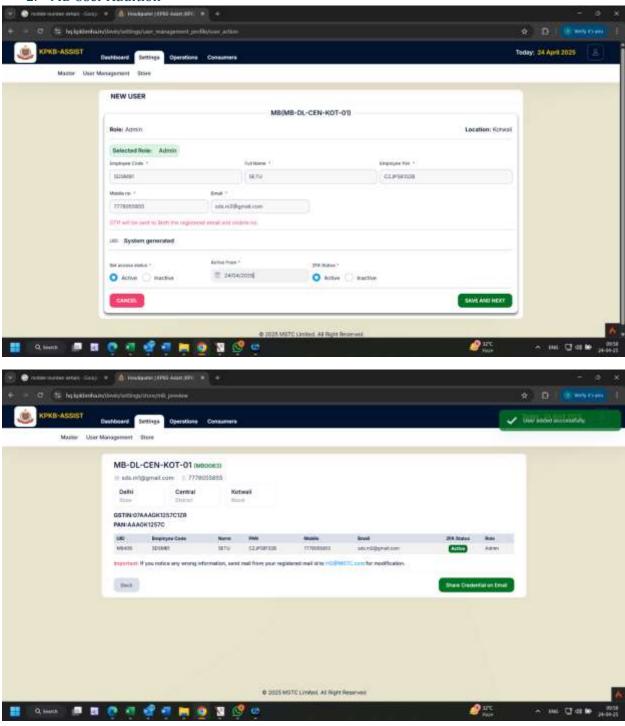
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1. New Master bhandar creation at hq

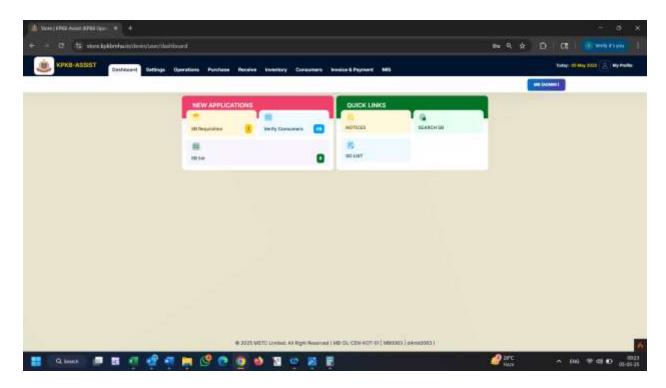


#### 2. MB User Addition-



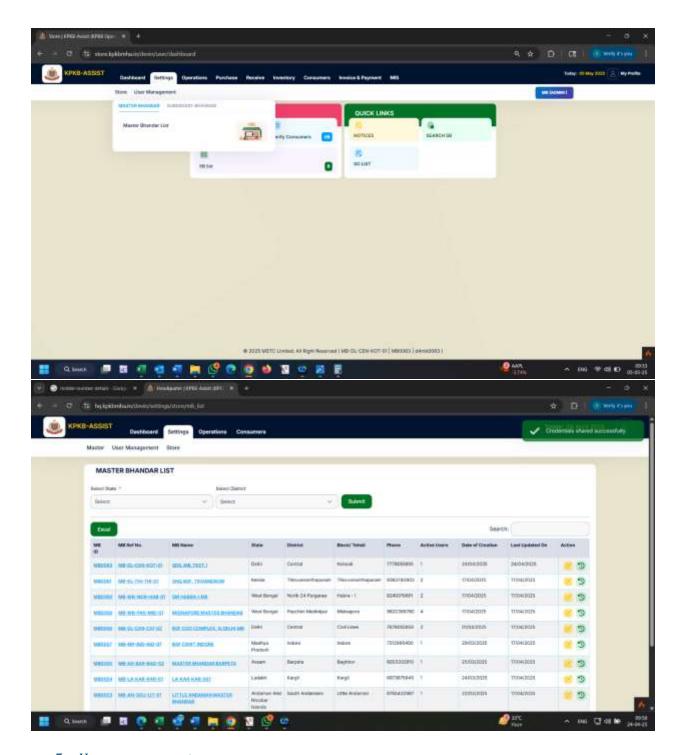
#### 3. MB home page / dashboard

Quick links have been provided to the user to access various information such as SB requisitions ,verify consumers ,a list of Subs, in case there are any notices published by HQ , search SB and and look up SO list.



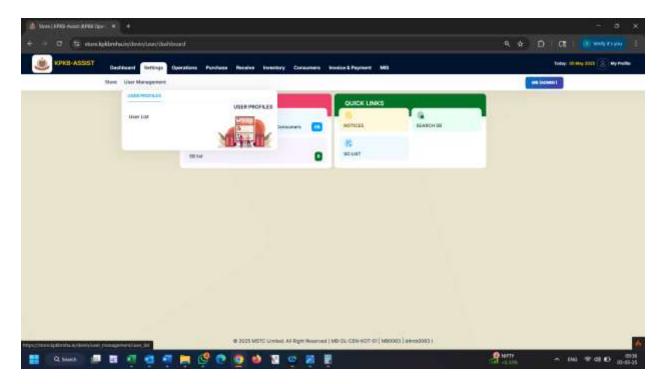
### 4. Settings

The MB user has been provided with the ability to look up list of master bhandars and subsidiary bhandars. The same can be accessed through settings > stores.

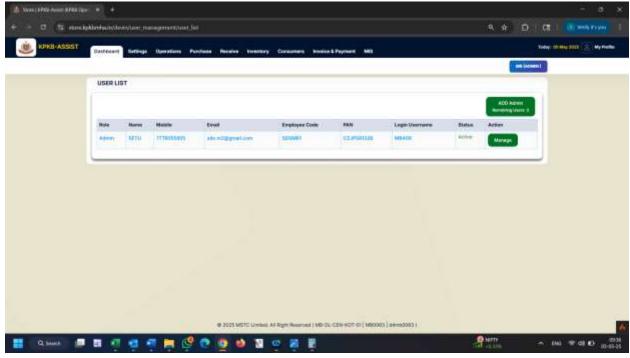


#### 5. User management

The MB admin is allowed to create and manage new users. The admin user has to navigate through settings > user management link.

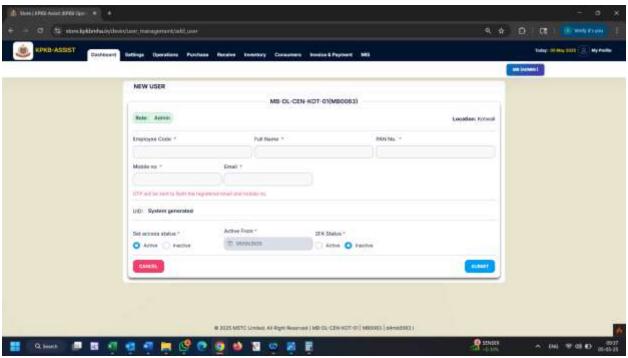


upon clicking the user list link admin user is navigated to the list of users

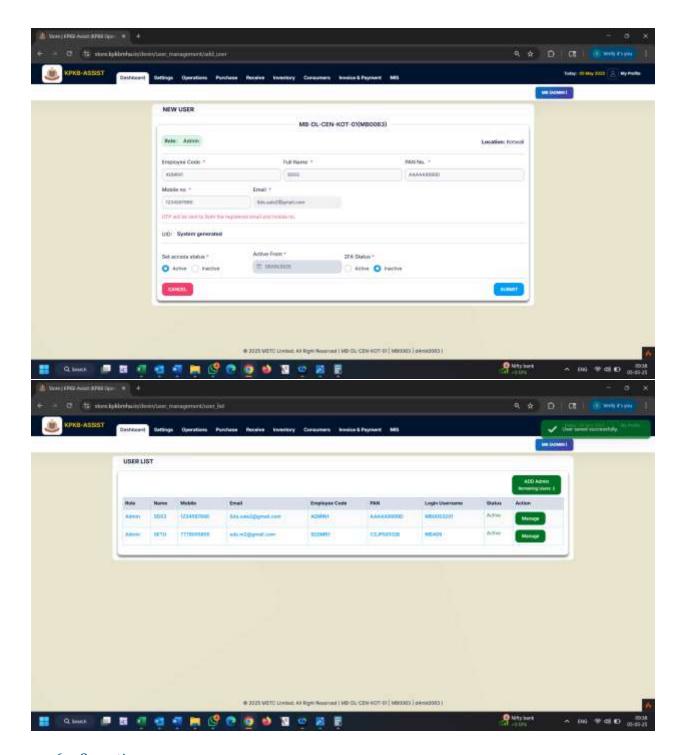


Here the user can either update the existing users through manage button or create a new admin up to the upper limit as prescribed by headquarters.

In order to add a new user the admin user has to click on add admin and a new pop up will open up

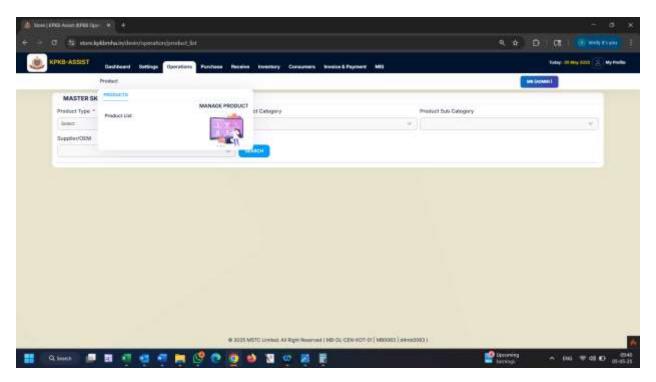


admin user would have to fill in the required information to create a new user

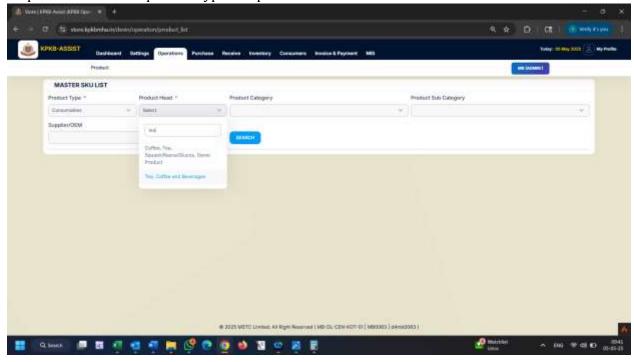


### 6. Operations

MB user allowed to look up the list of products which are being traded on the portal. In order to access the same user has to click on operations > product list.

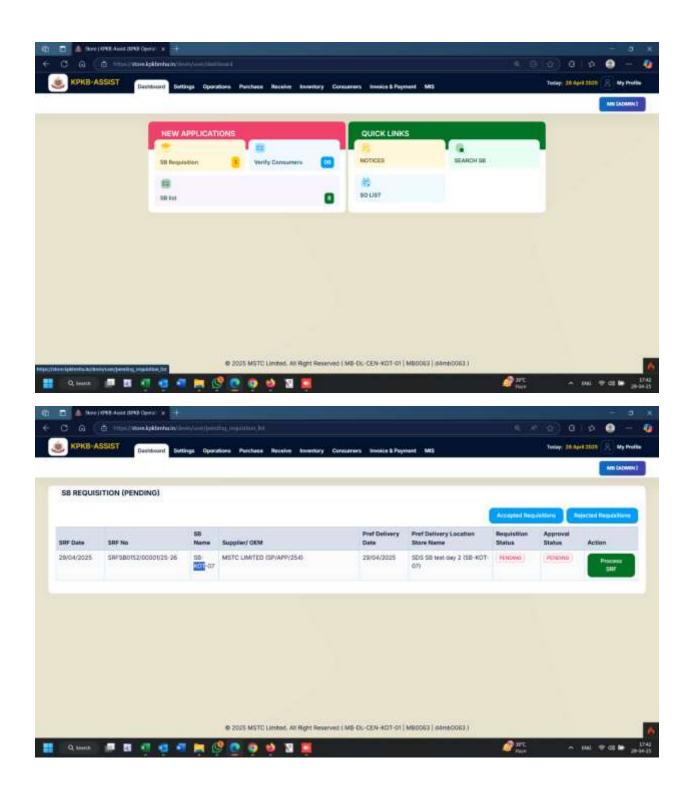


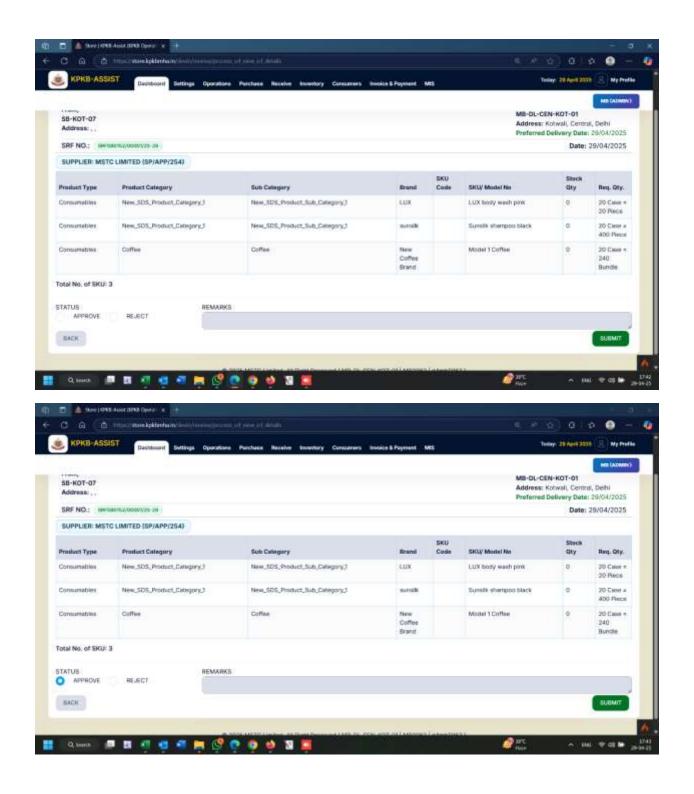
Required to select the product type and product head and then click on search

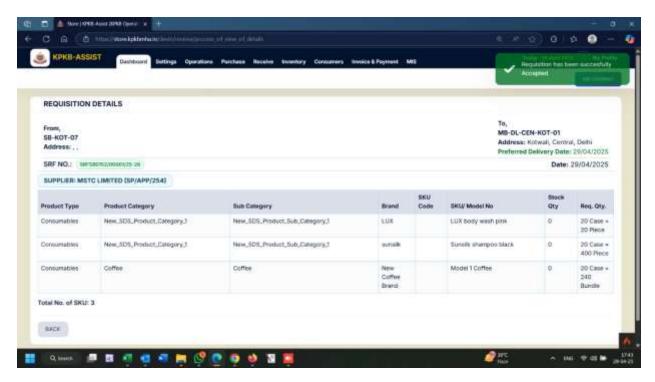


7. Pending SRF and Approve SRF

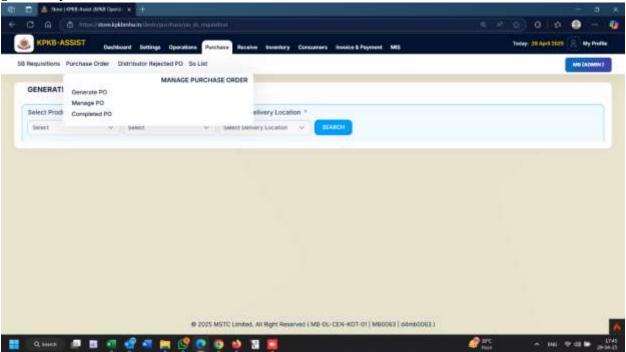
once an SRF has been created, the same would be shown here in MB login for further processing the MB is required to either reject or accept the SRF .

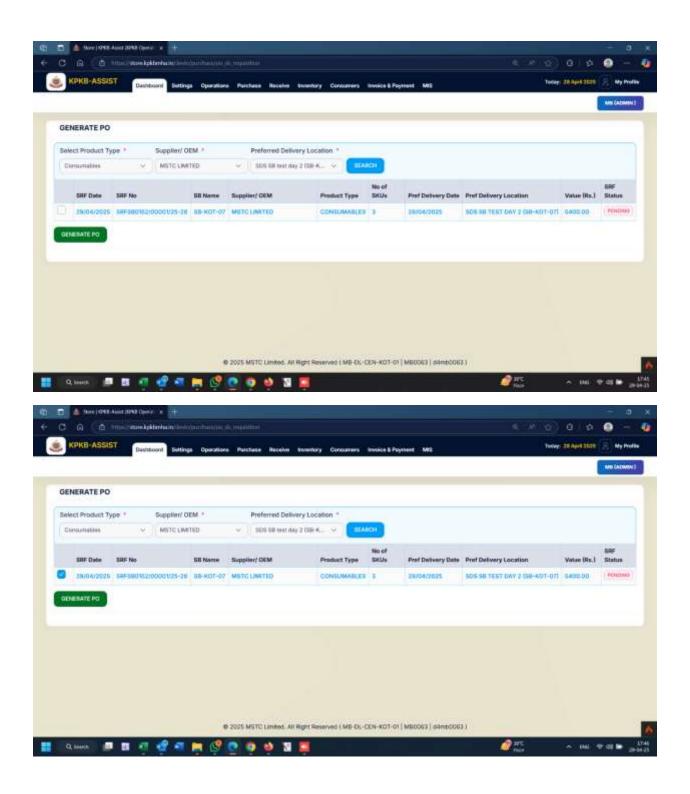


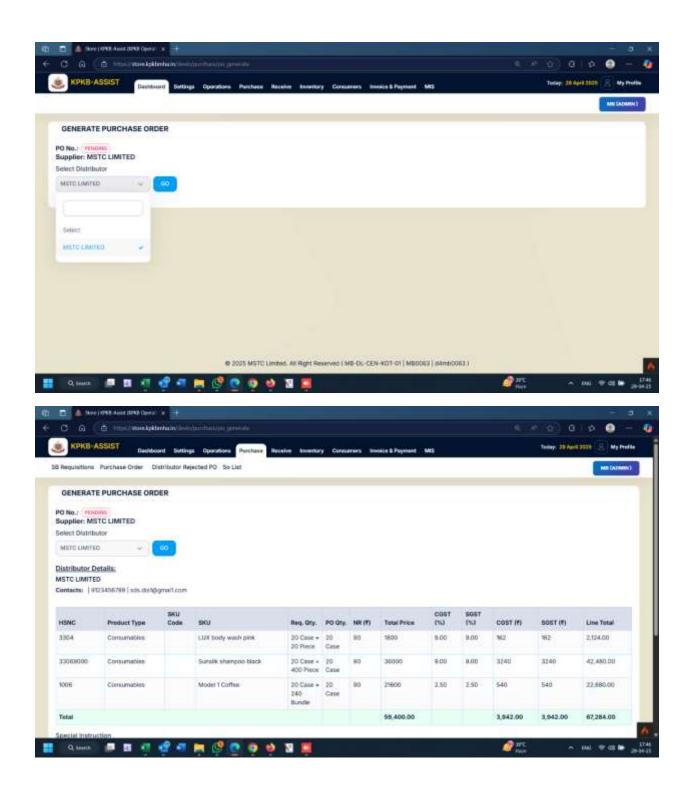


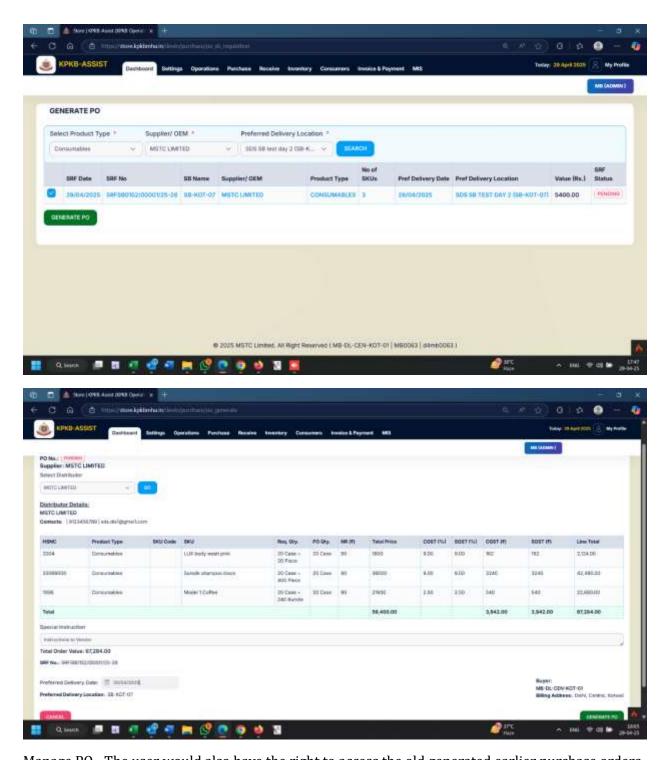


Generate PO - Once the SRF has been accepted the NB user can then play generate the purchase order on the distributor the same has to be done through the link purchase > Pruchase order > generate purchase order

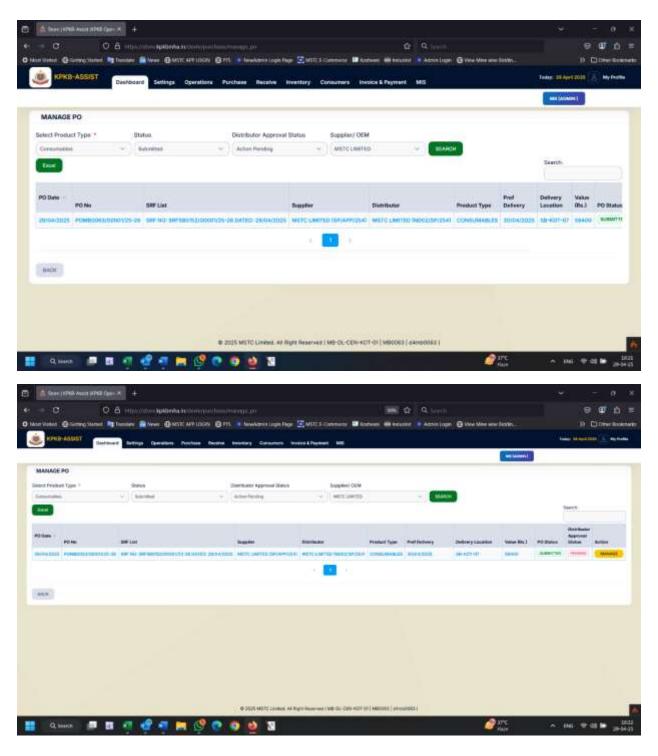








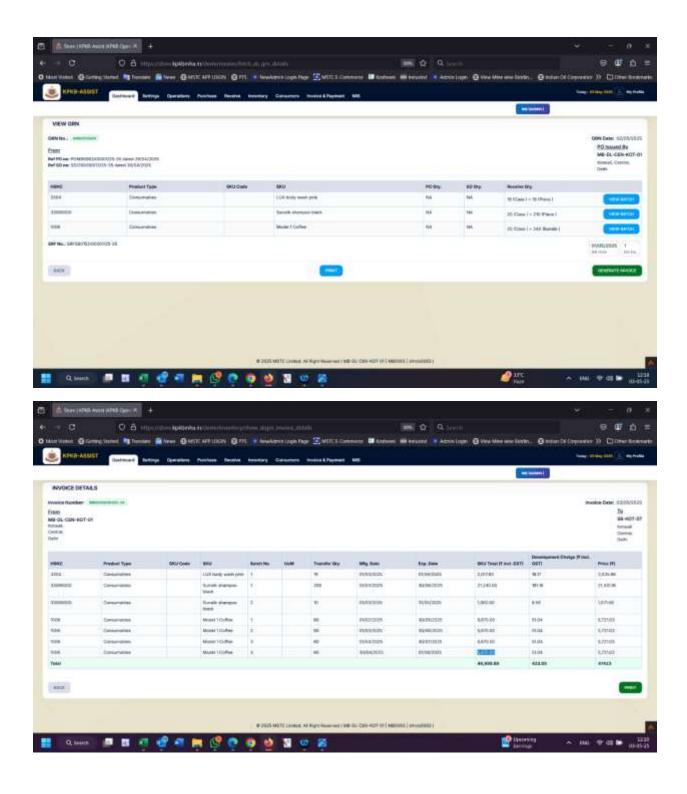
Manage PO - The user would also have the right to access the old generated earlier purchase orders



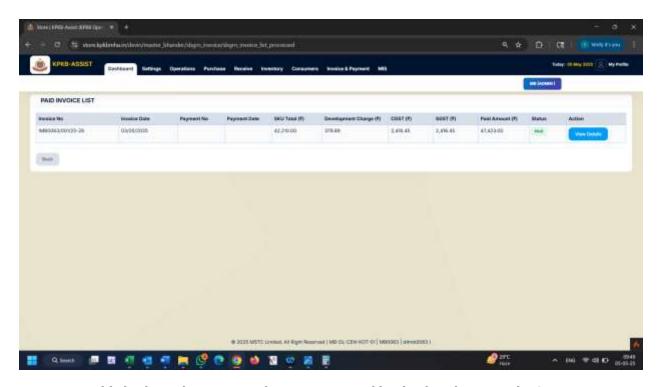
#### 8. SB GRN and Invoice

Once SB has performed the GRN the same would start displaying in MB's login as well and would be able to generate an invoice on the SB the same can be done through invoice and payment link

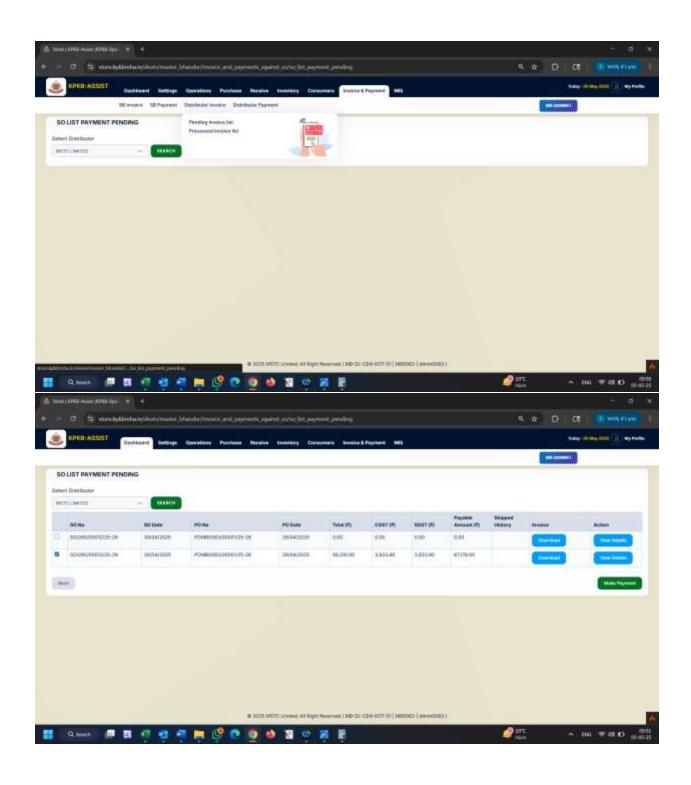
Pending Invoice

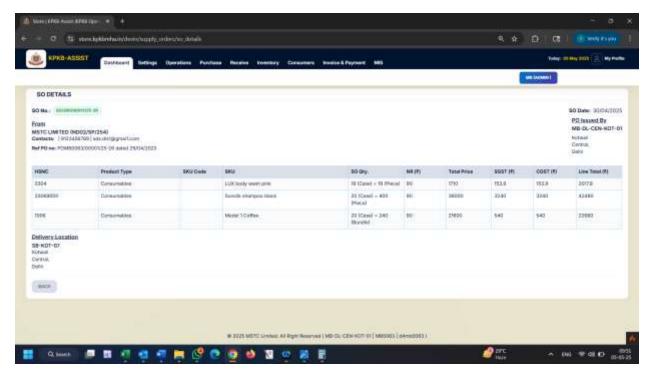


Processed Invoices : To check the previously processed invoices , MB user would be required to click on Processed Invoices list

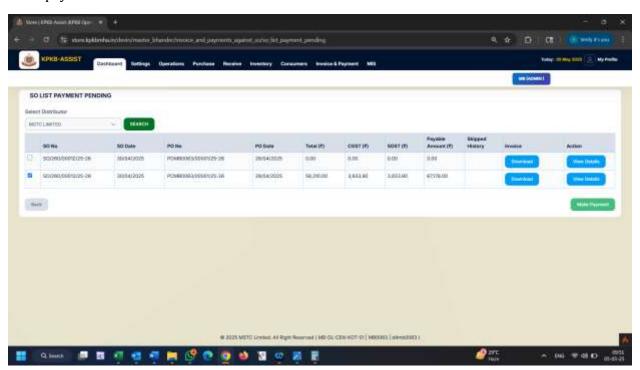


MB user would also have the access to the invoices raised by the distributor on the SB





#### Make payment -



#### 9. Check Inventory

MB would have the access to check the inventory of the subsidiary Bhandars under it

