

## MAIN PRODUCTS

ALUMINUM SCAFFOLDING

STEEL SCAFFOLDING

SCAFFOLDING RENTAL

ALUMINUM LADDERS

ALUMINUM PODIUMS

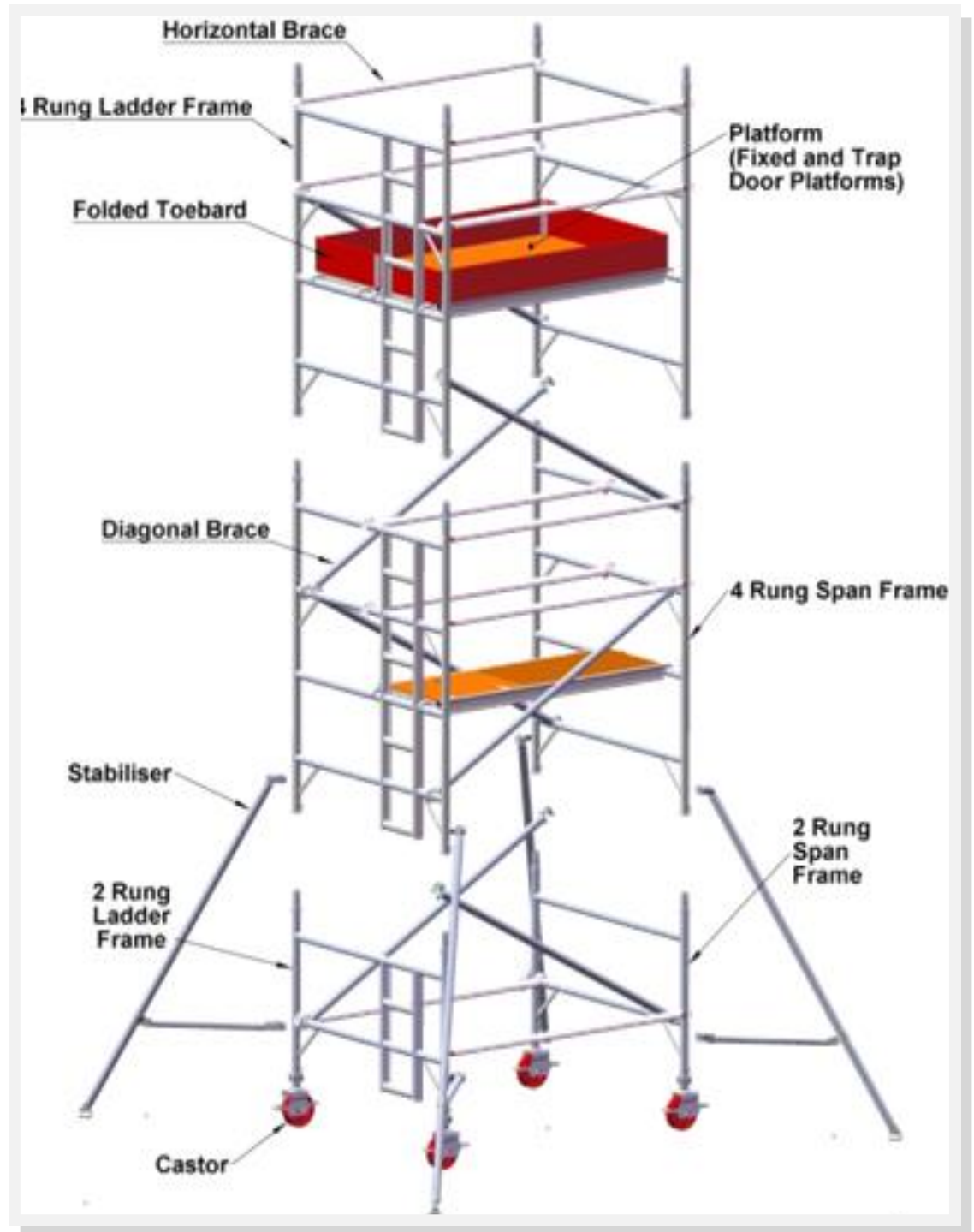
CUPLOCK SYSTEM

COUPLERS

SAFETY ITEMS

BAKER STEEL TOWER

MANPOWER SUPPLY



# Castor Wheels

SH-173	20 cm Castor Wheel with dual brakes & 50cm Adjustable Jack & Nut
SH-837	15 cm Castor Wheel with dual brake & 50 cm Adjustable Jack & Nut



SH-338	15 cm Castor Wheel with Fixed Jack
--------	------------------------------------



SH-360	5 inch Castor Wheel with Brake
--------	--------------------------------

## HORIZONTAL BRACES



SH-157	255.5 cm long Horizontal Braces with locking hooks
SH-159	180 cm long Horizontal Braces with locking hooks
SH-858	400 cm long Horizontal Braces with locking hooks
SH-972	70 cm long Horizontal Braces with locking hooks
SH-973	55 cm long Horizontal Braces with locking hooks
SH-1008	160 cm long Horizontal Braces with locking hooks
SH-1065	145 cm long Horizontal Braces with locking hooks
SH-1066	80 cm long Horizontal Braces with locking hooks
SH-1116	106 cm long Horizontal Braces with locking hooks
SH-1118	244.5 cm long Horizontal Braces with locking hooks
SH-1217	200 cm long Horizontal Braces with locking hooks
SH-1419	120 cm long Horizontal Braces with locking hooks
SH-1466	135 cm long Horizontal Braces with locking hooks
SH-1474	100 cm long Horizontal Braces with locking hooks
SH-1506	300 cm long Horizontal Braces with locking hooks

SH-158	275.5 cm long Diagonal Braces with locking hooks
SH-160	200 cm long Diagonal Braces with locking hooks
SH-859	420 cm long Diagonal Braces with locking hooks
SH-999	90 cm long Diagonal Braces with locking hooks
SH-1119	264 cm long Diagonal Braces with locking hooks
SH-1216	220 cm long Diagonal Braces with locking hooks
SH-1420	140 cm long Diagonal Braces with locking hooks
SH-1467	169 cm long Diagonal Braces with locking hooks
SH-1507	316 cm long Diagonal Braces with locking hooks

## DIAGONAL BRACES

## STANDARD PLATFORM



SH-161	256 cm Long Standard Platform
SH-163	180 cm Long Standard Platform
SH-860	400 cm Long Standard Platform
SH-1214	200 cm Long Standard Platform
SH-1421	120 cm Long Standard Platform
SH-1509	300 cm Long Standard Platform



SH-162	256 cm Long Trapdoor Platform with opening Door
SH-164	180 cm Long Trapdoor Platform with opening Door
SH-861	400 cm Long Trapdoor Platform with opening Door
SH-1215	200 cm Long Trapdoor Platform with opening Door
SH-1422	120 cm Long Trapdoor Platform with opening Door
SH-1468	135 cm Long Trapdoor Platform with opening Door
SH-1476	100 cm Long Trapdoor Platform with opening Door
SH-1508	300 cm Long Trapdoor Platform with opening Door

## TRAPDOOR PLATFORM

## STABILIZERS



SH-165	200 cm Long Stabilizers
SH-166	300 cm Long Stabilizers
SH-167	450 cm Long Stabilizers
SH-168	600 cm Long Stabilizers
SH-897	150 cm Long Stabilizers

## WOODEN TOE BOARD



SH-169	242 cm Wooden Side Toe Board
SH-170	114 cm Wooden Side Toe Board
SH-171	180 cm Wooden Side Toe Board
SH-172	80 cm Wooden Side Toe Board
SH-862	400 cm Wooden Side Toe Board
SH-895	70 cm Wooden Side Toe Board
SH-1022	110 cm Wooden Side Toe Board
SH-1144	120 cm Wooden Side Toe Board
SH-1200	130 cm Wooden Side Toe Board
SH-1213	200 cm Wooden Side Toe Board
SH-1341	60 cm Wooden Side Toe Board
SH-1358	135 cm Wooden Side Toe Board
SH-1510	300 cm Wooden Side Toe Board

# SPAN FRAMES

SH-151	145 cm Wide 4 Rung Span Frames 200cm Height
SH-152	145 cm Wide 2 Rung Span Frame (Guardrail) 100cm Height
SH-154	80 cm Wide 4 Rung Span Frames 200cm Height
SH-155	80 cm Wide 2 Rung Span Frames(Guardrails) 100cm Height
SH-224	145 cm Wide 3 Rung Span Frames 150cm Height
SH-226	80 cm Wide 3 Rung Span Frames 150cm Height
SH-284	200 cm Wide 4 Rung Span Frames 200cm Height
SH-302	80 cm Wide 6 Rung Span Frames 200cm Height
SH-422	145 cm Wide 1 Rung Span Frame (Guardrail) 50cm Height
SH-443	80 cm Wide 1 Rung Span Frame (Guardrails) 50 cm Height
SH-894	70 cm Wide 4 Rung Span Frames 200cm Height
SH-975	80 cm Wide 4 Rung Span Frames 150cm Height
SH-990	110 cm Wide 6 Rung Span Frames 200cm Height
SH-1007	80 cm Wide 3 Rung Span Frames(Guardrails) 100cm Height
SH-1015	110 cm Wide 2 Rung Span Frames(Guardrails) 100cm Height
SH-1016	110 cm Wide 1 Rung Span Frame (Guardrails) 50 cm Height
SH-1017	250 cm Wide 2 Rung Span Frames (Guardrails) 100cm Height
SH-1024	145 cm Wide 4 Rung Span Frames 250cm Height
SH-1026	80 cm Wide 4 Rung Span Frames 250cm Height
SH-1044	145 cm Wide 6 Rung Span Frame 200cm Height
SH-1050	80 cm Wide 1 Rung Span Frame 30 cm Height
SH-1138	120 cm Wide 4 Rung Span Frame 200cm Height
SH-1140	120 cm Wide 3 Rung Span Frames 150cm Height
SH-1142	120 cm Wide 2 Rung Span Frame (Guardrail) 100cm Height
SH-1143	120 cm Wide 1 Rung Span Frame (Guardrail) 50cm Height
SH-1201	130 cm Wide 2 Rung Span Frame (Guardrail) 100cm Height
SH-1202	130 cm Wide 4 Rung Span Frames 200cm Height
SH-1218	200 cm Wide 2 Rung Span Frame (Guardrail) 100cm Height
SH-1327	80 cm Wide 1 Rung Span Frames(Guardrails) 60 cm Height
SH-1330	80 cm Wide 2 Rung Span Frames(Guardrails) 60 cm Height
SH-1335	60 cm Wide 4 Rung Span Frames 200cm Height
SH-1337	60 cm Wide 3 Rung Span Frames 150cm Height
SH-1339	60 cm Wide 2 Rung Span Frames(Guardrails) 100cm Height
SH-1340	60 cm Wide 1 Rung Span Frame (Guardrails) 50 cm Height
SH-1343	140 cm Wide 2 Rung Span Frame (Guardrail) 100cm Height
SH-1352	135 cm Wide 4 Rung Span Frames 200cm Height
SH-1353	135 cm Wide 2 Rung Span Frame (Guardrail) 100cm Height
SH-1355	135 cm Wide 1 Rung Span Frame (Guardrail) 50cm Height
SH-1357	135 cm Wide 3 Rung Span Frames 150cm Height
SH-1426	145 cm Wide 1 Rung Span Frame (Guardrail) 30cm Height
SH-1427	80 cm Wide 1 Rung Span Frame (Guardrail) 30cm Height
SH-1469	80 cm Wide 3 Rung Span Frames 121cm Height
SH-1471	80 cm Wide 2 Rung Span Frame (Guardrail) 85cm Height
SH-1526	80 cm Wide 5 Rung Span Frames 150 cm Height



# LADDER FRAMES



SH-150	145 cm Wide 4 Rung Ladder Frames 200cm Height
SH-223	145 cm Wide 3 Rung Ladder Frames 150cm Height
SH-225	80 cm Wide 3 Rung Ladder Frames 150cm Height
SH-283	200 cm Wide 4 Rung Ladder Frames 200cm Height
SH-337	80 cm Wide 4 Rung Ladder Frames 200cm Height
SH-893	70 cm Wide 4 Rung Ladder Frames 200cm Height
SH-1023	145 cm Wide 4 Rung Ladder Frames 250cm Height
SH-1025	80 cm Wide 4 Rung Ladder Frames 250cm Height
SH-1137	120 cm Wide 4 Rung Ladder Frames 200cm Height
SH-1139	120 cm Wide 3 Rung Ladder Frames 150cm Height
SH-1203	130 cm Wide 4 Rung Ladder Frames 200cm Height
SH-1334	60 cm Wide 4 Rung Ladder Frames 200cm Height
SH-1336	60 cm Wide 3 Rung Ladder Frames 150cm Height
SH-1351	135 cm Wide 4 Rung Ladder Frames 200cm Height
SH-1356	135 cm Wide 3 Rung Ladder Frames 150cm Height
SH-1470	80 cm Wide 3 Rung Ladder Frames 121cm Height



### Aluminum Mobile Scaffolding - Single Width Tower

Width : 0.80Mtrs  
Length : 1.80Mtrs  
Height : 2Mtrs to 10Mtrs

1. Maximum load/platform 225 kg and Tower is 600 kg including tower self weight
2. Frames Heights = 2.0Mtrs & 1.0Mtrs
3. Castor Wheels = 8" or 6" with Adjustable legs with Dual/Single Breaks
4. Main Frames Height = 2.0Mtrs & 1.0Mtrs
5. Wooden Platforms = Standard Platform & Trapdoor Platform
6. Material : Aluminum Alloy A6106 T6



### Aluminium Scaffolding - Podium

2 Step & 3 Step Podium

Width : 0.75Mtrs  
Length : 1.35Mtrs



### Aluminum Mobile Scaffolding - Double Width Tower

Width : 1.45Mtrs  
Length : 2.50Mtrs  
Height : 2Mtrs to 15Mtrs

1. Maximum load/platform 225 kg and Tower is 600 kg including tower self weight
2. Frames Heights = 2.0Mtrs & 1.0Mtrs
3. Castor Wheels = 8" or 6" with Adjustable legs with Dual/Single Breaks
4. Main Frames Height = 2.0Mtrs & 1.0Mtrs
5. Wooden Platforms = Standard Platform & Trapdoor Platform



### Aluminium Foldable Tower

Width : 0.80Mtrs  
Length : 1.80Mtrs  
Height : 2Mtrs



### Aluminum Mobile Scaffolding - Bridge Tower

Width : 1.45Mtrs  
Length : 7.5Mtrs  
Length : 2Mtrs to 15Mtrs

Manufactured from exact tolerance Aluminum Tubing and locking high strength castors. These towers are extremely safe for long length working platforms at high places & safe effective with easy to use.



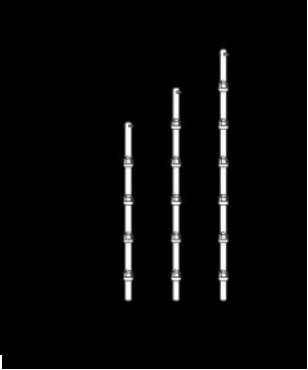
### Aluminium Scaffolding - Ladder

Single Pole Ladders



Vertical Standard (Open End)

Made from 48.3mm diameter x 3.2mm thick grade steel tube, Cuplock System Standards (Vertical) are formed by two cups a fixed bottom cup which is welded to standard (Vertical) at pre-located intervals i.e. 500mm and a sliding top cup. The forged blade ends of the ledger (Horizontal) are located into the bottom cup. The top cup is moved down and rotated to secure the components in place and tightened by a hammer blow to give a positive and rigid connection.

Length	Weight	
1.00	4.83	
1.30	6.50	
1.50	7.20	
1.80	8.94	
2.00	9.60	
2.30	11.22	
2.50	11.95	
3.00	14.40	

Good Morning, Good Afternoon, Good Evening ... How are you doing??? Myself is ..... & I am calling from SHAHID SCAFFOLDING INDUSTRIES

I want to speak to someone in your PURCHASE DEPARTMENT or I want to speak to Mr. / Miss .....

Sir / Madam, we are manufacturer & supplier of good quality of

aluminum & steel scaffolding, aluminum scaffolding towers, Aluminum ladders, A type ladders, Steel Scaffolding Towers, MANPOWER. May I know if any requirement with you for the same ?

If yes .

[Please give me your mobile no.](#) & Email id

[So that I will send you my company introduction & my sales team will contact you shortly](#)

If No Please give me your mobile no. [Email id](#)

So that I will send you my company introduction so that if any requirement in future you can contact us back. Thank you very much for you time sir/madam.

Have a nice day !!!

Questions :-

Where is your office ? Our factory in industrial area 5, Sharjah

Where you supplying the material? We are supplying our material to all big contracting, interior companies in UAE, SAUDI ARABIA, OMAN, BAHRAIN, KUWAIT etc

Do you have certificates? Yes we have all quality certificates, our company is ISO certified & we have safety certificate from TUV for our material as well

Why we buy your material I am getting good material & prices from other supplier?

We will give 5 years manufacturing warranty for the material with best prices in the market

### **SALES DELIVERY RULES EXCEPT FREEZONE:**

1. Always make delivery to next day, until unless the customer need it very badly try to convince him to take the delivery on next day.
2. Ask him for the delivery location & site delivery timings to schedule the delivery.
3. Ask any gate pass is required or not if required ask him to send us the gate pass format if any or ask him for the list of documents needed

### **FREE ZONE DELIVERY RULES :-**

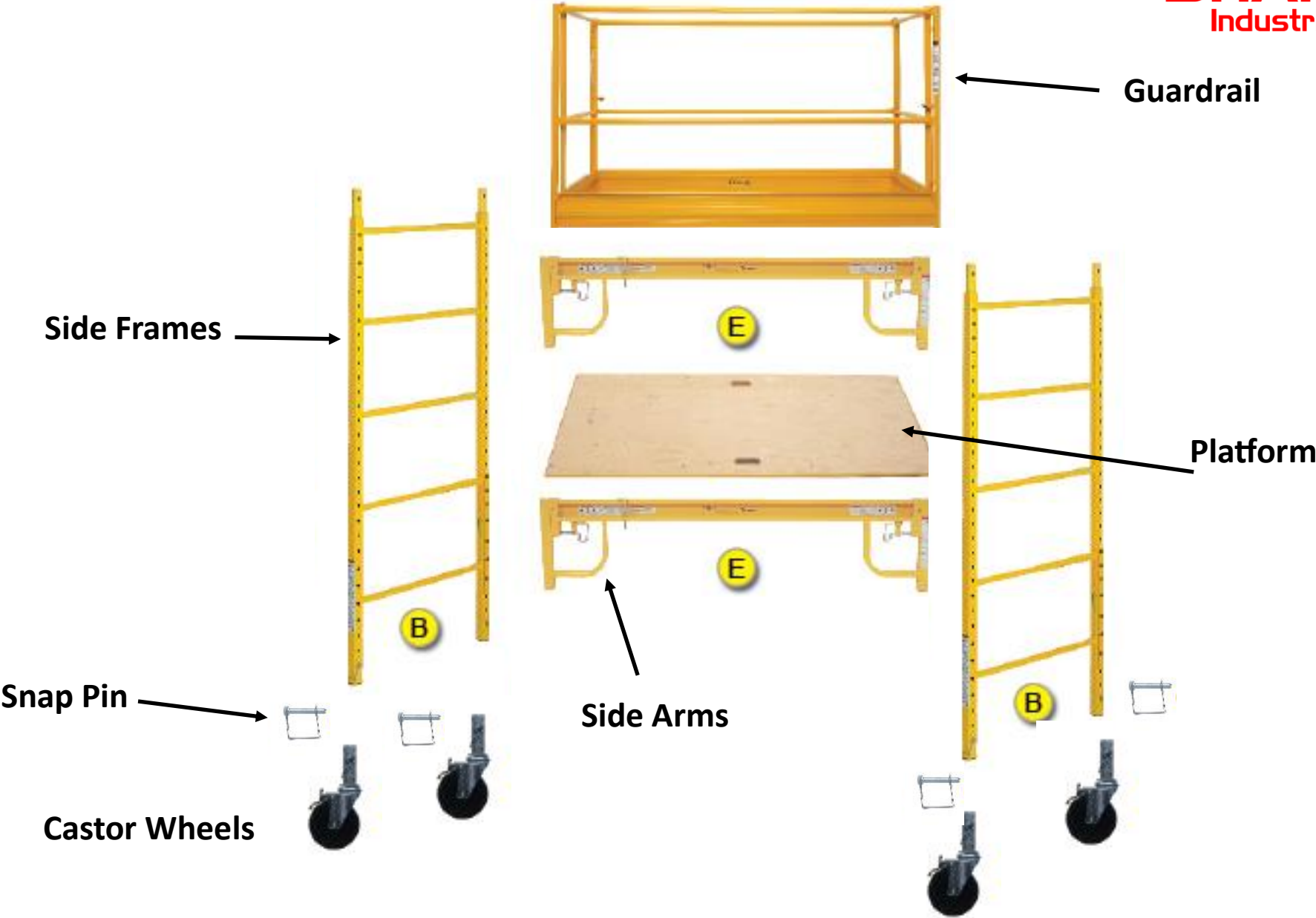
What is Free Zone : Free zone is special area , where the driver need gate pass to access along with the gate pass of the material. Once the material enter the premised its can not be take out without the permission of the customer. So we need to take the payment before entering the free zone with the material to avoid any issues with the client.

1. First ask customer to take the material from factory, if not possible we can give the delivery as well to free zone.
2. If payment terms are CDC OR PDC OR CASH, ask him to remit online or come to factory to pay before dispatch of material. If not possible than we need the CASH OR CHEQUE OR PDC, at the entry gate of the free zone only.
3. Gate pass will be provided by the customer only, we will provide the documents to them for the gate pass.
4. The shipment will be done maximum by the next days subjected to availability

### **FACTORY LOCATION**

1. Google maps search SHAHID HUSSAN SCAFFOLDING
2. Near Tuba Supermarket Industrial area5, Sharjah
3. Contact +971565231533 for more details

# Standard Baker Tower





## Baker Standard Scaffolding Tower (SH-528)

**Dimension:** 1.87m Length x 0.70m Width Height (0.91m –2.01m)

**Material:** Steel and Polywood board

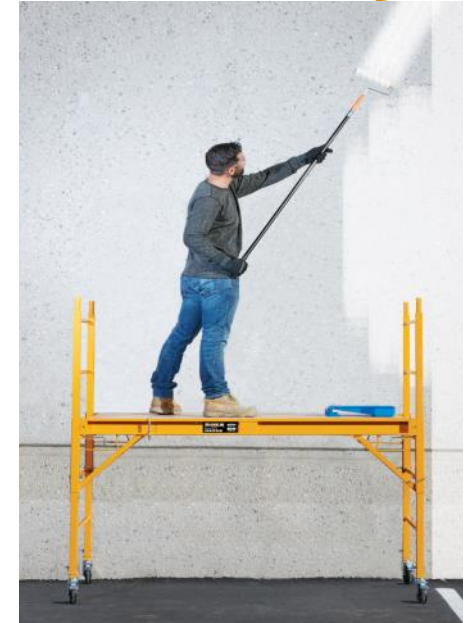
**Max load capacity:** 1000 lbs

**N.W/G.W:** 54 kg/57 kg

**Finish :** Painted

### Features :-

- 5" Castor Wheels
- Load capacity:1,000 lbs
- Easy to assemble & dismantle
- Durable paint finish in yellow
- For interior or exterior use All steel construction







**Baker Standard Scaffolding Tower with Handrails (SH-292)**

**Baker Standard Scaffolding Tower with Guardrails (SH-336)**





## ⚠ WARNING ⚠

Improper erection, dismantling or use of Multi-Use Scaffold may result in serious injury or death!! Erectors, dismantlers and users of Multi-Use Scaffold must read and fully understand these Safety Rules & Instructions as well as all federal OSHA, state, and local regulations pertaining to this equipment prior to use.

## LOAD CAPACITIES

**6'3" Length Unit - 1000 Lbs. (WORKERS & MATERIALS)**

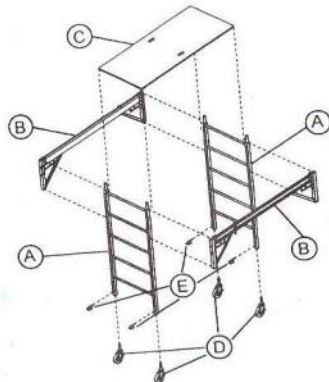
*WARNING! DO NOT OVERLOAD SCAFFOLD, MAY RESULT IN SERIOUS INJURY!*

## ITEM SPECIFICATIONS

6' Long Multi - Use Scaffold	Overall Length	Overall Width	Overall Height	Folded Length	Highest Standing Level	Overall Weight	Thickness
6' Long Multi - Use Scaffold	73-3/4"	29-1/4"	75"	N/A	73"	138 Lbs	0.135"
	187.325 cm	74.2949 cm	190.5 cm		185.42 cm	63 kg	0.3429 cm
	1873.25 mm	742.949 mm	1905 mm		1854.2 mm		3.429 mm

## ASSEMBLY INSTRUCTIONS

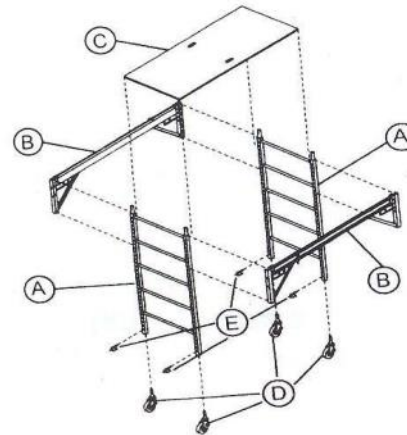
For proper assembly, your Multi-Use Scaffold must be comprised of 13 individual parts. (As Drawing)



1

## Parts List

No.	Part Name	QTY
A	Frame	2
B	Side Brace	2
C	Platform	1
D	Caster	4
E	Lock Pin	4



### Step 1. Attach side brace B to two frames A:

- Pull L - shape lock pin at each end of side brace to the disengaged position. (SEE EXHIBIT A)
- While holding L-shape pin in disengaged position, place U-channel on each end of side brace B around leg of frame A at desired platform height.
- Release lock pin and be sure that pin fully engages into hole in frame A leg.

### Step 2. Attach second brace B to both frames A (REPEAT INSTRUCTIONS IN STEP 1)

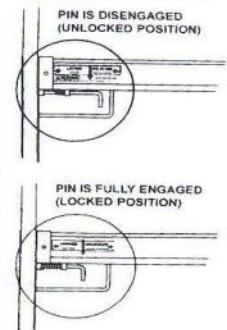
## ⚠ WARNING ⚠

Both side braces must be positioned at the same height on the frames so that the platform will be level.

Be sure all 4 L-shape lock pins are fully engaged in holes of frames.

Be sure all 4 L-shape lock pins are in the locked position.

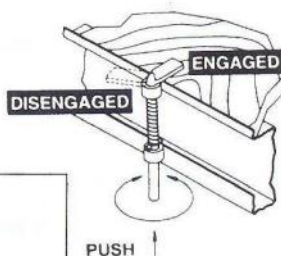
## EXHIBIT A



Step 3. Install platform C on side braces B so that the platform is fully seated within inner channel on top of side braces.

Step 4. Rotate the platform clips into the engaged position.

Step 5. Install 4 casters D into legs of frame A and pin with lock pins E.



### **⚠ WARNING ⚠**

Recheck all side brace lock pins for full engagement before accessing platform.

Recheck platform to be sure it is properly seated within side brace channel and the platform clips are fully engaged before accessing.

When accessing platform, climb over top of frame ladder - DO NOT swing around side of frame.

### **SOME TYPICAL APPLICATIONS INCLUDE:**

- Painting
- Acoustical / Ceilings
- Drywall Installation & Taping
- Window Cleaning & Treatment Installation
- Sign Installation & Maintenance
- Overhead Door Installation
- Lighting & Wire Maintenance & Electrical
- General Building Maintenance
- HVAC Installation
- Functions as Shelving
- And Much More

## **DISMANTLING NOTES**

The work of dismantling scaffolding should be under the supervision of an individual with proper experience and aptitude (competent person). The following should be observed while dismantling.

1. It shall be the responsibility of employees to read and comply with the following common sense guidelines which are designed to promote safety in the dismantling of scaffolding.
2. Check to see if scaffold has been structurally altered in any way which would make it unsafe; and, if so, reconstruct where necessary before commencing with the dismantling procedures.
3. Dismantle scaffold from the top down. Begin by removing all accessories from that section being dismantled at the time.
4. On stacked scaffolds do not remove ties and braces until dismantling has reached the section to which they are attached.
5. Always work within the inside of the scaffolding.
6. When moving up or down the scaffold do NOT climb on ties, braces or unbraced components. Climb over the top of the frame. Do not swing around outside of the frame.
7. Be sure that area below is clear of personnel not involved in the dismantling and is secured against unauthorized access.
8. Lower scaffold components in a safe manner as they are dismantled. Avoid dropping or throwing the components as this could result in injury to personnel below, or damage to the equipment.
9. Use energy absorbing lanyards and full body harness when feasible

## CALLING CUSTOMER

Good Morning, Good Afternoon, Good Evening ... How are you doing??? Myself is ..... & I am calling from SHAHID SCAFFOLDING INDUSTRIES

I want to speak to someone in your PURCHASE DEPARTMENT or I want to speak to Mr. / Miss .....

Sir / Madam, we are manufacturer & supplier of good quality of aluminum & steel scaffolding, aluminum scaffolding towers, Aluminum ladders, A type ladders, Steel Scaffolding Towers, MANPOWER. May I know if any requirement with you for the same ?

If yes .

Please give me your mobile no. & Email id So that I will send you my company introduction & my sales team will contact you shortly

If No Please give me your mobile no. Email id So that I will send you my company introduction so that if any requirement in future you can contact us back. Thank you very much for you time sir/madam.

Have a nice day !!!

Questions :-

1. **Where is your office ?** Our factory in industrial area 5, Sharjah
2. **Where you supplying the material?** We are supplying our material to all big contracting, interior companies in UAE, SAUDI ARABIA, OMAN, BAHRAIN, KUWAIT etc
3. **Do you have certificates?** Yes we have all quality certificates, our company is ISO certified & we have safety certificate from TUV for our material as well
4. **Why we buy your material I am getting good material & prices from other supplier?** We will give 5 years manufacturing warranty for the material with best prices in the market

## **SALES DELIVERY RULES EXCEPT FREEZONE:**

1. Always make delivery to next day, until unless the customer need it very badly try to convince him to take the delivery on next day.

2. Ask Customer:-

- A. Delivery location
- B. Site delivery timings
- C. Gate Pass required

## **FREE ZONE DELIVERY RULES :-**

What is Free Zone : Free zone is special area , where the driver need gate pass to access along with the gate pass of the material. Once the material enter the premised its can not be take out without the permission of the customer. So we need to take the payment before entering the free zone with the material to avoid any issues with the client.

- A. First ask customer to take the material from factory, if not possible we can give the delivery as well to free zone.
- B. If payment terms are CDC /PDC /CASH, ask him to remit online or come to factory to pay before dispatch of material. If not possible than we need the CASH OR CHEQUE OR PDC, at the entry gate of the free zone only.
- A. Gate pass will be provided by the customer only, we will provide the documents to them for the gate pass.
- B. The shipment will be done maximum by the next days subjected to availability

## **FACTORY LOCATION**

- A. Google maps search SHAHID HUSSAN SCAFFOLDING
- B. Near Tuba Supermarket Industrial area5, Sharjah
- C. Contact +971565231533 for more details

## PAYMENT TERMS

SR NO	PAYMENT TERMS	DAYS	CHECKLIST
1	Cash/Cheque, Full in Advance	1	
2	Cash/Cheque, upon Delivery	1	
3	50% Advance, 50% upon Delivery	1	
4	50% Advance, 50% before Delivery	1	
5	30% Advance, 70% upon Delivery	1	
6	30% Advance, 70% before Delivery	1	1. Ask for Payment Cheque copy if rental ask for security cheque copy as well
7	50 % CDC & 50% 45 days PDC upon the delivery	1	2. Check the Name, Cheque Date, cheque is signed, total amount, amount in words properly
8	45 % Cash & 55 % 45 Days PDC before delivery	1	3. Material will be offloaded or work will be started after receiving of cash/cheque only
9	50% CDC & 50% 60 Days PDC upon Delivery	1	4. Ask for the person name & number who has the cheque
10	50 % 120 Days PDC & 50 % 90 Days	1	
11	15 Days PDC upon Delivery	15	
12	30 Days PDC upon Delivery	30	
13	45 Days PDC upon Delivery	45	
14	60 Days PDC upon Delivery	60	
15	90 Days PDC upon Delivery	90	
16	120 Days PDC upon Delivery	120	
17	50% CDC & 50% 30 Days PDC Upon the Delivery	1	
18	50% CDC & 50% After completion of Works	1	
19	50% CDC & 50% 120 Days PDC Upon the Delivery	1	

SR NO	PAYMENT TERMS	DAYS	CHECKLIST
1	15 Days Open Credit	15	
2	30 Days Open Credit	30	
3	45 Days Open Credit	45	1. Call them before 1 week when payment date is coming
4	60 Days Open Credit	60	2. Regular followup the payment
5	75 Days Open Credit	75	
6	90 Days Open Credit	90	
7	120 Days Open Credit	120	
8	150 days open credit	150	

## Rental Quotation WIN PROCESS

1. After Receiving the Lpo, we need to match the lpo with given Quotation to the client.

### What we need to match?

- ◆ **Company Name.**
- ◆ **TRN Number.**
- ◆ **Product descriptions.**
- ◆ **Price.**

2. If TRN Number is missing, ask client to send the Vat registration certificates and company trade license and update this information in your Erp Dash board.
3. Cheque copy is mandatory, it could be pdc / cdc, Security cheque, and ask for the site person contact detail who will hand over the original cheque copy on the site.
4. Ask customer for the Gate pass if required then attached the gate pass Id.
5. If customer some time give order confirmation on mail then sent him the Rental agreement take sign and stamp on that agreement and upload in your Erp dash board.
6. Select Location of the delivery ,date ,time, Area, mention Lpo no, Attached Lpo copy.
7. Upload Cheque copy and update.

## Sales Quotation WIN PROCESS

1. After Receiving the Lpo, we need to match the lpo with given Quotation to the client.

### What we need to match?

- ◆ **Company Name.**
- ◆ **TRN Number.**
- ◆ **Product descriptions.**
- ◆ **Price.**

2. If TRN Number is missing, ask client to send the Vat registration certificates and company trade license.
3. Cheque copy is mandatory, it could be pdc / cdc, and ask for the site person contact detail who will hand over the original cheque copy on the site.
4. Ask customer for the Gate pass if required then attached the gate pass Id.
5. Select Location of the delivery ,date ,time, Area, mention Lpo no, Attached Lpo copy.
6. Upload Cheque copy if Available, and update.



## **Computer Operator Work Process**

### **How To Add Company :-**

Go to in Companies Panel

Click on Company ADD

Type the Company Name and check in Drop Down list,

If company name is showing same then it can be duplicate so no need to add company.

If company name is not showing in list then go to Email Id Column and put the Email Id with Correct format then click on next button.

And Fills all Mandatory Column's then Save all the details.

### **How To Add Individual :-**

Go to Companies Panel

Click On Individual Add

And Select the Company Name

Then Go to New Individual ADD. And fill all the Detail of the Person. And Click On the Save Button

### **How To Check Duplicate Company :-**

Check Duplicacy with all possible combination

(With space , without space, dot (.) without Dot (.) and any special character like (& , - , /).

### **How To Make Sales Quotation :-**

First Go To Quotation Panel.

And Click On Sales QTN Generate

Then select Company Name with Individual Name. Which is given on mail.

Fill all the mandatory Column's above.

Payments always should be (To Be Discussed).

Then Select Product Name and put QTY.

Generate QTN and reply on same mail with QTN No.

### **How To Make Rental Quotation :-**

First Go To Quotation Panel.

And Click On Rental QTN Generate

Then select Company Name with Individual Name. Which is given on mail.

Fill all the mandatory Column's above.

Payments always should be (To Be Discussed).

Select Rent Type (Day / Week / Month)

Then Select Product Name and put QTY. then put Rent Duration. Which is mention on the mail.

Generate QTN and reply on same mail with QTN No.

### **How To Make Sales / Rental Invoice :-**

First go to Invoice Panel and select Sales/Rental invoice generate.

Select the QTN No. and submit

First check the overdue Amount, if some amount is showing in overdue then confirm with Shahid Sir.

Check Company Duplicity properly, company document, LPO Doc,

According to LPO Document match all company details and product details.

If everything is correct then generate the Sales Invoice.

### **How To Make Sales / Rental Delivery Order (DO) :-**

Click on Delivery Order panel and select Sales/Rental DO generate.

Select the invoice no. and click on submit and check all the details and contact person column should be(-).

Then generate Delivery Order (DO)

At last give the print out of Factory DO 1 copy, Sales/Rental DO 2 copy, and then return to invoice and give printout 2 copy.

### **How To Make Sales / Rental Proforma Invoice (PI) :-**

Note :- Same process as an invoice generation but no need to generate DO or print out.

### **How To Generate Warranty Certificate :-**

Go to invoice panel and select generate warranty certificate.

Then select the invoice no. and submit

Then Generate warranty certificate.

### **How To Generate Rental Invoice Extension :-**

Go to Invoice panel and select Rental invoice Extension

Then select invoice no. OR Quotation no. and click on submit.

Check all the details and fill the estimated payments days and Estimated Return days.

Then change the Duration.

And click on Generate extension invoice.

### **How To Approve New Added / Edited Company :-**

Go to Approval Panel and select new company / Edited Company for approval.

Then check the Duplicacy with all the possible combination.

If the any editing needed then Edit the company details and click on Approve.

### **How To Approve New Individual / Edited Individual :-**

Go to Approval Panel and select New Individual / Edited Individual for approval.

Check all the mandatory details and click on Approve Button.