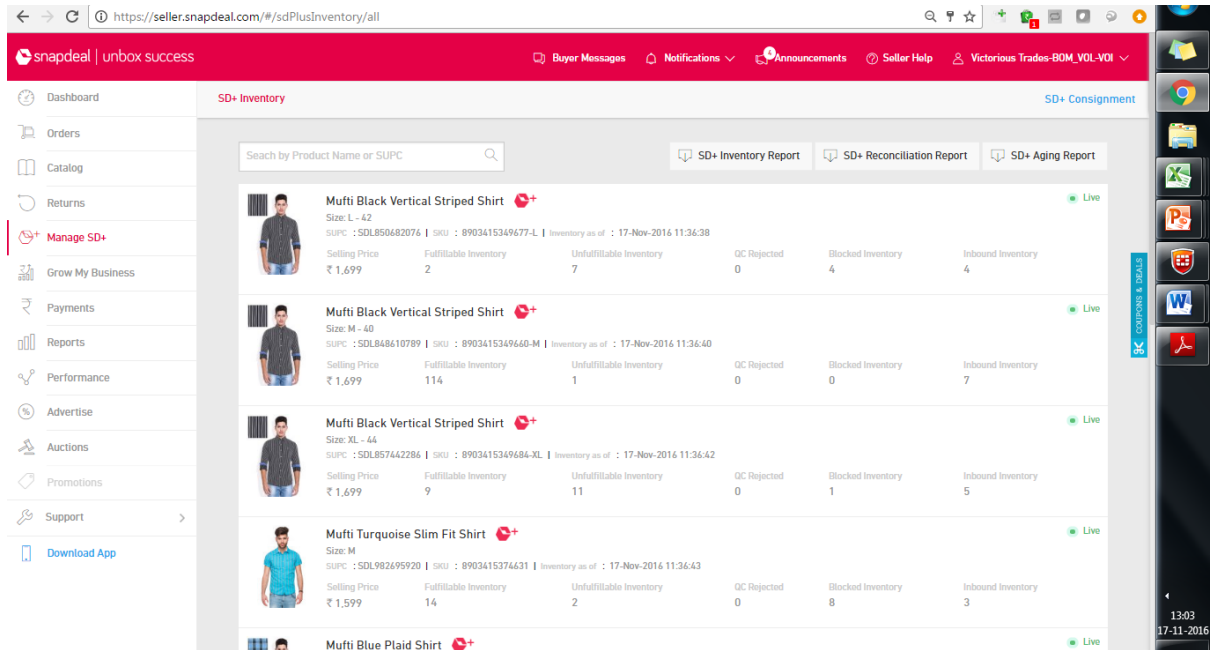


## Frequently Asked Questions on 'Manage SD+' Panel

### 1. Where can I see the status of my SD Plus inventory on the panel?

Visit the 'Manage SD+' tab on your dashboard to see the status of your SD Plus inventory. This new tab has two tabs:

- 'SD+ Inventory' tab
- 'Consignment' tabs



### 2. Where can I view various SD Plus-related reports?

You can view the following SD Plus-related reports under 'SD+ Inventory' tab.

- SD+ Inventory Report:** This report allows a seller to view the current snapshot of his entire SD Plus inventory at a single place. It also provides a break-up of the current warehouse inventory for each SUCP.
- SD+ Reconciliation Report:** This report shows the summary of all transactions against each SD Plus SUCP for a given time period. It allows you to reconcile your SD Plus warehouse stock over a given period.
- SD+ Aging Report:** This report allows you to view the aging status of your SD Plus stock.

### 3. How can I access the stock ledger report for SD Plus SUPCs?

Click on the product name or image of your SD Plus SUCP in the 'SD+ Inventory' tab. It will open a pop-up window. Download stock ledger details for the desired time range.

**4. How can I access financial transaction details for my SD Plus SUPCs?**

The stock ledger report covers payment information for each transaction against your SD Plus SUPCs. It will give clarity on:

1. Order Type: COD or NCOD
2. Payment Amount: whether credited or debited
3. Status: Payment status, whether it is paid or unpaid as of date
4. Date: Payment date or the due date depending on whether the transaction is paid or unpaid
5. UTR: Unique Payment Ref Id (from bank) for each transaction useful for reconciliation

**5. How can I create a new advance stock request (ASR)?**

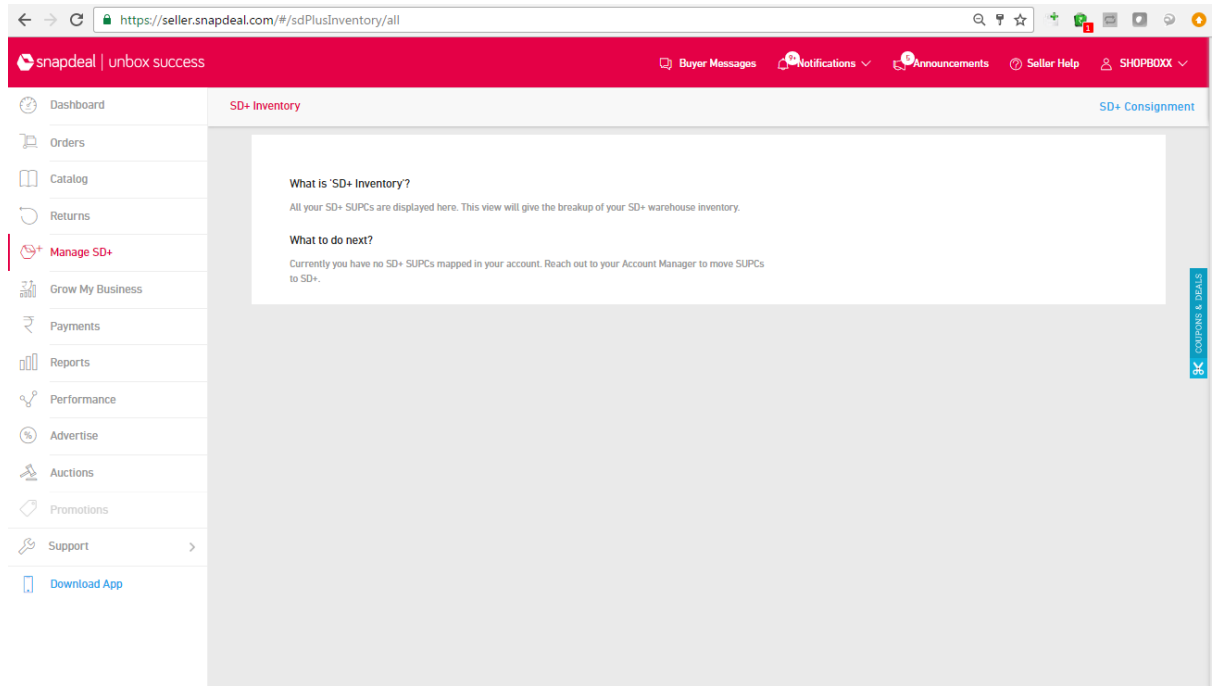
Access the 'SD+ Consignment' tab to create ASRs. You will be able to view all the SUPCs that are eligible to be added to the ASR. Click on 'Plus' (or pencil) icon to enter the 'Quantity to send' against each SUPC and press 'Enter'. The number next to the save button indicates the number of SUPCs (with non-zero quantity) that will be added to the consignment. Click on 'Save' to create the ASR. The newly created ASR will now be available in the 'New' tab.

**6. How can I create an advance stock note (ASN)?**

Open the saved ASR from the 'New' tab under 'SD+ Consignment' tab. Click on 'Submit'. ASN will be created and you can continue printing pack-slips and booking slots as usual.

**7. I do not have any SUPCs on SD Plus. What will I see in 'Manage SD+' tab?**

If you do not have any SD Plus SUPCs, you will see answers to frequently asked questions about SD Plus on clicking this tab.



## 8. How can I modify the price of my SD Plus inventory?

Visit the 'Catalog' tab to modify the price of your SD Plus inventory.

