THIRAN ERP
User Manual

Supply Management System

User Guide

Version: 1.0
Date: August 2026
Audience: All Thiran ERP users

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1. Introduction

1.1 About Thiran ERP

Thiran ERP is an integrated Enterprise Resource Planning (ERP) system that brings all core business processes together in one place. It automates and connects procurement, inventory, dispatch, employee management, and reporting so that information flows smoothly from one step to the next. The goal is efficient, accurate, and well-controlled operations that support better day-to-day decisions.

1.2 About this manual

This manual explains how to use each part of the system, screen by screen and task by task. Every module includes its purpose, the fields you will complete, and numbered steps for common tasks. An image of the relevant screen will also guide you.

How this manual is organized. Modules appear in the order you would normally use them: you set the system up in **Settings**, add your people in **Employees**, build your catalogue and stock in **Inventory**, buy goods through **Procurement**, send goods out through **Order Management**, and review activity in **Reports**.

1.3 Conventions used

- **Bold text** indicates a button, tab, field, or menu item you interact with.
- **Numbered lists** describe steps to perform in sequence.
- **Required** in a field table means the field is mandatory; **Auto** means the system fills it for you.

> **Note** Throughout this guide, "GRN" means Goods Receipt Note, "PR" means Purchase Request, "PO" means Purchase Order, and "UOM" means Unit of Measure. See the Glossary in Section 9 for the full list.

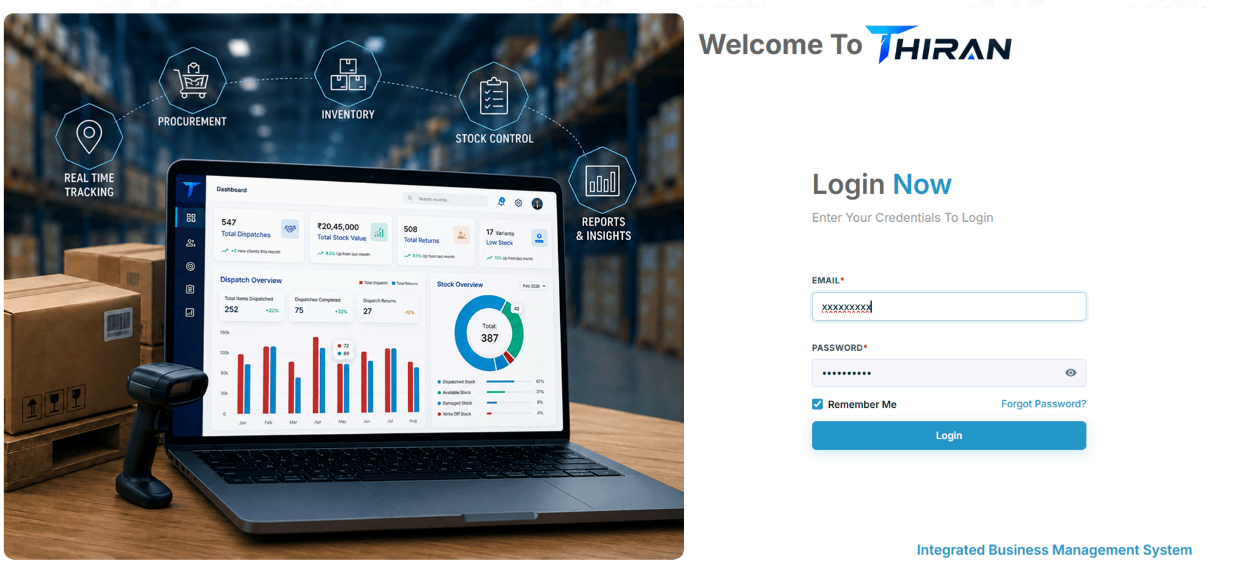
2. Getting Started

2.1 Logging in

Purpose : Sign in to Thiran ERP with your registered company, email address and password.

1. Open your web browser and go to the Thiran ERP URL provided by your administrator. The Welcome page is displayed. URL: https://scm-admin.thiranerp.com/login
2. In the **Company** field, enter your registered company ID
3. In the **Email** field, enter your registered email address.
4. In the **Password** field, enter your password. Use the eye icon to show or hide what you type.
5. Optionally select **Remember Me** to stay signed in on this device.
6. Click **Login**. The Dashboard is displayed.

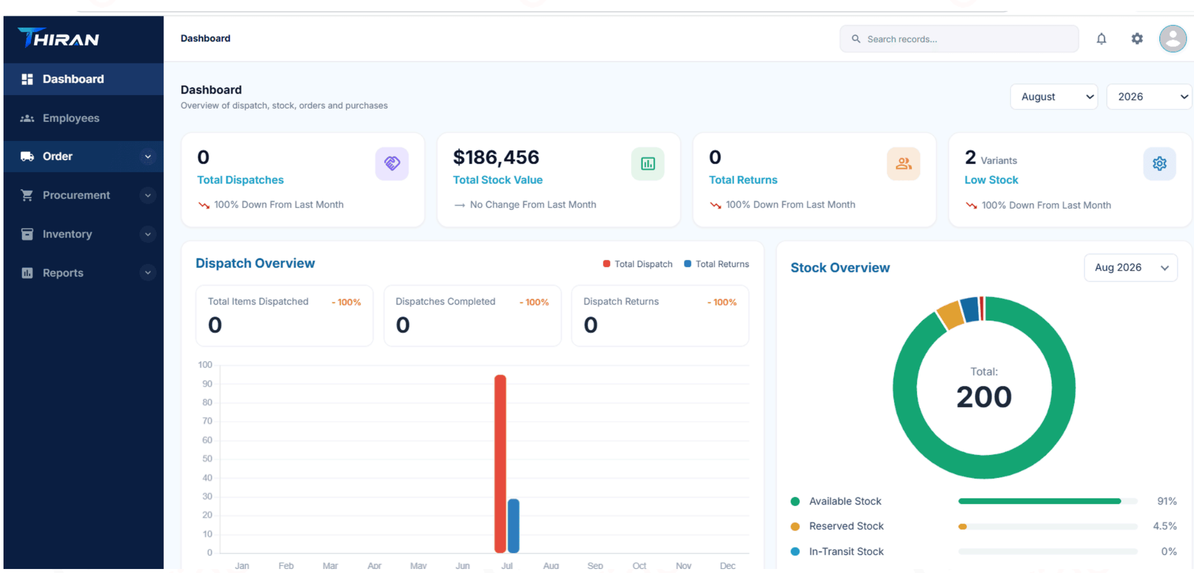
Note: If you have forgotten your password, click Forgot Password? on the login screen and follow the prompts.



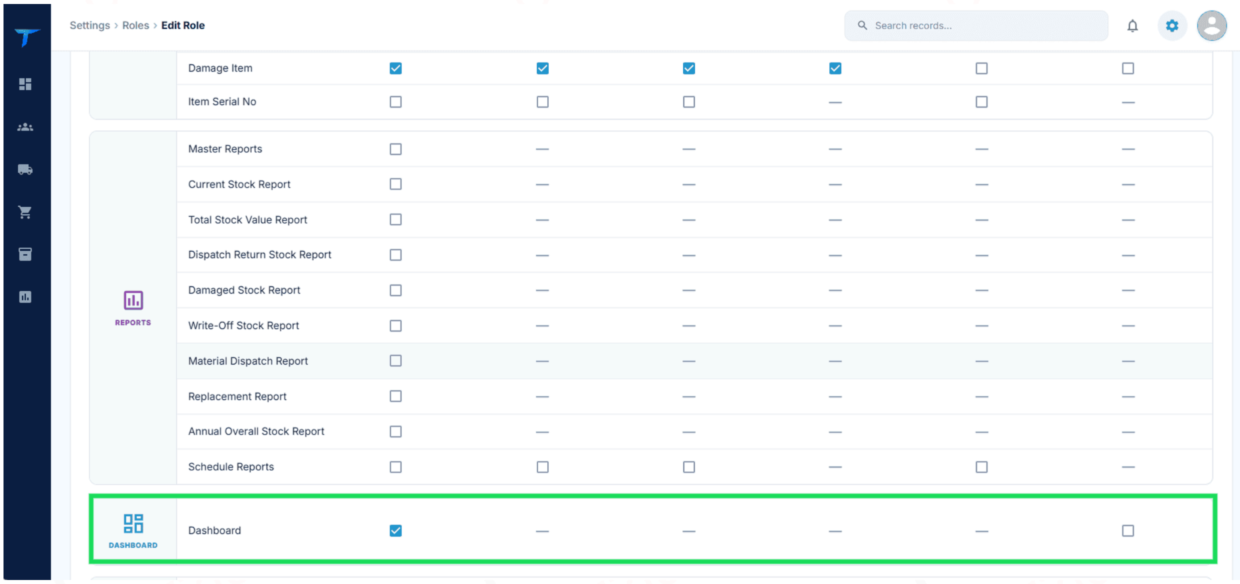
2.2 The Dashboard

After you log in, the Dashboard gives you a quick overview of key business information at a glance. The cards and summaries shown depend on your role and permissions.

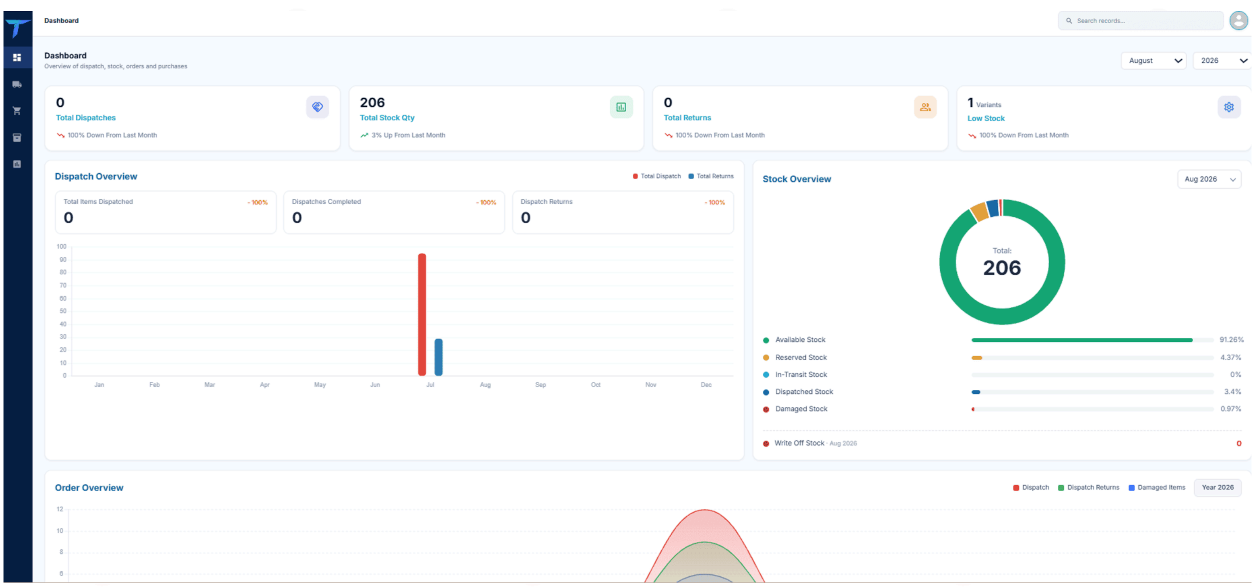
Dashboard item	What it shows
Total Dispatches	The total number of dispatched orders.
Total Stock Value	The total value of available inventory.
Total Returns	The total number of returned items or orders.
Low Stock	Items that are running low in stock.
Stock Overview	A summary of current inventory levels.
Dispatch Overview	The overall status of dispatch activity.
Purchase Overview	A summary of purchase transactions.
Order Overview	An overview of order statuses.
Recent Dispatches	The latest dispatch activity for quick tracking.



The other dashboard is available under **Settings → Custom Roles**. When you click **Edit** for a particular role, the **Roles & Permissions** page is displayed, where a **Dashboard** option is available.



When you select the Price column, pricing details are displayed in the dashboard for that role and if the price column is not selected, pricing details will not be displayed in the dashboard for that role.



3. User Roles and Permissions

Thiran ERP controls what each person can see and do through roles. A role is a named set of permissions across the system's modules. Before using the system day to day, it helps to understand who does what.

Example Roles	Typical responsibilities
Super Admin	Complete access to all modules and features. Can view, create, edit, delete, and manage all records, settings, users, and permissions.
Manager	Broad access across modules; typically reviews and approves transactions and manages team activity.
Site Engineer	Module-level access is appropriate to on-site responsibilities, such as raising requests.
Delivery In-charge	Focused access for dispatch-related activity, such as creating dispatch requests to move materials to a site.

> **Note: Roles** are fully configurable. Administrators can create custom roles and set module-by-module permissions in Settings → General Settings → Custom Roles (see Section 4.1.3).

4. Settings

Settings is where administrators configure the system. It has two areas: General Settings (account, organization, and roles) and Configuration Settings (module-level business rules such as numbering and approvals).

4.1 General Settings

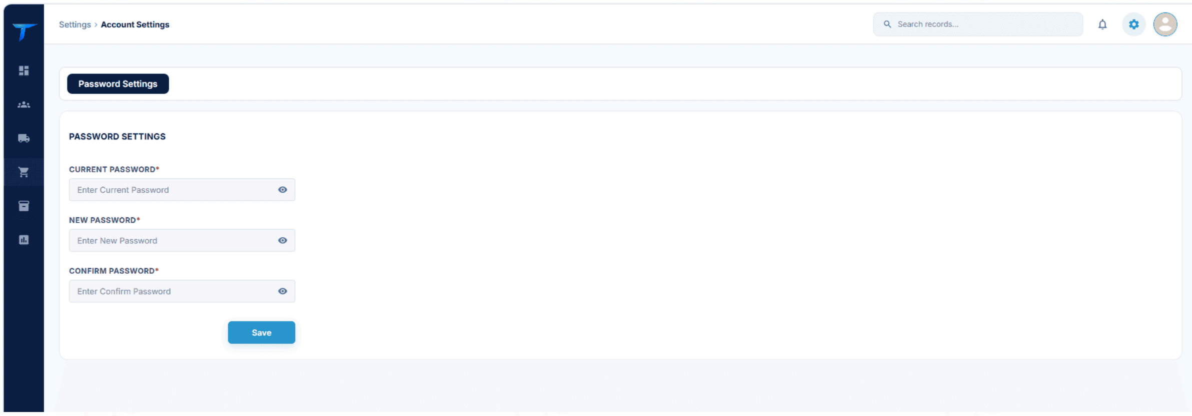
> **Purpose :** Configure basic system settings, organization details, user access, and customization options needed for smooth ERP operation.

4.1.1 Account Settings

> **Purpose :** Update your account password to keep your account secure.

1. Go to **Settings → General Settings → Account Settings**.
2. Enter your **Current Password**.
3. Enter a **New Password** that meets the password requirements.
4. Re-enter it in **Confirm Password**; it must match the new password.
5. Click **Save**.

Field	Description	Required
Current Password	Your existing account password.	Yes
New Password	A new password that meets the password requirements.	Yes
Confirm Password	Re-enter the new password to confirm; must match.	Yes



4.1.2 Organization Settings

> **Purpose :** Maintain company information and configure organization-level settings used across the ERP system.

Approval Settings. Configure the approval workflow by assigning approvers and defining approval rules for transactions and requests.

1. Go to **Settings → General Settings → Organization Settings → Approval Settings**.
2. Click **New Approval Settings**.
3. Select a **Module** and a **Type**, then select a **User** as approver.
4. Click **Create**. The approval settings are created for the selected module.

Field	Description	Required
Module	The module the approval rule applies to.	Yes
Type	The approval type (Single or Multiple).	Yes
User	The user assigned as the approver.	Yes

Approval Type:

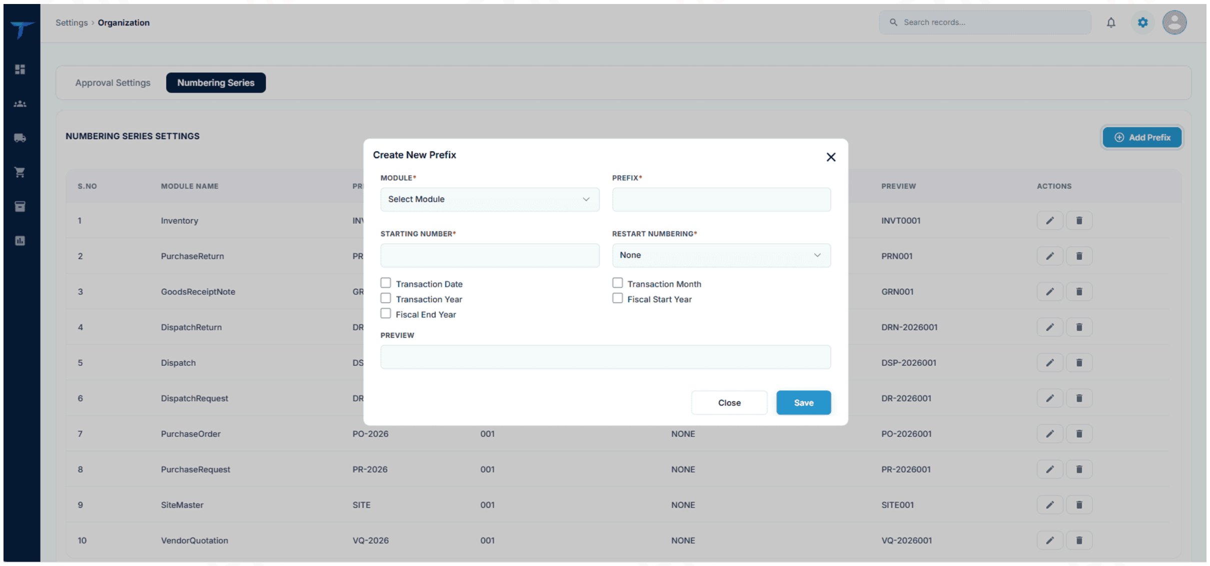
Single Approval:
A record requires approval from **one authorized user** before it can proceed to the next stage.

Multiple Approval:
A record requires approval from **multiple authorized users**. The approval can be configured based on the required users or teams, and the record proceeds only after the required approvals are completed. We can also assign a user for overall approval who can bypass the process.

Numbering Series. Configure automatic numbering formats for different modules so that records such as Inventory, Purchase Return, Dispatch Return, and Goods Receipt Note are numbered consistently.

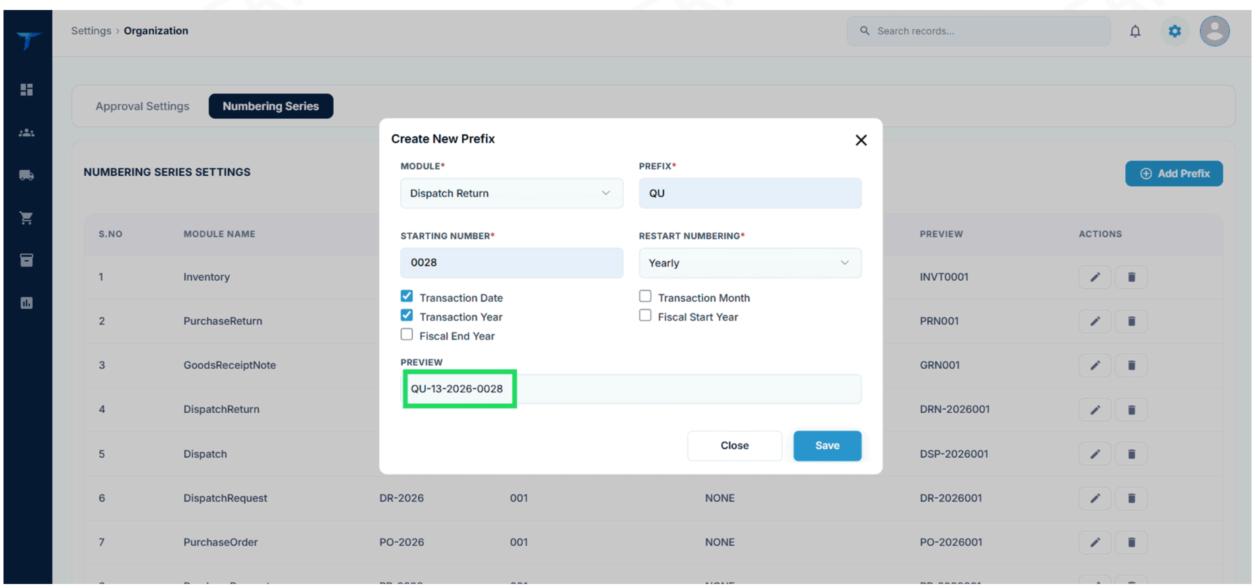
1. Open the **Numbering Series** tab, then click **Add Prefix**.
2. Select a **Module** and enter a **Prefix** and **Starting Number**.
3. Choose a **Restart Numbering** option. The **Preview** updates automatically.
4. Click **Save**. The prefix is applied and used to generate unique document numbers.

Field	Description	Required
Module	The module the numbering series applies to.	Yes
Prefix	The text that begins each generated number.	Yes
Starting Number	The first number in the series.	Yes
Restart Numbering	When the sequence resets (for example, by year).	Yes
Preview	A live example of the resulting number.	Auto



When creating a **Prefix**, these checkboxes are used to include date automatically or financial-year information in the generated transaction number.

1. **Transaction Date** – Adds the transaction date to the prefix/number.
2. **Transaction Year** – Adds the year in which the transaction is created.
3. **Transaction Month** – Adds the month in which the transaction is created.
4. **Fiscal Start Year** – Adds the starting year of the financial year.
5. **Fiscal End Year** – Adds the ending year of the financial year.



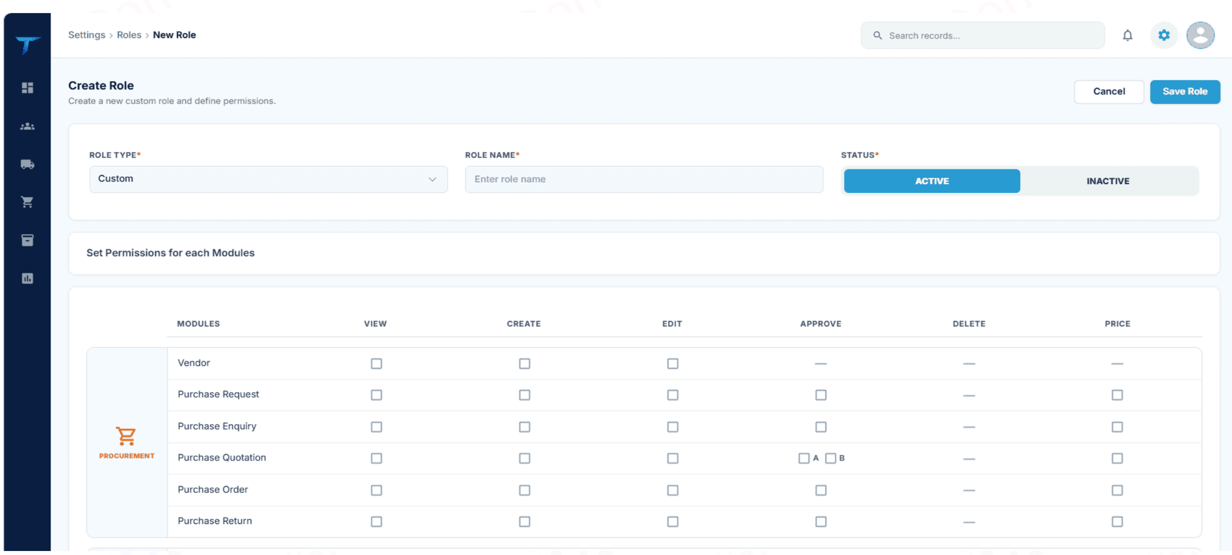
4.1.3 Custom Roles

Purpose : View and manage custom roles that define user access and permissions across the different modules in the system.

1. Go to **Settings → General Settings → Custom Roles**. The Role Management list is displayed.
2. Click **New Role** to create a role.
3. Select a **Role Type**, enter a **Role Name**, and set the **Status**.
4. Use the permission checkboxes to grant **View, Create, Edit, Approve, Delete**, and **Price** rights per module.
5. Click **Save Role**. The new role is saved.

> **Note :** To change an existing role, click the Edit icon next to it, adjust the permission checkboxes, and click Update Role.

Field	Description	Required
Role Type	The category of the role.	Yes
Role Name	A descriptive name for the role.	Yes
Status	Active or Inactive.	Yes
Permissions	Module-by-module rights set with checkboxes.	Yes



4.2 Configuration Settings

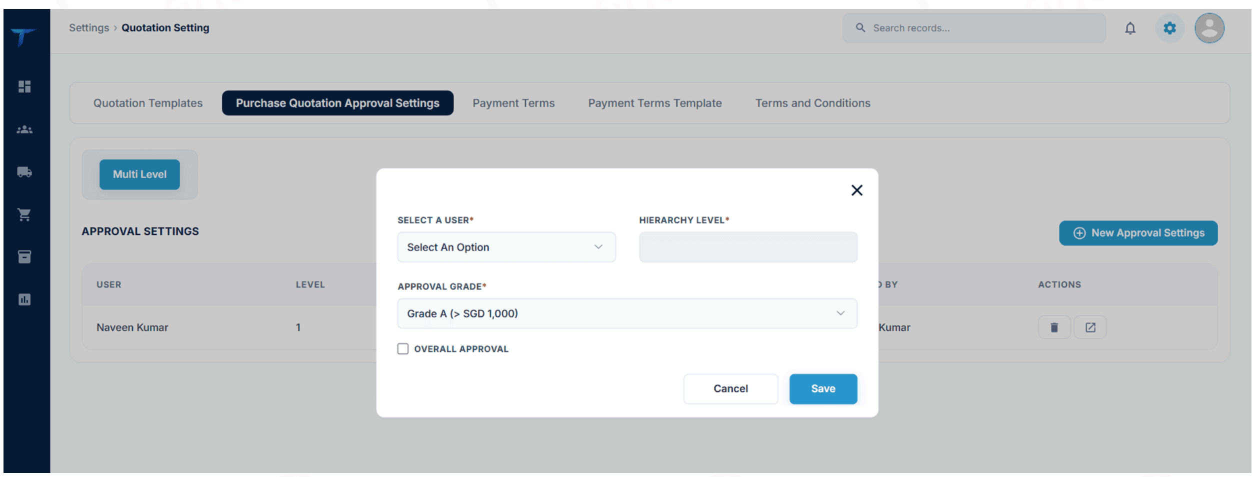
> **Purpose :** Customize and manage system-level settings according to your business requirements. Configuration Settings includes Quotation, Inventory Item, Purchase, Stock, and Site Master settings.

4.2.1 Quotation Settings

Open **Settings → Configuration Settings → Quotation Settings** to manage the following tabs: **Purchase Quotation Approval Settings**, **Payment Terms**, **Payment Terms Template**, and **Terms & Conditions**.

Create Purchase Quotation Approval Settings : Click on New Approval Settings

1. Select a User
2. Select a Approval Grade & click on save



Approval Grade

1. **Grade A** – Used for **high-value purchase quotations** where the quotation amount is more than 1000 SGD and requires the approval workflow configured for Grade A.
2. **Grade B** – Used for **lower-value purchase quotations** where the quotation amount is less than 1000 SGD and requires the approval workflow configured for Grade B.

4.2.2 Inventory Item Settings

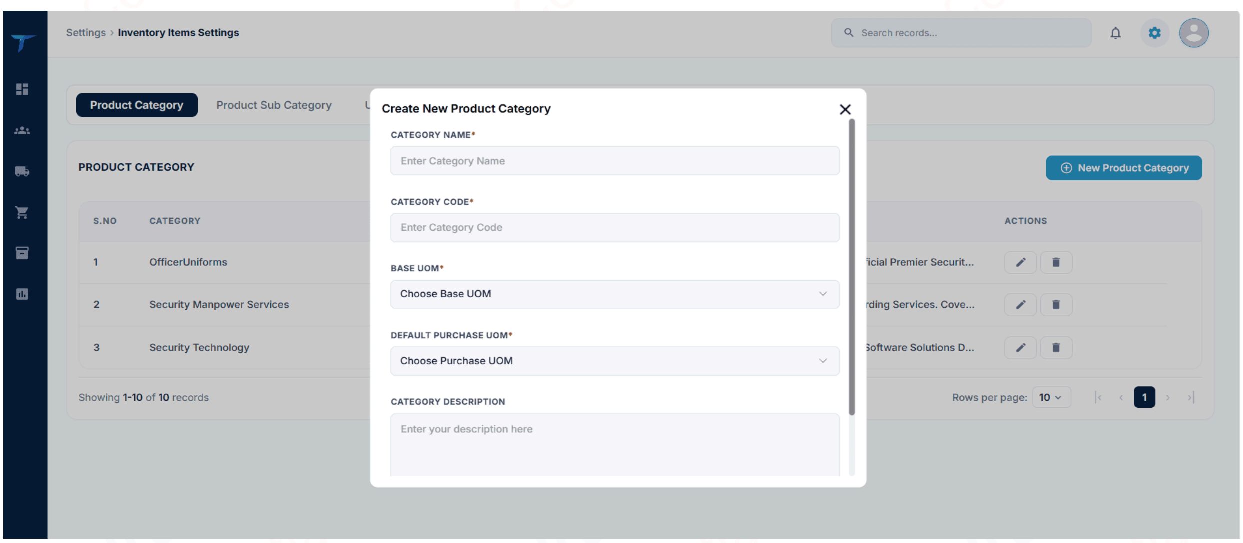
> **Purpose :** Manage item-related settings that control inventory item creation, classification, and tracking. Includes Product Category, Product Sub Category, UOM, Brand, Attribute, Attribute Template, and Damaged Item Approval.

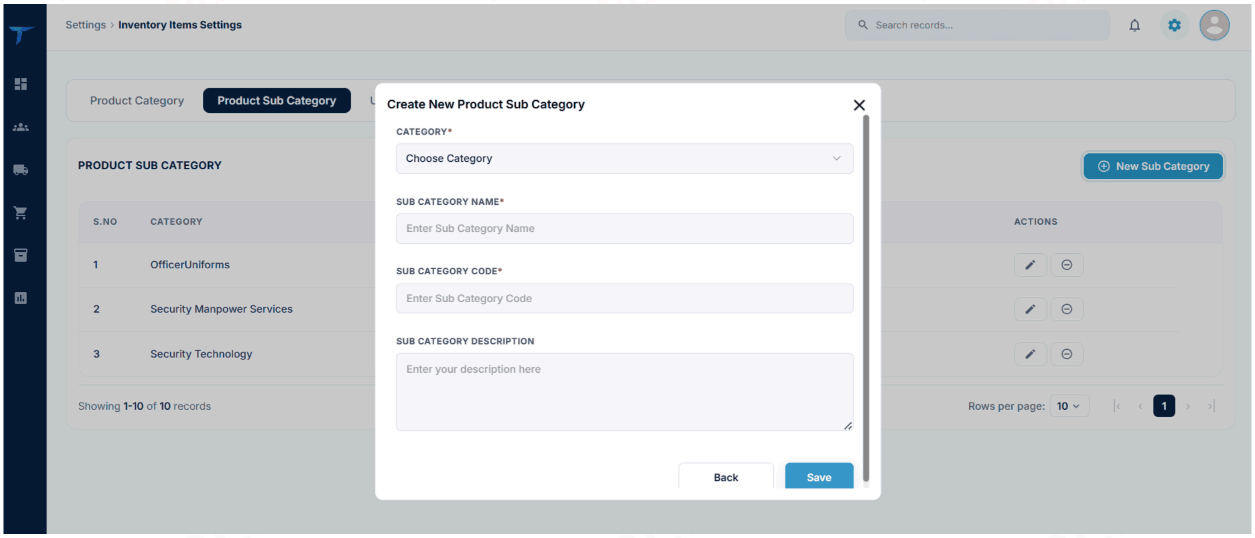
Product Category. Click **New Product Category** and complete the fields below, then click **Save**.

Field	Description	Required
Category Name	The name of the category.	Yes
Category Code	A unique code for the category.	Yes
Category Description	An optional description.	Optional

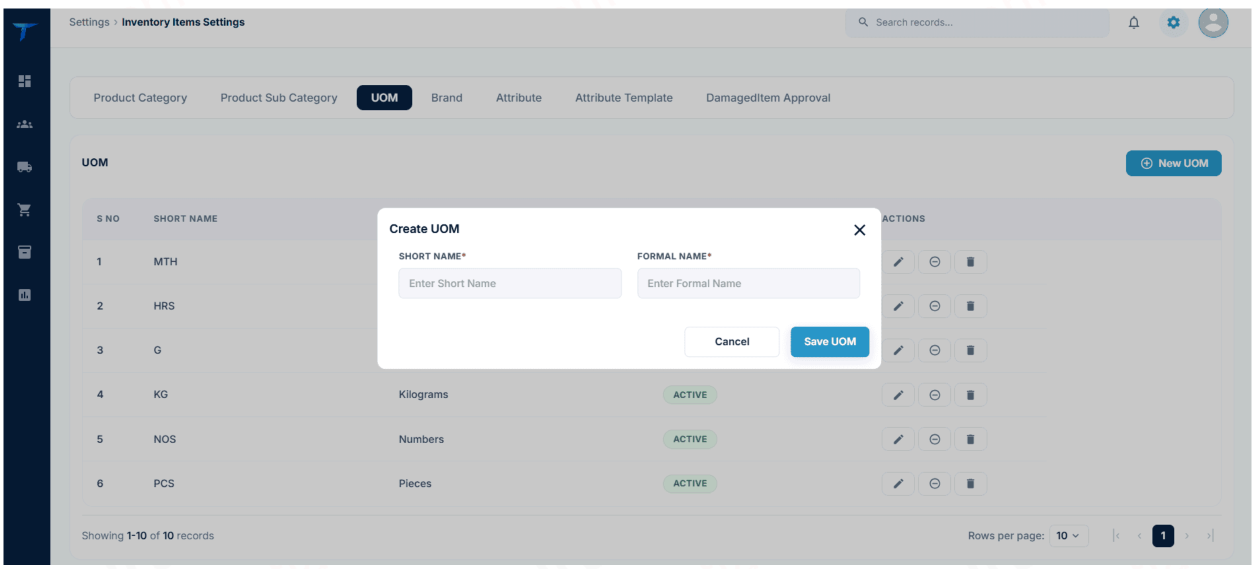
Product Sub Category. Click **New Sub Category**, choose the parent **Category**, and complete the fields, then click **Save**.

Field	Description	Required
Category	The parent category.	Yes
Sub Category Name	The name of the sub category.	Yes
Sub Category Code	A unique code for the sub category.	Yes
Sub Category Description	An optional description.	Optional

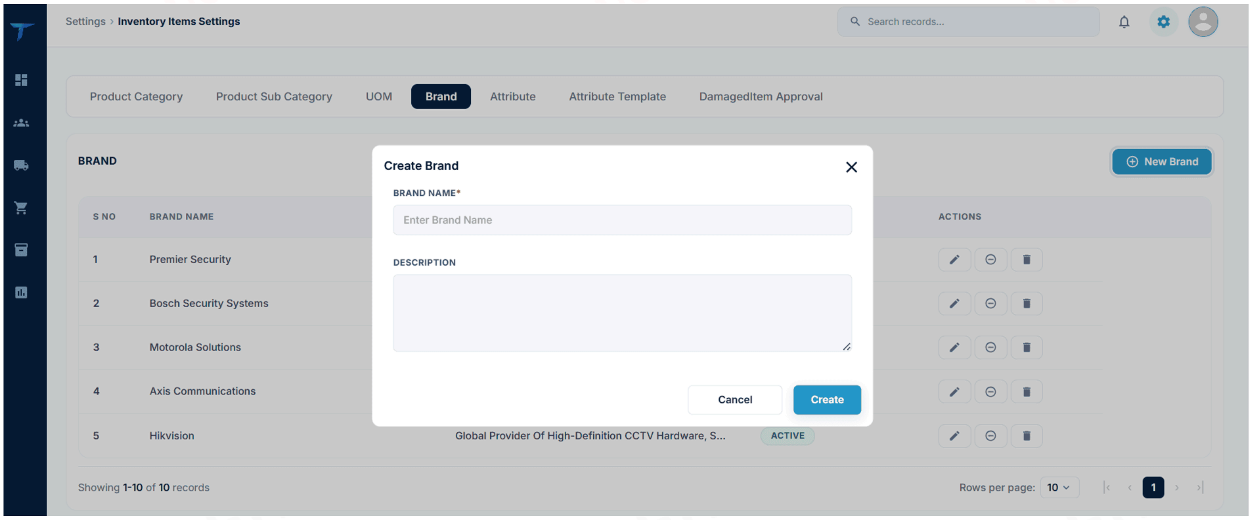




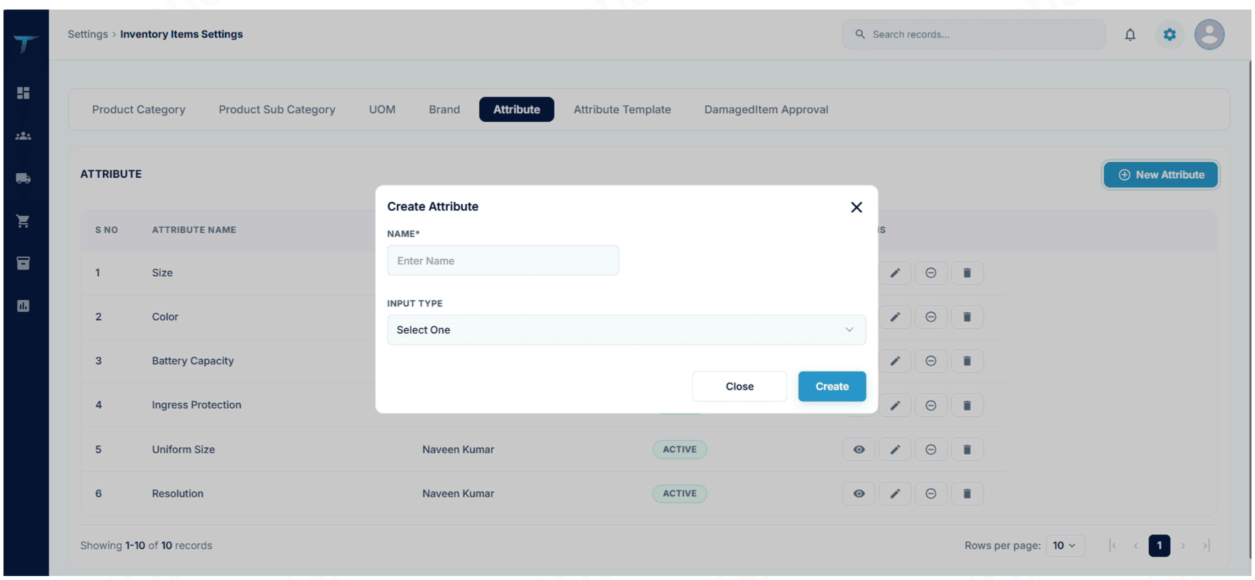
UOM (Unit of Measure) → Click **New UOM**, enter a **Short Name** and **Formal Name**, then click **Save UOM**.

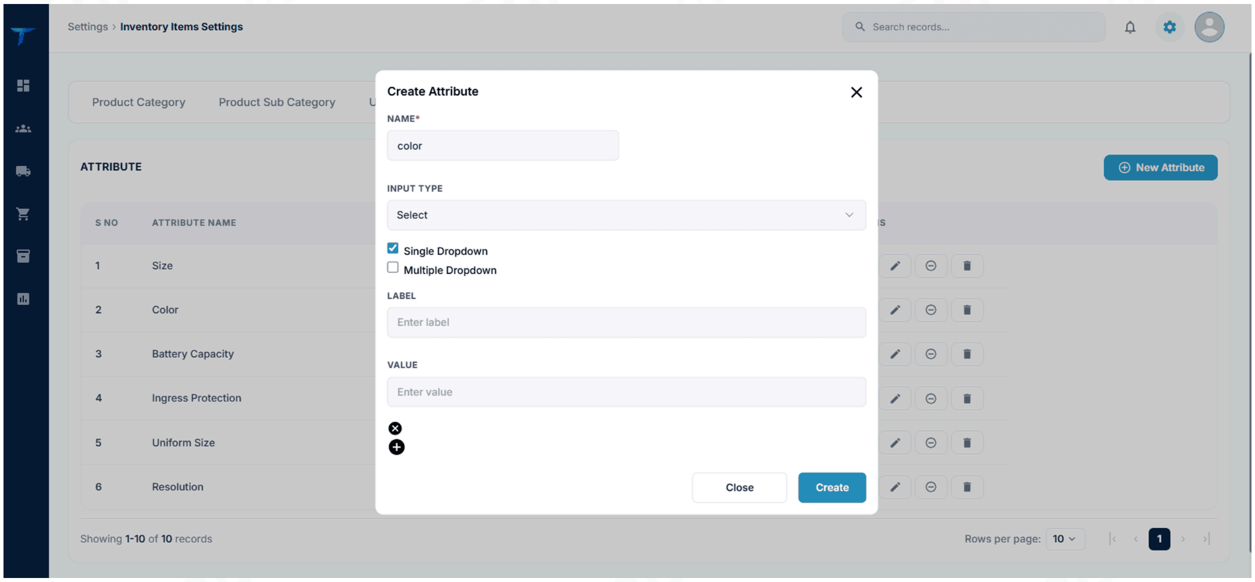


Brand → Click **New Brand**, enter a **Brand Name** and optional **Description**, then click **Create**.



Attribute → Click **New Attribute**, enter a **Name**, select an **Input Type**, and then click **Create**.



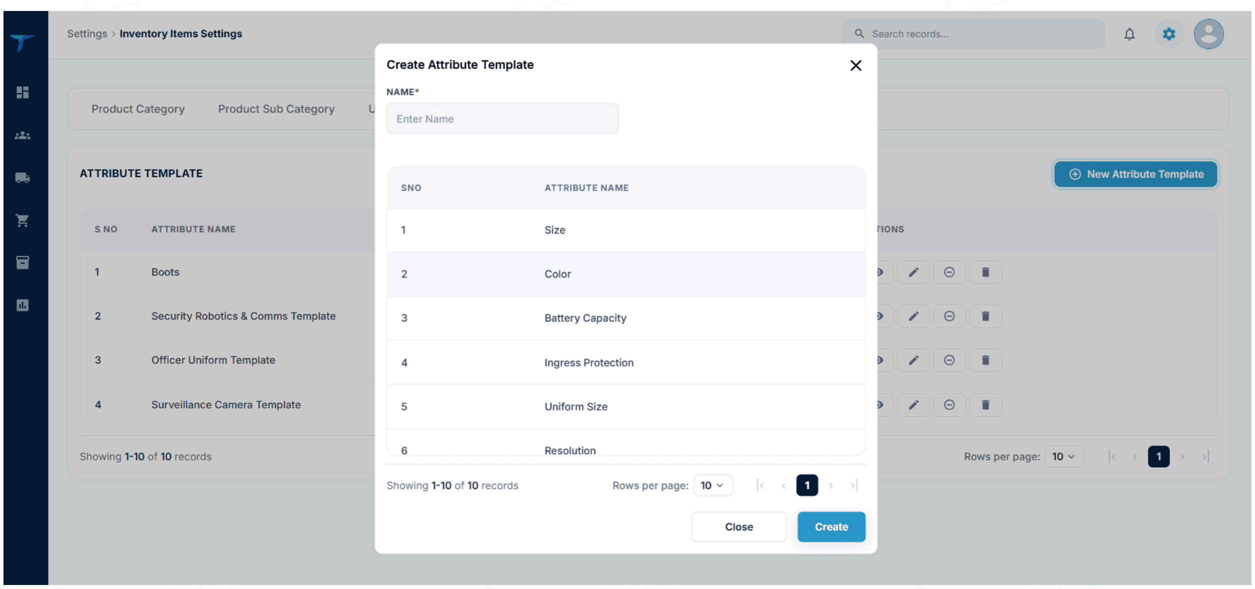


The **Attribute** tab is used to define the attributes required for creating item variants. It contains two fields:

1. **Name** – Enter the name of the attribute, such as **Color, Size, Material, or Capacity**.
2. **Input Type** – Select how the attribute value should be entered or selected, such as **single Dropdown, Multiple Dropdown.**
3. **Label -** Enter the Label
4. **Value -** Enter the value

Purpose: The Attribute tab helps define the characteristics and input method that will be used when creating **item variants**.

Attribute Template → Click **New Attribute Template**, enter a **Name**, select the attributes to include, and click **Create**.

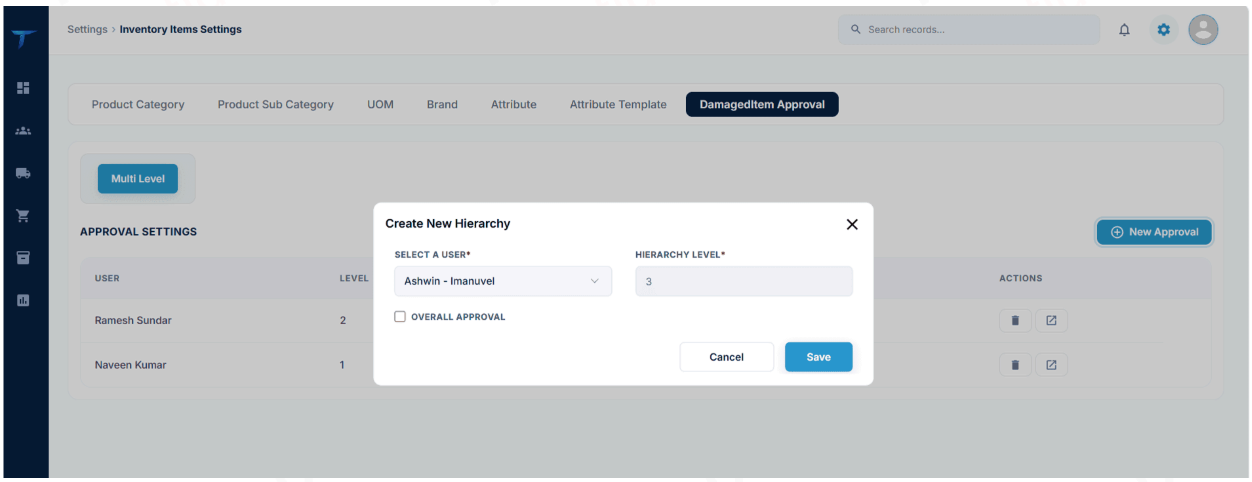


The **Attribute Template** tab is used to define and identify the attribute template used for creating item variants. It contains one field:

Name – Enter the name of the attribute template.

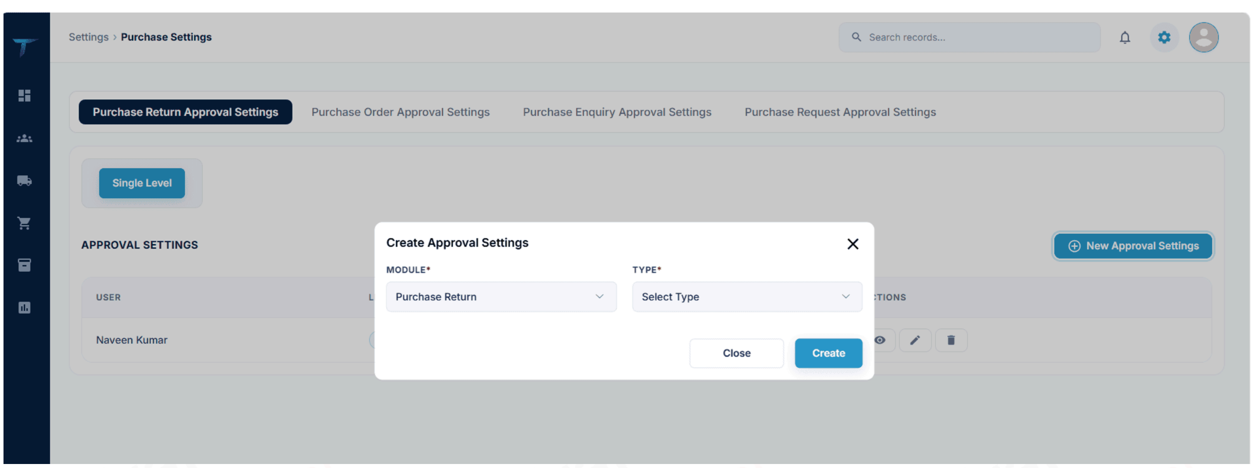
Purpose: The Template tab helps identify the attribute template and allows users to select the appropriate template when creating **item variants**.

Damaged Item Approval → Click **New Approval**, select a **User** and hierarchy **Level**, then click **Save**.



4.2.3 Purchase, Stock, and Site Master Settings

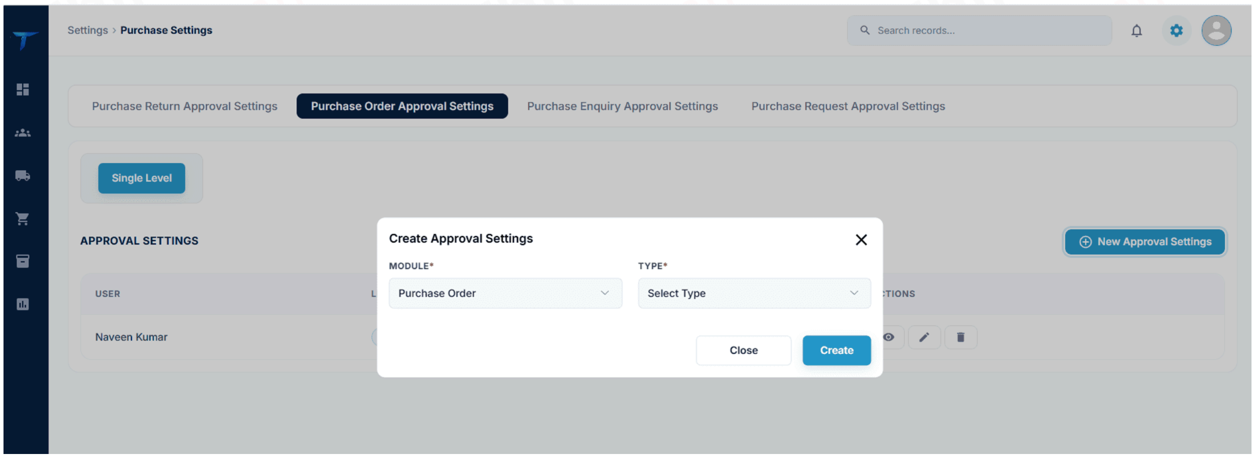
Purchase Settings. Manage purchase-related approvals. Open the relevant tab (**Purchase Return, Purchase Order, Purchase Enquiry**, or **Purchase Request Approval Settings**), click **New Approval Settings**, select a **Type** (the module is selected automatically), and click **Create**.



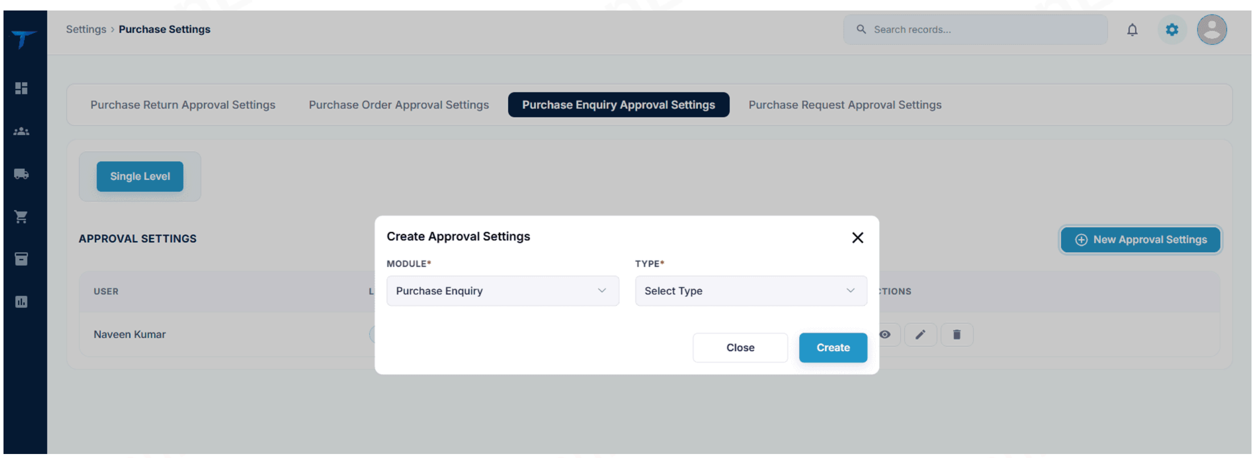
Approval Type

Single Approval:
A record requires approval from **one authorized user** before it can proceed to the next stage.

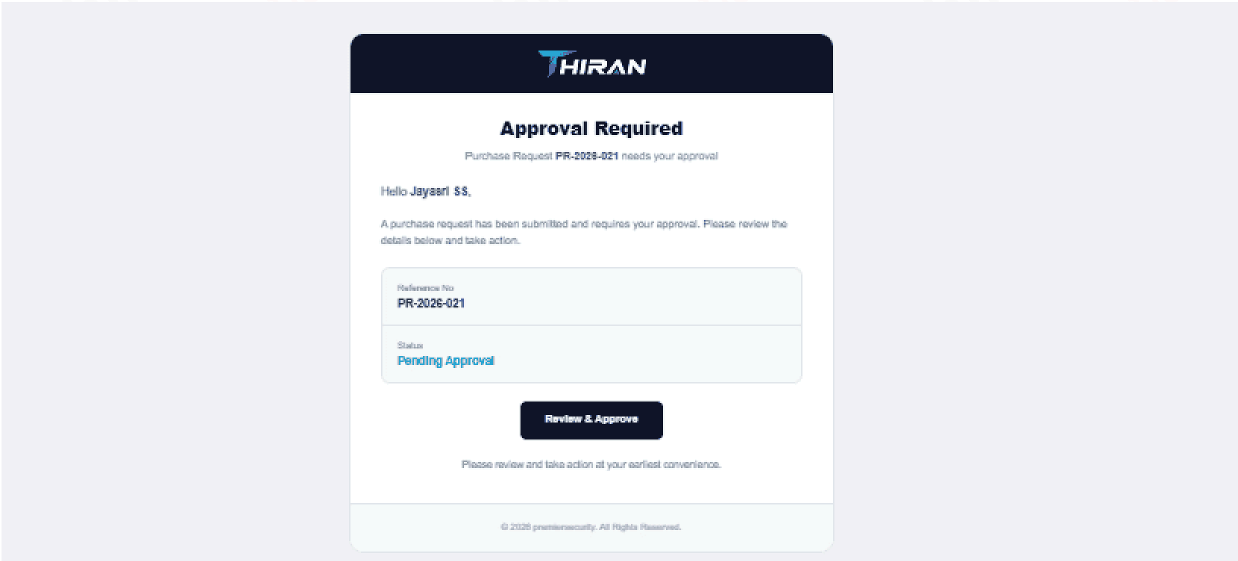
Multiple Approval:
A record requires approval from **multiple authorized users**. The approval can be configured based on the required users or teams, and the record proceeds only after the required approvals are completed.



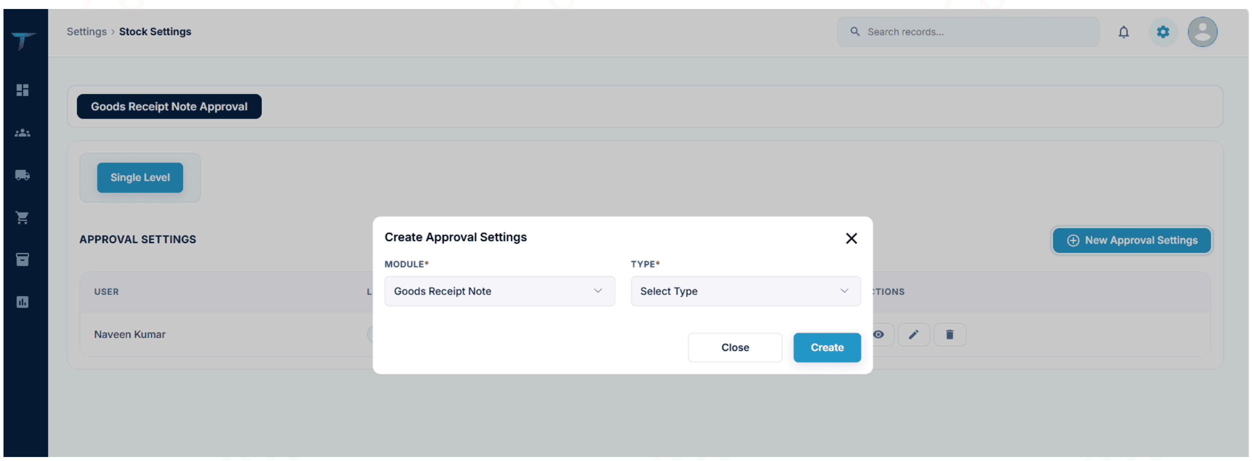
The **Approval Type** displayed would be based on our configuration in Settings -> Organization Settings -> Approval Settings



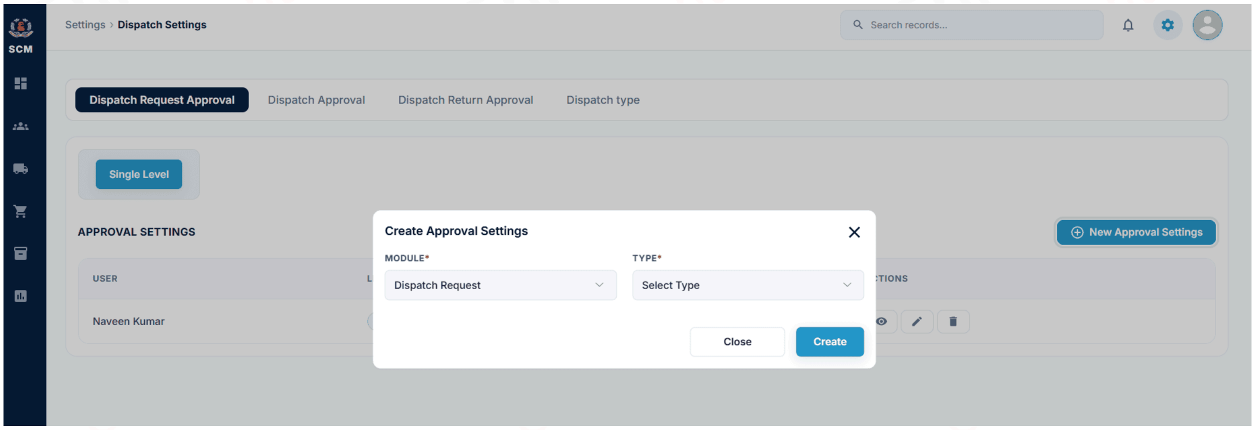
Displayed below is the approval alert mail sent to the user whose approval is required.



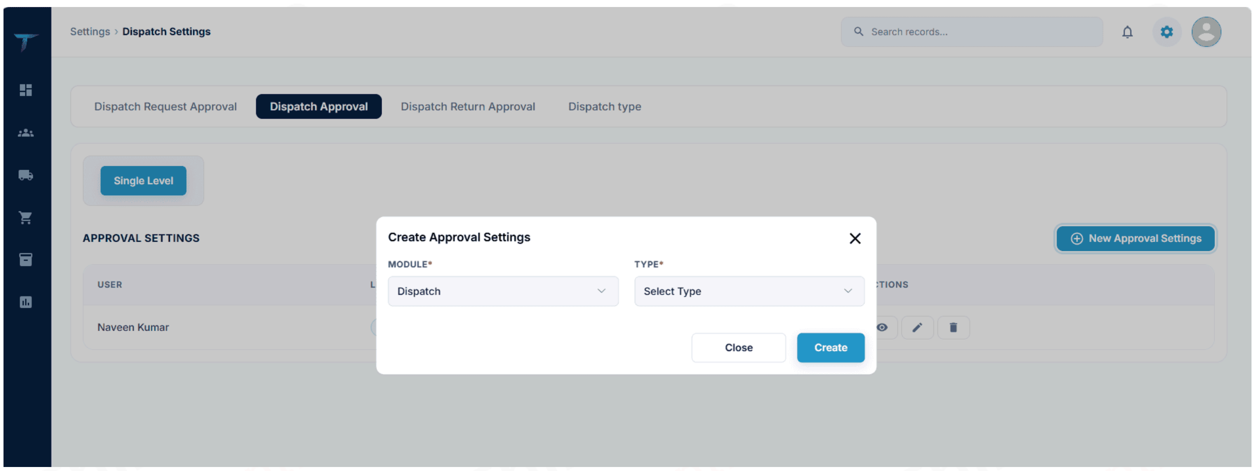
Stock Settings. Manage stock-related approvals, such as **Goods Receipt Note Approval**. Click **New Approval Settings**, select a **Type**, and click **Create**.



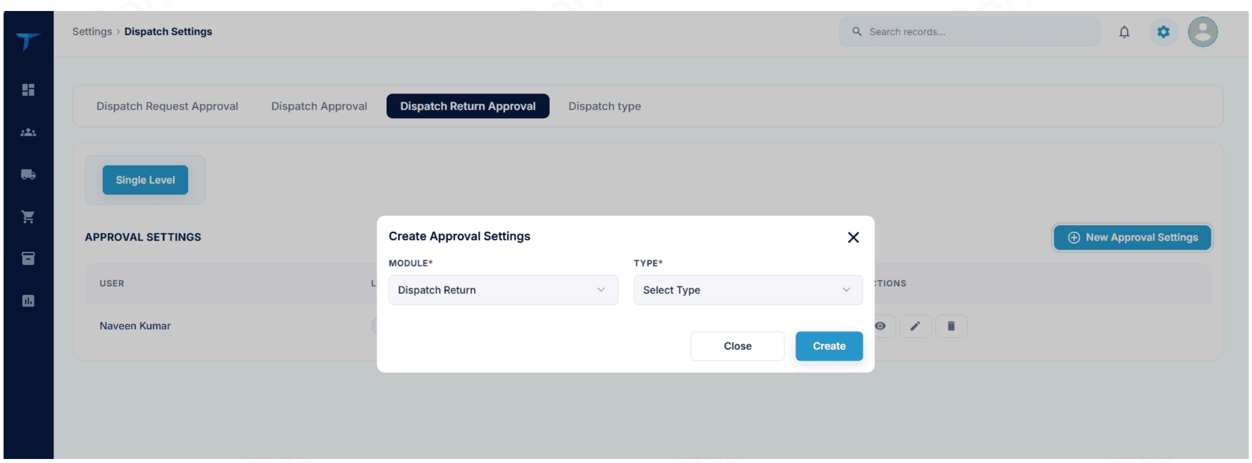
Site Master Settings. Manage dispatch-related approvals (**Dispatch Request, Dispatch, Dispatch Return**, and **Dispatch Type**). For each, click **New Approval Settings**, select a **Type**, and click **Create**.



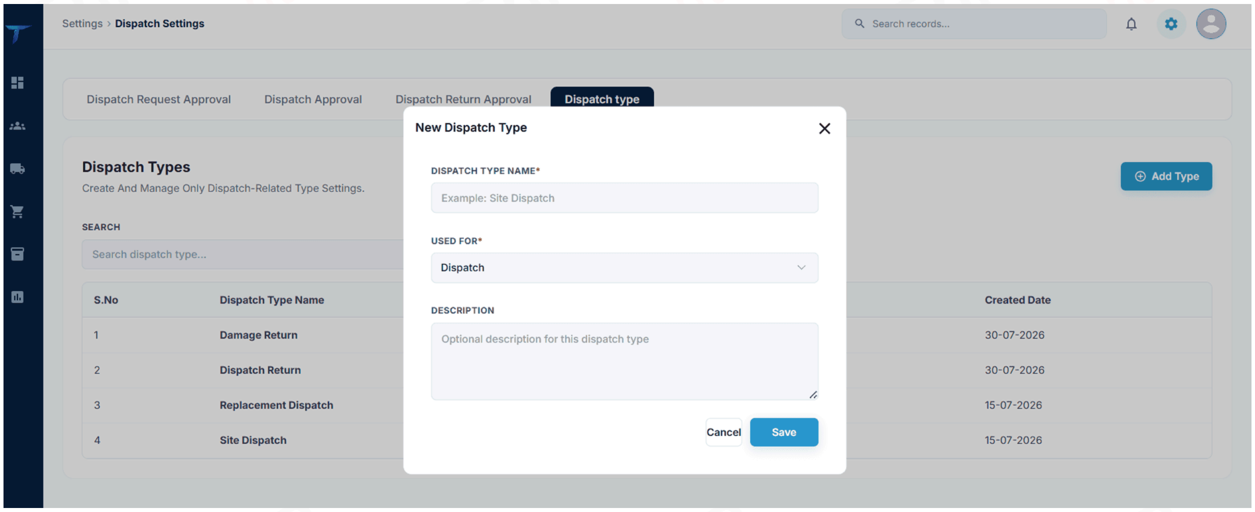
Dispatch Approval Configuration:



Dispatch Return Configuration:



To add a dispatch type, open **Dispatch Type** → **Add Type**, enter the **Dispatch Type Name** and **Used For** value, then click **Save**.



Settings › Dispatch Settings
Search records...
Dispatch Request Approval
Dispatch Approval
Dispatch Return Approval
Dispatch type
Dispatch Types
Create And Manage Only Dispatch-Related Type Settings.
Add Type
SEARCH
Search dispatch type...
S.No
Dispatch Type Name
Created Date
1
Damage Return
30-07-2026
2
Dispatch Return
30-07-2026
3
Replacement Dispatch
15-07-2026
4
Site Dispatch
15-07-2026
New Dispatch Type
DISPATCH TYPE NAME*
Example: Site Dispatch
USED FOR*
Dispatch
DESCRIPTION
Optional description for this dispatch type
Cancel
Save

5. Employees

Purpose : Manage employee records, roles, and workforce information. From the Employees module, you can view employee details and add new employees.

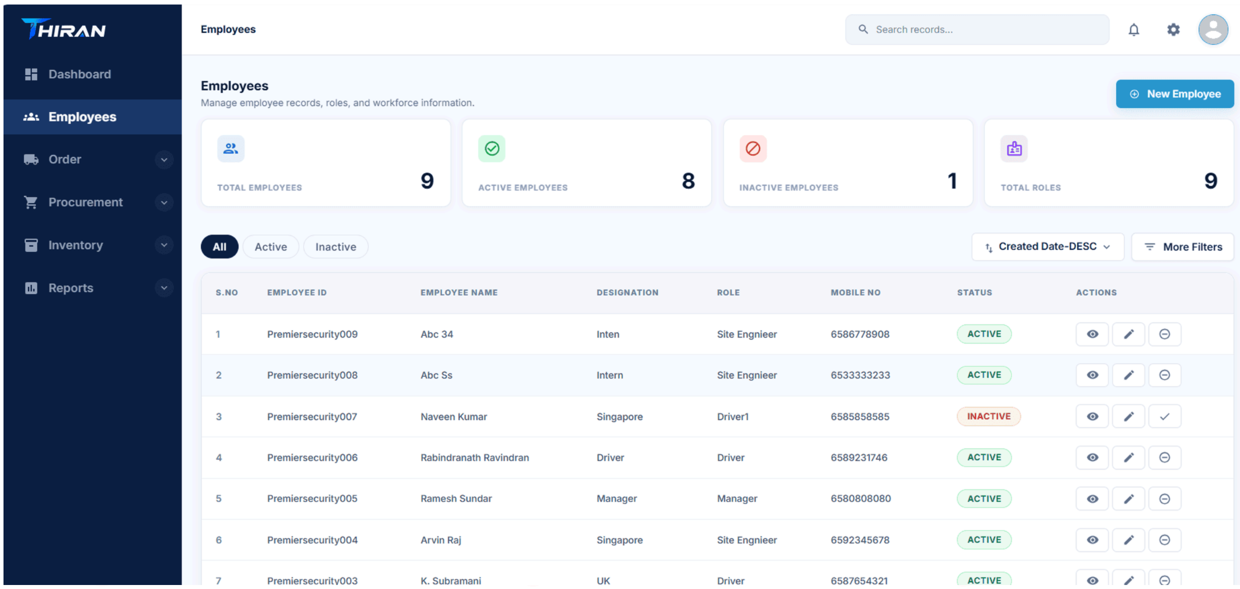
Overview cards. The module shows **Total Employees**, **Active Employees**, **Inactive Employees**, and **Total Roles**. Use the **All**, **Active**, and **Inactive** tabs to filter the list.

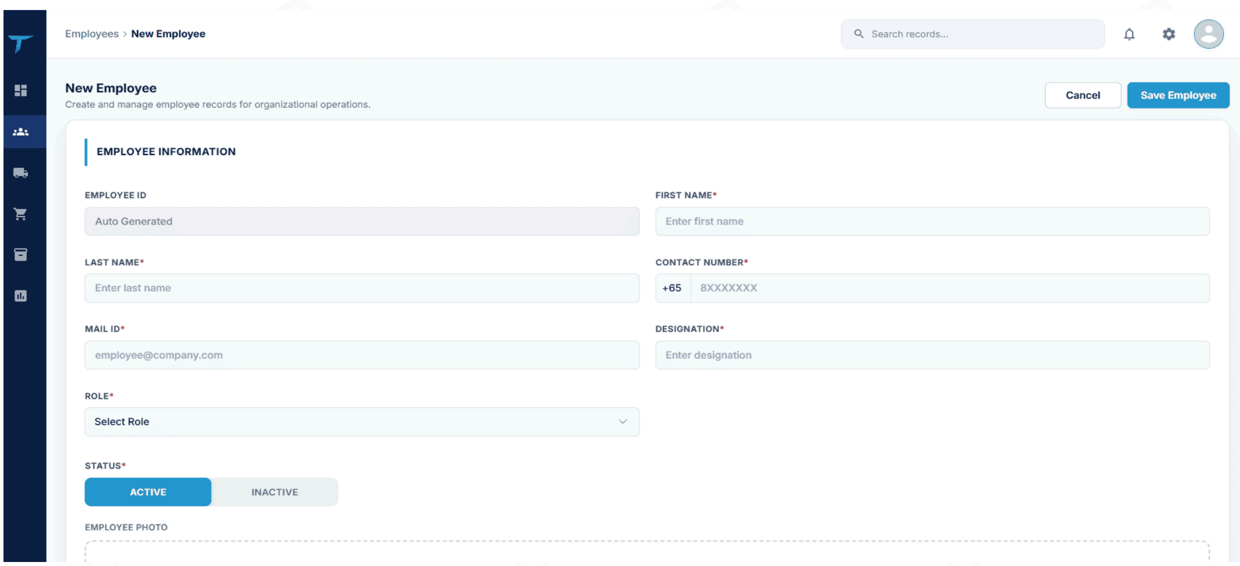
5.1 Create a new employee

1. In the **Employees** module, click **New Employee**.
2. Complete the employee information fields (see the table below).
3. Set the **Status** to Active or Inactive and, if needed, upload an **Employee Photo**.
4. Click **Save Employee**. A confirmation message is displayed and an **Employee ID** is generated automatically.

Field	Description	Required
Employee ID	A unique identifier for the employee.	Auto
First Name	The employee's first name.	Yes
Last Name	The employee's last name.	Yes
Contact Number	The employee's contact number.	Yes
Mail ID	The employee's email address.	Yes
Designation	The employee's job title.	Yes
Role	The system role and access permissions assigned.	Yes
Status	Whether the employee is Active or Inactive.	Yes

Field	Description	Required
Employee Photo	A profile photo for the employee.	Optional



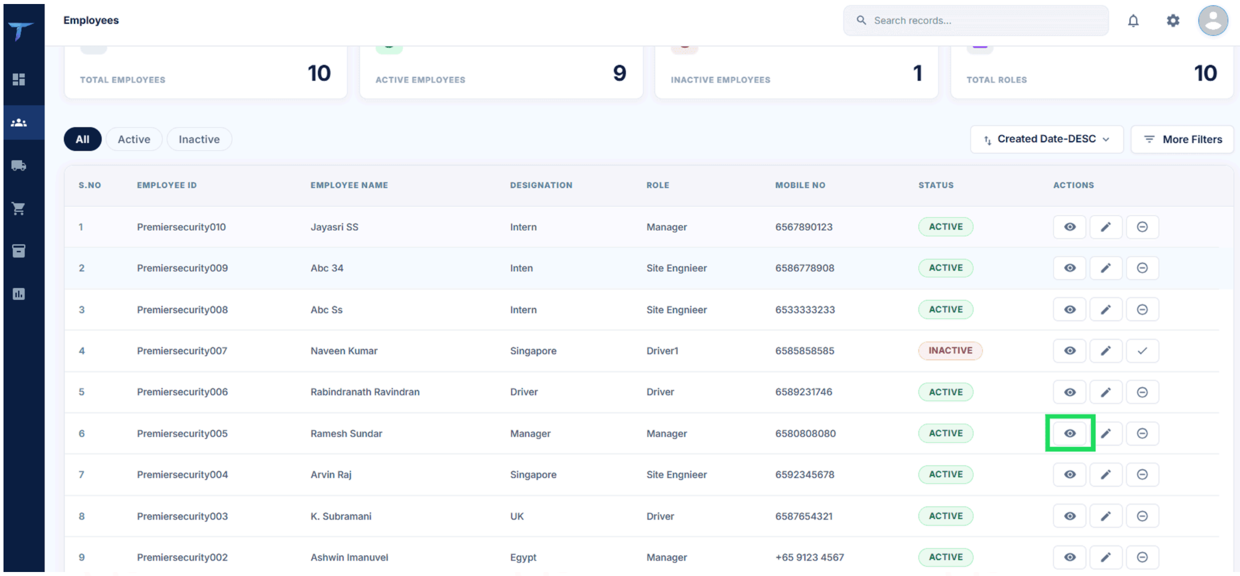


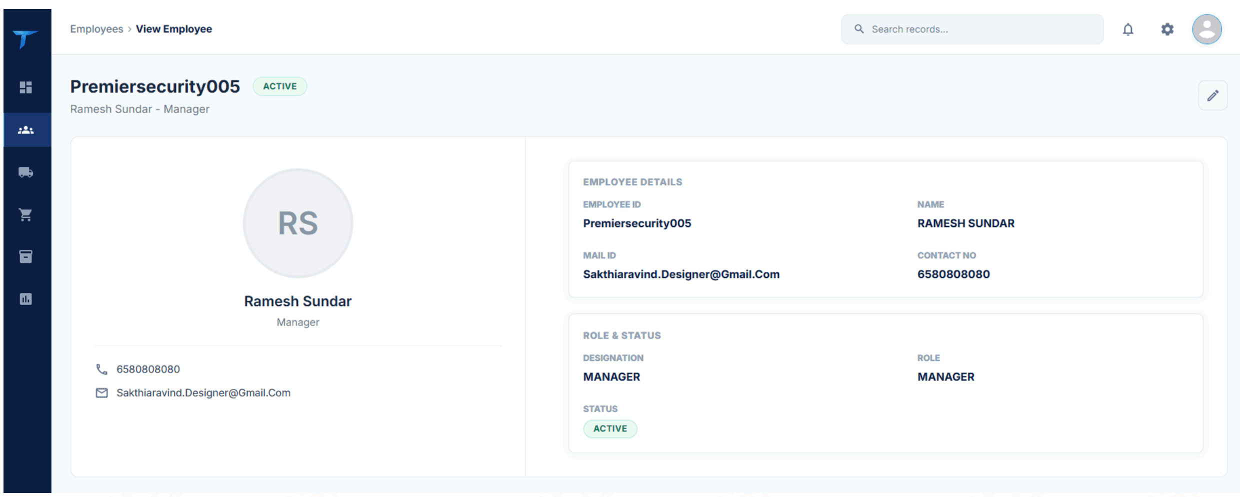
Once the employee is successfully created, the system will save the employee details and display the newly created employee record in the employee list.

After creating an employee, the **login credentials are automatically sent to the employee's registered email ID**, along with access to the modules assigned to their respective role.

View Employee:

When viewing the **Employee** page, click the **View** icon against an employee's name to view the employee's complete details.





6. Inventory

The Inventory module manages your product catalogue and stock: products and their variants, warehouses, goods receipt, stock levels, and serial numbers.

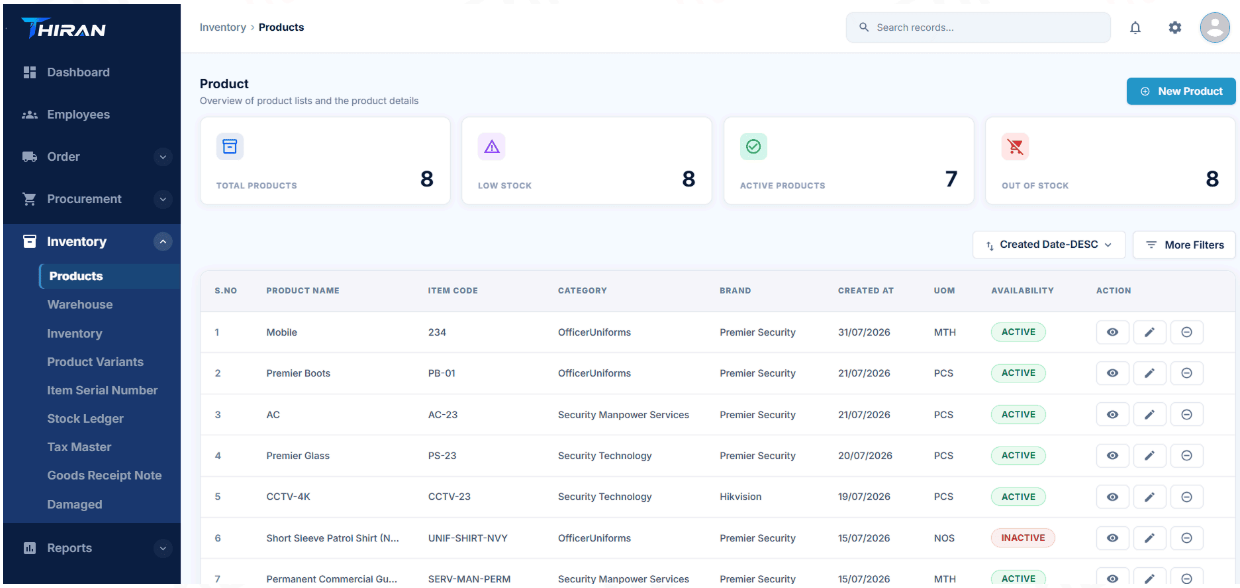
6.1 Products

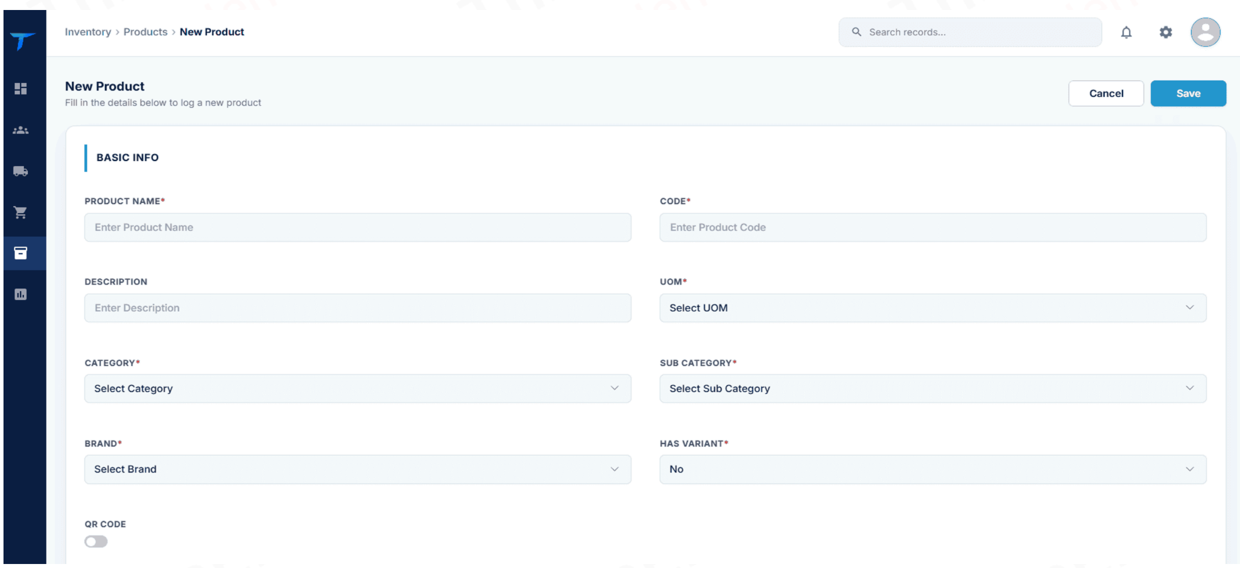
> **Purpose :** Manage and maintain product details used across procurement and inventory. Products track information, stock availability, and status.

Overview cards. The Products screen shows **Total Products**, **Low Stock**, **Active Products**, and **Out of Stock**.

1. Go to **Inventory → Products** and click **New Product**.
2. Complete the **Basic Info**: product name, code, description, UOM, category, sub category, and brand.
3. Set **Has Variant** and, if needed, enable **QR Code** and **Barcode Serialization**. Attach **Product Images**.
4. Complete **Inventory & Costing**: storage location, serialization, tracking expiry, purchase cost, and measured type.
5. Enter dimensions (**Length, Width, Height, Net Weight**), the **Weight Unit**, and any **Overall Remarks**.
6. Click **Save**. A confirmation message is displayed.

Field	Description	Required
Product Name	The name of the product.	Yes
Code	A unique product code.	Yes
Description	A description of the product.	Optional
UOM	The unit of measure.	Yes
Category / Sub Category	The product classification.	Yes
Brand	The product brand.	Optional
Has Variant	Whether the product has variants.	Yes
Purchase Cost	The cost used for inventory valuation.	Optional





Once the product is successfully created, the system will save the product details and display the newly created product in the product list. The product information can be viewed, updated, and used in related transactions such as purchase and inventory management.

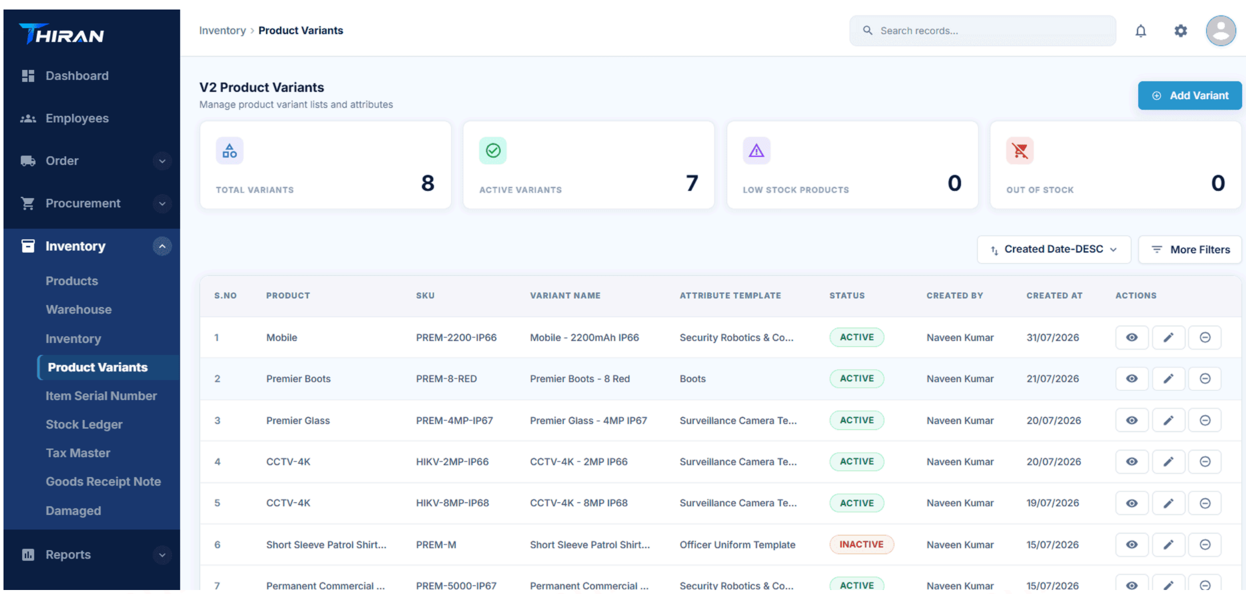
6.2 Product Variants

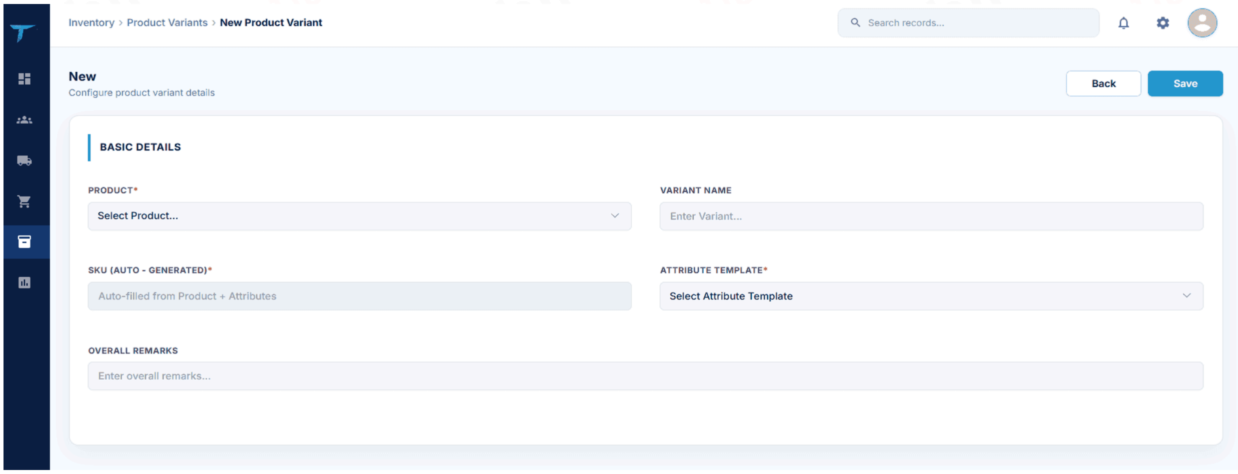
Purpose : Manage different variations of a product based on attributes such as size, color, model, or specification. Variants help track variant-wise stock and availability.

1. Go to **Inventory → Product Variants** and click **Add Variant**.
2. Select the **Product** and enter a **Variant Name**. The **SKU** is generated automatically.

3. Select an **Attribute Template** and add any **Overall Remarks**.
4. Click **Save**. A confirmation message is displayed.

Field	Description	Required
Product	The product this variant belongs to.	Yes
Variant Name	A name for the variant.	Yes
SKU	A unique stock-keeping unit, generated from product and attributes.	Auto
Attribute Template	The set of attributes that define the variant.	Yes
Overall Remarks	Any additional notes.	Optional





Once the product variant is successfully created, the system will save the variant details and display the newly created product variant in the variant list. The variant can be used to manage different versions, attributes, or specifications of the product in inventory and related transactions.

6.3 Warehouses

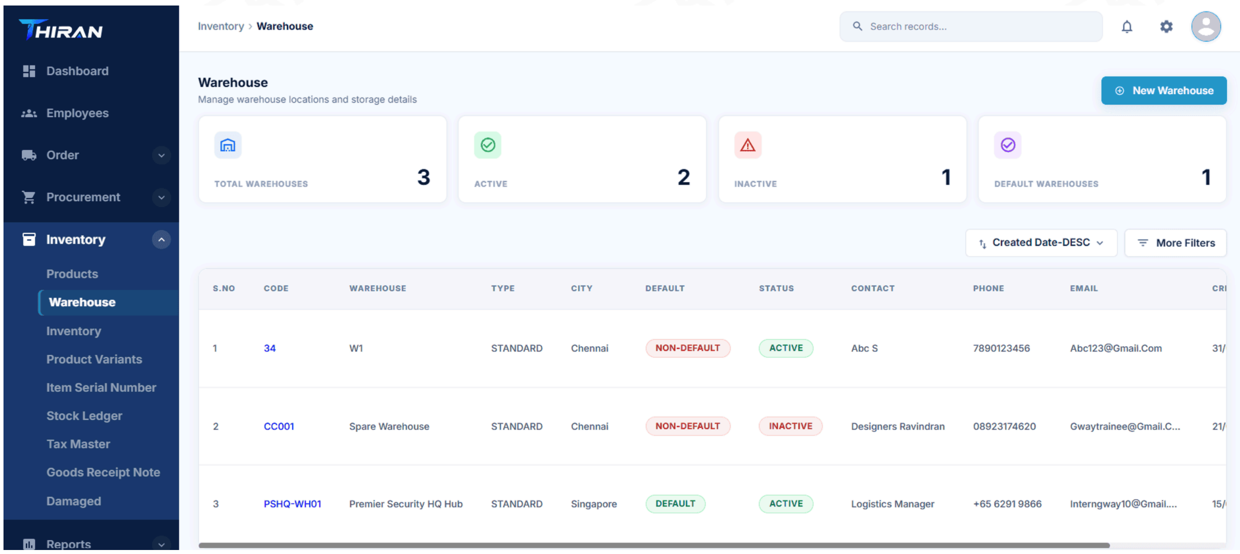
> **Purpose :** Manage warehouse locations where products are stored, received, transferred, and dispatched. Warehouses help track stock availability by location.

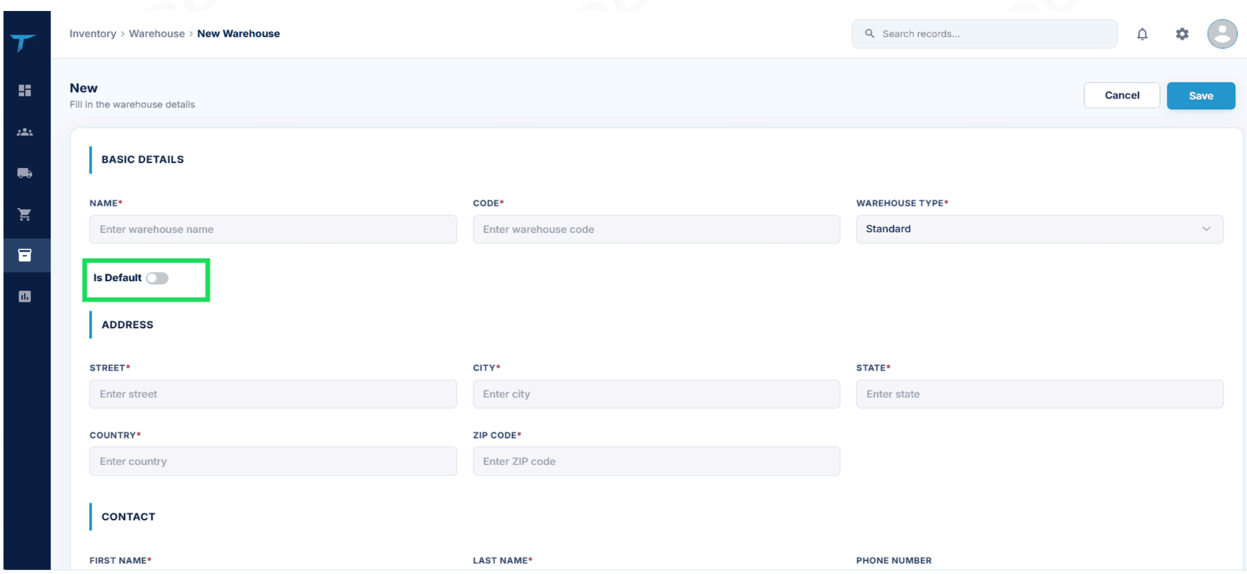
Overview cards. Shows **Total Warehouses**, **Active Warehouses**, **Inactive Warehouses**, and **Default Warehouse**.

1. Go to **Inventory → Warehouse** and click **New Warehouse**.
2. Enter **Basic Details**: name, code, and warehouse type. Mark as default if required.
3. Enter the **Address** (street, city, state, country, ZIP code).
4. Enter the **Contact** details (first name, last name, phone number, email).
5. Click **Save**. A confirmation message is displayed.

Field	Description	Required
Name	The warehouse name.	Yes
Code	A unique warehouse code.	Yes
Warehouse Type	The type of warehouse (for example, Standard).	Yes
Address	Street, city, state, country, and ZIP code.	Yes

Field	Description	Required
Contact	Contact person name, phone number, and email.	Yes





The **Default** button is used to mark a warehouse as the **default warehouse**. The selected default warehouse will be automatically used when a warehouse is required during relevant inventory transactions.

Once the warehouse is successfully created, the system will save the warehouse details and display the newly created warehouse in the warehouse list. The warehouse can be used for inventory management, stock movements, and other related transactions.

6.4 Goods Receipt Note (GRN)

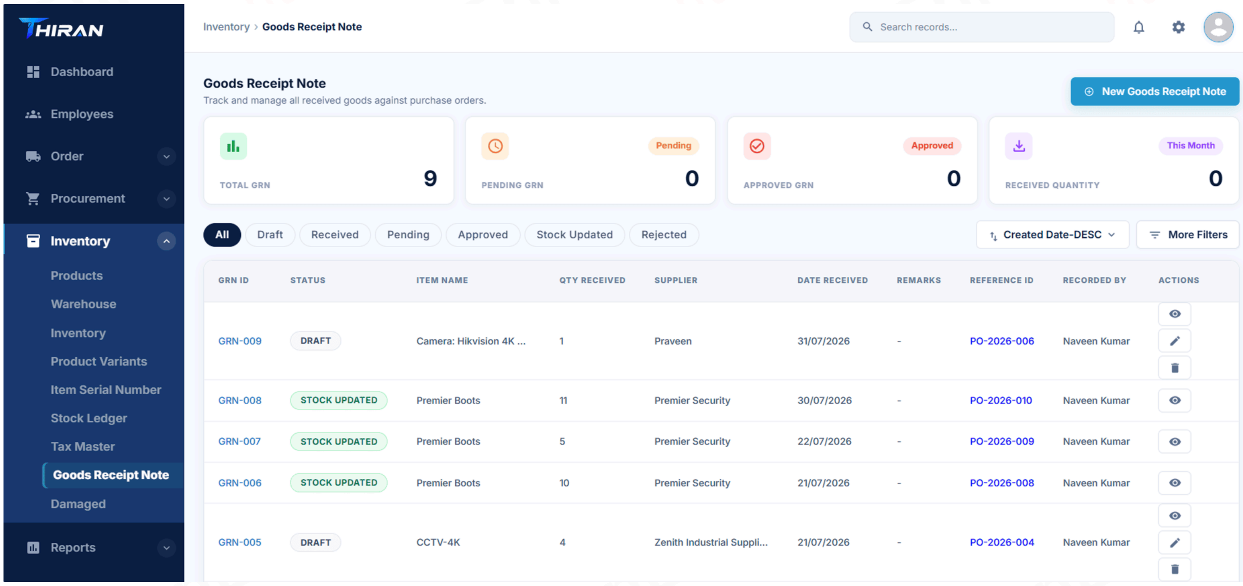
Purpose : Record and verify goods received from vendors against purchase orders. A GRN confirms receipt of items before inventory is updated.

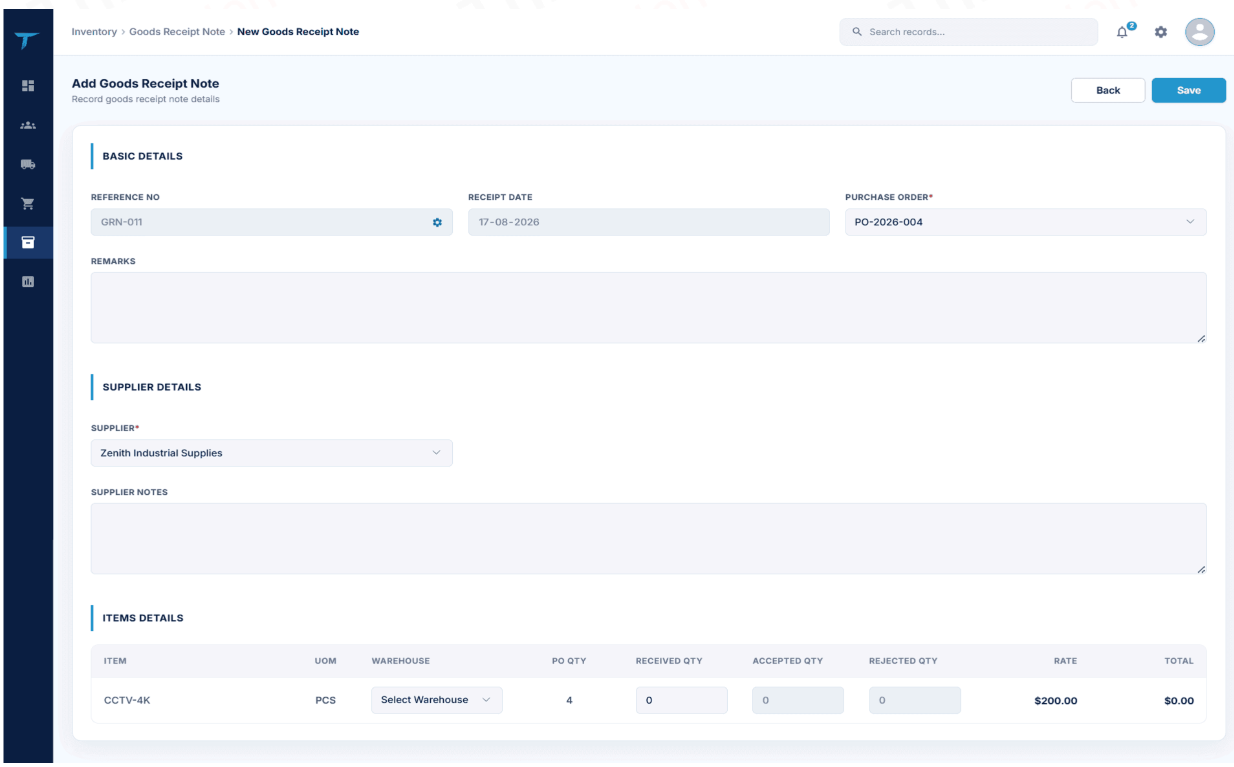
Overview cards. Shows **Total GRNs**, **Approved GRNs**, and **Pending GRNs**.

1. Go to **Inventory → Goods Receipt Note** and click **New Goods Receipt Note**.
2. Choose the **Purchase Order**. Supplier and item details are filled in automatically.
3. Select the **Warehouse** and add any **Remarks**.
4. Click **Save**. The GRN is created.

Note : Once a GRN is approved, the received items are added to inventory. The system updates stock quantities and assigns warehouse locations and serial numbers (if applicable), making the products available for other transactions.

Field	Description	Required
Reference No	A unique GRN reference.	Auto
Receipt Date	The date of receipt.	Auto
Purchase Order	The purchase order being received against.	**Yes**
Supplier & Item Details	Filled in automatically from the purchase order.	Auto
Warehouse	The warehouse receiving the goods.	**Yes**
Remarks	Any additional notes.	Optional

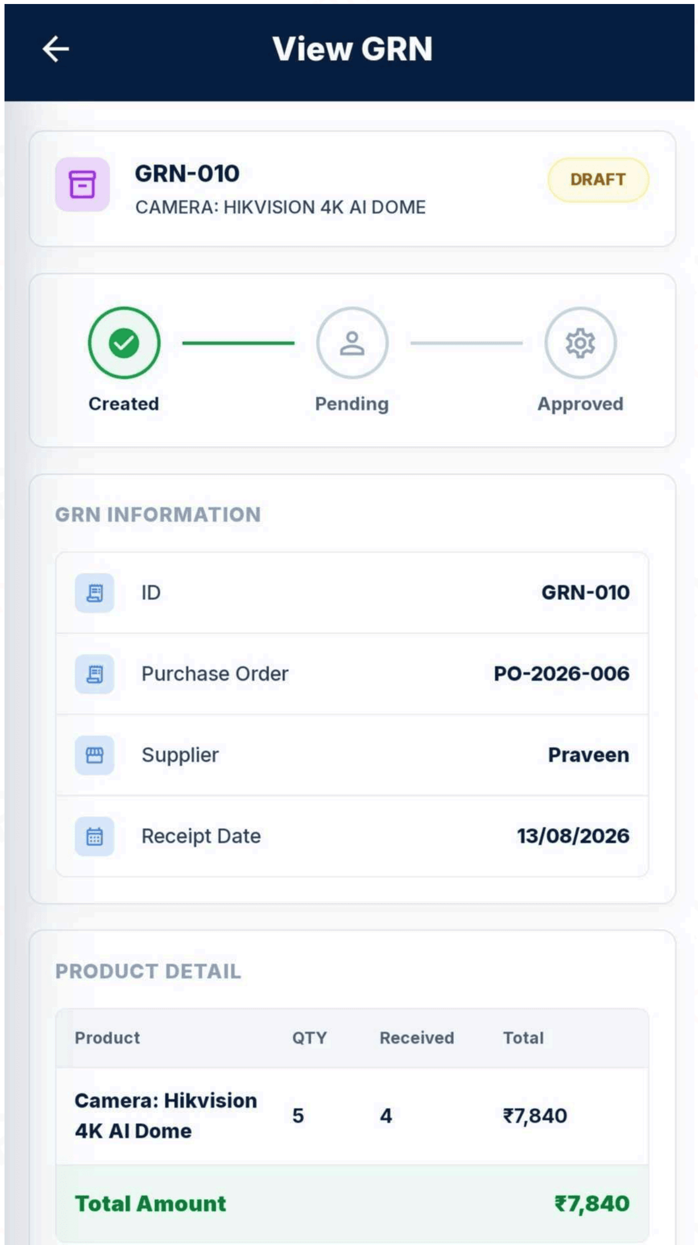




Once the GRN (Goods Receipt Note) is successfully created, the system will save the GRN details and update the received stock quantity in inventory. The created GRN will be displayed in the GRN list and can be used for further processes such as quality checking, stock management, and purchase tracking.

The rejected quantity specified while creating the GRN record can either be approved through the Damaged Item module or returned through a Purchase Return.

GRN can be viewed and approved by the respective user role in the mobile view.



6.5 Inventory and adding stock

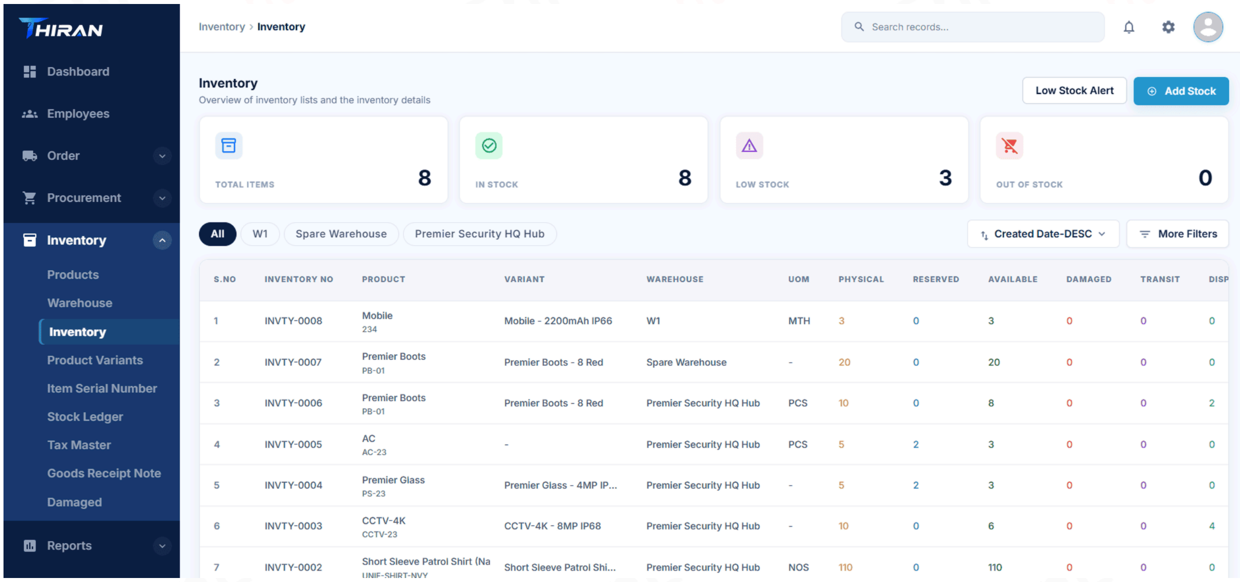
Purpose : Manage and monitor product stock across all warehouses. Inventory tracks stock availability, warehouse-wise quantities, and low-stock levels for efficient management.

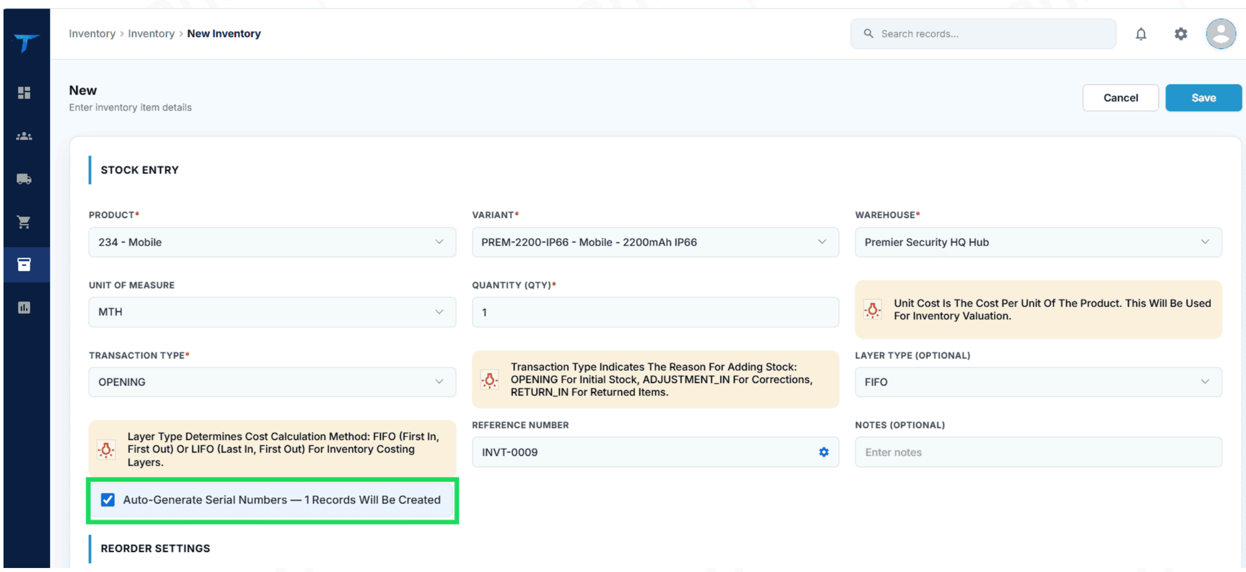
Overview cards. Shows **Total Items**, **In Stock**, **Low Stock**, and **Out of Stock**. The **All** tab shows every warehouse; each warehouse also has its own tab.

1. Go to **Inventory → Inventory** and click **Add Stock**.
2. Select the **Product**, **Variant**, and **Warehouse**.
3. Enter the **Quantity**. The **Unit of Measure** and **Transaction Type** are set automatically.
4. Optionally select **Auto-Generate Serial Numbers**, then set the **Min Stock Level** and **Max Stock Level**.
5. Click **Save**. A confirmation message is displayed and an **Inventory No** is generated.

Field	Description	Required
Product	The product to add stock for.	Yes
Variant	The product variant, if applicable.	Optional
Warehouse	The receiving warehouse.	Yes
Quantity	The quantity being added.	Yes
Transaction Type	The reason for the entry (for example, Opening, Adjustment, Return).	Auto
Reference Number	A unique reference for the entry.	Auto
Min / Max Stock Level	Reorder thresholds for the item.	Yes

Note : Low Stock Alerts display products at or below their minimum stock level, helping you replenish stock on time and prevent shortages.

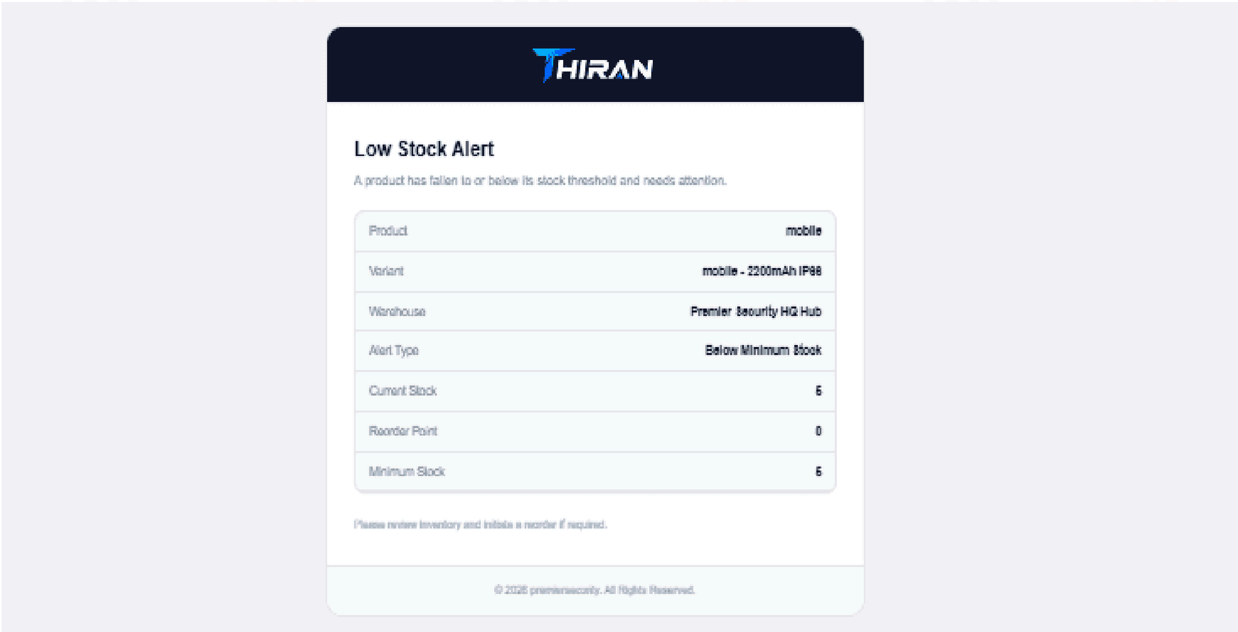




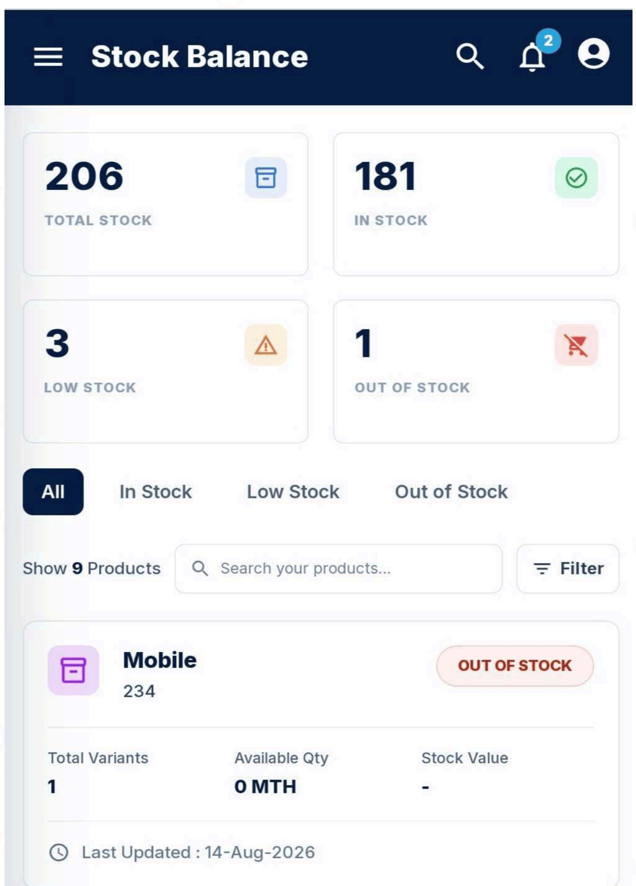
Once the stock is successfully added, the system will save the stock details and update the available inventory quantity. The added stock will be reflected in the stock list and can be used for inventory tracking, stock movements, and related transactions.

When adding stock to the **Inventory**, an **Auto Generate Serial Number** option is available to automatically generate unique serial numbers for the added items.

When the **stock level is low**, a notification will be sent through the **app**, and an **email** alert will also be sent.



The stock overview can be viewed in the mobile view.



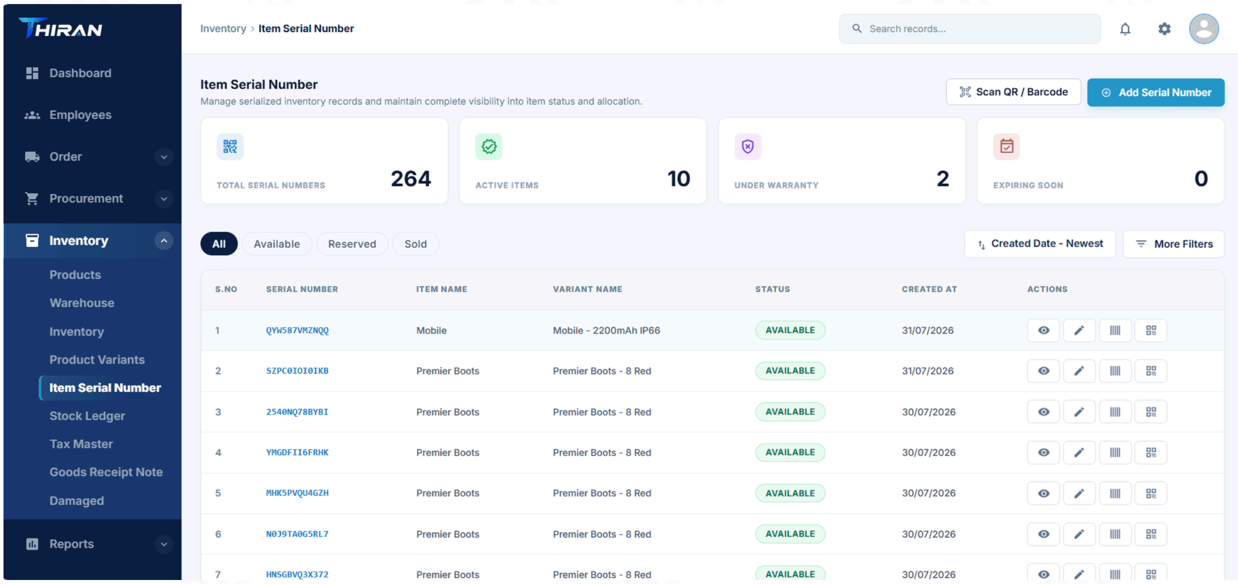
6.6 Item Serial Numbers

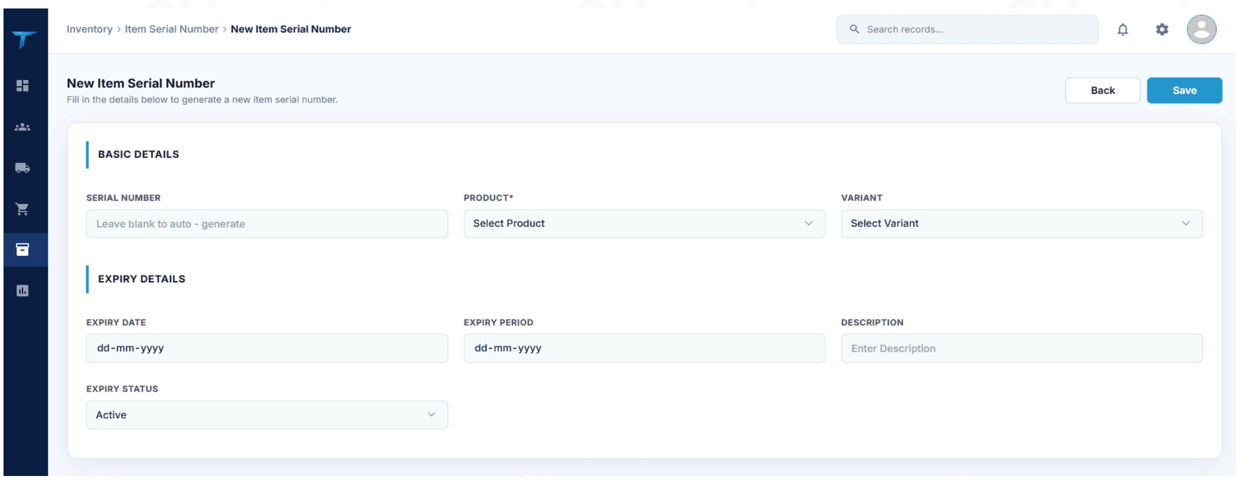
> **Purpose :** Manage and track individual products using unique serial numbers after stock is updated. Serial numbers help monitor product status, warranty details, dispatch history, and movement throughout the product lifecycle.

Overview cards. Shows **Total Serial Numbers**, **Active Items**, **Under Warranty**, and **Expiring Soon**. Tabs filter by **All, Available, Reserved**, and **Sold**.

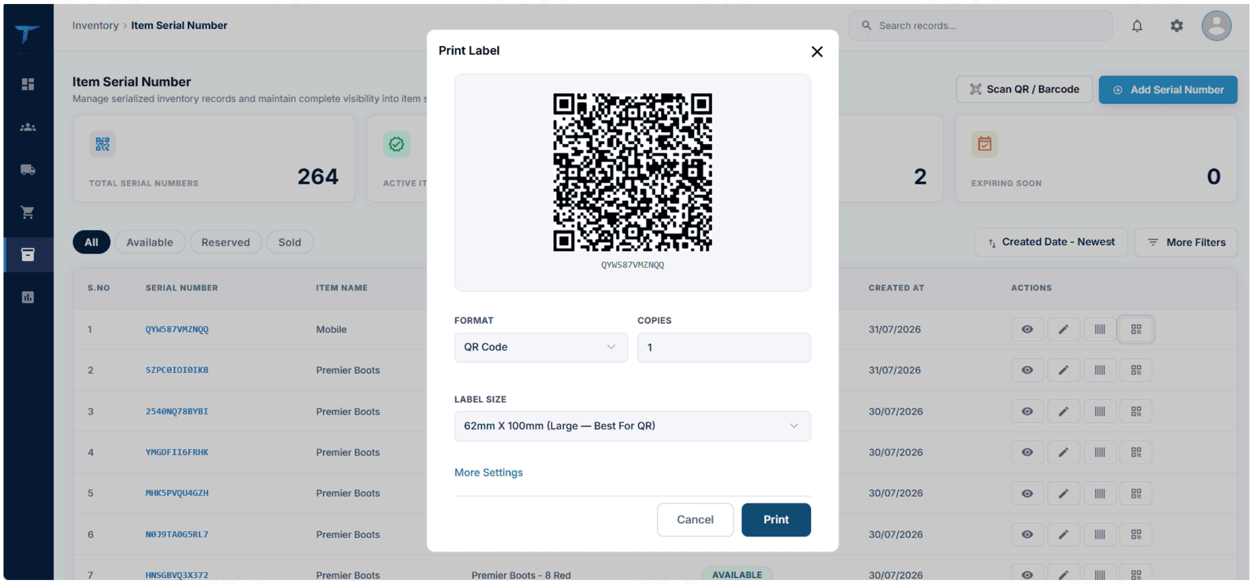
1. Go to **Inventory → Item Serial Number** and click **Add Serial Number**.
2. Select the **Product** and **Variant**. The **Serial Number** is generated automatically.
3. Set the **Expiry Date**, **Expiry Period**, and **Expiry Status**, and add a **Description** if needed.
4. Click **Save.** A confirmation message is displayed.

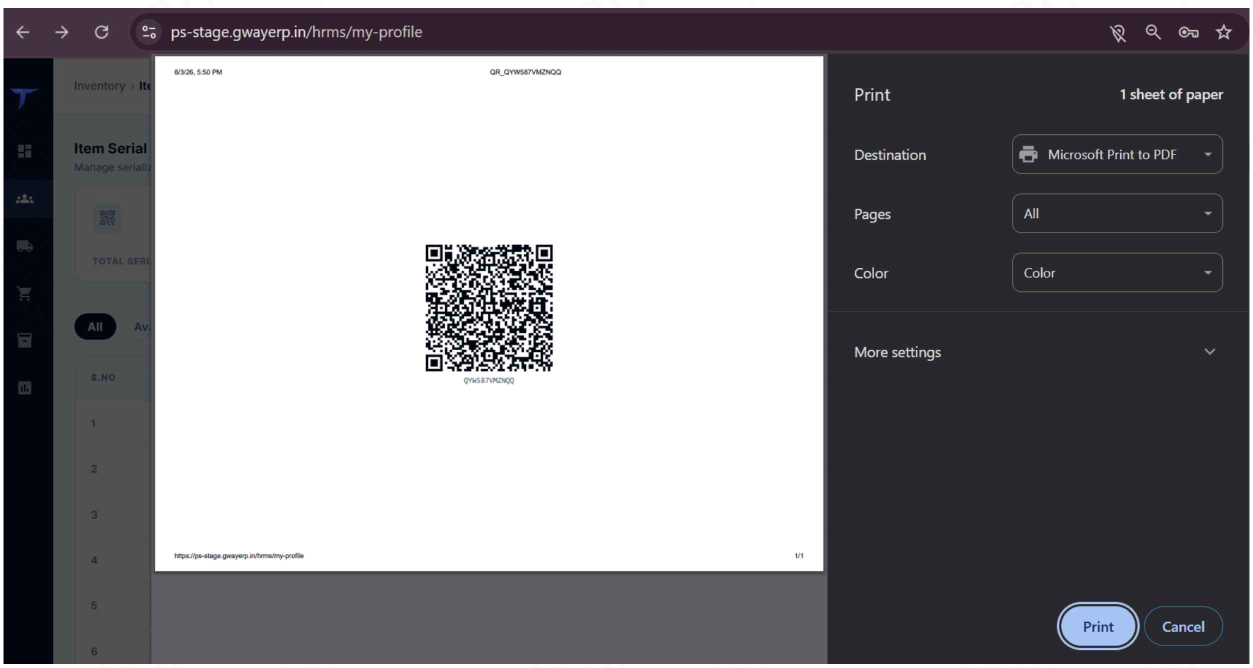
Field	Description	Required
Serial Number	A unique serial number for the item.	Auto
Product	The product is being serialized.	**Yes**
Variant	The product variant, if applicable.	Optional
Expiry Date / Period / Status	Warranty or expiry tracking details.	Optional
Description	Any additional notes.	Optional



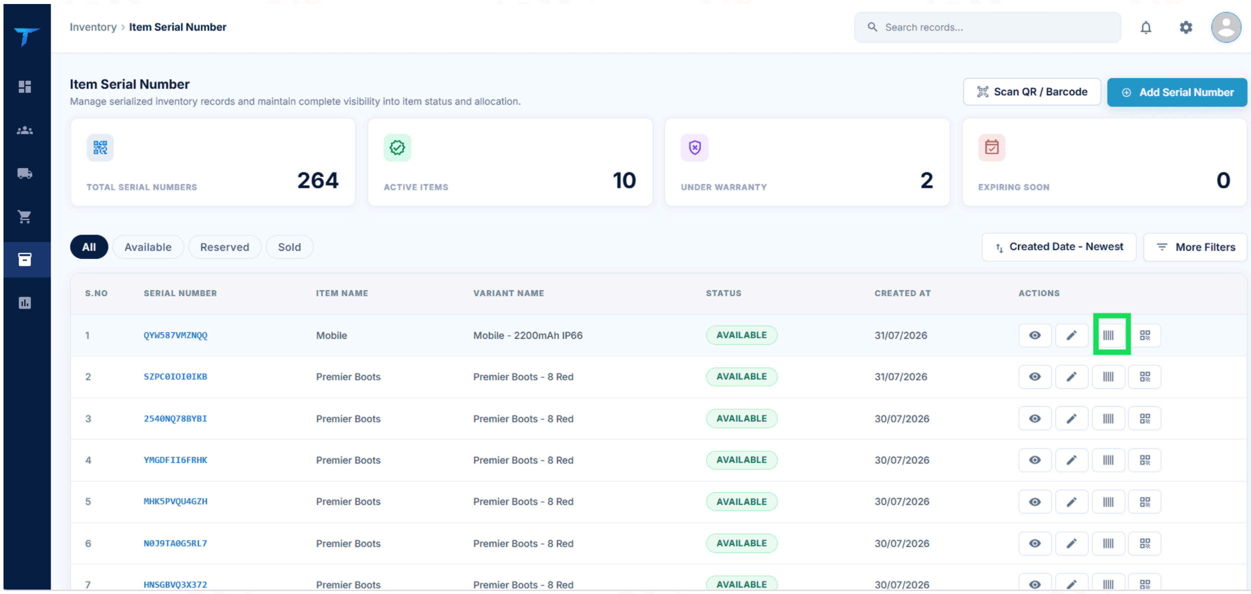


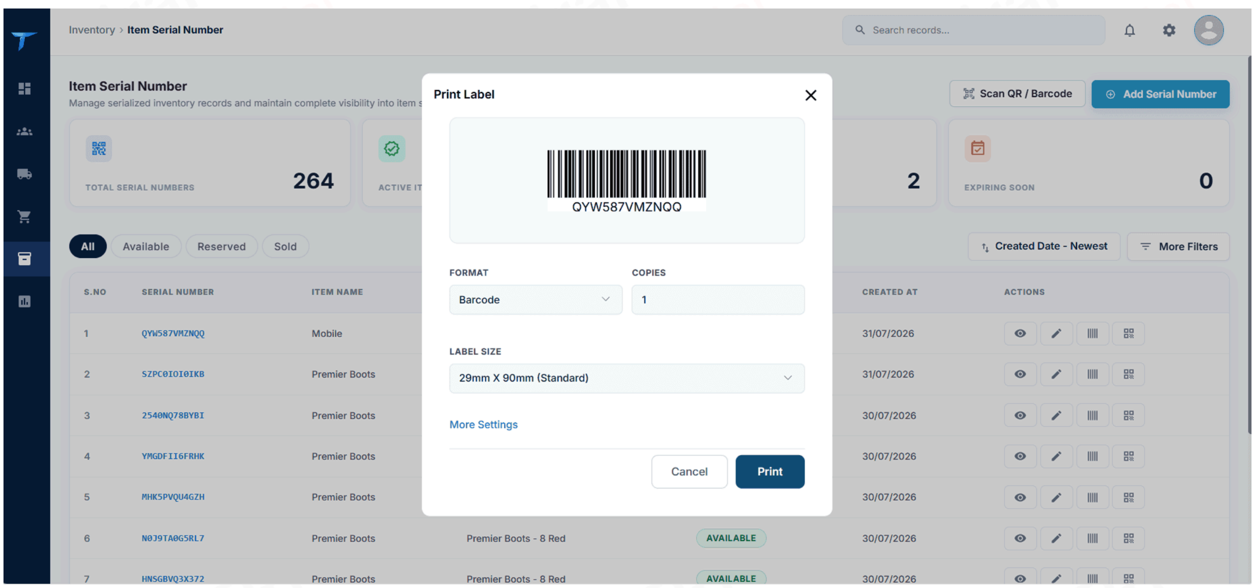
To print a QR code for a specific item serial number, click the **QR Code** icon against the required item. The system will generate and display the QR code, which can then be printed for identification and tracking purposes

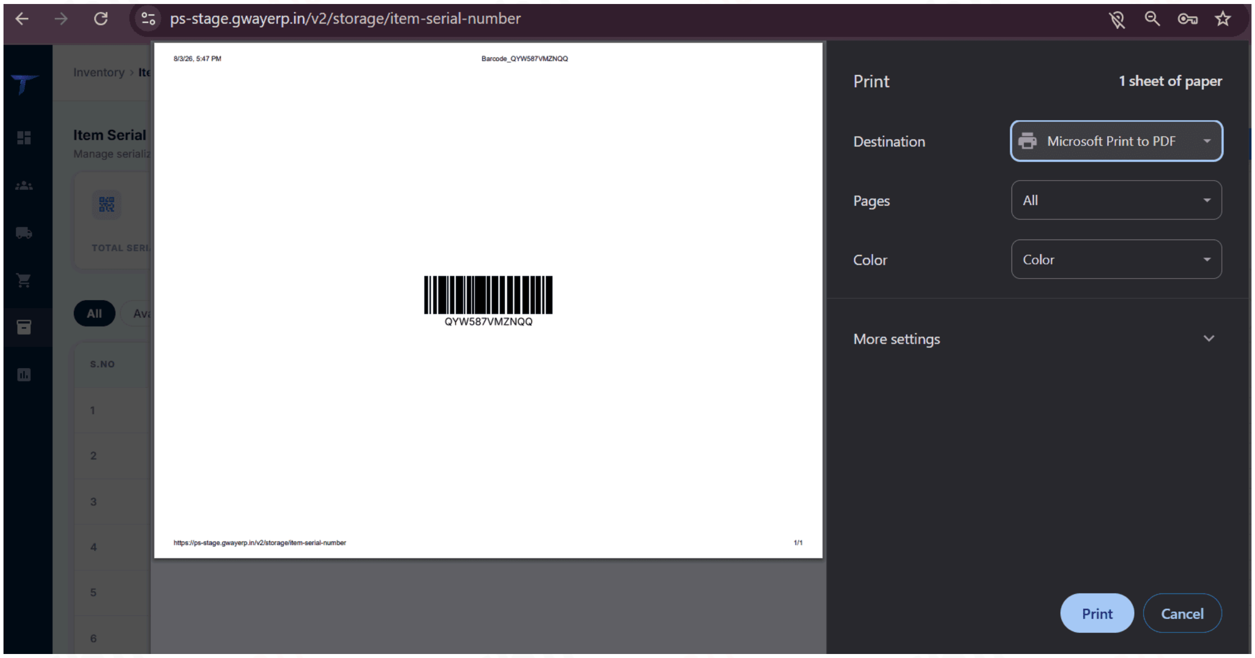




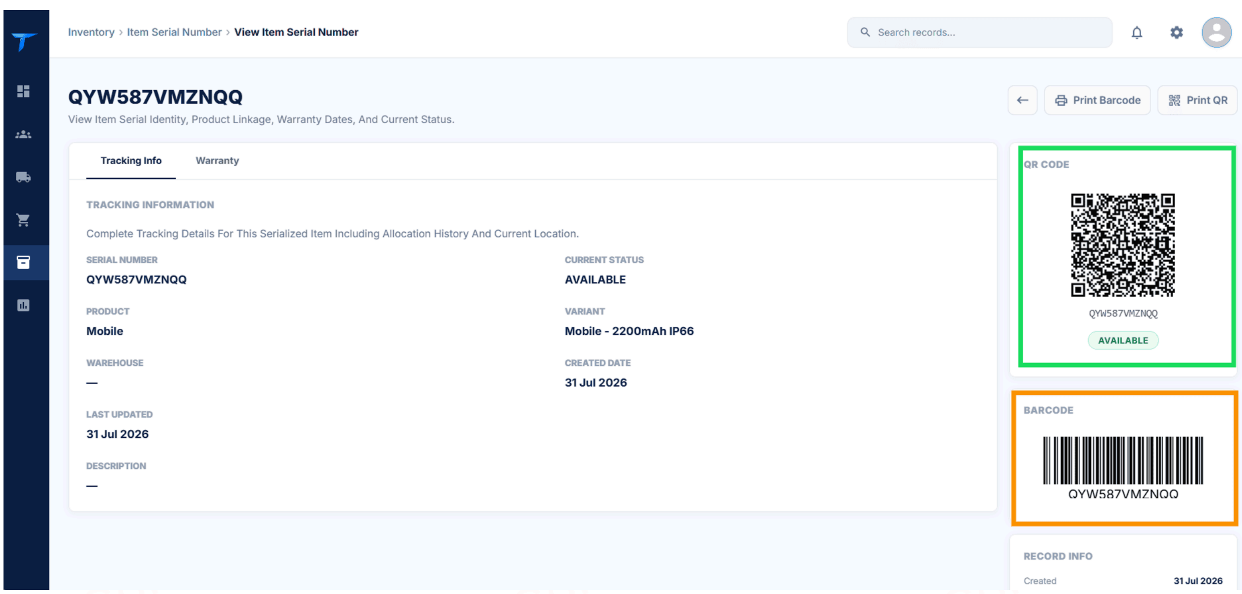
To print a label for a specific item serial number, click the **Barcode** icon against the corresponding **Item Name**. The system will generate and print the label containing the item's details, such as the serial number and other configured information


Inventory › Item Serial Number
Search records...
Item Serial Number
Manage serialized inventory records and maintain complete visibility into item status and allocation.
Scan QR / Barcode
Add Serial Number
TOTAL SERIAL NUMBERS 264
ACTIVE ITEMS 10
UNDER WARRANTY 2
EXPIRING SOON 0
All
Available
Reserved
Sold
Created Date - Newest
More Filters
S.NO | SERIAL NUMBER | ITEM NAME | VARIANT NAME | STATUS | CREATED AT | ACTIONS
1 | QYW587VMZNQQ | Mobile | Mobile - 2200mAh IP66 | AVAILABLE | 31/07/2026
2 | SZPC0IOI0IKB | Premier Boots | Premier Boots - 8 Red | AVAILABLE | 31/07/2026
3 | 2540NQ78BYBI | Premier Boots | Premier Boots - 8 Red | AVAILABLE | 30/07/2026
4 | YMGDFII6FRHK | Premier Boots | Premier Boots - 8 Red | AVAILABLE | 30/07/2026
5 | MHK5PVQU4GZH | Premier Boots | Premier Boots - 8 Red | AVAILABLE | 30/07/2026
6 | NO39TA0G5RL7 | Premier Boots | Premier Boots - 8 Red | AVAILABLE | 30/07/2026
7 | HNSGBVQ3X372 | Premier Boots | Premier Boots - 8 Red | AVAILABLE | 30/07/2026

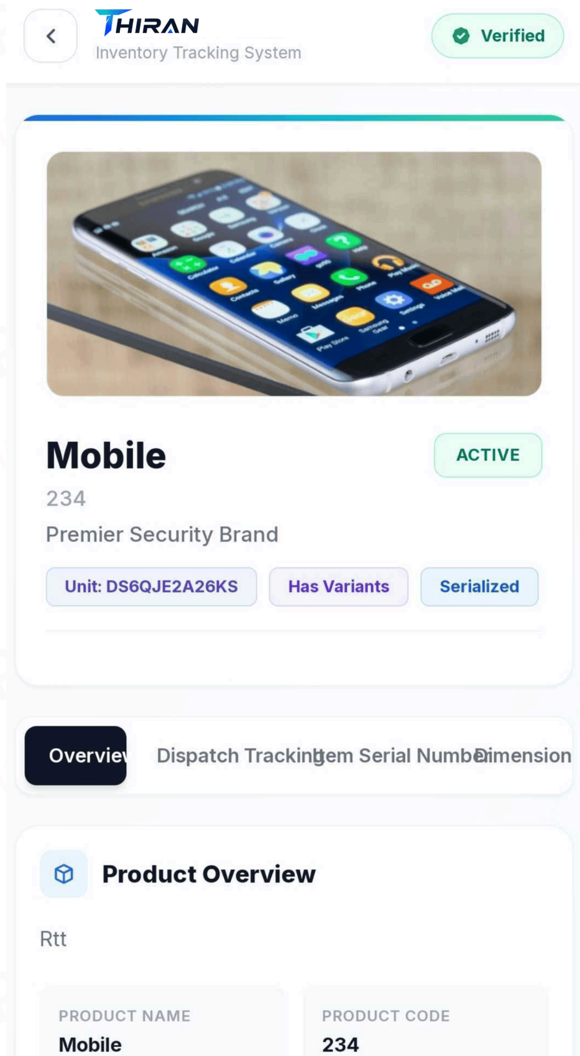

Inventory › Item Serial Number
Search records...
Item Serial Number
Manage serialized inventory records and maintain complete visibility into item s
Scan QR / Barcode
Add Serial Number
TOTAL SERIAL NUMBERS 264
ACTIVE IT
2
EXPIRING SOON 0
Print Label
QYW587VMZNQQ
FORMAT
Barcode
COPIES
1
LABEL SIZE
29mm X 90mm (Standard)
More Settings
Cancel
Print
All
Available
Reserved
Sold
Created Date - Newest
More Filters
S.NO | SERIAL NUMBER | ITEM NAME | CREATED AT | ACTIONS
1 | QYW587VMZNQQ | Mobile | 31/07/2026
2 | SZPC0IOI0IKB | Premier Boots | 31/07/2026
3 | 2540NQ78BYBI | Premier Boots | 30/07/2026
4 | YMGDFII6FRHK | Premier Boots | 30/07/2026
5 | MHK5PVQU4GZH | Premier Boots | 30/07/2026
6 | NO39TA0G5RL7 | Premier Boots | Premier Boots - 8 Red | AVAILABLE | 30/07/2026
7 | HNSGBVQ3X372 | Premier Boots | Premier Boots - 8 Red | AVAILABLE | 30/07/2026



Click the **View** icon against a particular serial number to view the **Item Serial Number** details, including the **QR Code** and **Barcode** options.

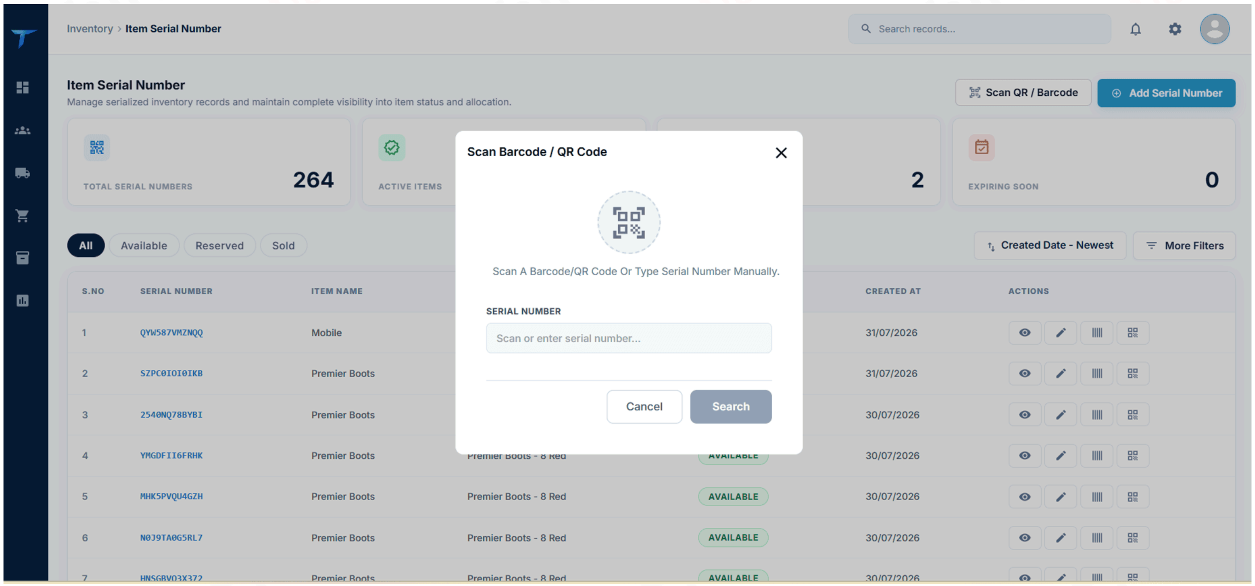


When you scan the **QR code of a product**, it opens the **product page**, where you can view details such as the product name, price, description, availability, and other relevant information.



Search by Serial Number:

Use the **Serial Number** search field to search for an item by entering its serial number. The system will display the matching item details based on the entered serial number.



Once the item serial number is successfully added, the system will save the serial number details and link them with the respective item. The created serial number will be displayed in the item serial number list and can be used for item tracking, inventory management, and future transactions.

6.7 Stock Ledger:

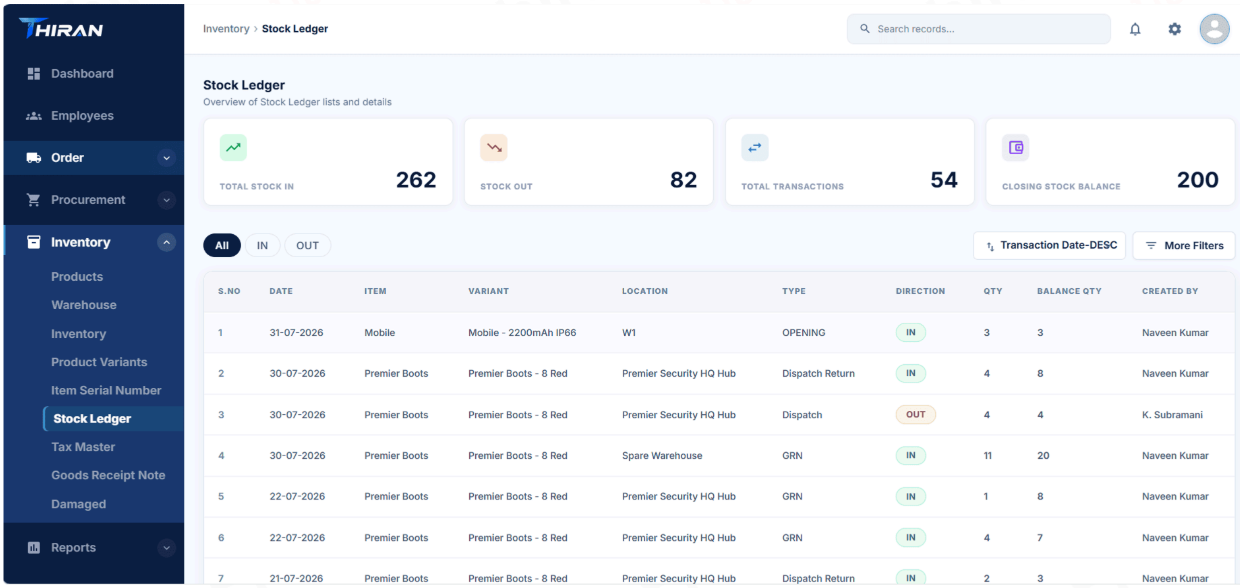
The **Stock Ledger** is used to track the complete **movement and quantity changes of items** in inventory.

It helps users:

- Track **stock received, issued, transferred, or returned**.
- View the **opening, incoming, outgoing, and closing stock**.
- Maintain a clear history of all **stock transactions**.
- Monitor the current stock balance for each item.

Clicking the **Stock Ledger** tab displays the following stock summary and transaction tabs:

- **Total Stock In** – Displays the total quantity of stock received into the inventory.
- **Total Stock Out** – Displays the total quantity of stock issued or moved out of the inventory.
- **Total Transactions** – Displays the total number of stock-in and stock-out transactions.
- **Closing Stock Balance** – Displays the remaining stock quantity after all stock movements.
- **All** – Displays all stock-in and stock-out transactions.
- **In** – Displays only stock-in transactions.
- **Out** – Displays only stock-out transactions.

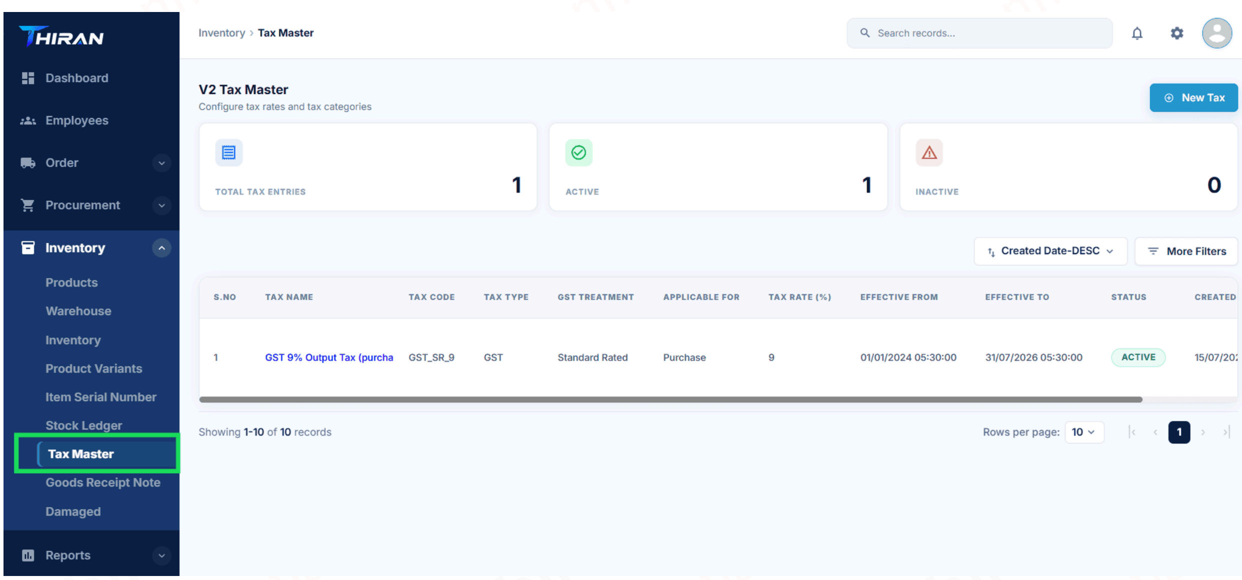


6.8 Tax Master:

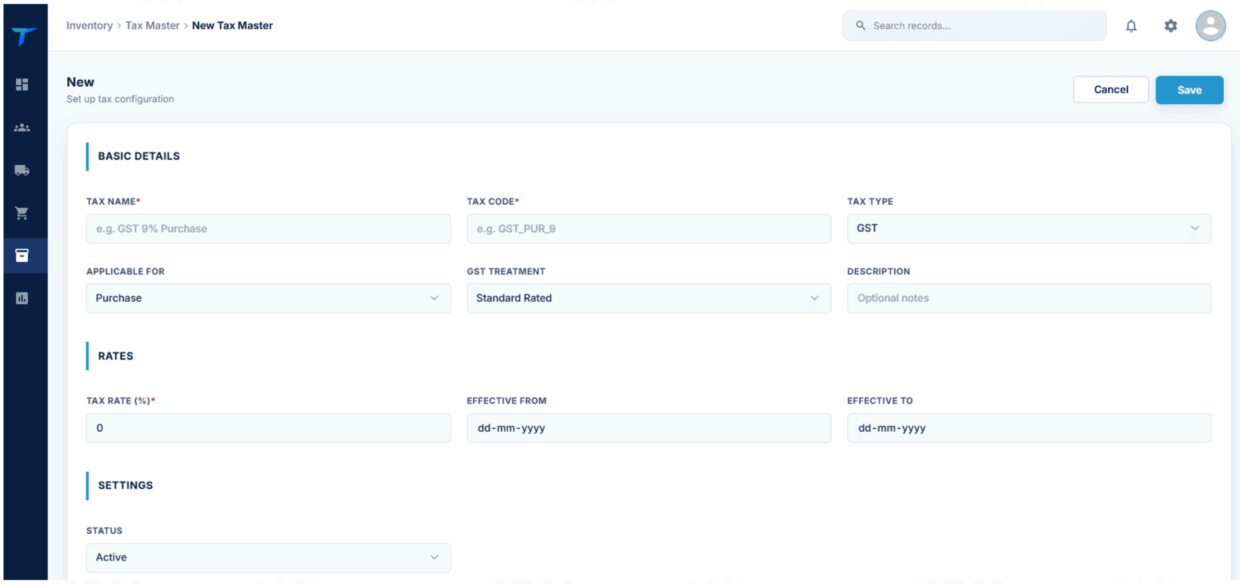
The **Tax Master** is used to create and manage tax details that are applied to transactions such as purchases.

Clicking the **Tax Master** tab displays the following:

- **Total Tax Entries** – Displays the total number of tax entries created.
- **Active** – Displays the tax entries that are currently active and available for use.
- **Inactive** – Displays the tax entries that are currently inactive and unavailable for use.
- **Create New Tax** – Allows users to create and configure a new tax entry.



Creating a New Tax, click on the New Tax Button



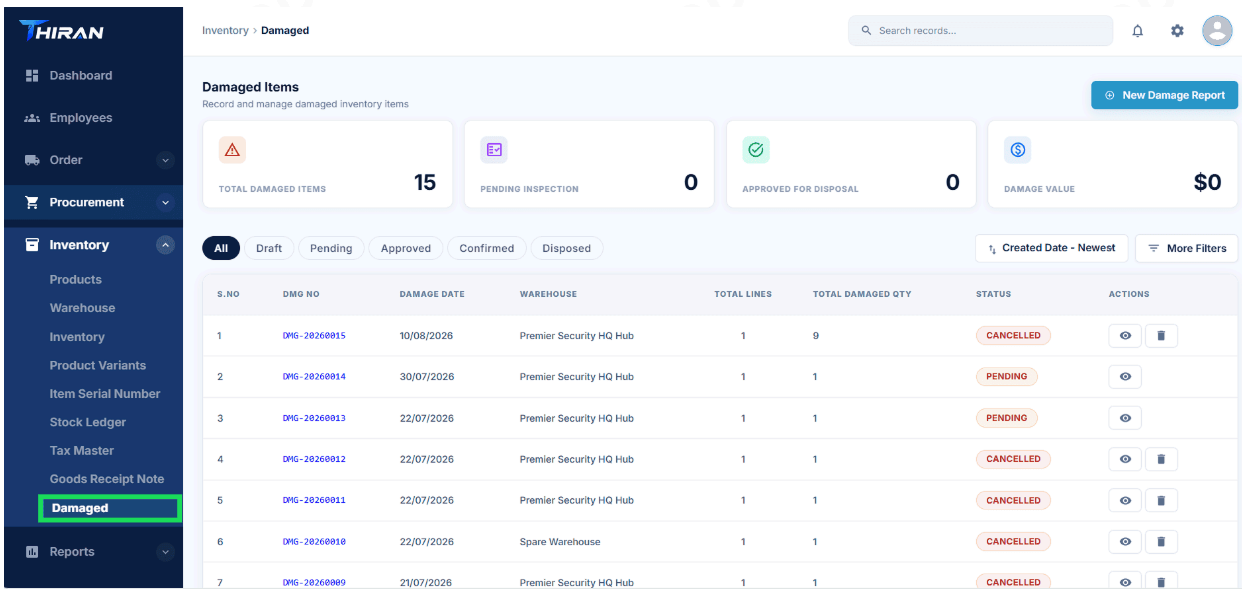
Field	Description	Required
Tax Name	Enter the Tax name	Yes
Tax code	Enter the Tax Code	Yes
Tax Type	Select the Tax Type	Yes
GST Treatment	Select the GST Treatment	Yes
Applicable for	Used to specify where the newly created master data will be applicable	Yes
Tax Rate	Enter the Tax Rate	Yes
Effective From	Select the Effective From Date	Yes
Effective To	Select the Effective To Date	Yes
Status	Select the Status	Yes

6.9 Damaged:

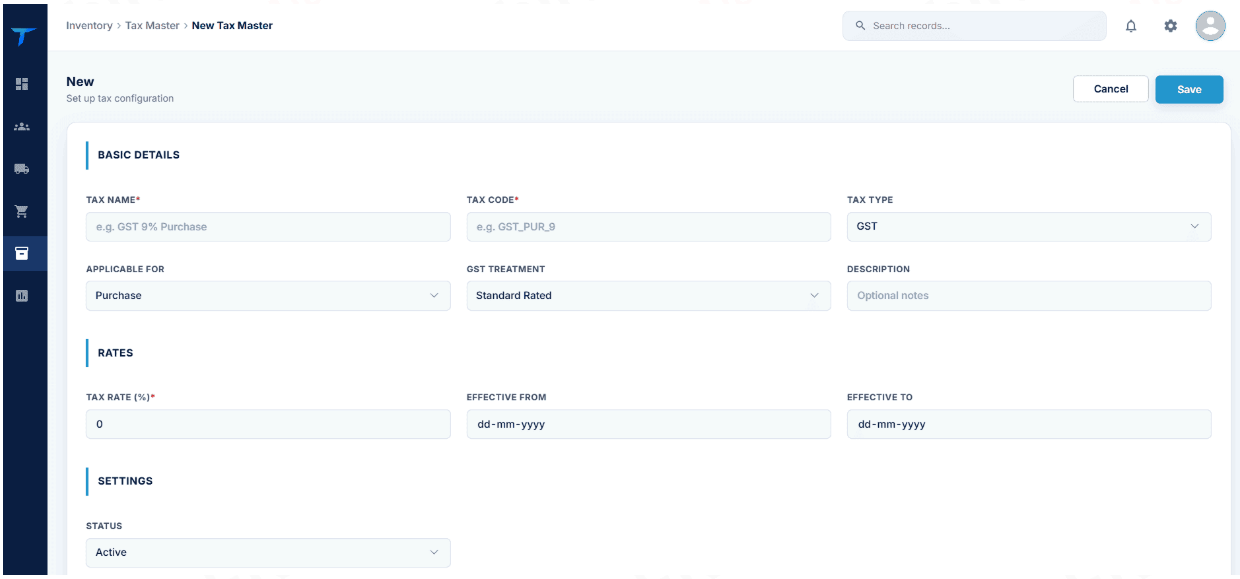
Click the **Damaged** icon to view and manage all damaged items. The page displays **Total Damaged Items**, **Pending Inspection**, **Approved for Disposal**, and **Damaged Value** summary tabs.

Status tabs:

- **All** – View all damaged reports.
- **Draft** – Reports saved but not yet submitted.
- **Pending** – Reports awaiting inspection or approval.
- **Approved** – Reports approved for disposal.
- **Confirmed** – Reports confirmed for disposal.



Click **New Damaged Report** to create and submit a new damaged item report.



Field	Description	Required
Damage Number	A unique number used to identify and track a damaged item record.	Auto
Damage Date	The date on which the item was identified or recorded as damaged.	Yes
Notes	Enter the Notes	Optional
Reference Type	Enter the Reference	Optional
Item	Select the item for which the damage record is being created.	Yes
Variant	Specifies the specific version of an item based on attributes such as size, color, or model.	Yes
Warehouse	Select the warehouse where the item is stored or where the damage occurred	Yes
Damaged QTY	Enter the Damaged QTY	Yes
Serial Nos	Select the Serial Nos	Yes

Field	Description	Required
Damage Type	Select the Damage Type	Optional
Disposition	Select the Disposition	Optional
Damaged By	Enter the Damaged Person	Optional

Damage Type

The **Damage Type** section comprises four types:

1. **GRN Damage** – Used to record goods identified as damaged or defective while receiving a purchase. The damaged quantity is recorded as the rejected quantity in the GRN for further action.
2. **Dispatch Damage** – Used to record items that are damaged during delivery. The damage is recorded when the goods are delivered, based on the condition of the items at the time of delivery.
3. **Dispatch Return Damage** – Used to record items that are found to be damaged at the site and subsequently returned through the Dispatch Return process.
4. **In-Store Damage** – Used to record items that become damaged while stored in the warehouse or store, for inspection and further action.

The damaged item stock will be updated across the system once the respective approver approves the record.

7. Procurement

Procurement manages the full purchasing cycle. The normal flow is: create a Purchase Request, send a Purchase Enquiry to vendors, record Purchase Quotations, raise a Purchase Order, and — if needed — process a Purchase Return.

7.1 Vendors

Purpose : Manage vendor and supplier information. The Vendor screen shows Total Vendors, Total Orders, Active Vendors, and Inactive Vendors, with All, Active, and Inactive filter tabs.

1. Go to **Procurement → Vendor** and click **New Vendor**.
2. Complete the vendor details (see the table below).
3. Click **Save**. A confirmation message is displayed.

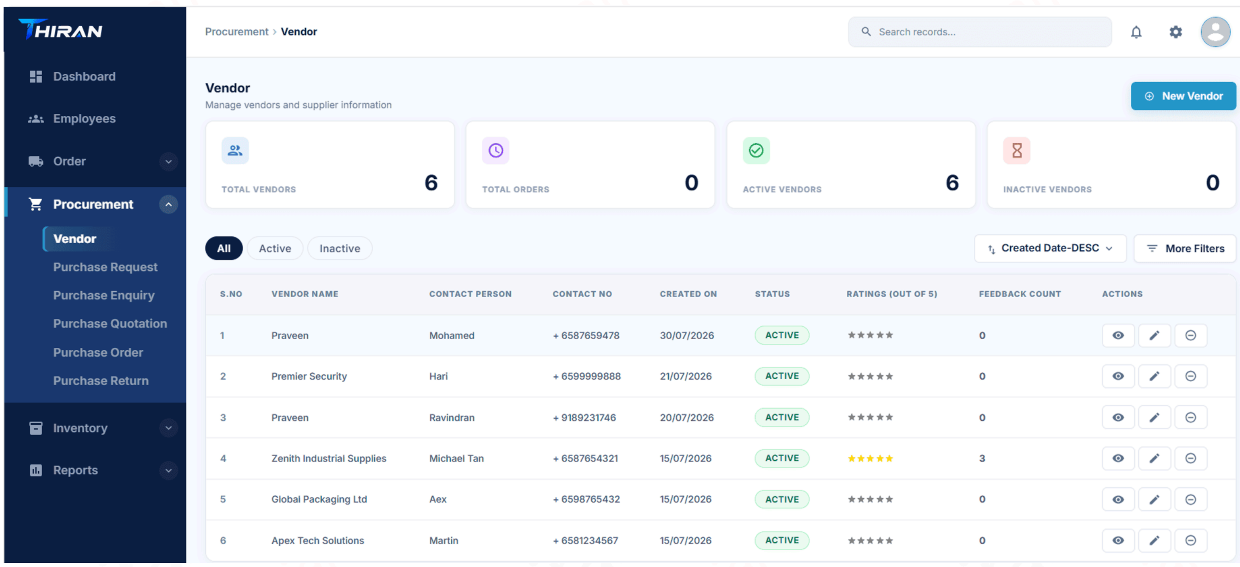
Note : To edit a vendor, click the Edit icon, change the details (such as contact email or number), and click Save.

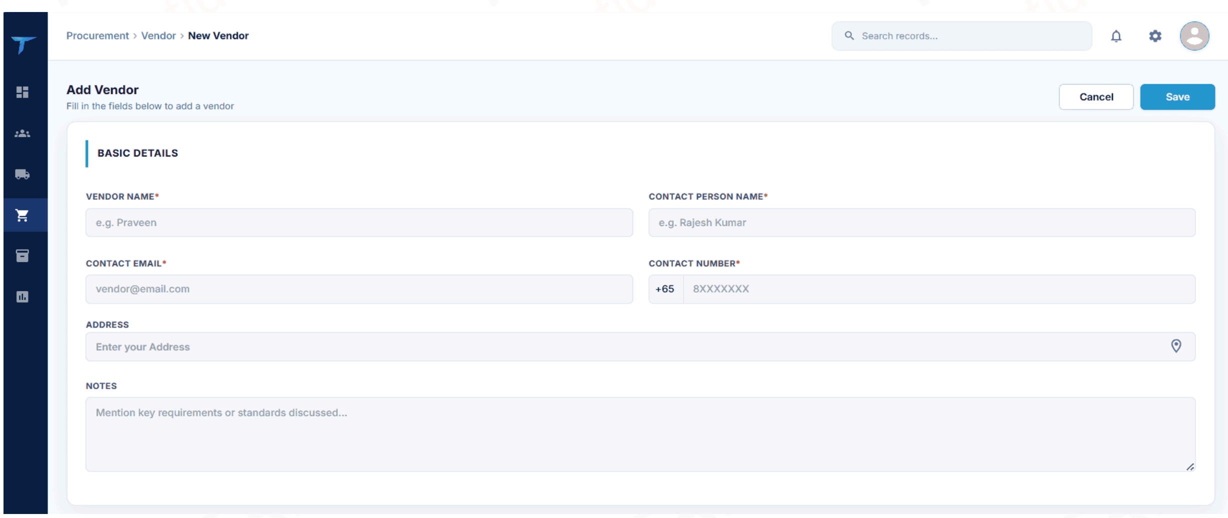
Field	Description	Required
Vendor Name	The vendor’s name.	Yes
Contact Person	The main contact at the vendor.	Yes
Contact Mail	The vendor’s email address.	Yes
Contact Number	The vendor’s phone number.	Yes
Address	The vendor’s address.	Optional

The **Vendor** module is used to create, manage, and monitor vendor details and their purchase-related activities.

Clicking the **Vendor** tab displays the following:

- **Total Vendors** – Displays the total number of vendors available in the system.
- **Total Orders** – Displays the total number of orders associated with vendors.
- **Active Vendors** – Displays the total number of vendors currently active.
- **Inactive Vendors** – Displays the total number of vendors currently inactive.
- **All** – Displays all vendor records.
- **Active** – Displays only active vendor records.
- **Inactive** – Displays only inactive vendor records.
- **New Vendor** – Allows users to create and add a new vendor to the system.





Once the vendor is successfully created, the system will save the vendor details and display the newly created vendor in the vendor list. The vendor information can be used for purchase transactions, quotations, purchase orders, and other related processes.

7.2 Purchase Request

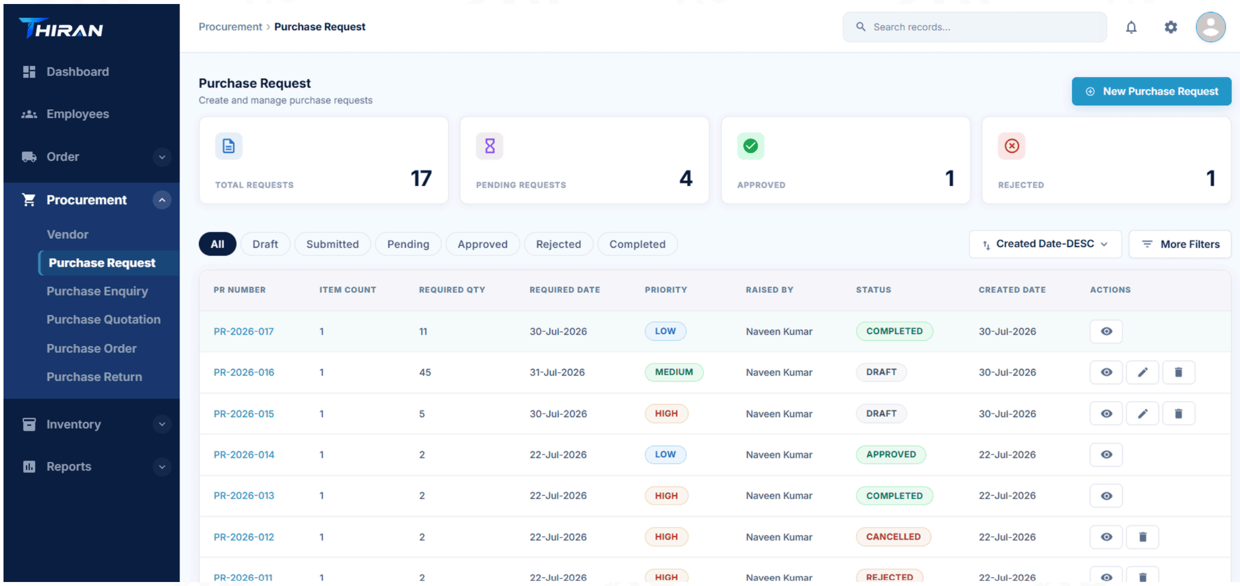
Purpose : Request approval to purchase required items. The Purchase Request screen summarizes Total Requests, Pending, Approved, and Rejected requests, and filters by All, Draft, Submitted, Pending, Approved, Rejected, and Completed.

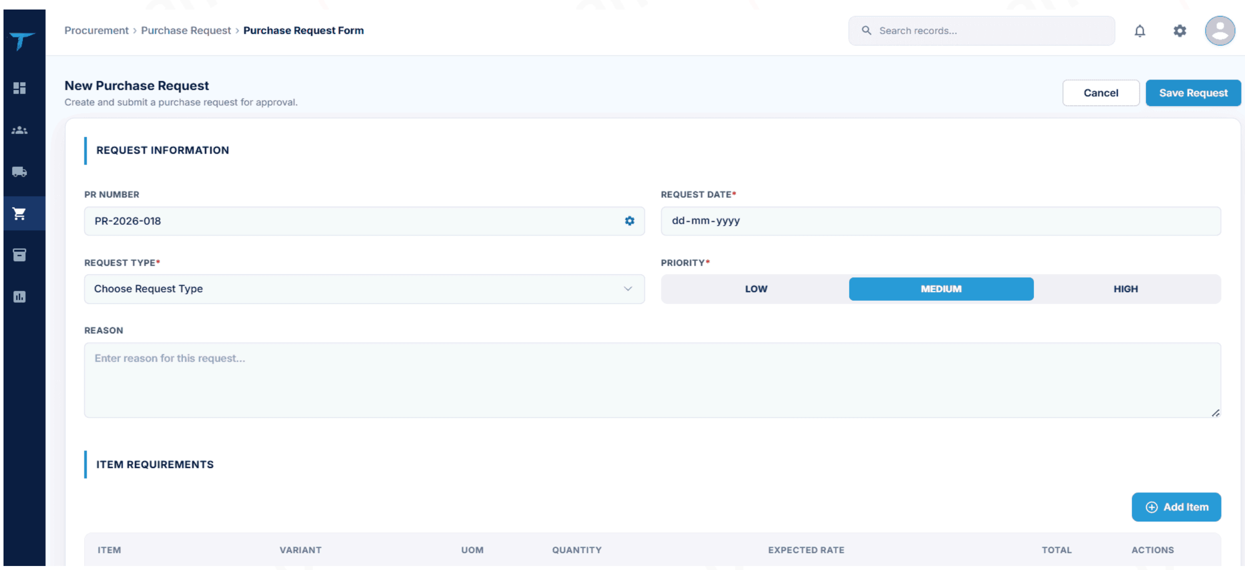
1. Go to **Procurement → Purchase Request** and click **New Purchase Request**.
2. Enter the **Requested Date**, **Request Type**, and **Priority**, and a **Reason** if needed.
3. Click **Add Item** and, for each line, choose the **Item** and **Variant**, and enter the **Quantity** and **Expected Rate**. The **Total** is calculated automatically.
4. Click **Save Request**. A confirmation message is displayed. The request is then submitted for approval.

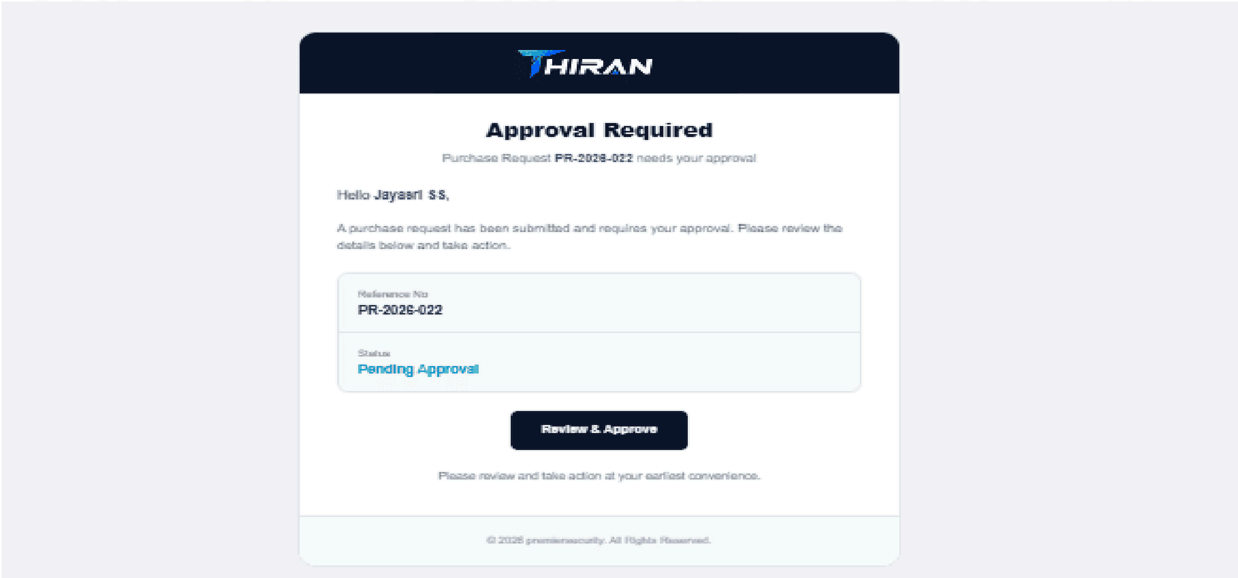
Field	Description	Required
Requested Date	The date of the request.	Yes
Request Type	The type of request.	Yes
Priority	Low, Medium, or High.	Yes
Item / Variant	The item and variant requested.	Yes
Quantity	The quantity required.	Yes
Expected Rate	The expected unit rate.	Yes
Total	Calculated from quantity × rate.	Auto

Note : After a Purchase Request is approved, a Purchase Enquiry can be sent to vendors.

THIRAN


THIRAN
Dashboard
Employees
Order
Procurement
Vendor
Purchase Request
Purchase Enquiry
Purchase Quotation
Purchase Order
Purchase Return
Inventory
Reports
Procurement › Purchase Request
Search records...
Purchase Request
Create and manage purchase requests
New Purchase Request
TOTAL REQUESTS 17
PENDING REQUESTS 4
APPROVED 1
REJECTED 1
All
Draft
Submitted
Pending
Approved
Rejected
Completed
Created Date-DESC
More Filters
PR NUMBER | ITEM COUNT | REQUIRED QTY | REQUIRED DATE | PRIORITY | RAISED BY | STATUS | CREATED DATE | ACTIONS
PR-2026-017 | 1 | 11 | 30-Jul-2026 | LOW | Naveen Kumar | COMPLETED | 30-Jul-2026
PR-2026-016 | 1 | 45 | 31-Jul-2026 | MEDIUM | Naveen Kumar | DRAFT | 30-Jul-2026
PR-2026-015 | 1 | 5 | 30-Jul-2026 | HIGH | Naveen Kumar | DRAFT | 30-Jul-2026
PR-2026-014 | 1 | 2 | 22-Jul-2026 | LOW | Naveen Kumar | APPROVED | 22-Jul-2026
PR-2026-013 | 1 | 2 | 22-Jul-2026 | HIGH | Naveen Kumar | COMPLETED | 22-Jul-2026
PR-2026-012 | 1 | 2 | 22-Jul-2026 | HIGH | Naveen Kumar | CANCELLED | 22-Jul-2026
PR-2026-011 | 1 | 2 | 22-Jul-2026 | HIGH | Naveen Kumar | REJECTED | 22-Jul-2026


Procurement › Purchase Request › Purchase Request Form
Search records...
New Purchase Request
Create and submit a purchase request for approval.
Cancel
Save Request
REQUEST INFORMATION
PR NUMBER
PR-2026-018
REQUEST DATE*
dd-mm-yyyy
REQUEST TYPE*
Choose Request Type
PRIORITY*
LOW
MEDIUM
HIGH
REASON
Enter reason for this request...
ITEM REQUIREMENTS
Add Item
ITEM | VARIANT | UOM | QUANTITY | EXPECTED RATE | TOTAL | ACTIONS



Once the **Purchase Request** is successfully created, the system will save the request details and send them to the assigned approver based on the configured **Purchase Request Approval Settings**. The approver can be a specific user, employee, manager, or role assigned by the administrator. The approver reviews the request and can approve or reject it. Once approved, the request can proceed to the next purchase process, such as **Purchase Enquiry** or **Purchase Order**, based on the configured workflow

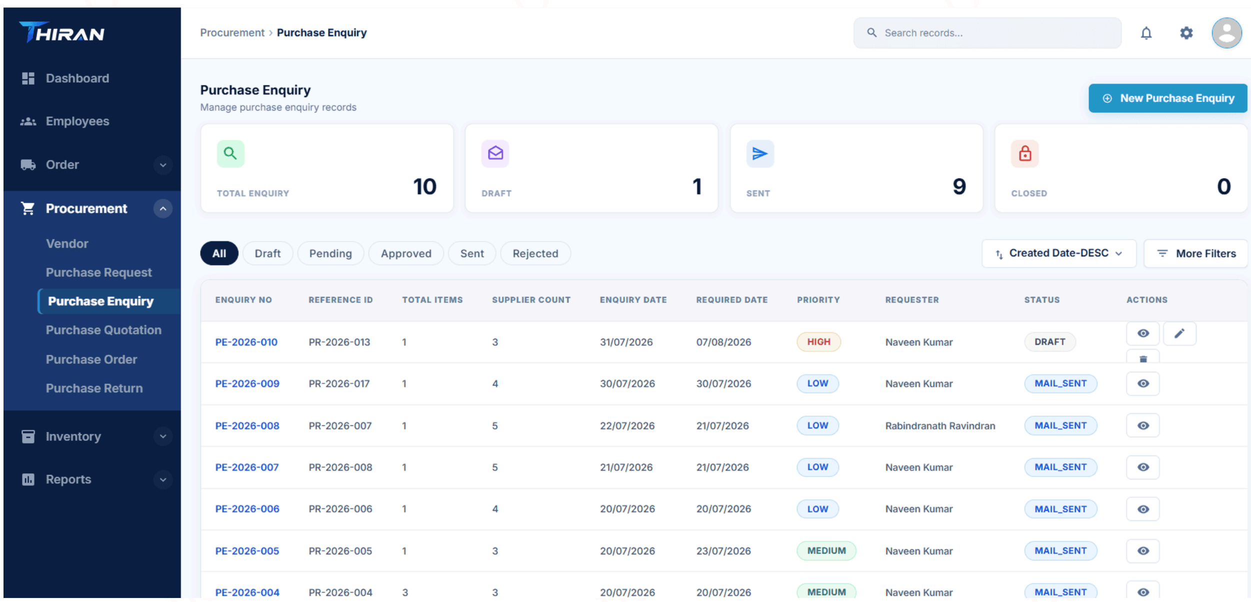
7.3 Purchase Enquiry

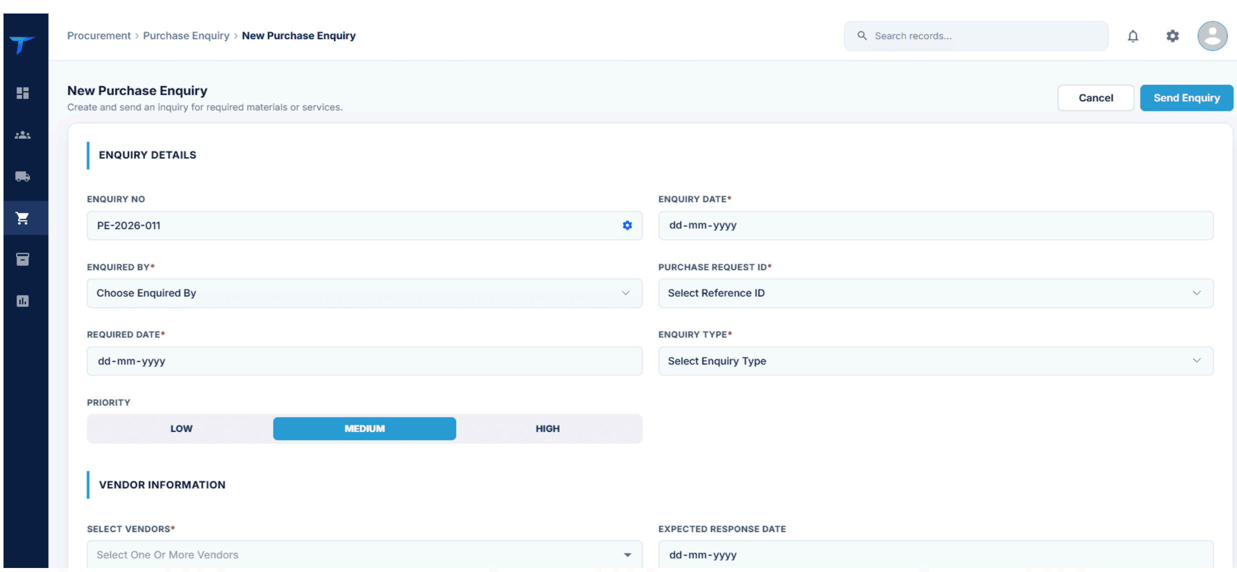
> **Purpose :** Request pricing and availability from one or more vendors. The screen shows Total Enquiries, Draft, Sent, and Closed, with tabs for All, Draft, Sending, Approved, Sent, and Rejected.

1. Go to **Procurement → Purchase Enquiry** and click **New Purchase Enquiry**.
2. Enter the **Enquiry Date**, **Enquiry By**, **Required Date**, **Enquiry Type**, and **Priority**.
3. Under **Vendor Information**, select one or more **Vendors** and an **Expected Response Date**.
4. Click **Add Item** and, for each line, choose the **Item** and **Variant**, and enter the **Quantity** and **Required Date**.
5. Click **Send Enquiry**. A confirmation message is displayed.

Field	Description	Required
Enquiry No	A unique enquiry reference.	Auto
Enquiry Date / Required Date	The enquiry and required-by dates.	Yes

Field	Description	Required
Enquiry Type	The type of enquiry.	Yes
Priority	Low, Medium, or High.	Yes
Vendors	One or more vendors to send the enquiry to.	Yes
Item / Variant / Quantity	The items requested and their quantities.	Yes





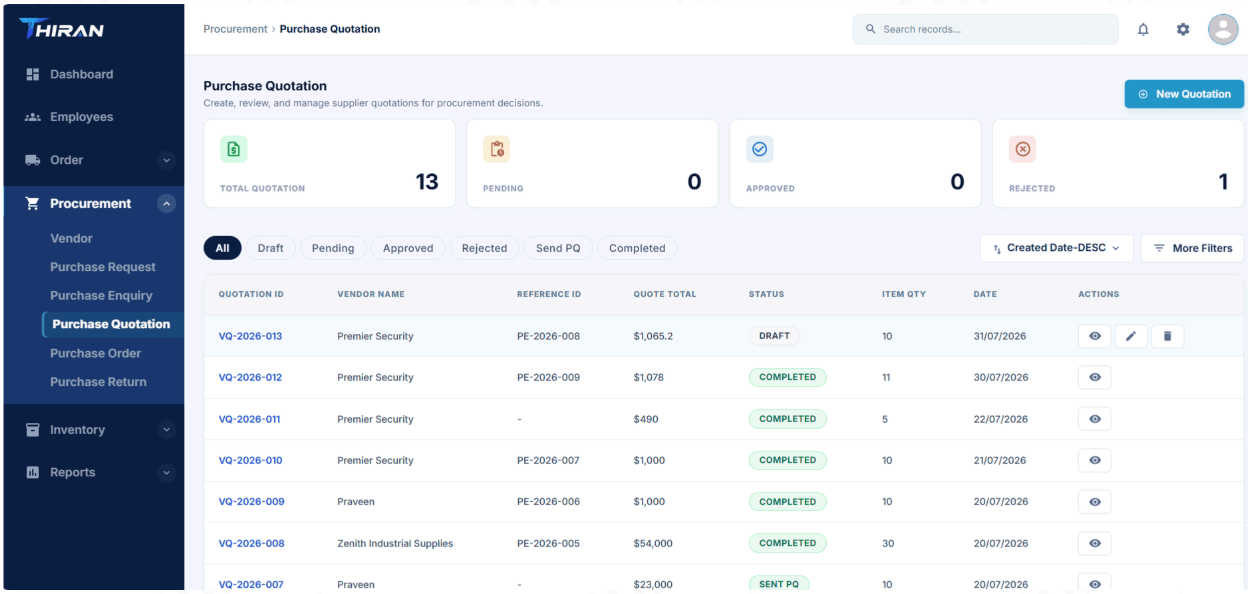
Once the **Purchase Enquiry** is created, it will be saved and sent to the selected vendors through mail for quotation. The received vendor quotations can be reviewed and used for further purchase processing.

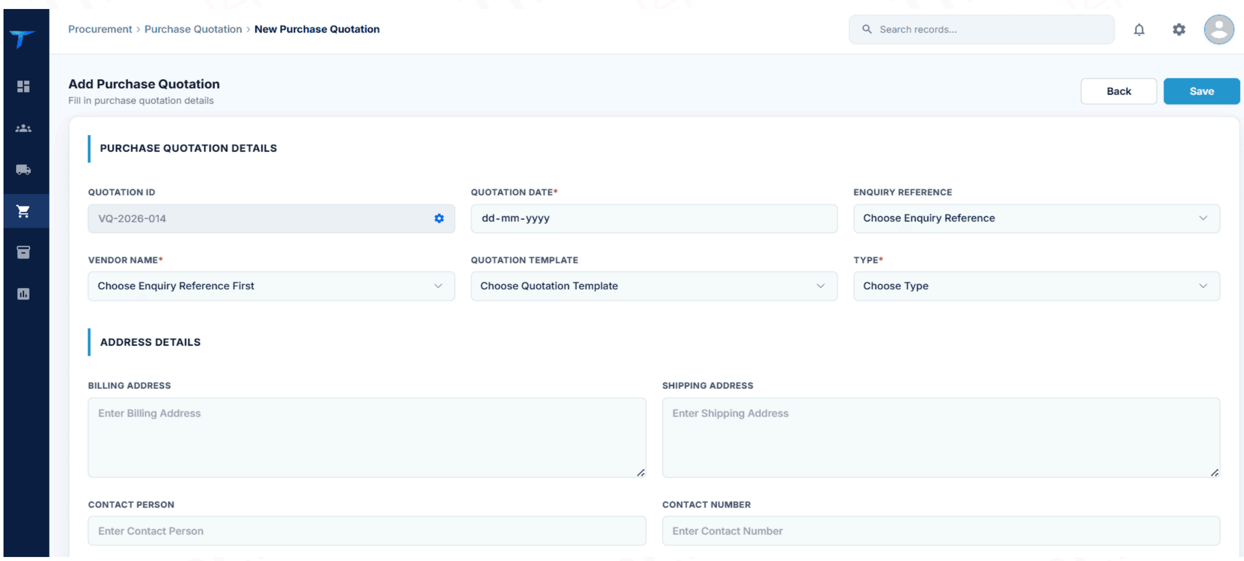
7.4 Purchase Quotation

> **Purpose :** Create, manage, and track vendor quotations for requested items. Compare vendor prices and select the best quotation for purchase. Status tabs: All, Draft, Pending, Approved, Rejected, Sent PQ, and Completed.

1. Go to **Procurement → Purchase Quotation** and click **New Quotation**.
2. Select the **Enquiry Reference**, **Vendor Name**, **Quotation Template**, and **Type**.
3. Enter the **Billing** and **Shipping** addresses and contact details.
4. Click **Add Item** and enter **Product, Variant, Quantity**, and **Rate**. The **Total** is calculated automatically.
5. Enter any **Discount**, choose the **GST Breakdown**, **Payment Terms Template**, and **Terms & Conditions**.
6. Review the **Preview**, then click **Save**. A confirmation message is displayed.

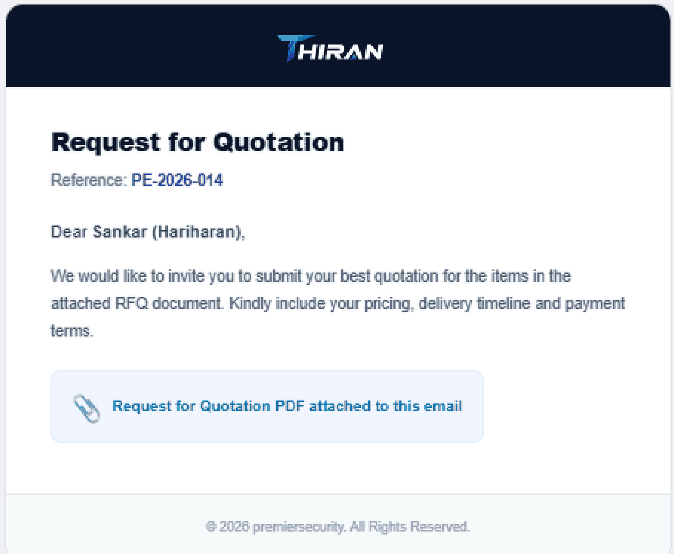
Field	Description	Required
Quotation ID	A unique quotation reference.	Auto
Enquiry Reference	The enquiry this quotation responds to.	**Yes**
Vendor Name	The quoting vendor.	**Yes**
Quotation Template	The template is used for layout.	**Yes**
Product / Variant / Quantity / Rate	The quoted line items.	**Yes**
Payment Terms Template	The applicable payment terms.	Optional
Terms & Conditions	The applicable terms and conditions.	Optional





Once the **Purchase Quotation** is created, it will be saved and sent to the assigned approver configured in the **Purchase Quotation Approval Settings**. The approver can be a specific user, manager, employee, or role assigned by the administrator.

After creating the quotation, the quotation mail will be sent to the vendor.



7.5 Purchase Order

Purpose : Place the official order with the selected vendor. Create, manage, and track purchase orders issued for approved quotations. Status tabs: All, Draft, Pending, Approved, Sent to Vendor, and Rejected.

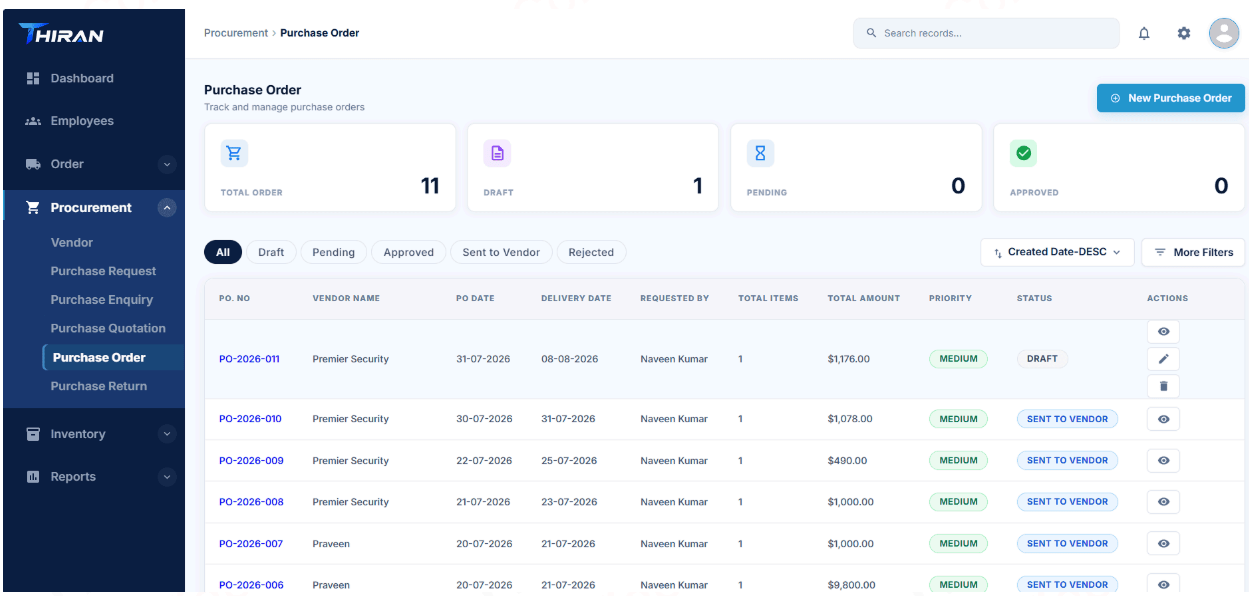
1. Go to **Procurement → Purchase Order** and click **New Purchase Order**.
2. Select the **Purchase Quotation**. Supplier, item, variant, and quantity are selected automatically.
3. Select the **Type**, **Order Date**, and **Delivery Date**.
4. In **Item Requirements**, select the **Assignment Site**. The amount is generated automatically.
5. Click **Save**. A confirmation message is displayed.

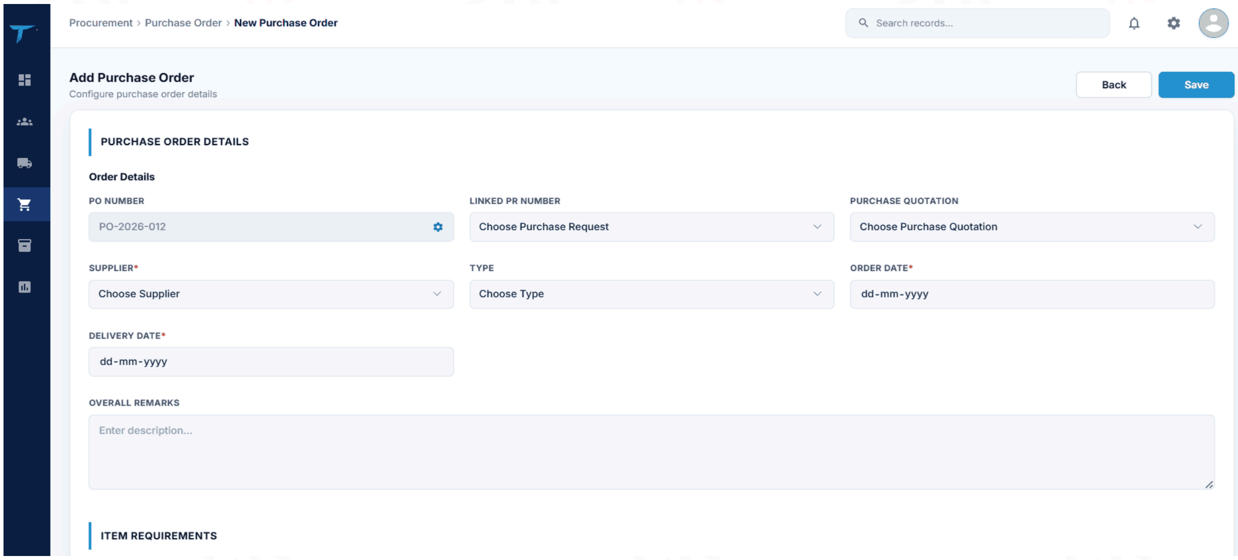
Field	Description	Required
PO Number	A unique purchase-order number.	Auto
Linked PR Number	Selected from the linked Purchase Request.	Auto
Purchase Quotation	The approved quotation is being ordered.	Yes
Supplier	The vendor receiving the order.	Yes

Field	Description	Required
Order Date / Delivery Date	The order and expected delivery dates.	Yes
Assignment Site	The site the items are assigned to.	Yes

> **Note :** Approval grade is applied automatically based on amount: orders over 1,000 are graded "A"; orders of 1,000 or less are graded "B". The approver for the grades are configured in custom roles setting.

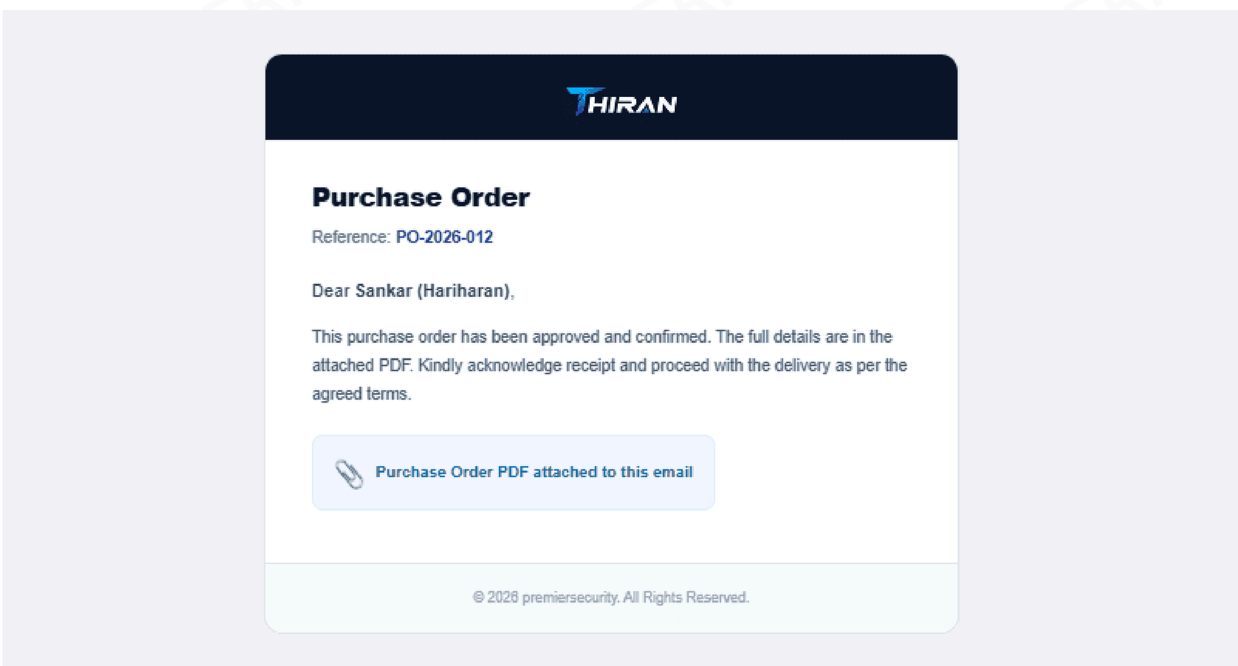
> **Note :** After a purchase order is created, receive the goods against it using a Goods Receipt Note (see Section 6.4).





Once the **Purchase Order** is created, it will be saved and sent to the assigned approver based on the configured **Purchase Order Approval Settings**. The approver can review and approve or reject the purchase order. After approval, the order can proceed for goods receipt and further inventory processes.

After creating the Purchase Order and obtaining approval, the Purchase Order will be sent to the vendor via email.

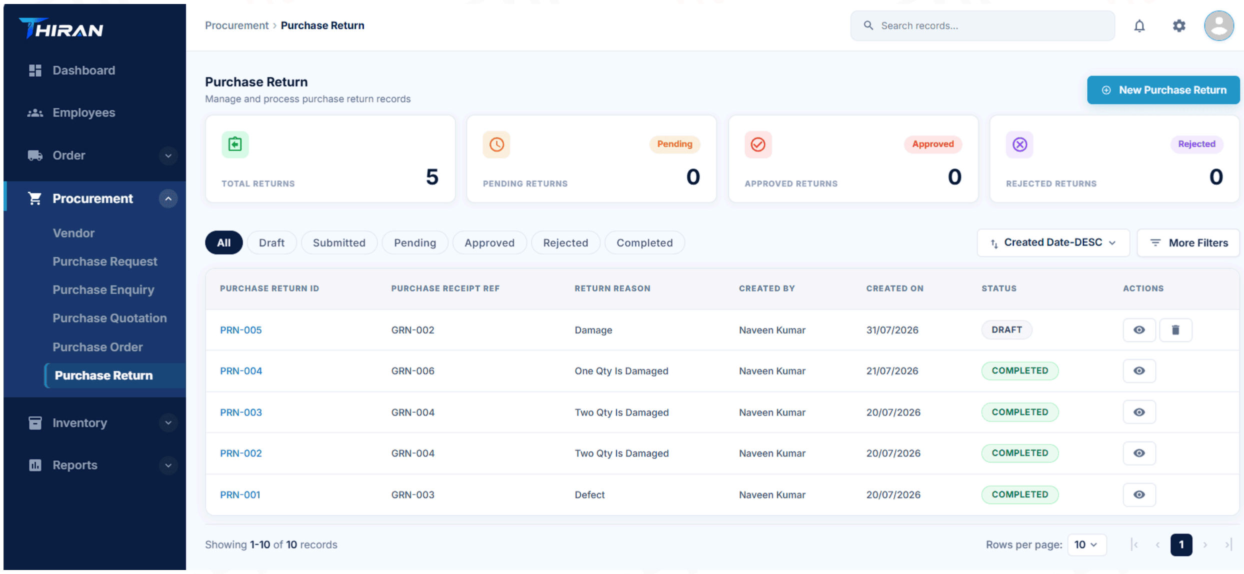


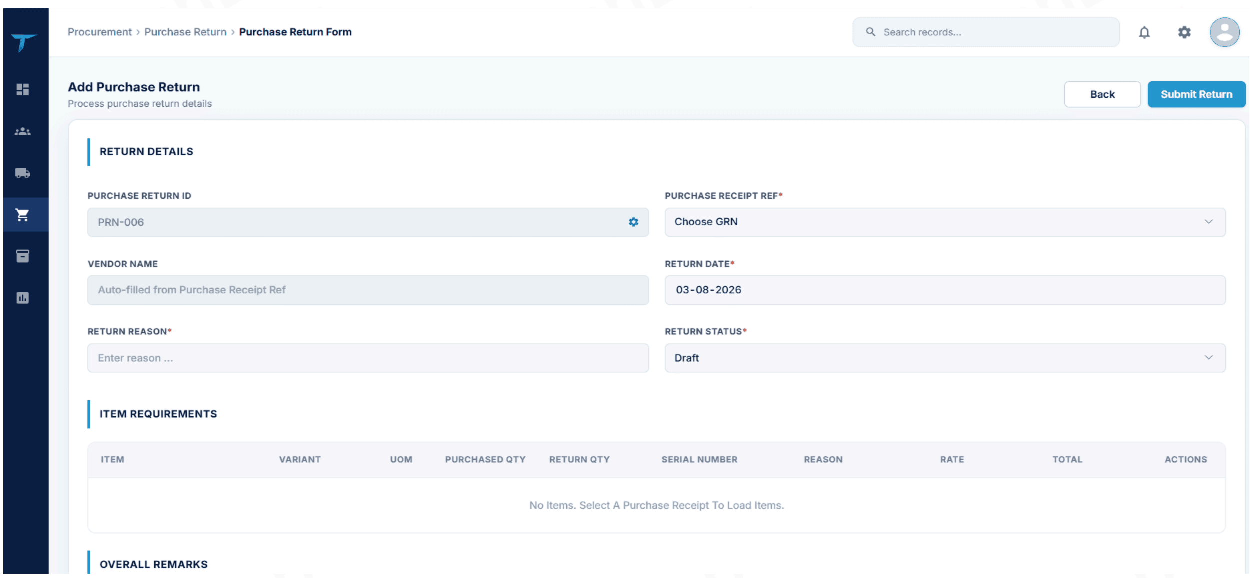
7.6 Purchase Return

Purpose : Return purchased items to the vendor due to damage, defects, incorrect items, excess quantity, or quality issues. Status tabs: All, Draft, Submitted, Pending, Approved, Rejected, and Completed.

1. Go to **Procurement → Purchase Return** and click **New Purchase Return**.
2. Choose the **Purchase Receipt Ref** (GRN). The **Vendor Name** is filled in automatically.
3. Select the **Return Date**, enter the **Return Reason**, and choose the items and quantities to return.
4. Click **Submit Return**. A confirmation message is displayed. Once approved, inventory and vendor records are updated automatically.

Field	Description	Required
Purchase Return No	A unique return reference.	Auto
Purchase Receipt Ref	The GRN the return is based on.	**Yes**
Vendor Name	Filled in automatically from the GRN.	Auto
Return Date	The date of the return.	**Yes**
Return Reason	Why the items are being returned.	**Yes**





Once the **Purchase Return** is created, it will be saved and sent to the assigned approver based on the configured **Purchase Return Approval Settings**. The approver can review and approve or reject the return request. After approval, the return process will proceed accordingly.

After the **Purchase Return** is approved, the system will update the return status and process the stock adjustment based on the returned items. The completed return details will be available for tracking in the Purchase Return list.

8. Order Management

Order Management handles moving goods out of inventory to sites. The normal flow is: maintain your sites in Site Master, raise a Dispatch Request, process the Dispatch, and record a Dispatch Return.

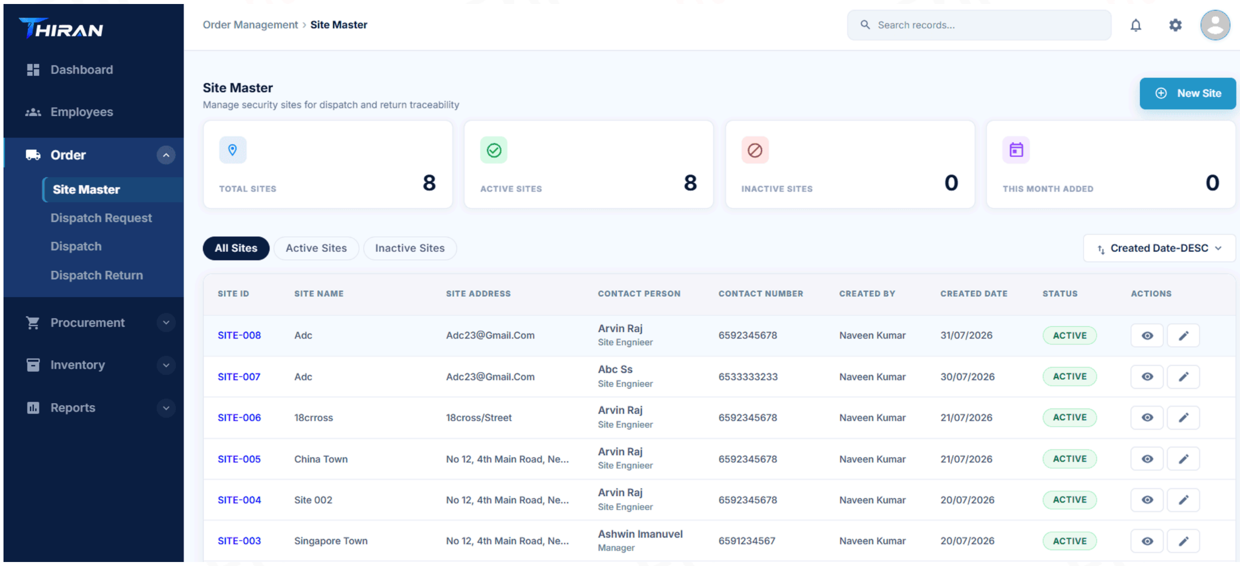
8.1 Site Master

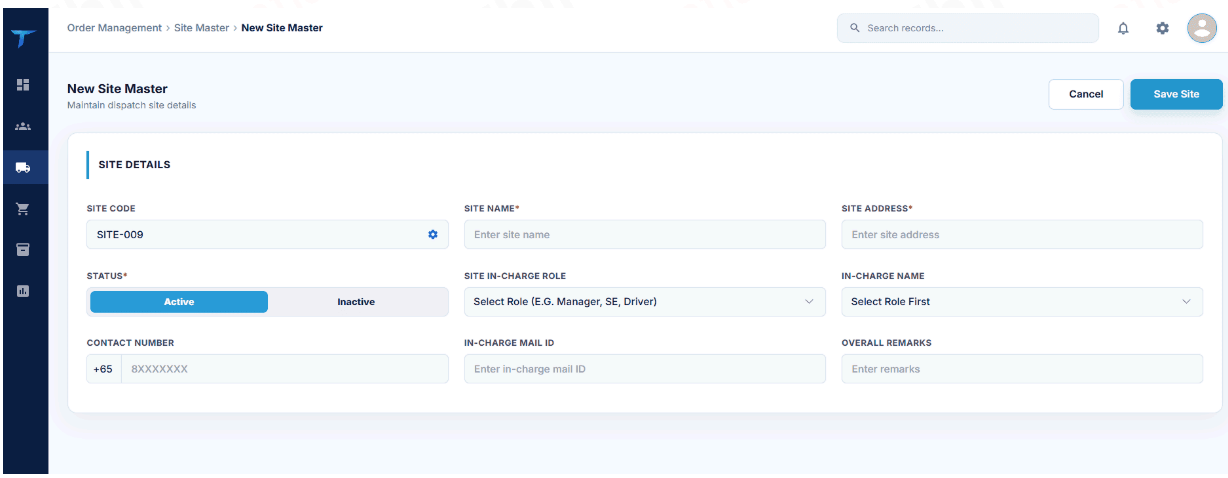
> **Purpose :** Manage and maintain all delivery sites, project locations, or destinations used for dispatch operations. Site Master helps organize site information and enables accurate delivery tracking.

Overview cards. Shows **Total Sites**, **Active Sites**, **Inactive Sites**, and **This Month Added**. Tabs filter by **All Sites, Active Sites**, and **Inactive Sites**.

1. Go to **Order → Site Master** and click **New Site**.
2. Enter the **Site Name** and **Site Address**, and set the **Status**.
3. Select the **Site in Charge Role** and **In Charge Name**.
4. Click **Save Site**. A confirmation message is displayed and a **Site ID** is generated.

Field	Description	Required
Site Code	A unique site code.	Auto
Site Name	The name of the site.	Yes
Site Address	The address of the site.	Yes
Status	Active or Inactive.	Yes
Site in Charge Role	The role responsible for the site.	Yes
In Charge Name	The person responsible for the site.	Yes
Contact Number & Mail ID	Contact details for the site in charge.	Auto





Once the **Site Master** is created, the site details will be saved and available for use in related modules such as warehouse setup, inventory management, and other site-based transactions.

8.2 Dispatch Request

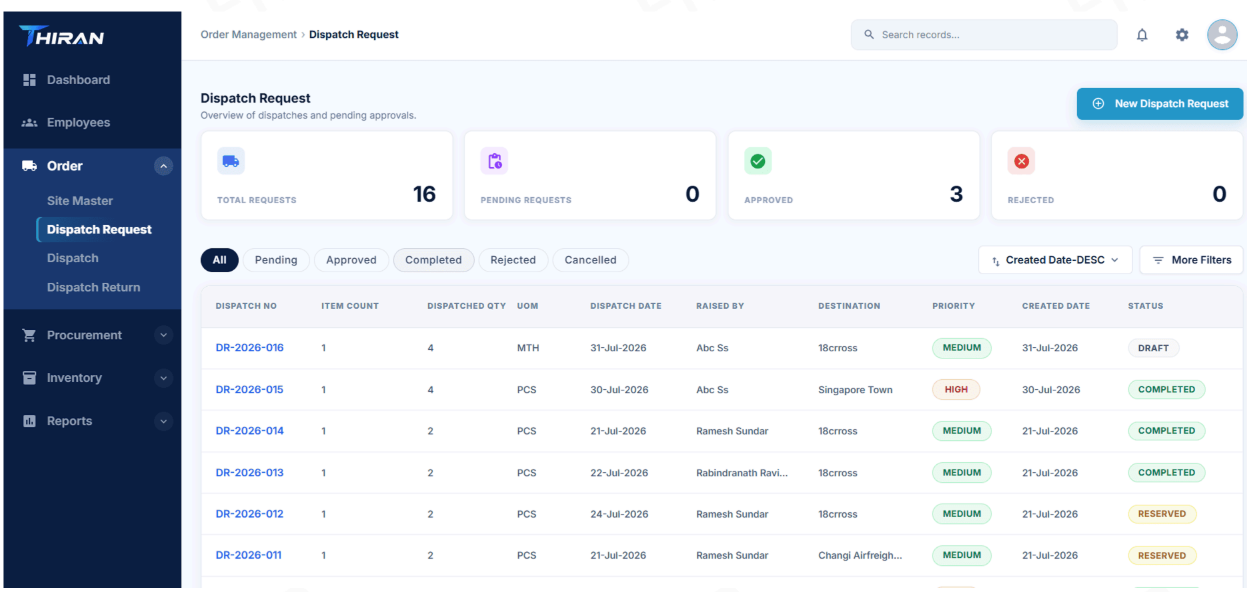
Purpose : Manage and track requests, created by users, to move products from inventory to a specific site or destination. A dispatch request ensures proper approval before dispatch.

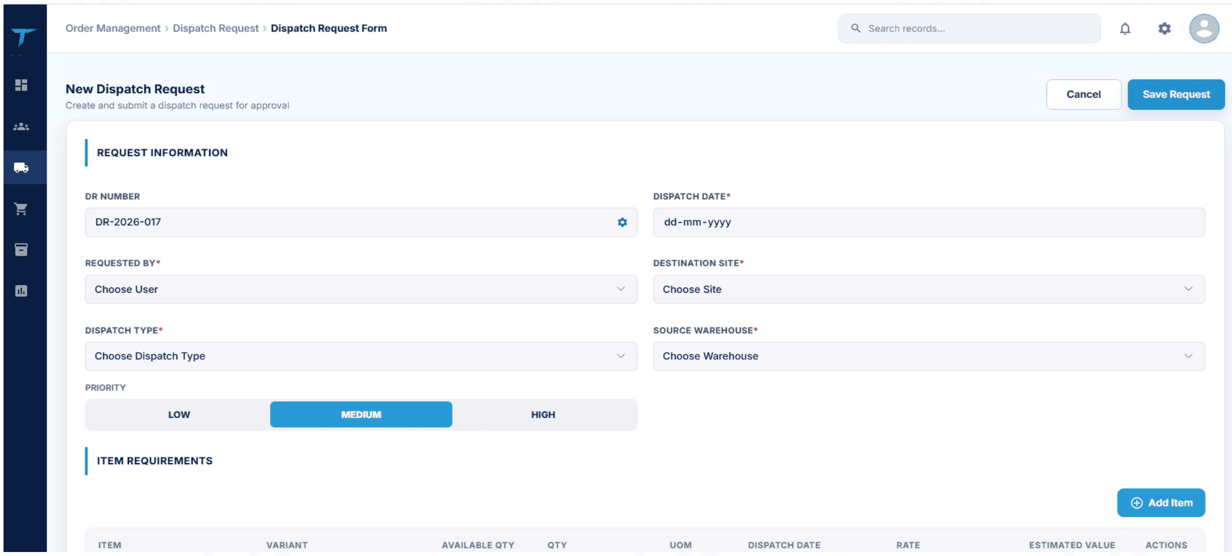
Overview cards. Shows **Total Requests**, **Pending Requests**, **Approved**, and **Rejected**. Tabs: **All, Pending, Approved, Completed, Rejected**, and **Canceled**.

1. Go to **Order → Dispatch Request** and click **New Dispatch Request**.
2. Select the **Dispatch Date**, **Requested By**, **Destination Site**, **Dispatch Type**, **Source Warehouse**, and **Priority**.

3. Click **Add Item** and enter the **Item**, **Variant**, **Quantity**, and **UOM**.
4. Add the **Purpose of Dispatch**, then click **Save Request**. A confirmation message is displayed.

Field	Description	Required
DR Number	A unique dispatch-request reference.	Auto
Dispatch Date	The requested dispatch date.	**Yes**
Requested By	The user raising the request.	**Yes**
Destination Site	The site the items are going to.	**Yes**
Dispatch Type	The type of dispatch.	**Yes**
Source Warehouse	The warehouse the items ship from.	**Yes**
Item / Variant / Quantity	The items to dispatch.	**Yes**





Once the **Dispatch Request** is created, it will be saved and sent to the assigned approver for review and approval based on the configured workflow. After approval, the request can proceed to the dispatch process.

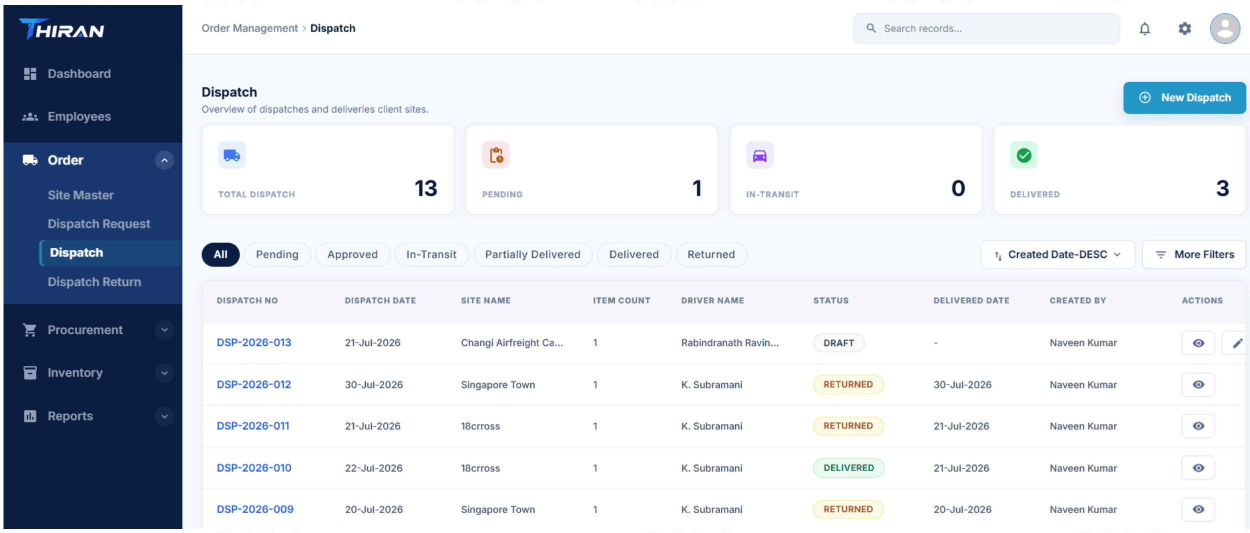
8.3 Dispatch

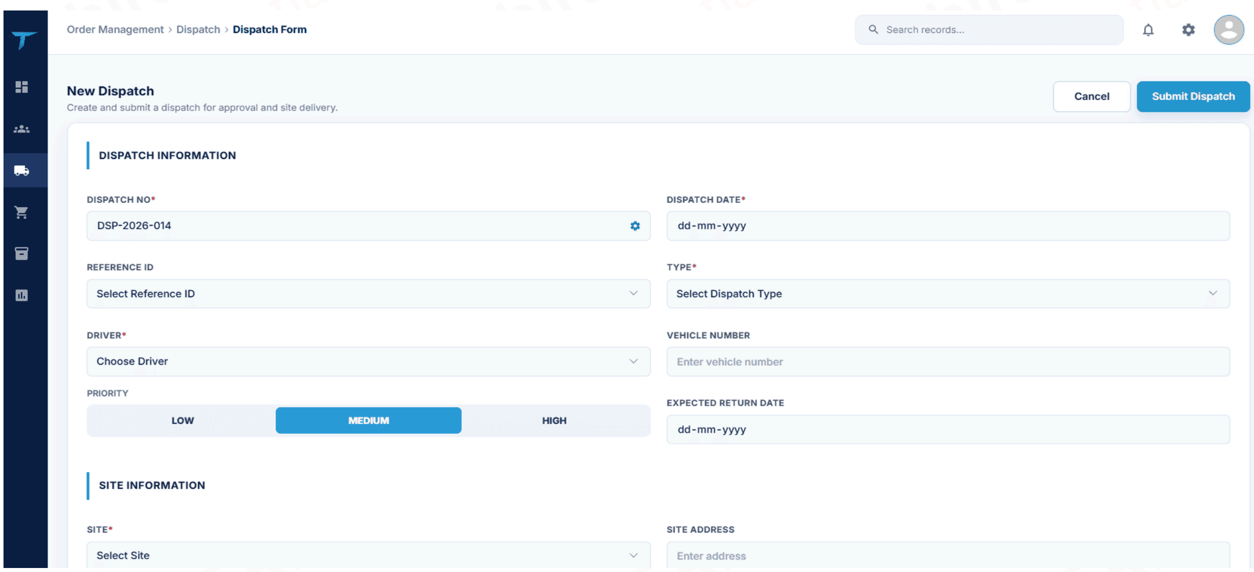
> **Purpose :** Manage and track the movement of products from inventory to the requested site. Dispatch ensures approved requests are processed, shipped, and delivered with proper tracking. Tabs: All, Pending, Approved, In Transit, Partially Delivered, Delivered, and Returned.

1. Go to **Order → Dispatch** and click **New Dispatch**.
2. Select the **Reference ID**. The **Type** is set automatically.
3. Choose the **Delivery In charge**, enter the **Vehicle Number** if needed, set the **Priority**, and select the **Delivery** and **Expected Return Date**.
4. Confirm the **Site Information** (filled in automatically) and the item serial numbers.
5. Click **Submit Dispatch**. A confirmation message is displayed.

Field	Description	Required
Dispatch No	A unique dispatch reference.	Auto
Dispatch Date	The dispatch date.	Yes
Reference ID	The dispatch request being fulfilled.	Yes

Field	Description	Required
Delivery In charge	The delivery In charge assigned.	Yes
Vehicle Number	The vehicle used.	Optional
Expected Return Date	When items are expected back, if applicable.	Optional



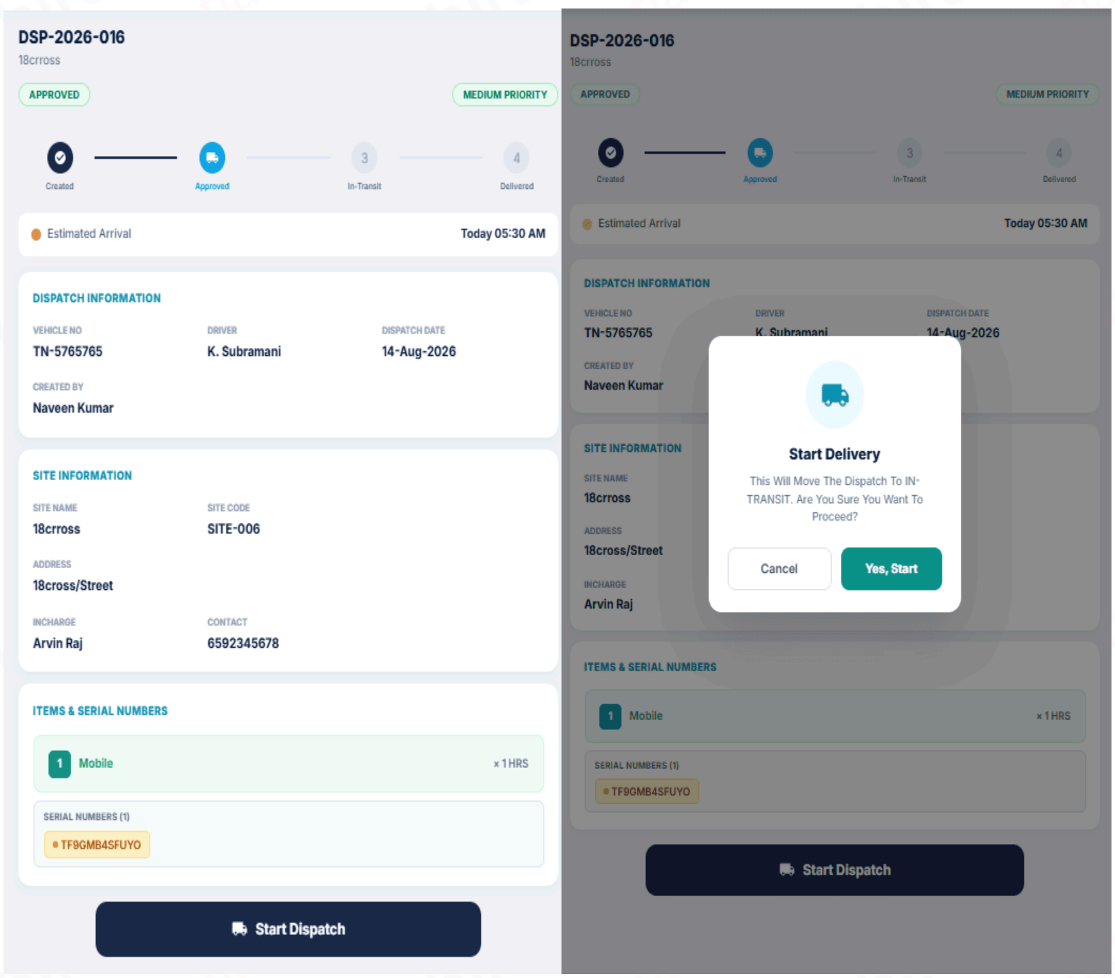


Dispatch Flow

1. **Create Dispatch** – Create the dispatch with the required order and delivery details.

2. **Approve Dispatch** – The dispatch is reviewed and approved.
3. **Assign Delivery In charge** – Once approved, the dispatch request is sent to the assigned Delivery In charge.
4. **Delivery In charge Acceptance** – The Delivery In Charge can view and accept the dispatch record from the Delivery In charge role through mobile login.
5. **In Transit** – The Delivery In charge updates the dispatch status to **In Transit** once the delivery is started.
6. **Delivered** – Upon successful delivery, the Delivery In Charge confirms that the goods have been delivered in good condition, obtains the e-signature of the person receiving the goods at the site, and updates the status to Delivered, completing the dispatch process.
7. In case of any **damage** to the goods during delivery, the Delivery In Charge selects the serial numbers of the damaged items and enters the reason for the damage. The damaged items can then be processed for approval through the Damaged Item module after the dispatch return.

The Delivery In charge can access the system through the mobile view to manage and update dispatch details.



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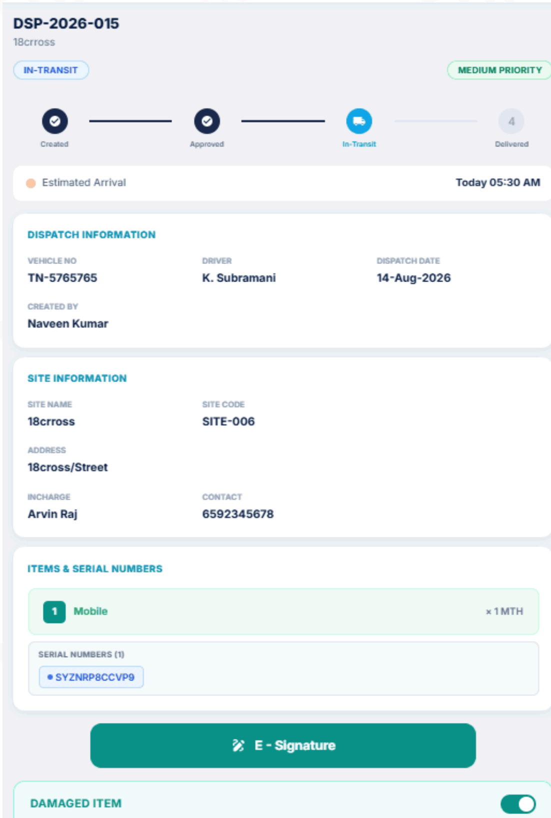
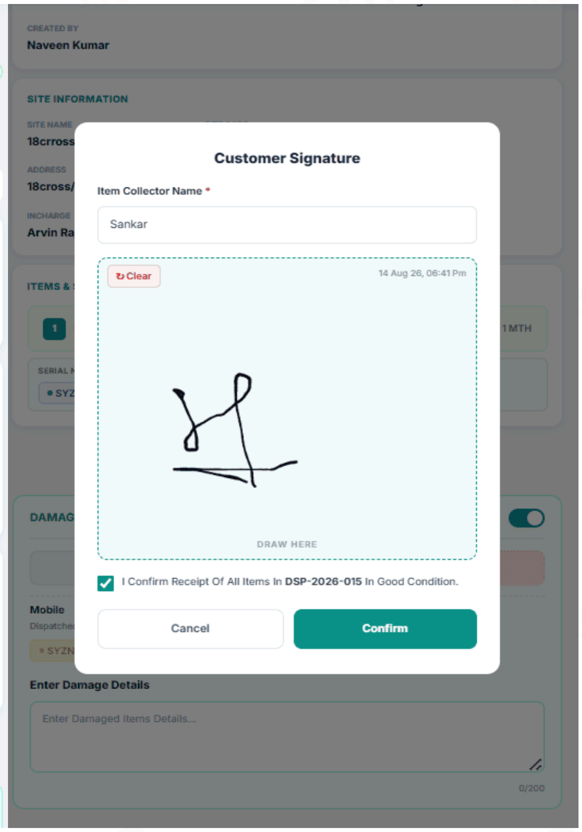
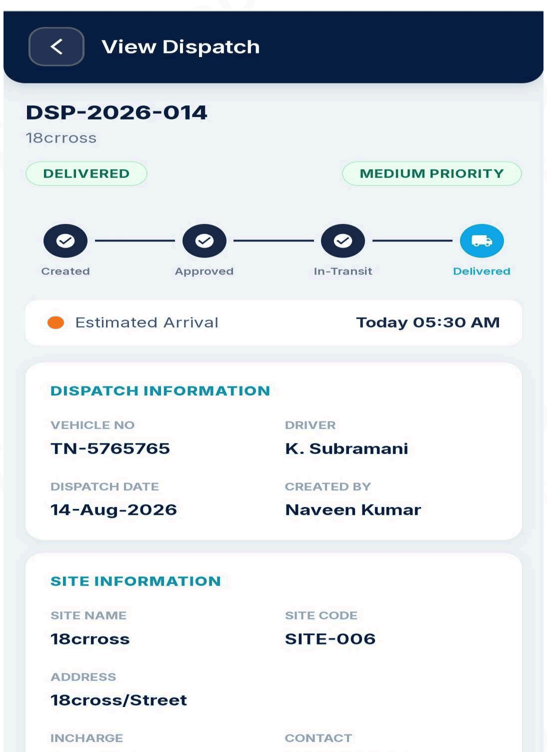


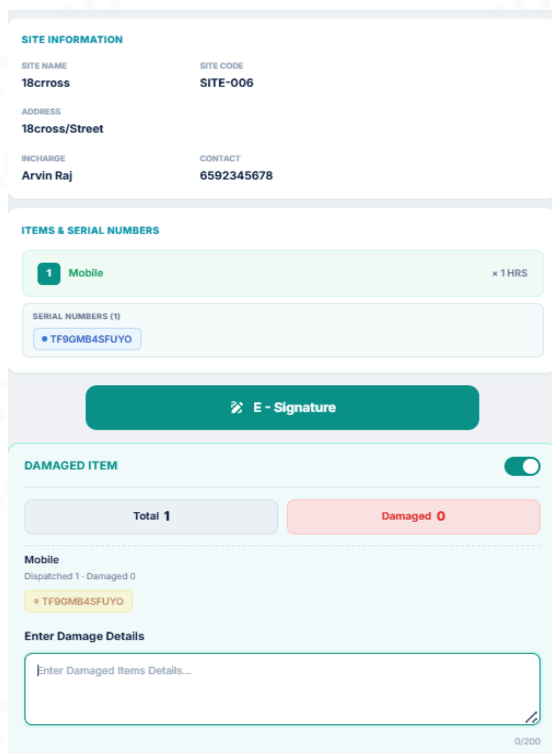
DSP-2026-015
18crross
IN-TRANSIT
MEDIUM PRIORITY
Created
Approved
In-Transit
4
Delivered
Estimated Arrival
Today 05:30 AM
DISPATCH INFORMATION
VEHICLE NO
TN-5765765
DRIVER
K. Subramani
DISPATCH DATE
14-Aug-2026
CREATED BY
Naveen Kumar
SITE INFORMATION
SITE NAME
18crross
SITE CODE
SITE-006
ADDRESS
18cross/Street
INCHARGE
Arvin Raj
CONTACT
6592345678
ITEMS & SERIAL NUMBERS
1
Mobile
× 1 MTH
SERIAL NUMBERS (1)
• SYZNRP8CCVP9
E - Signature
DAMAGED ITEM



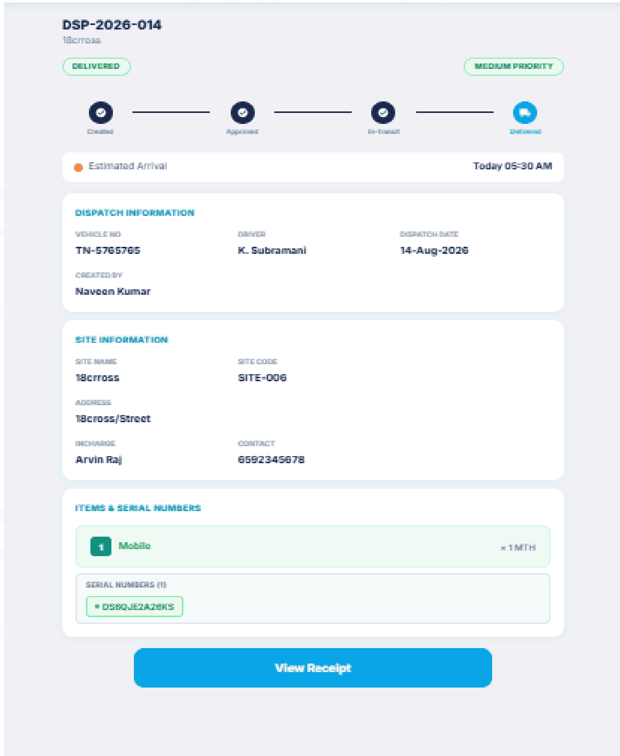
CREATED BY
Naveen Kumar
SITE INFORMATION
Customer Signature
Item Collector Name *
Sankar
Clear
14 Aug 26, 06:41 Pm
DRAW HERE
I Confirm Receipt Of All Items In DSP-2026-015 In Good Condition.
Cancel
Confirm
Enter Damage Details
Enter Damaged Items Details...
0/200



View Dispatch
DSP-2026-014
18crross
DELIVERED
MEDIUM PRIORITY
Created
Approved
In-Transit
Delivered
Estimated Arrival
Today 05:30 AM
DISPATCH INFORMATION
VEHICLE NO
TN-5765765
DRIVER
K. Subramani
DISPATCH DATE
14-Aug-2026
CREATED BY
Naveen Kumar
SITE INFORMATION
SITE NAME
18crross
SITE CODE
SITE-006
ADDRESS
18cross/Street
INCHARGE
Arvin Raj
CONTACT
6592345678



SITE INFORMATION
SITE NAME
18crross
SITE CODE
SITE-006
ADDRESS
18cross/Street
INCHARGE
Arvin Raj
CONTACT
6592345678
ITEMS & SERIAL NUMBERS
1
Mobile
× 1 HRS
SERIAL NUMBERS (1)
• TF9GMB4SFUYO
E - Signature
DAMAGED ITEM
Total 1
Damaged 0
Mobile
Dispatched 1 · Damaged 0
• TF9GMB4SFUYO
Enter Damage Details
Enter Damaged Items Details...
0/200



The **View Receipt** option will be available after completing the delivery. Click on **View Receipt** to open the **Delivery Receipt** page. The delivery receipt can be viewed and downloaded in **PDF** for reference.

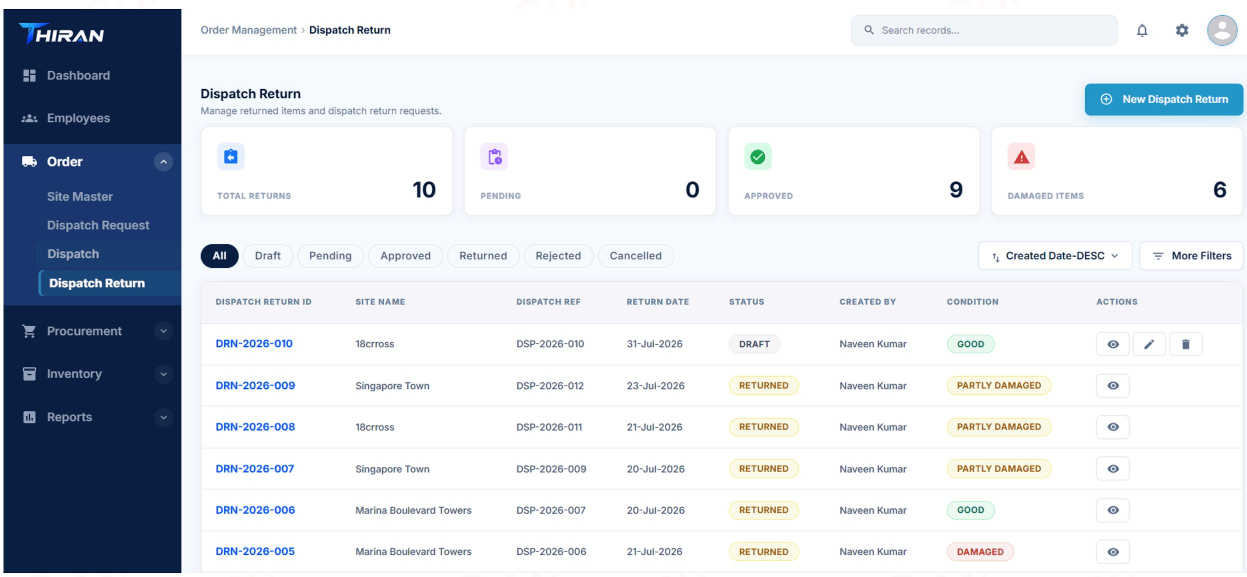
Once the **Dispatch** is created, the system will save the dispatch details and assign the required items, vehicle, and Delivery In charge for delivery. The assigned Delivery In charge can view the dispatch details and complete the delivery process. After a successful delivery, the dispatch status will be updated accordingly.

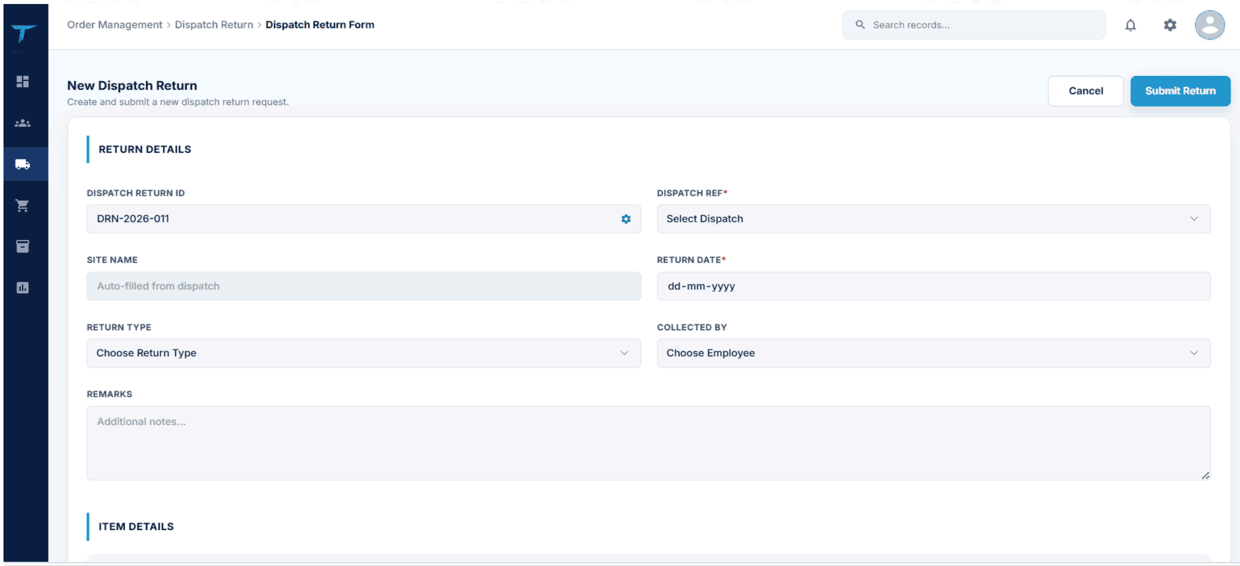
8.4 Dispatch Return

> **Purpose :** Manage and track products that are expected to be returned from a dispatched site or due to damage, excess quantity, incorrect items, and other reasons. Dispatch Return helps update inventory and maintain return history. Tabs: All, Draft, Pending, Approved, Returned, Rejected, and Canceled.

1. Go to **Order → Dispatch Return** and click **New Dispatch Return**.
2. Select the **Dispatch Ref**. The **Site Name** is filled in automatically.
3. Select the **Return Date**, **Return Type**, and **Collected By**, and add **Remarks** if needed.
4. For each item, enter the **Return Quantity**, **Condition**, and **Responsible Person**.
5. Click **Submit Return**. A confirmation message is displayed. Once approved, returned items are updated back into inventory based on their condition.

Field	Description	Required
Dispatch Return ID	A unique return reference.	Auto
Dispatch Ref	The dispatch this return is based on.	Yes
Return Date	The date of the return.	Yes
Return Type	The type of return.	Yes
Collected By	The employee who collected the items.	Yes
Quantity / Condition	The quantity returned and its condition.	Yes
Responsible Person	The person accountable for the return.	Yes





Once the **Dispatch Return** is created, the system will save the return details and send it for approval based on the configured workflow. After approval, the returned items will be updated in inventory, and the return status will be tracked in the Dispatch Return list.

Return Type

The **Return Type** section comprises two types:

1. **Damage Return** – Used to record materials returned because they are damaged or defective for inspection and further action, such as repair, replacement, or disposal.
2. **Dispatch Return** – Used to record materials that are returned after being dispatched, such as unused, excess, or incorrectly issued items, and to update the available stock accordingly.

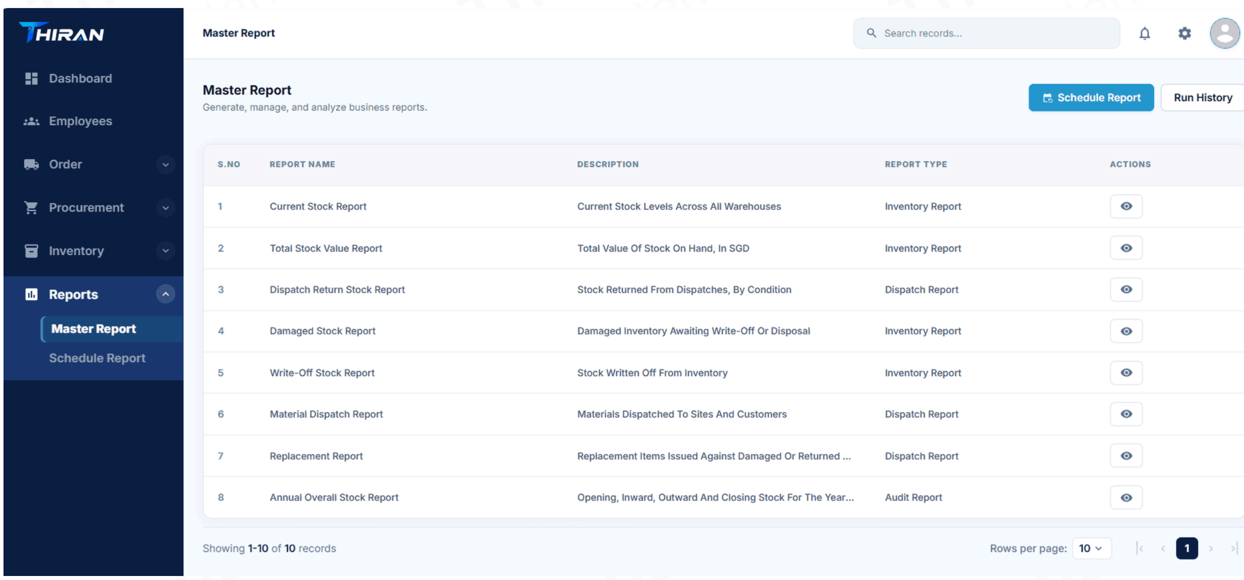
9. Reports

The Reports module lets you view and analyze business information. It provides a Master Report for on-demand analysis and a Schedule Report for automated, recurring delivery.

9.1 Master Report

> **Purpose :** View and analyze all master data in the system in one consolidated place — for example, Current Stock, Total Stock Value, Dispatch Return Stock, Damaged Stock, and Write-Off Stock reports.

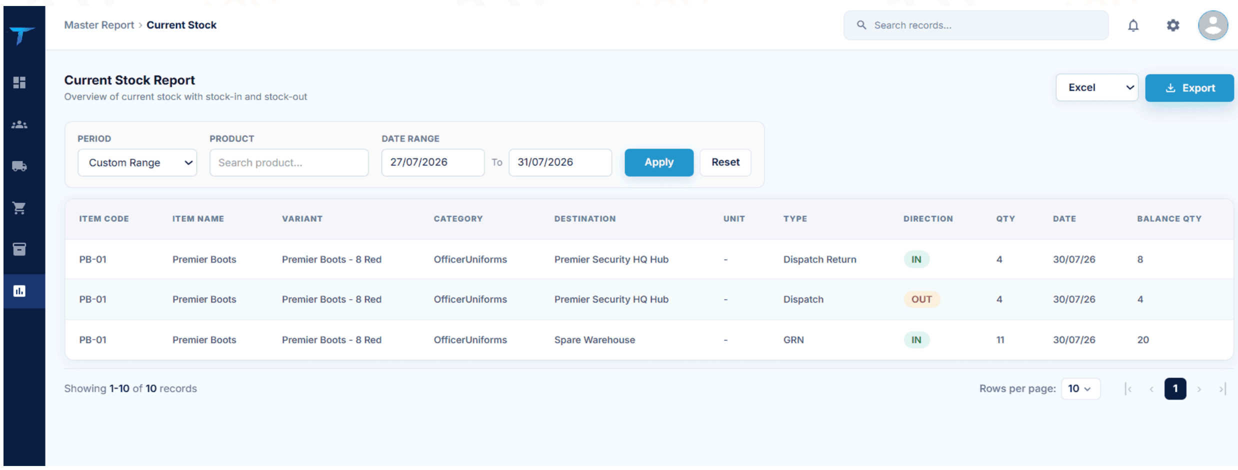
1. Go to **Reports → Master Report**.
2. Click the **View** icon next to the report you want (for example, Current Stock Report).
3. Select the **Period**, **Product**, and **Date Range**, then click **Apply**.
4. Review the results. Use **Export** to download in Excel or PDF.



The **Master Reports** section contains **8 reports** for monitoring, tracking, and analyzing overall stock and material activities:

1. **Current Stock Report** – Provides details of the current stock available, including item quantities and stock status.
2. **Total Stock Value Report** – Displays the total monetary value of the available stock.
3. **Dispatch Return Stock Report** – Provides details of materials returned after dispatch, including return quantities and status.
4. **Damaged Stock Report** – Displays details of damaged stock, including damaged quantities, inspection status, and disposal status.

5. **Write-Off Stock Report** – Provides details of stock that has been approved and recorded for write-off.
6. **Material Dispatch Report** – Displays details of materials dispatched, including dispatch quantities, dates, and destinations.
7. **Replacement Report** – Provides details of items/materials replaced, including replacement quantities and status.
8. **Annual overall Stock Report** – provides the opening stock, inward stock, outward stock, and closing stock for the year, helping with stock tracking and audit purposes.



9.2 Schedule Report

Purpose : Automatically generate and send reports at a predefined time or frequency without creating the report manually each time.

1. Go to **Reports → Schedule Report** and click **New Schedule**.
2. Enter a **Schedule Report Name** and select the **Report Module**, **Report**, and **Frequency**.
3. Set the **Date** and **Send At** time, and choose the **Export Format**. Optionally attach the generated file to the email.
4. Under **Email Configuration**, enter the recipients in **Send To** and an **Email Subject**.
5. Click **Create**. A confirmation message is displayed, and the report is sent automatically at the scheduled time.

Field	Description	Required
Schedule Report Name	A name for the schedule.	Yes
Report Module / Report	The module and specific report to send.	Yes

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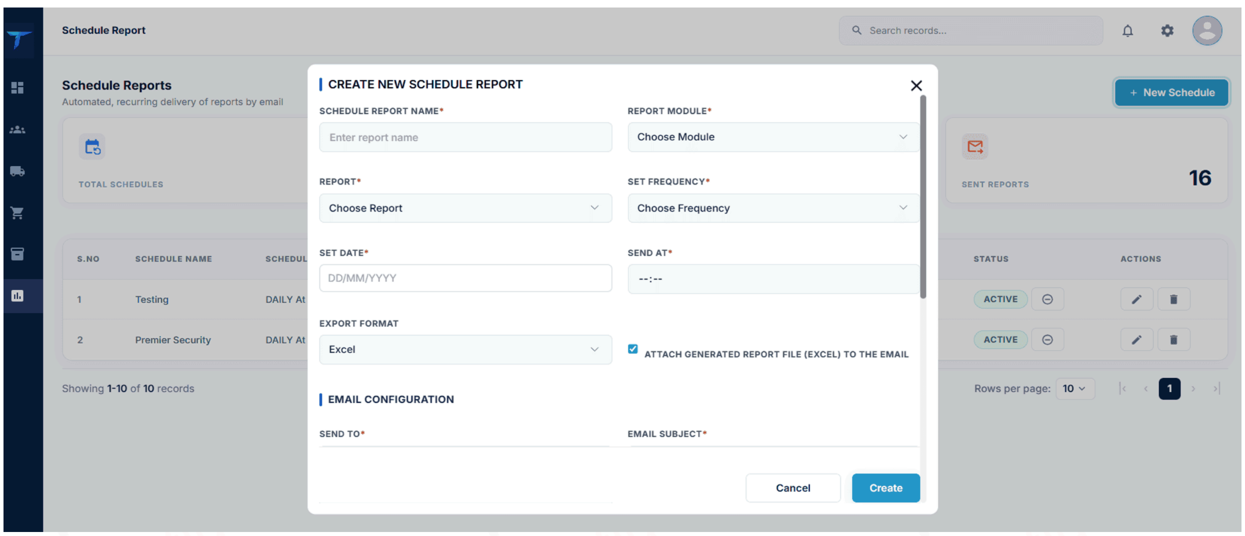
Field	Description	Required
Frequency	How often the report is sent.	Yes
Date / Send At	The start date and time of day to send.	Yes
Export Format	Excel or PDF.	Optional
Send To / Email Subject	Recipients and subject line.	Yes



10. Glossary

Common terms and abbreviations used in Thiran ERP.

Term	Meaning
Attribute	A product characteristic, such as size or color, is used to define variants.
Dispatch	The movement of products from inventory to a requested site or destination.
Dispatch Return	Items returned from a site back into inventory.
GRN (Goods Receipt Note)	A record confirming goods received from a vendor against a purchase order.
PO (Purchase Order)	An official order placed with a vendor for goods.
PR (Purchase Request)	An internal request seeking approval to purchase items.
Purchase Enquiry	A request to vendors for pricing and availability.
Purchase Quotation	A vendor's priced response to an enquiry.
Purchase Return	Items returned to a vendor after receipt.
SKU	Stock-Keeping Unit — a unique code identifying a product variant.
Site Master	The list of delivery sites and destinations used for dispatch.
UOM (Unit of Measure)	The unit in which an item is counted or measured.
Variant	A specific version of a product based on its attributes.
Warehouse	A location where stock is stored, received, and dispatched.