

# Stationery Management Systems (SMS)

Allows maintaining and tracking the stationery requirements of the entire organization which is scattered across different geographical regions or located at single premise. It has been noticed, stationeries which are maintained in different branches differ from each other. With this web based software, standardization of the organization is maintained to continue the identical corporate image and identity which the company portray along with its logos, envelops, letterheads, Visiting Cards etc.

## Centralizations of Stationery and Branches

- ❖ Appointment of centralized printer (third party).
- ❖ Each Branch Linked with Centralized Branch
- ❖ Different Screens for Different Users.
  - ❖ Branch
  - ❖ Printer
  - ❖ Accounts
  - ❖ Payment
- ❖ Approval
  - ❖ Branch Placing an Order
  - ❖ Printer receiving the Order
  - ❖ Printer enter the dispatch details
    - ❖ Invoice detail number
    - ❖ Freight Charges
    - ❖ Auto Calculation of Taxes
  - ❖ Branch approves the material or stationery
  - ❖ Various checks are made for Stationery
  - ❖ Approval done
    - ❖ Central Branch User does further processing
    - ❖ Payments Made (depending on the Organization)
- ❖ Order Entry and Password
  - ❖ Different users are provided with Unique Login ID & Password.
  - ❖ View Existing orders.
  - ❖ Minimum Quantity Ordered Delivery Status
- ❖ Records
  - ❖ For future Reference Excel Sheet & Word File can be generated.
  - ❖ Automatic emails are send to the users
- ❖ Order Closed & Color Coding
  - ❖ Approved
  - ❖ Rejected
  - ❖ Pending
- ❖ Admin
  - ❖ Unauthorized access is not allowed
  - ❖ Unauthorized access is not allowed
- ❖ Remarks
  - ❖ Users can put their remarks

Companies Name and Logo		Stationery Management System Stationery Order Entry																
Home > Order > Order Entry																		
Order: Change Password																		
New From To Create XLS Order Dispatched Approved Rejected Accounts Closed																		
Delete	Order No	Date	Item	Quantity	Amount	Remarks	Expected	Desp	Status	Status	Date	Desp	Tracking	Printer	Remarks	Rejection	Remarks	
Delete	OKH 0001	12-Apr-2008	Certification Sheet	2000	3000.00		16-Apr-2008		Order		12-Apr-2008							Print
Delete	OKH 0002	12-Apr-2008	Envelope - EA3	9000	45000.00		27-Apr-2008		Order		12-Apr-2008							Print
Delete	OKH 0003	12-Apr-2008	Envelope - EA4	4000	16000.00		27-Apr-2008		Order		12-Apr-2008							Print
Delete	OKH 0004	12-Apr-2008	Envelope Reinforced - EL	1800	16200.00		02-May-2008		Order		12-Apr-2008							Print
Delete	OKH 0005	12-Apr-2008	Logo Sheet	7000	10500.00		16-Apr-2008		Order		12-Apr-2008							Print
Delete	OKH 0006	12-Apr-2008	Visiting Card	4000	2800.00		16-Apr-2008		Order		12-Apr-2008							Print
Created by: Sentient Systems Logout																		

