

Customer Access System (CAS) Manual for 'Order Management'

Login to Customer Access System (CAS) Portal



Customer Access System

Enter Your Login Details

Username

Password

Customer Employee

2 3 1 9 5

Order Management

For creating order click on 'Create Order' tab and fill the required details

Order Request

Customer (Sold To) Customer (Ship To) City

Add Product

Product Code Quantity(Box) OR No file chosen

Product Added.

Products added in order

<input type="checkbox"/>	Part No.	Part Description	Quantity (Box)	Quantity (Nos.)	Base Price	Std. Pack	Net Value
<input type="checkbox"/> x	S260100607	S/A 3WH 1000 CC - RR	<input type="text" value="4"/>	24	634.00	6	15216.00
Total							15216

After clicking on 'Place Order' button Order No. generated and displayed on the screen

Success! Order created with 1 products. Order No. is **2009000234**.

Order Request ▼

Customer (Sold To) Customer (Ship To) City: IMPHAL

Add Product

Product Code Quantity(Box) OR No file chosen [Download Format](#)

Products added in order

Order Creation using Excel File

Prepare an Excel file having Part No. and Qty of desire products

PartNo	Quantity	PartDescription(Optional)	OEM(Optional)	Mat. Pricing Group(Optional)
1600200301	10			
1600200401	15			
1610200139	20			
2605100101	5			
2605100201	7			
2610200101	4			
2805100301	24			

Click on 'Choose File' button, select the excel file and click on 'Import Product' button. All products of excel file will be added in order and shown on the screen. Change the Quantity and click on 'Update Quantity' button for changing the quantity. Select the product and click on 'Remove Products' button for removing the product. Click on 'Place Order' button for creating the order.

Select Product 1 Add Product OR Choose File No file chosen Import Products

Success! 7 products added to cart.

Products added in order

<input type="checkbox"/>	Part No.	Part Description	Quantity (Box)	Quantity (Nos.)	Base Price	Std. Pack	Net Value
<input type="checkbox"/> X	1600200301	SERVICE KIT CLBR /4ST	10	500	52.00	50	26000.00
<input type="checkbox"/> X	1600200401	SERVICE KIT 3WH 4ST	15	1800	56.00	120	100800.00
<input type="checkbox"/> X	1610200139	HOUSING CLUTCH ASSY	20	80	695.00	4	55600.00
<input type="checkbox"/> X	2605100101	MAJOR KIT (MAST CYL-ETPL) PLSR-135/150, DSVR-125 ST	5	500	145.00	100	72500.00
<input type="checkbox"/> X	2605100201	MINOR KIT (ETPL) PLSR-135/150,DSVR-125 ST	7	700	69.00	100	48300.00
<input type="checkbox"/> X	2610200101	MASTER CYL ASSY PLSR-135/150,DSVR- 125 ST	4	20	1020.00	5	20400.00
<input type="checkbox"/> X	2805100301	3WH MINOR KIT WHEEL CYL. RR	24	960	54.00	40	51840.00
Total							375440

Remove Products Update Quantity

Product Group Wise Summary

Mat. Pricing Group	Quantity (Box)	Total Quantity (Nos.)	Total Net Value
2 & 3 WH BRAKE PARTS	40	2180	193040.00
2 & 3 WH CLUTCH PARTS	45	2380	182400.00
Total			375440

Place Order

Order Created and Order No. displayed on screen as shown below:

Success! Order created with 7 products. Order No. is **2010000239**.

For viewing status of created order click on 'Order Status' tab. Initially status of the order is 'In Process'. After creating Order and Invoice in SAP, Order Status will be changed on Portal.

Order Status

Customer: Status: From Date: To Date:

SN	CAS Order No	Sold To	Ship To	Net Total	Order Date	SAP Order No	Status
1	2009000234	10088-AMBEE SPARES	10088-AMBEE SPARES	15216.00	23/09/2020		In Process
2	2009000233	10088-AMBEE SPARES	10088-AMBEE SPARES	7884.00	23/09/2020		In Process
3	2009000232	10088-AMBEE SPARES	10088-AMBEE SPARES	12576.00	22/09/2020		In Process
4	2009000231	10088-AMBEE SPARES	10088-AMBEE SPARES	10704.00	15/09/2020		In Process
5	2009000230	10088-AMBEE SPARES	10088-AMBEE SPARES	403242.00	15/09/2020		In Process
6	2009000229	10088-AMBEE SPARES	10088-AMBEE SPARES	10512.00	14/09/2020		In Process
7	2009000228	10088-AMBEE SPARES	10088-AMBEE SPARES	532.00	14/09/2020		In Process
8	2009000227	10088-AMBEE SPARES	10088-AMBEE SPARES	974.00	11/09/2020		In Process
9	2009000226	10088-AMBEE SPARES	10088-AMBEE SPARES	2372.00	11/09/2020		In Process
10	2009000224	10088-AMBEE SPARES	10088-AMBEE SPARES	260640.00	11/09/2020	0000006119	Pending
11	2009000223	10088-AMBEE SPARES	10088-AMBEE SPARES	24900.00	11/09/2020	0000006118	Pending