# **Customer Access System (CAS) Manual for 'Enquiry Management'**

# Login to Customer Access System (CAS) Portal



#### Customer Access System

Enter Your Login Details

#### Username

Usemame	
Password	
Password	
Customer Employee	
2 <sup>3</sup> 1 <sup>9</sup> 5	Security code
Login	Clear

# Enquiry

For creating enquiry click on 'add enquiry' tab and fill the required details

Enquiry Details							~
Order To (Distributor)		Activity No.					
× 10088 - AMBEE SPARES	2009000196						
End Customer		Reference			Source of Infor	mation	
Ambee Spares	Activity			Website			
Email Id	Mobile No.		State			City	
nkumar@gmail.com	123451234	5	× Maharasht	ra	*	Pune	
Add Product							
Product Code		Quantity(Box)			Import via Exce	el Download Format	
× S130106506 3 WHEELER PIAGGIO APE 1	I SUSPENSION S	s	Add Product	OR	Choose File	No file chosen	Import Products
Product Added.							

## Enquiry Number generated and displayd on screen after submitting the enquiry

Success! Enquiry added with 1 products. Enquiry	No. is 2009000	044.				
Enquiry Details						~
Order To (Distributor)		Activity No.				
Select Customer	×	Activity No				
End Customer		Reference		Source of Infor	mation	
Customer Name		Reference		Website	~	
Email Id	Mobile No.		State			
Email Id	Mobile No.		× Maharashtra	~	City	
Add Product						
Product Code		Quantity(Box)		Import via Exce	Download Format	
× S130106506 3 WHEELER PIAGGIO APE 1	I SUSPENSION S	· · 1	Add Product OR	Choose File	No file chosen	Import Products
Product Added.						

## For viewing/modifying the created enquiry, click on 'Enquiry List' tab.

E	nquiry List												~
Customer Status			From Date To Date		To Date								
Select Customer ~ Added		Added	✓ DD/MM/YYYY			DD/MM/YYYY							
	Q Search	Reset										⊞ Exp	port To Excel
SN	Enquiry No	Activity No	Order To		Cust. Name		Email Id		Mobile No	City	Enq. Date	Status	Edit
1	2009000044	2009000196	10088-AMBEE SPAR	ES	Ambee \$	Spares	nkumar@gmail.com		1234512345	Pune	23/09/2020	Added	Edit Convert To Order
2	2008000003	Act11	10085-AGARTALA E	NTERPRISES PVT LTD	Shubhar	ngi	shubhangi@g	mail.com	1212121212	Pune	27/08/2020	Added	Edit Convert To Order
3	2008000029	2008000187	10085-AGARTALA E	NTERPRISES PVT LTD Bajaj		Bajaj pdsirsalkar(		endurance.co.in	22222222222	Aurangabad	20/08/2020	Added	Edit Convert To Order
4	2008000027		10085-AGARTALA E	NTERPRISES PVT LTD	Dhananjay		pdsirsalkar@endurand		1111111111	Aurangabad	20/08/2020	Added	Edit Convert To Order
5	2008000024				rghg	dsfs@fg.fg			344444444	citysss	19/08/2020	Added	Edit Convert To Order
6	2008000006	na	10085-AGARTALA E	NTERPRISES PVT LTD	Swami (	Sarage	swamig@gmail.com		9850720132		16/08/2020	Added	Edit Convert To Order
7	2008000005	456456	10088-AMBEE SPAR	RES	dg dgdg	df	dfgdgdgf		445645645		14/07/2020	Added	Edit Convert To Order

## For creating order from the enquiry click on 'Convert to Order' link

Order Det	ails							×
Order To(Dist	ributor)		Activity No.					
× 10088	- AMBEE SPARES	~	2009000196					
Part No.	Part Description		Pricing Group	Price	Std. Pack	Box Quantity	Total Value	Discount
S130106506	106506 S/A PGIO -APE FRONT		11 - 3 WH SHOX	657.00	6	2	7884.00	0.00
						Convert To	o Order C	ancel