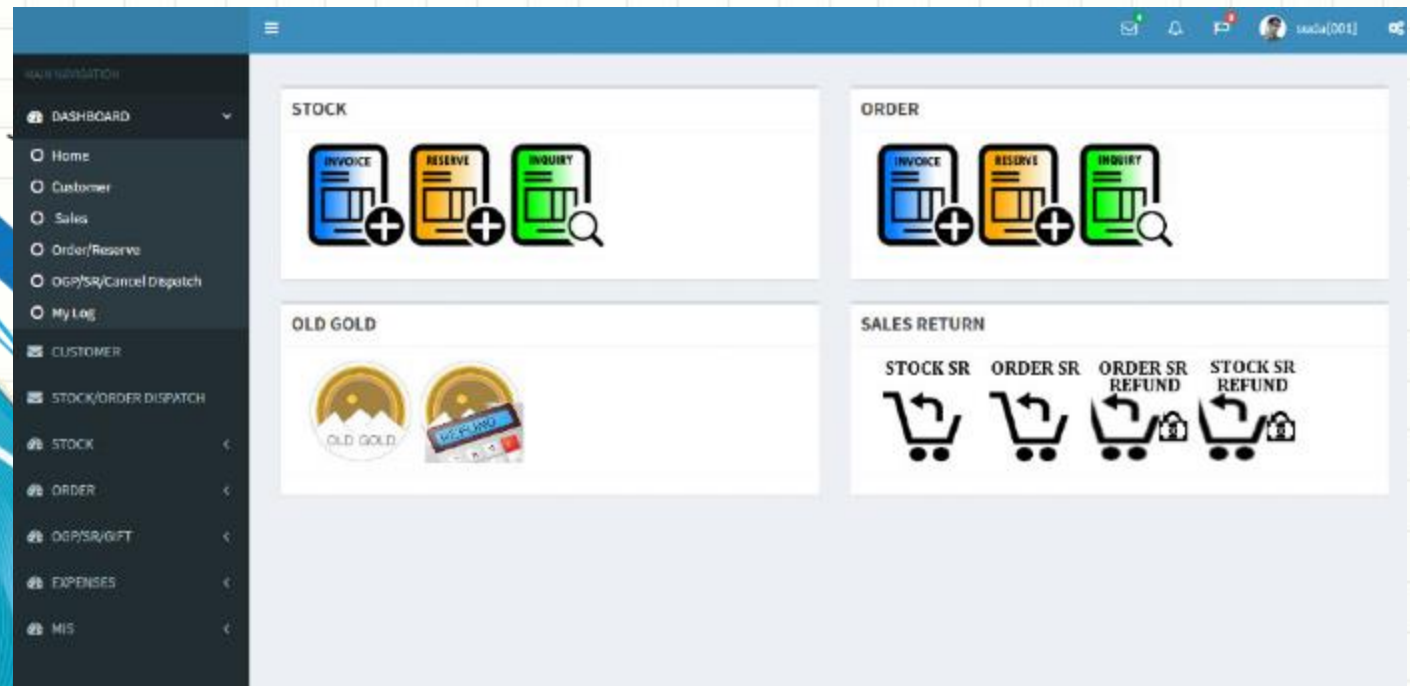


# JWELLEX

<https://jwellex.com>

ORDER PLACE



Select 'Order Place'

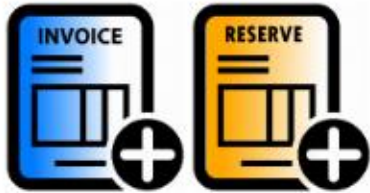


from dashboard

Or Order > Order Place from left menu



### STOCK



### ORDER



### OLD GOLD



### SALES RETURN



You will see the following form. The form has 4 tabs.

1. **Items** : Add items to order grid
2. **Payments** : **M**ake payments to the order
3. **Customer** : Add customer details
4. **OGP/SR Cancel** : Select latest OGP receipts that should setoff for the bill

**ID: 1031327345\_suda**

ITEMS    PAYMENTS    CUSTOMER    OGP/SR/CANCEL

---

Shop ID.        *Order Information added!!!*

Unit No.   

Category     ▼

Est Weight   

Gold type     ▼

Color     ▼

Due Date   

Description   

Remarks   

Markup Price (LKR)

Go to 'Item' tab. Add required fields and click "ADD ITEM"

**ID: 1031327345\_suda**

ITEMS    PAYMENTS    CUSTOMER    OGP/SR/C

---

Shop ID.    001

Unit No.    1

Category    ANKLET    ▼

Est Weight

Gold type    SL    ▼

Color    YE    ▼

Due Date    2023-05-26

Description

Remarks

Markup Price (LKR)

**ADD ITEM**

- ← **Generated automatically**
- ← **Select category from dropdown**
- ← **Estimated weight**
- ← **Estimated selling price**



Go to 'Payments' tab

Enter advance amount and select the payment method from the drop down and add Amount.

If the sum of payment grid not matches the order advance you will get an error in the final stage

ID: 1031327345\_suda

ITEMS

PAYMENTS

CUSTOMER

OGP/SR/CANCEL

Adv. Amount (LKR) 50000

### Payment Details

Payment Type CHEQUES

Amount (LKR) 25000

Reference GG0000003

2023-05-26

ADD PAYMENT

Type	Ref #	Ref. Text1	Ref. Text2	Ref. Text3	Amount (Rs.)
CASH					25000.00
CHEQUES	GG0000003	2023-05-26			25000.00

del

del

Total: 50,000.00

Go to 'Customer' tab

Enter required field such as telephone, customer and address

Now click "SUBMIT ORDER"

It's done. Now you can print the order .

**ID: 1031327345\_suda**

ITEMS

PAYMENTS

CUSTOMER

OGP/SR/CANCEL

Order Date

2023-05-26

Served by

S001

M. Rizvi

Customer ID.



Promotion

General



Race

-NA-



Telephone\* :

0717257721

Name\* :

SUDARSHANA

Address\* :

40/4 Galle Road, Colmonbo 03

Email :

suda.it@gmail.com

SUBMIT ORDER



Now click 'Print Order' link

**Success: Order Placed! Order No. # OR0100006 [Print Order](#)**

Order will be opened in PDF format

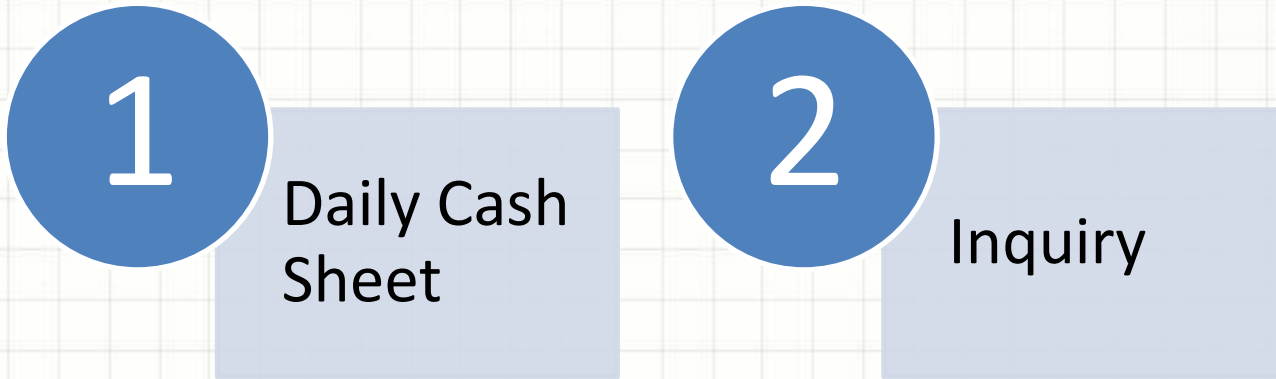


ORDER RECEIPT		No: OR0100006	Date: 2023-05-26
CUSTOMER NAME : SUDARSHANA			
ADDRESS : 40/4 GALLE ROAD, COLMONBO 03 [ #0717257721 ]			
Unit No	Item Description	Weight(g)	Est. Amount(Rs.)
1	ANKLET NEW DESIGN	SL 2.300	46,000.00
2	BANGLE	SL 2.000	46,000.00
Paid:CASH: 25000.00 CHEQUES: 25000.00			
Due Date	: 2023-05-26	No Of Items	2
Served By	: M. Rizvi	Total Estimate (Rs.)	92,000.00
Printed By	: suda	Advance Received (Rs.)	50,000.00
KADAWATHA Branch 2023-05-26 14:58:48		Balance To Receive (Rs.)	42,000.00
The above jewellery to be collected within 45 days from the date of order.Orders undertaken are subject to variation in weight and will be charged for accordingly.			



Let's check the order we just created.

There are multiple methods to check an order. Here are two .





## 2. Inquiry

INQUIRY



**SEARCH BY ORDER**

Enter Order No

Search