

SB USER GUIDE

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Once an SB has been created and an admin user has been assigned to the same by HQ, the said admin user can login and carry out the following tasks –

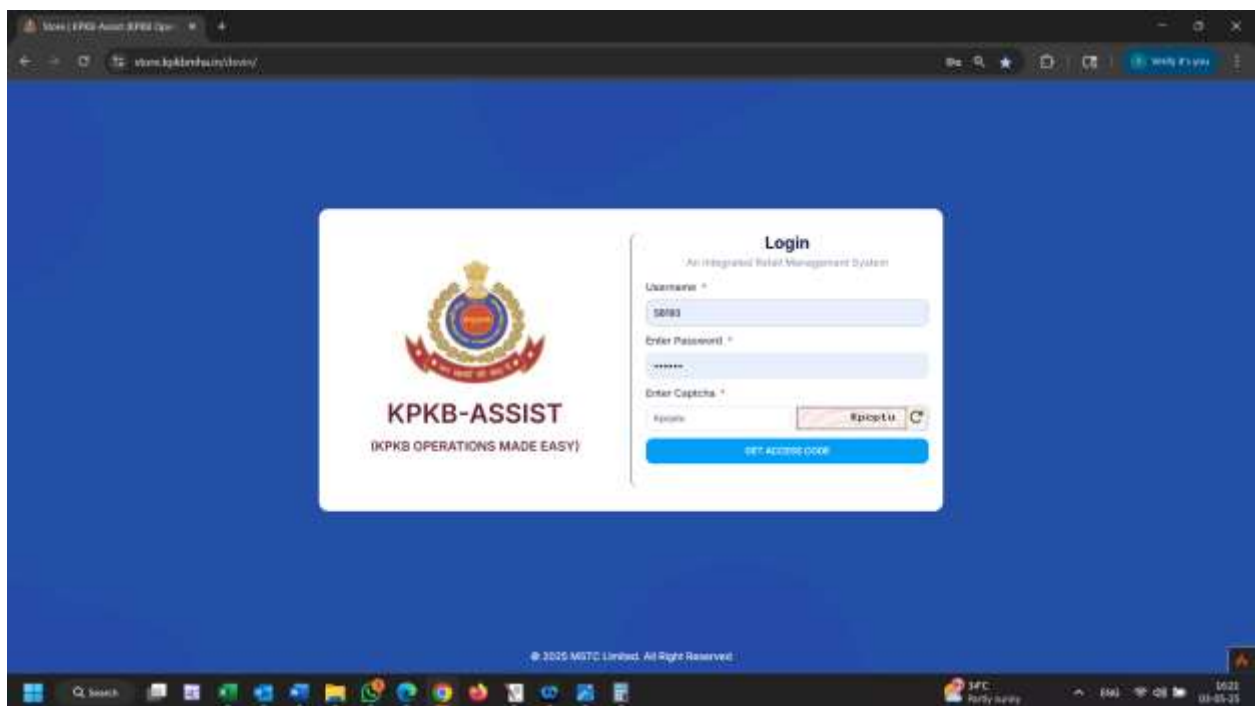
1. SB Home Page and Login Information

On a user has been created, the credentials who be sent to the said user through a system generated email. The user would be required to visit the following link - <https://store.kpkbmha.in/devin/>

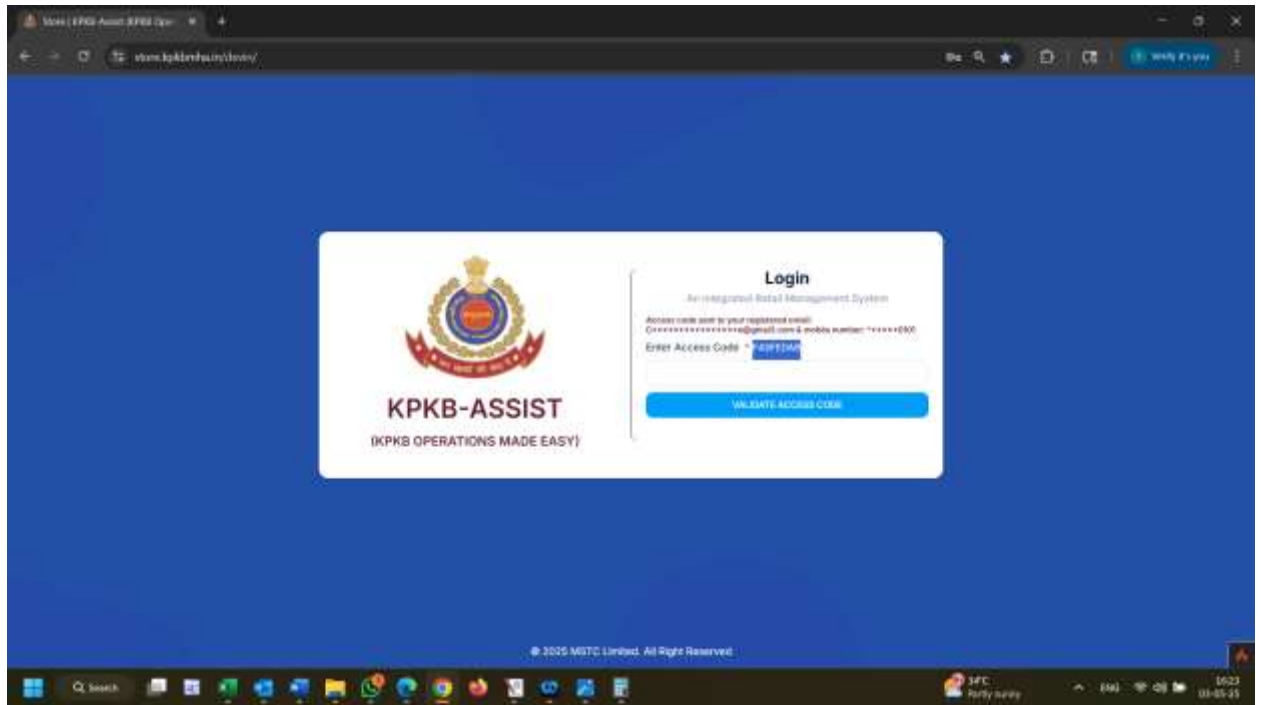
To login > The following information would be required

- 1) User name : This would be system generated UID
- 2) Password : Currently it is set to -----. User would be required to update it on 1st login.

User would be required to enter the Captca and click on Get access code.

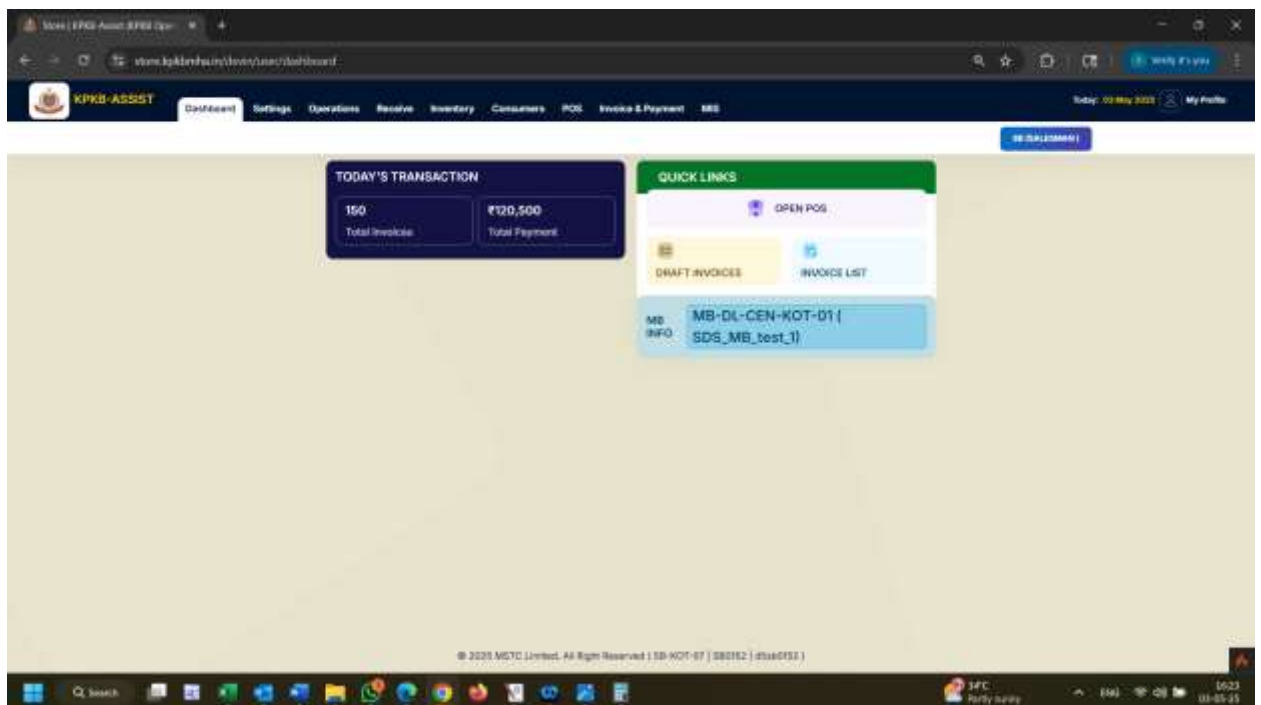


An access code would be sent to the registered mobile number and email address.



2. SB DASHBOARD

Upon successful login the SB admin user would be navigated to the home page / dashboard –

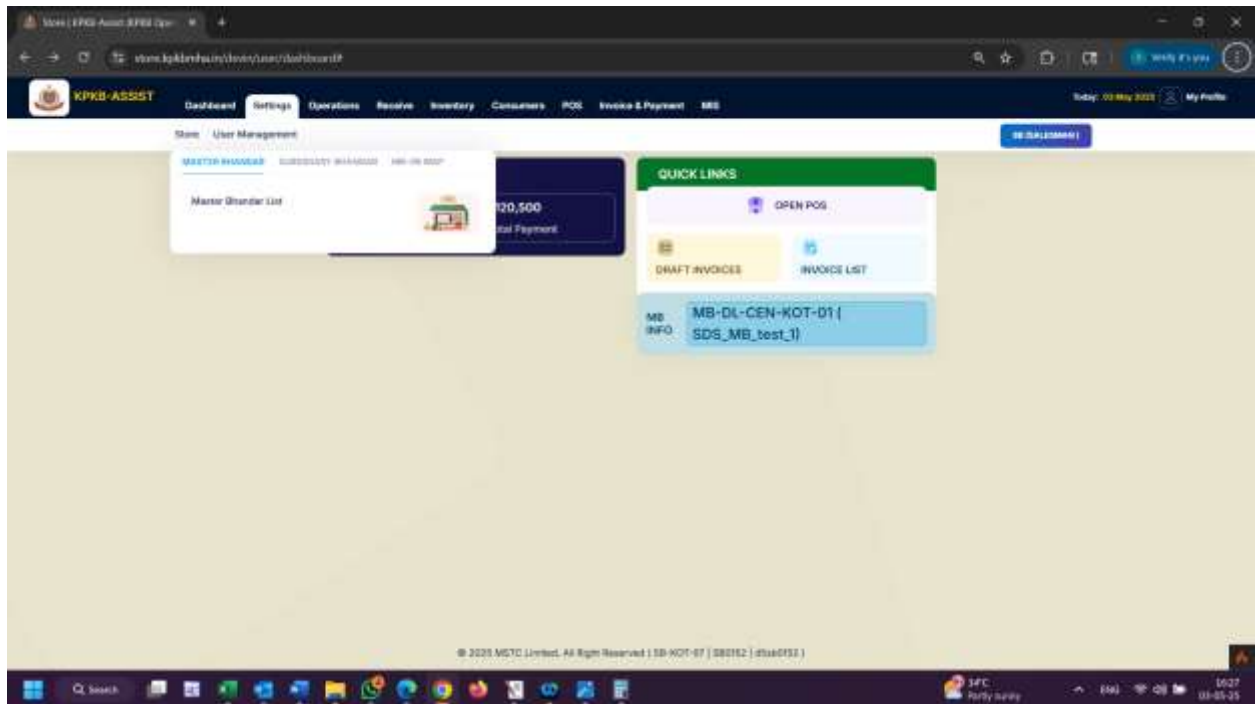


Quick link section provides the user easy access to POS and Pending Invoices.

3. Settings

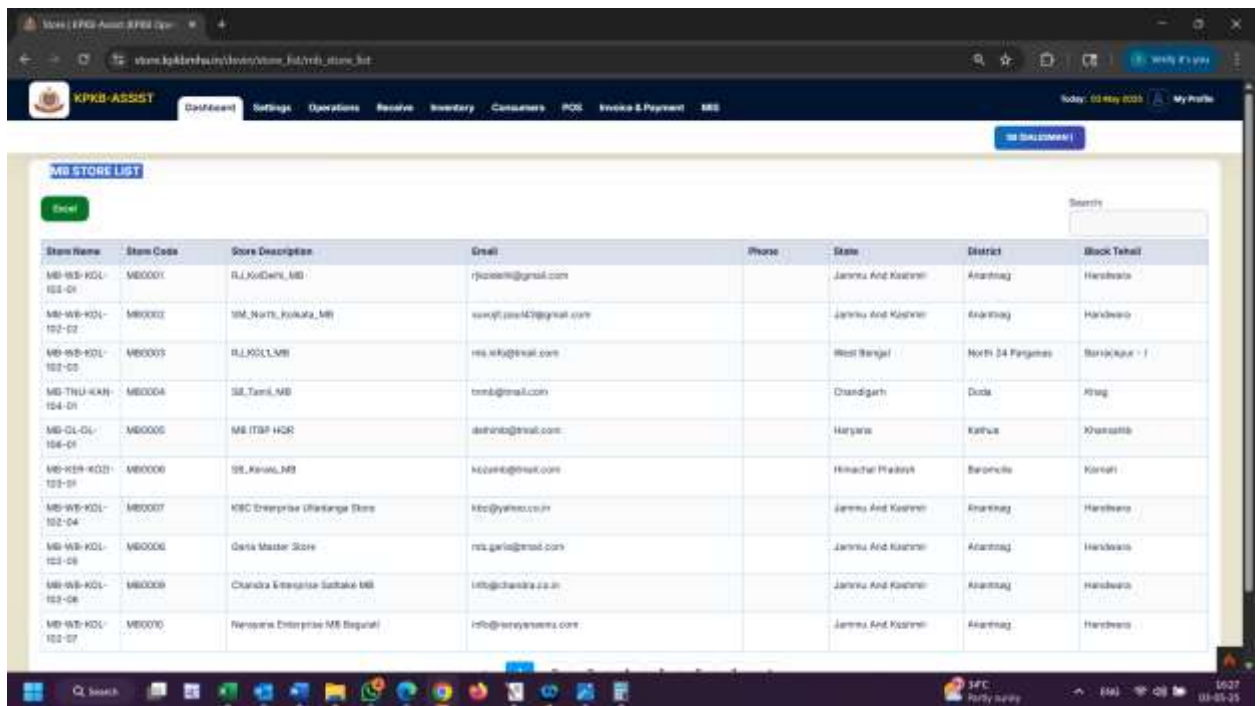
Through the setting links in the menu ribbon the user can access the following information-

a. Store information



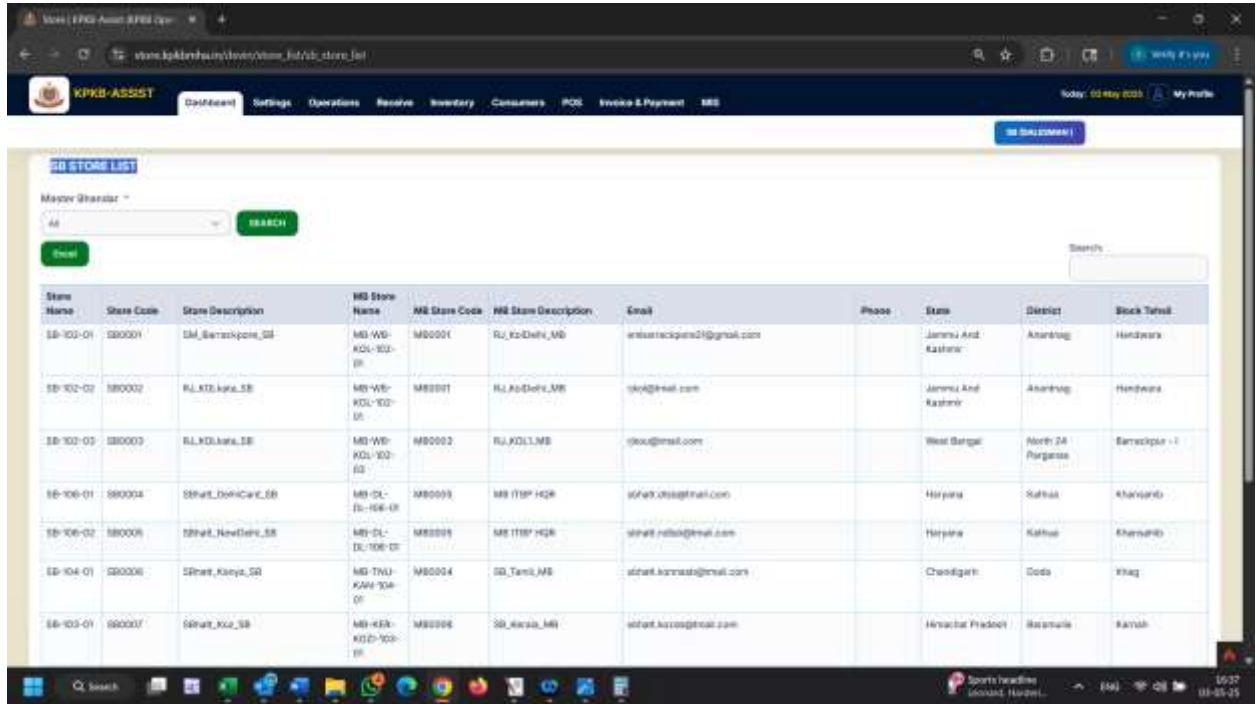
i. MASTER BHANDAR SUB MENU –

By clicking the Master Bhandar Sub menu user can access the MB store list. This list can be downloaded as excel as well.



ii. SUBSIDIARY BHANDAR SUB MENU –

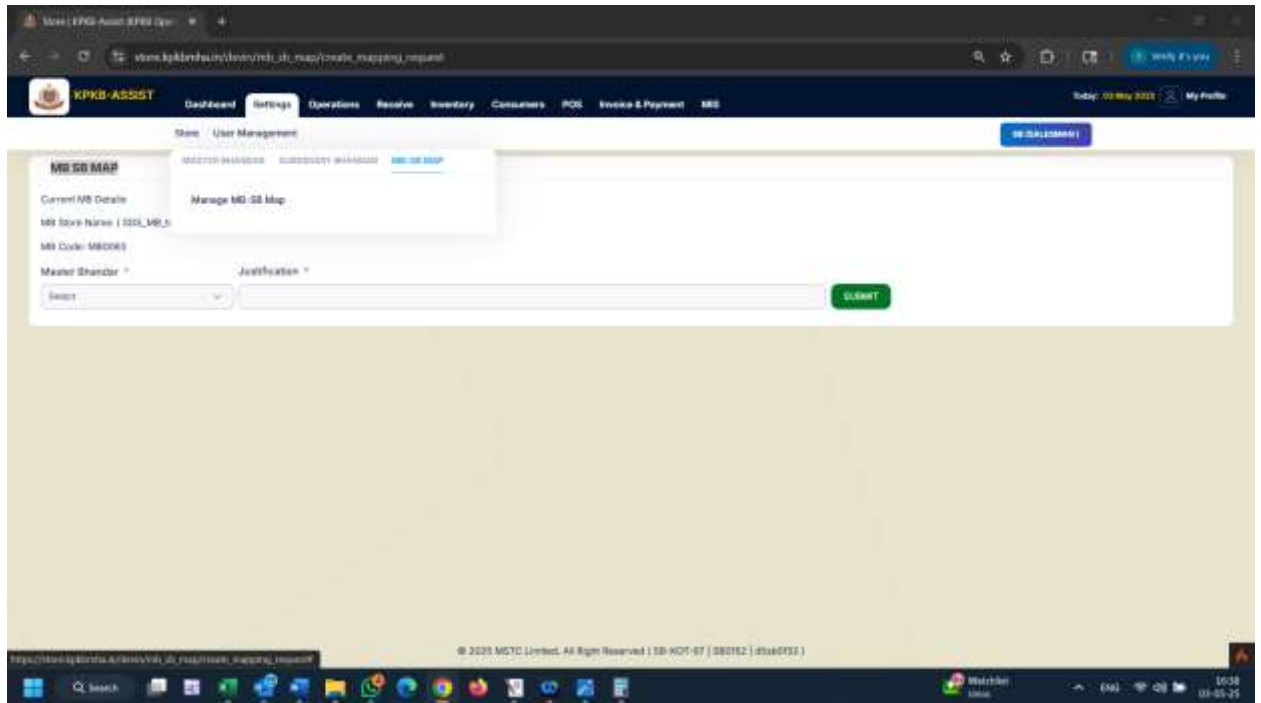
By clicking the Subsidiary Bhandar Sub menu user can access the SB Store List. This list can be downloaded as excel as well.



| Store Name | Store Code | Store Description | MB Store Name | MB Store Code | MB Store Description | Email | Phone | State | District | Block Tehsil |
|------------|------------|--------------------|-------------------|---------------|----------------------|------------------------|-------|-------------------|-------------------|---------------|
| SB-100-01 | SB00001 | SB, Barampora, SB | MB-WB-KOL-100-01 | MB00001 | RJ_Kb-Delhi_MB | ankurackpan2@gmail.com | | Jammu And Kashmir | Anantnag | Handwara |
| SB-102-02 | SB00002 | RJ_Kb_Kota, SB | MB-WB-KOL-102-02 | MB00002 | RJ_Kb-Delhi_MB | rkid@gmail.com | | Jammu And Kashmir | Anantnag | Handwara |
| SB-103-03 | SB00003 | RJ_Kb_Kota, SB | MB-WB-KOL-103-03 | MB00003 | RJ_KOL_MB | rkid@gmail.com | | West Bengal | North 24 Parganas | Barampora - I |
| SB-106-01 | SB00004 | SBHAT_Dohicare, SB | MB-DL-10-106-01 | MB00004 | MS 118P HGR | shwet.shwet@gmail.com | | Haryana | Ruhia | Kharjandi |
| SB-106-02 | SB00005 | SBHAT_NewDelhi, SB | MB-DL-10-106-02 | MB00005 | MS 118P HGR | shwet.shwet@gmail.com | | Haryana | Ruhia | Kharjandi |
| SB-104-01 | SB00006 | SBHAT_Kanya, SB | MB-TN-KAN-104-01 | MB00004 | SD_Tamil_MB | shwet.kanada@gmail.com | | Chennai | Doda | Khag |
| SB-103-01 | SB00007 | SBHAT_Kota, SB | MB-KER-KOT-103-01 | MB00006 | SD_Kerala_MB | shwet.kanada@gmail.com | | Kerala | Malappuram | Kannur |

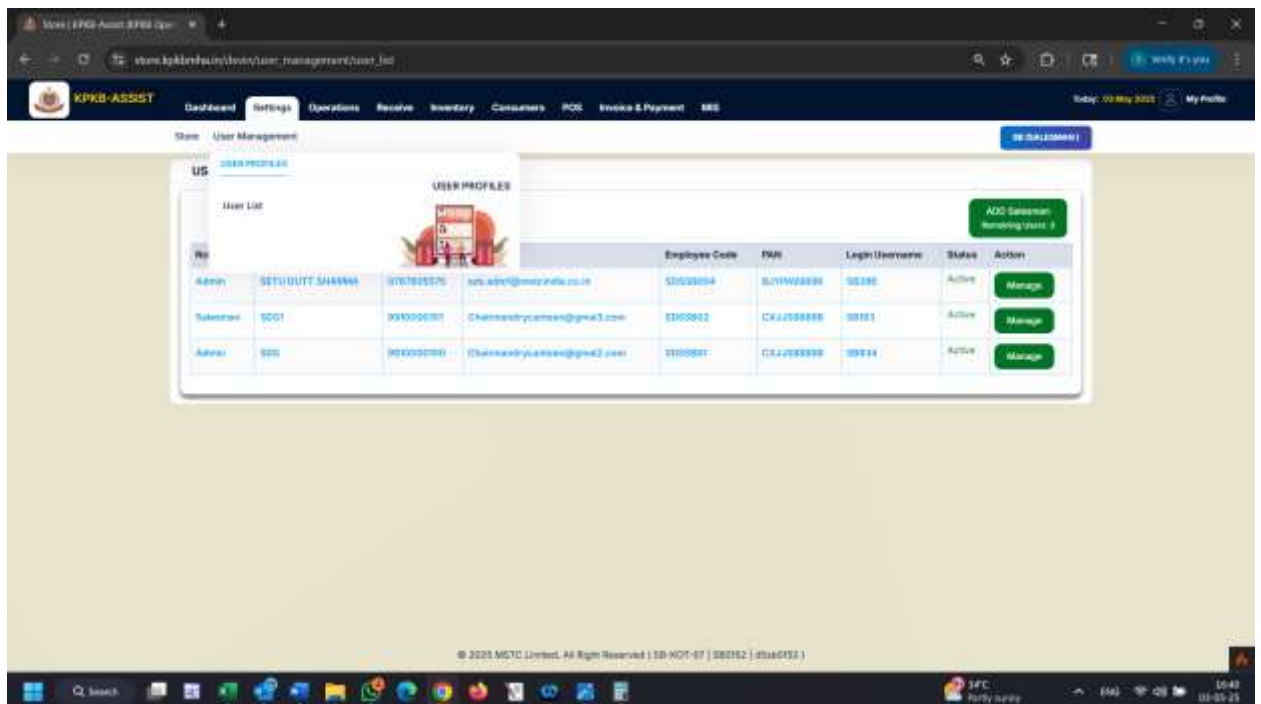
iii. SB MB SUB MENU –

By clicking the Subsidiary Bhandar Sub menu user can access information of the MB it has been associated with. SB admin user can initiate the process of change of MB it has been associated with.



4. User Management

In order to add more users (both admin or salesman) or to access the information on the number of current user, admin user can navigate to Settings> User management > User List



5. Add More Salesman

In order to add more salesman user, the user has to click on the 'Add Salesman' link and access the form to create new user.

The screenshot shows the 'User Management' section of the KPB-ASSIST application. A red circle highlights the 'ADD Salesman' button in the top right corner of the 'User List' table. A red arrow points from this button to the 'NEW USER' form in the second screenshot.

| No | Employee Code | Full Name | Mobile No. | Login Username | Status | Action | | |
|----------|-------------------|-----------|--------------------------|----------------|----------|--------|--------|--------|
| Admin | SETU DUTTA SARKAR | 070700070 | setu.dutta@kpb.co.in | SD000004 | SD000004 | SD000 | Active | Manage |
| Salesman | SD01 | 090000001 | Charmendyraman@gmail.com | SD000002 | SD000002 | SD001 | Active | Manage |
| Salesman | SD02 | 090000002 | Charmendyraman@gmail.com | SD000001 | SD000001 | SD002 | Active | Manage |

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NEW USER

SB-KOT-07(SB0102)

Role: Salesman Location: Kotail

Employee Code * Full Name * PAN No. *

Mobile no. * Email *

OTP will be sent to both the registered email and mobile no.

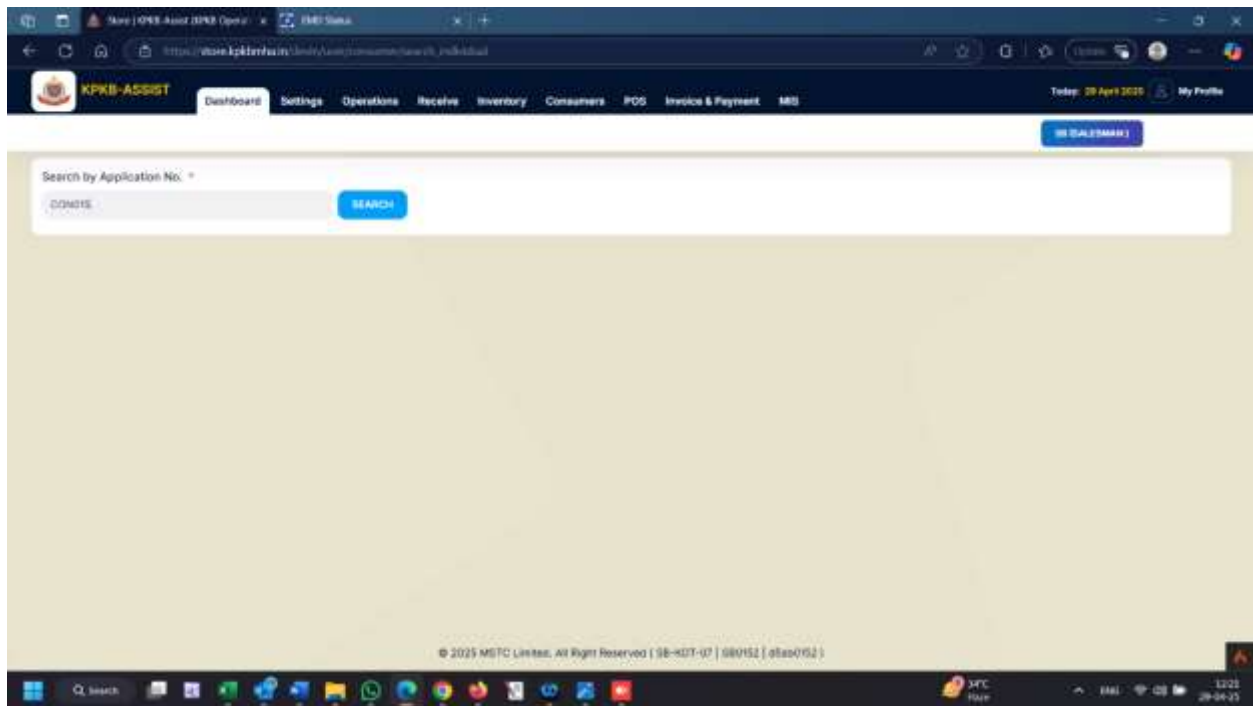
UID: System generated

Set access status * Active From * 2FA Status *

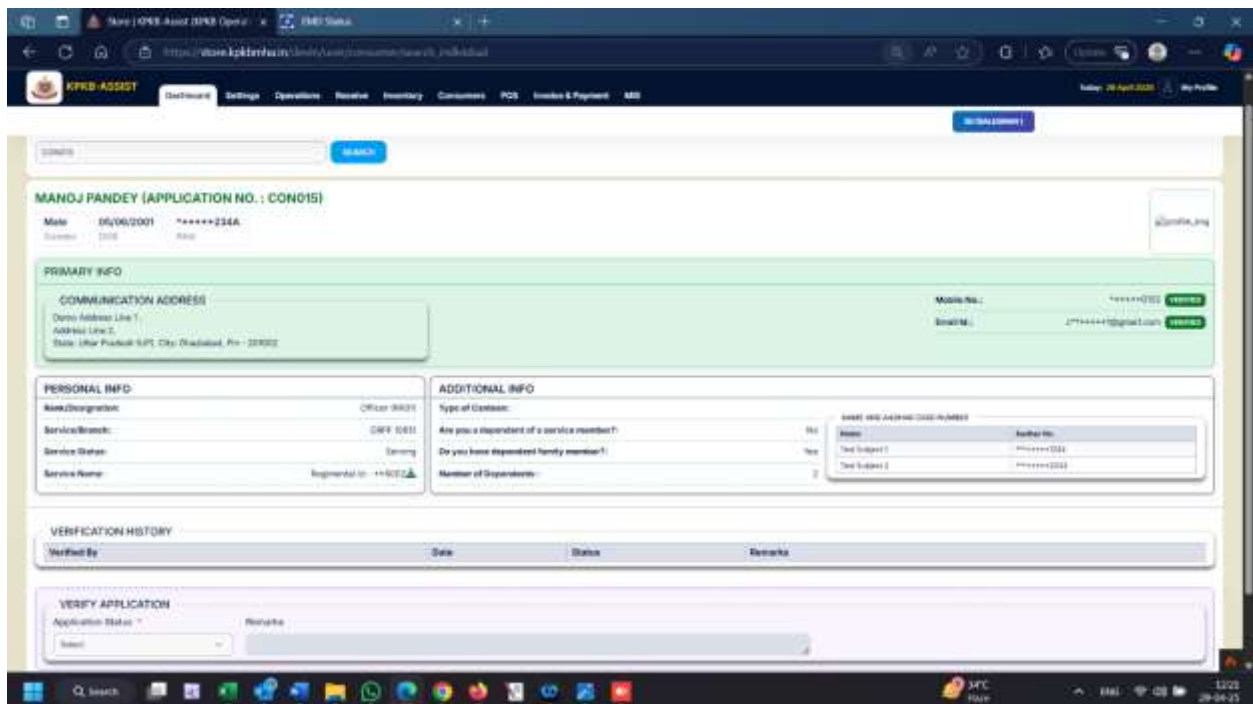
☒ Active ☐ Inactive ☐ Active ☒ Inactive

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Consumer upon successful registration would receive a Application number. They would have to inform the SB user the application number.



Successful search would display the consumers profile –



SB user would be able to either approve or reject the application based on the documentation provided by the consumer

More | KPFB Assist | KPFB Portal | x | KPFB Status

https://kpfbsystem.kpfbsindhia.in/identity/assess/assess/individual

KPFB-ASSIST | Dashboard | Settings | Operations | Recruit | Inventory | Consumers | PCS | Insurance & Payment | A&S

Today: 28 April 2024 | My Profile

SEARCH

MANOJ PANDEY (APPLICATION NO. : CON015)

Male 05/06/2001 *****234A

Service: 2008 Rank: Major

PRIMARY INFO

COMMUNICATION ADDRESS

Domo Address Line 1:
Address Line 2:
House: Upar Prastab SPT, City: Chakradhar, Pin: 321002

Mobile No.: *****0202 **VERIFIED**

Email No.: *****1@gmail.com **VERIFIED**

PERSONAL INFO

Bank/Designation: Officer (A&S)

Service Branch: GPFY (A&S)

Service Status: Serving

Service Number: Regimental ID: 115072

ADDITIONAL INFO

Type of Contract: **None**

Are you a dependent of a service member?: No

Do you have dependent family member?: No

Number of Dependents: 2

VERIFICATION HISTORY

| Verified By | Date | Status | Remarks |
|-------------|------|--------|---------|
| | | | |

VERIFY APPLICATION

Application Status: **Select**

Remarks:

Once approved , system would display a confirmation message

More | KPFB Assist | KPFB Portal | x | KPFB Status

https://kpfbsystem.kpfbsindhia.in/identity/assess/assess/individual

KPFB-ASSIST | Dashboard | Settings | Operations | Recruit | Inventory | Consumers | PCS | Insurance & Payment | A&S

Today: 28 April 2024 | My Profile

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Number of Dependents: 2

VERIFICATION HISTORY

| Verified By | Date | Status | Remarks |
|-------------|------|--------|---------|
| | | | |

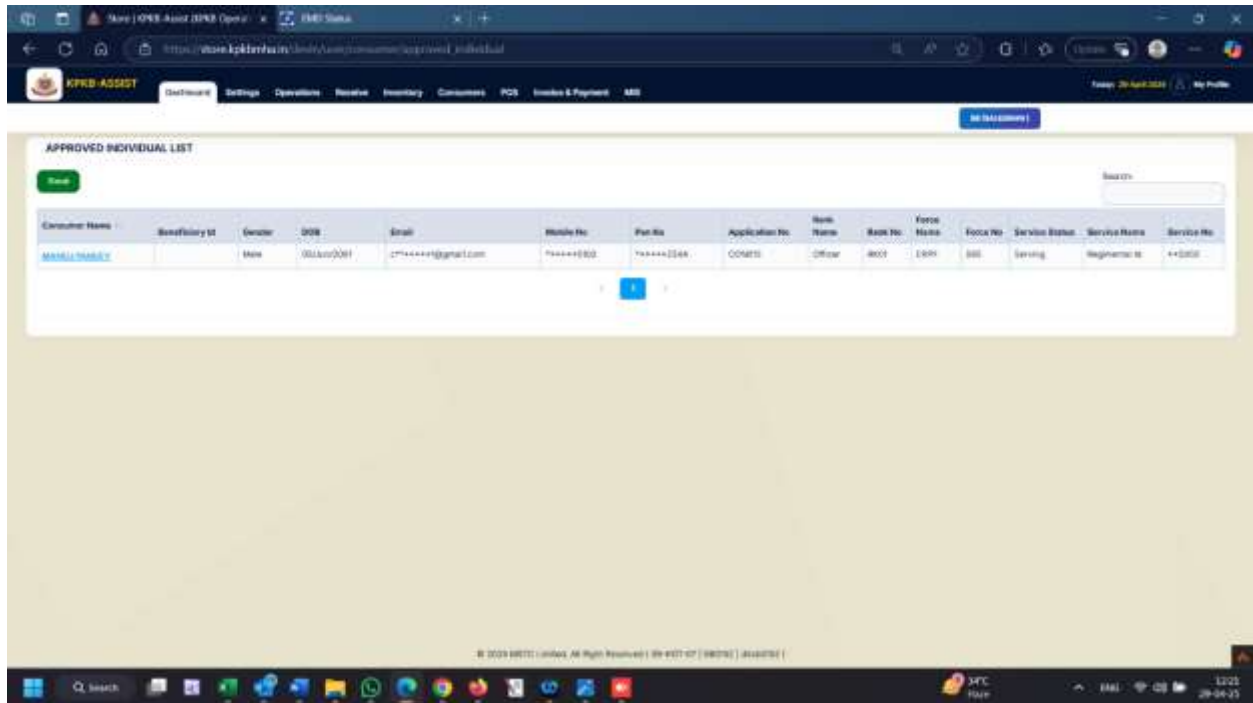
VERIFY APPLICATION

Application Status: **Select**

Remarks:

Application has COMPLETED and has been VERIFIED successfully.

© 2023 KPFBT Limited. All Rights Reserved | 081-9337-407 | 0810796 | 0810796

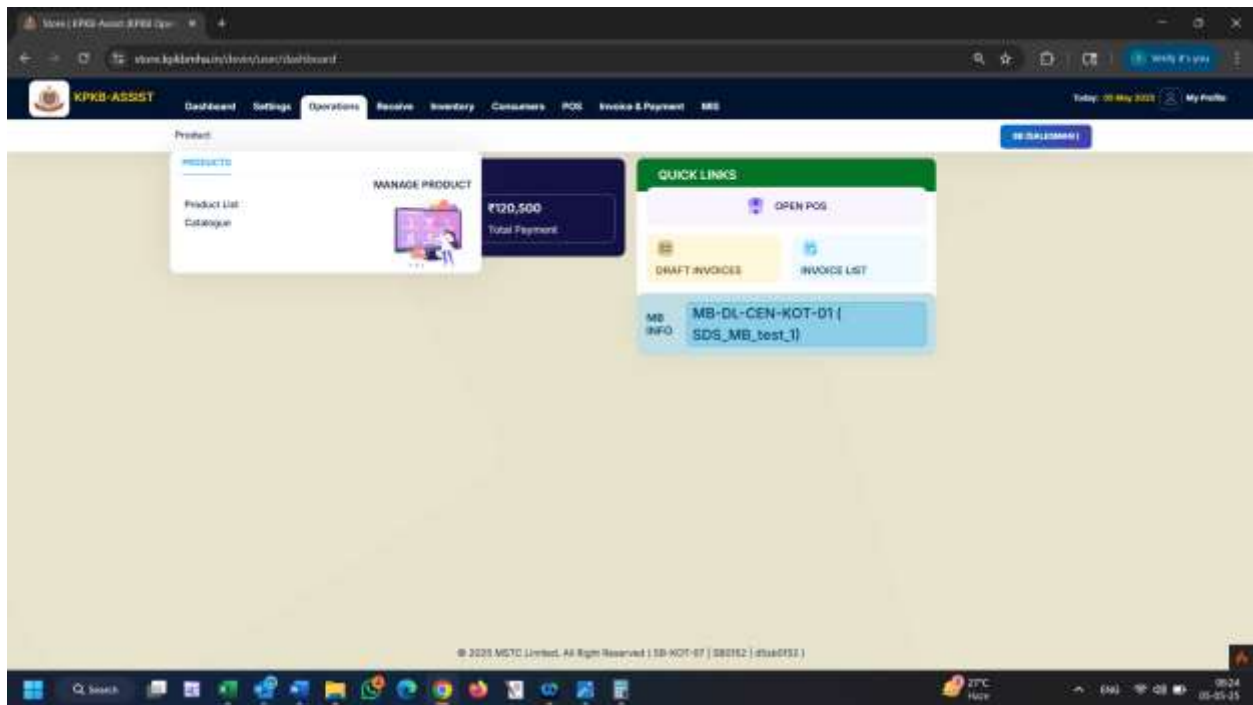


An intimation would be sent to MB associated with the SB to perform the 2nd level of confirmation.

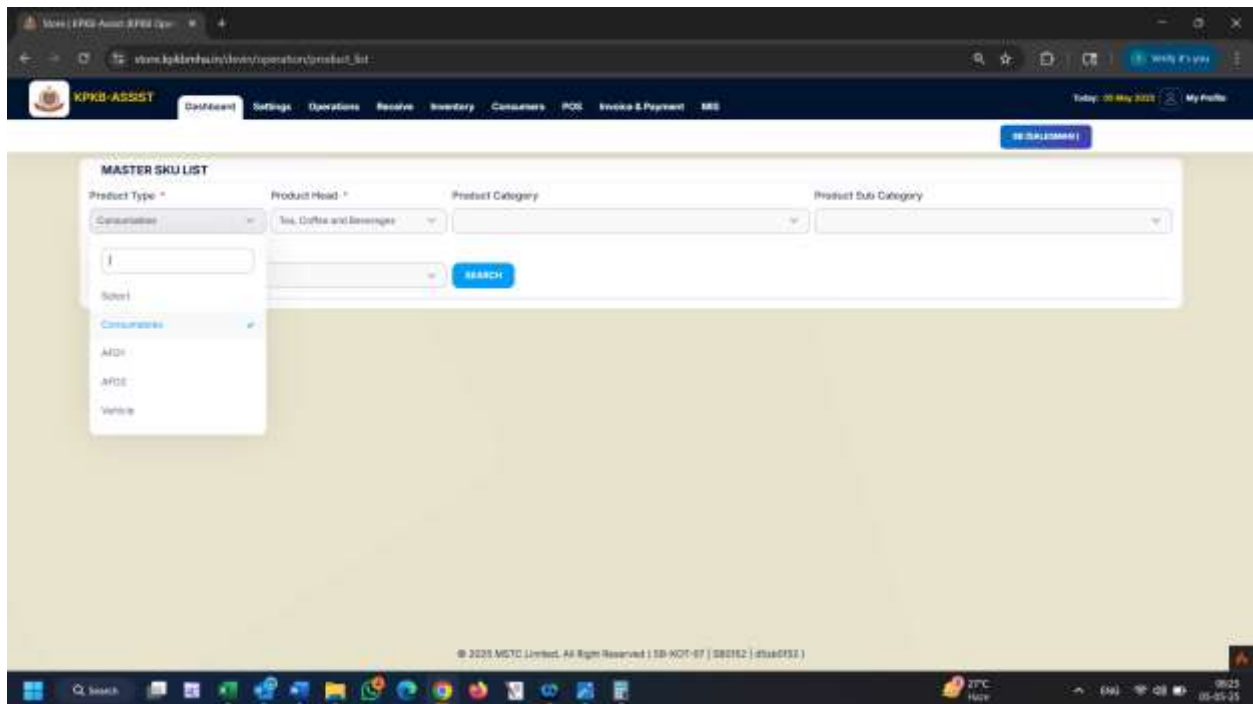
7. Select and Add Products

In order to initiate the transaction of product in the SB, the SB user would have to add the product to the SB from amongst the list of products which are being sold in KPKB.

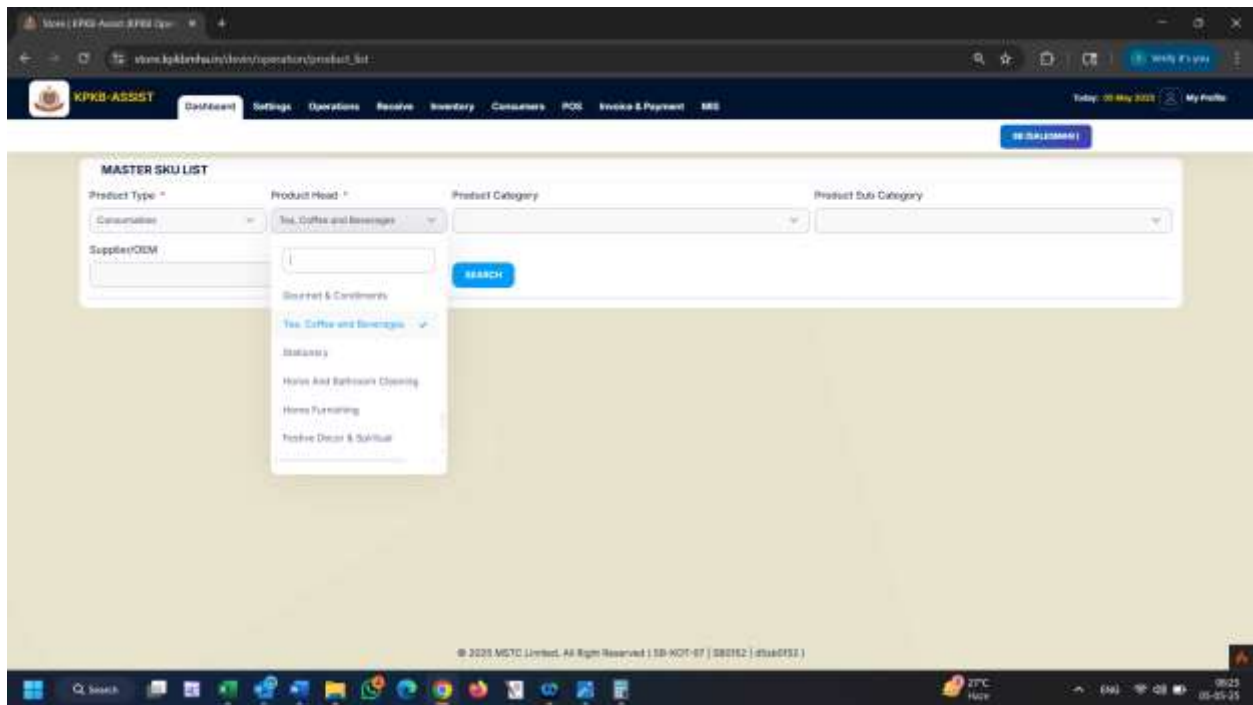
User would have to Navigate to Operations > Product List



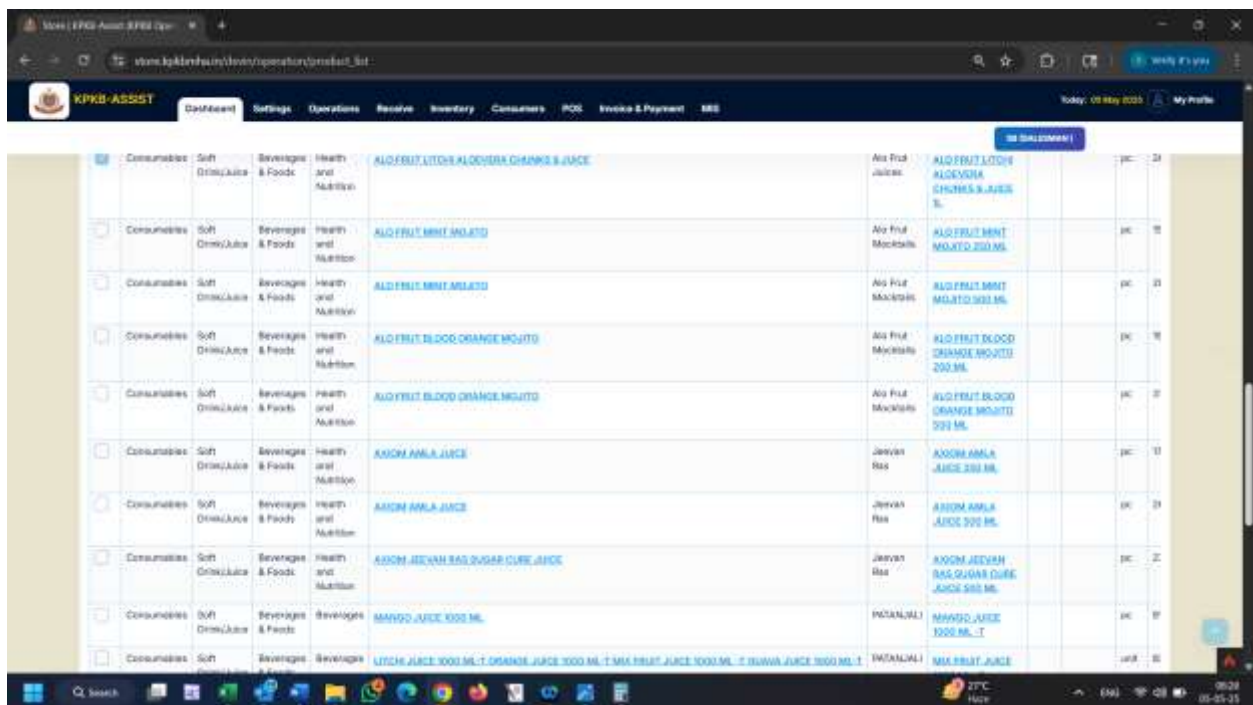
Select Product type

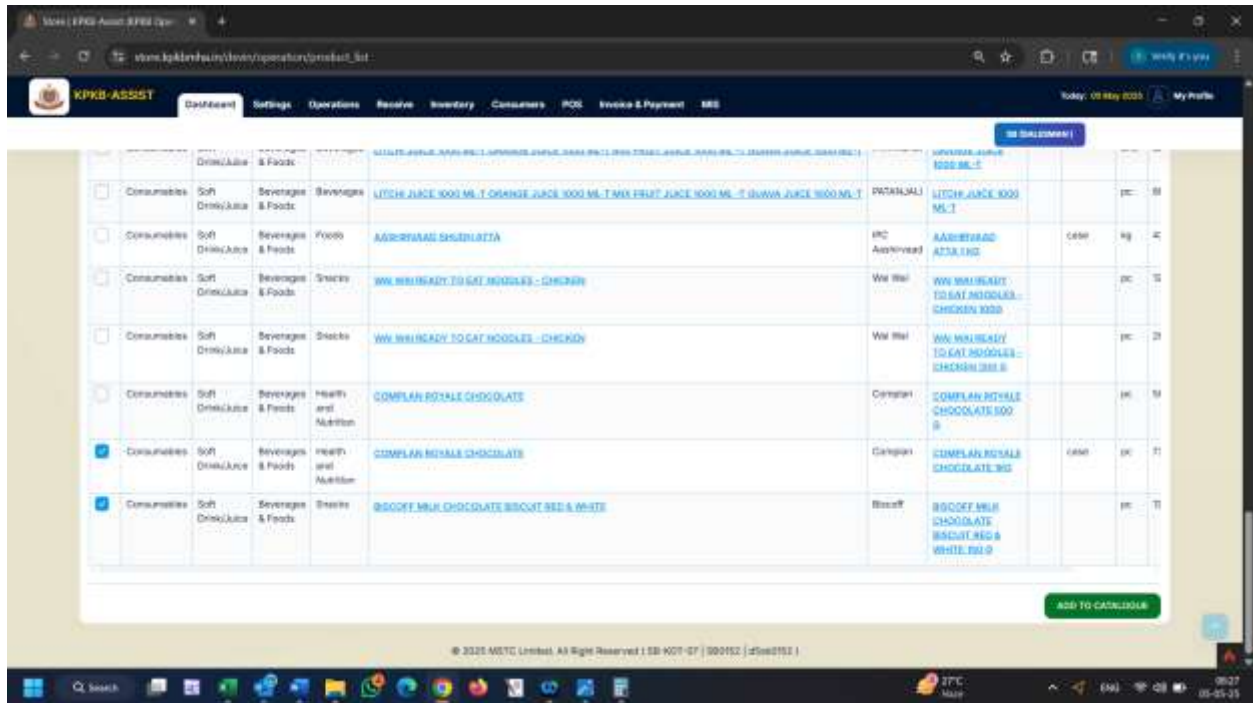


And then Product head

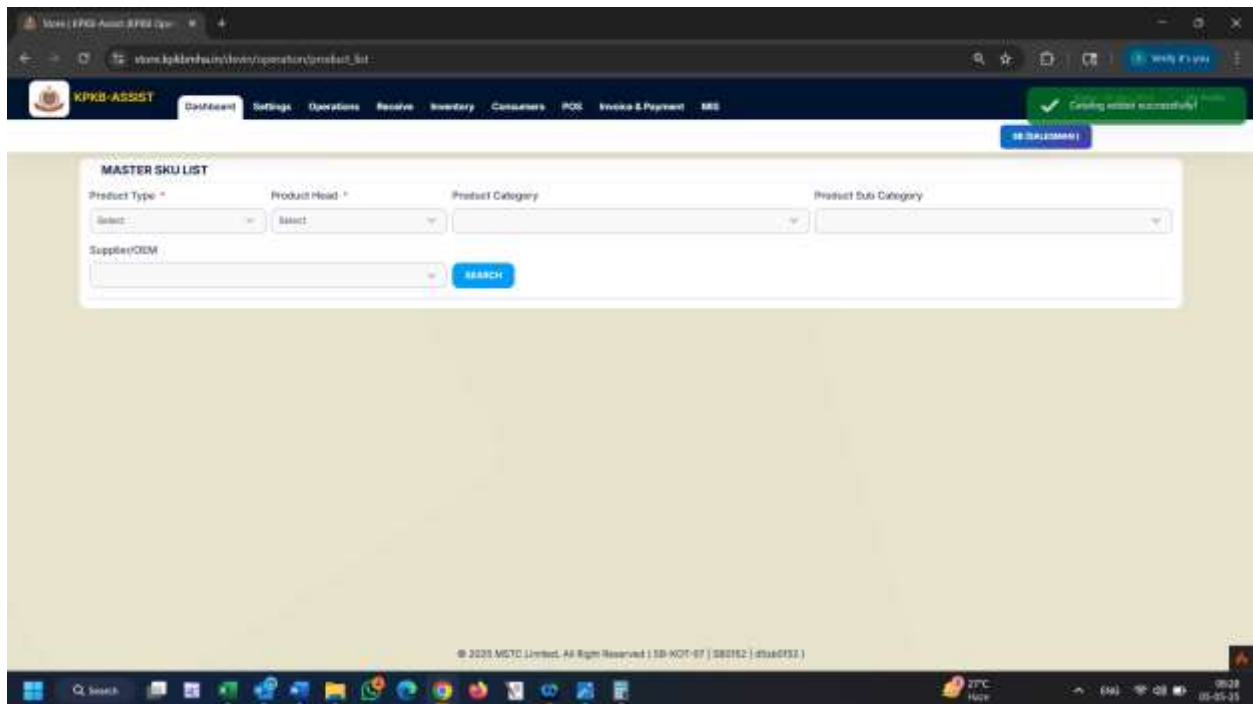


System will display a list of products which are being traded on the platform. User can select a product which they wish to Buy / sell in their SB.





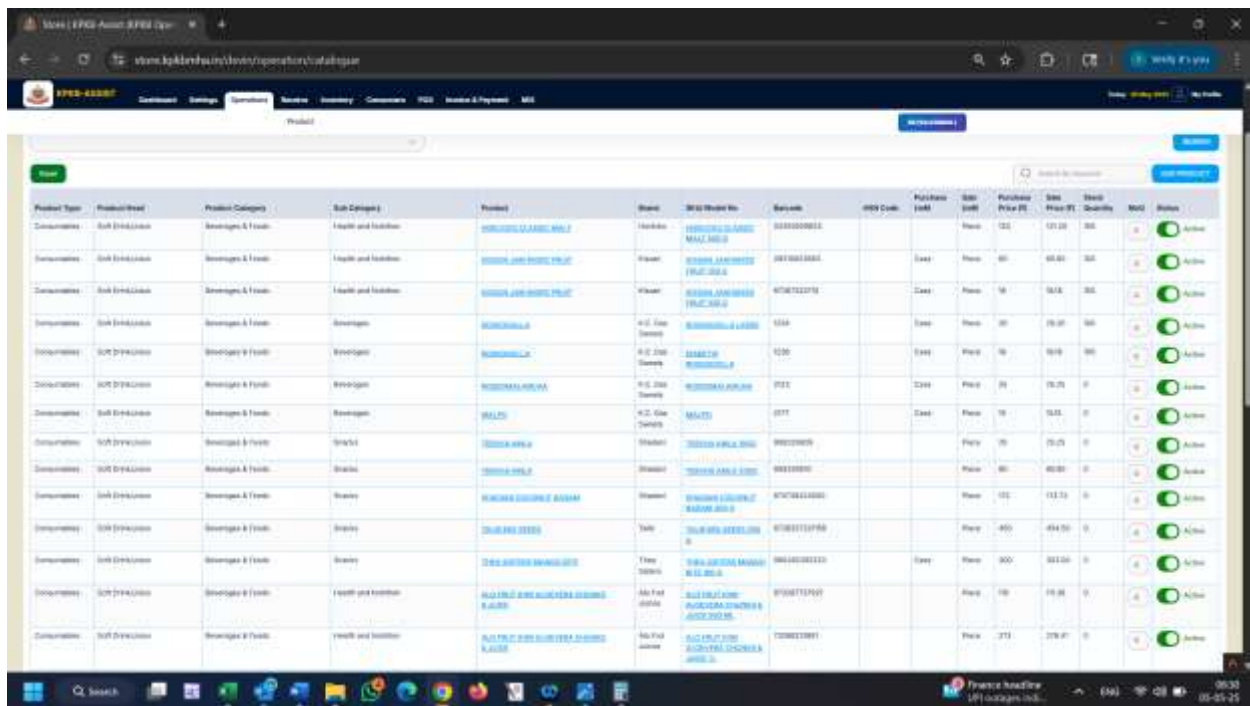
Select the product and click on Add to Catalogue button.



8. Create a Catalogue

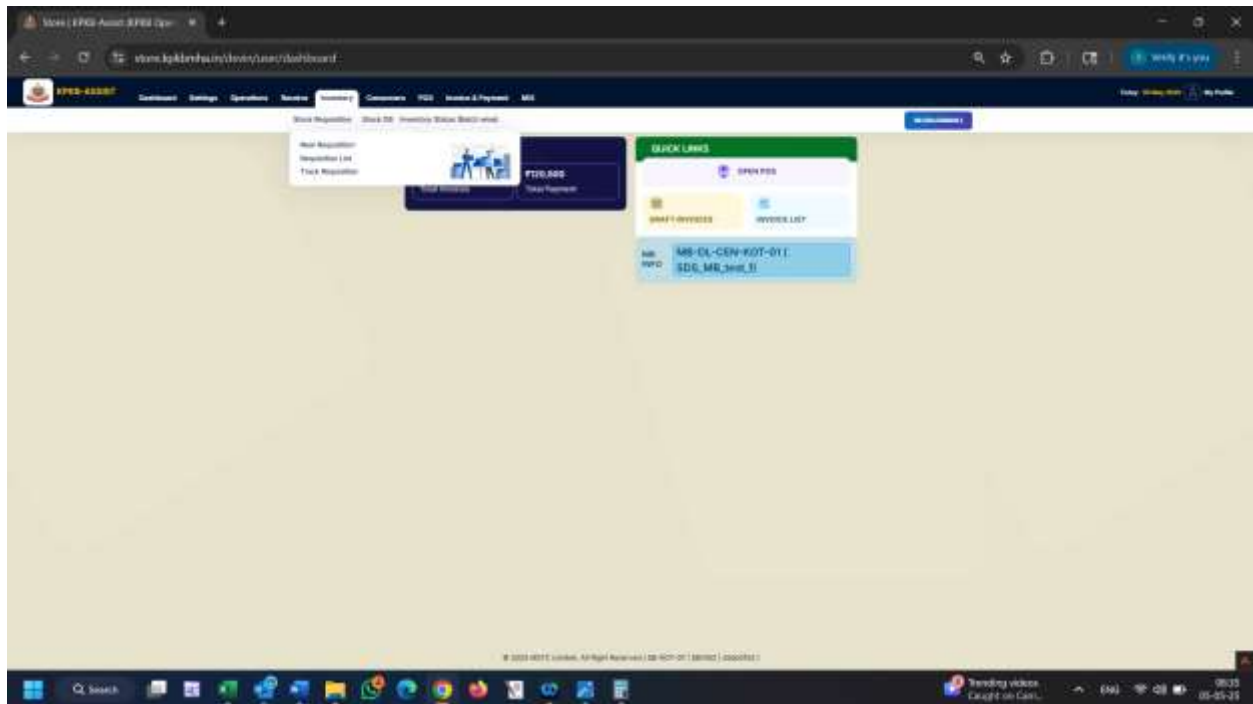
Once a product has been added to the catalogue, SRF can be placed on the same or Opening balance can be created for the same.

The Catalogue can be searched from Operations> Catalogue link



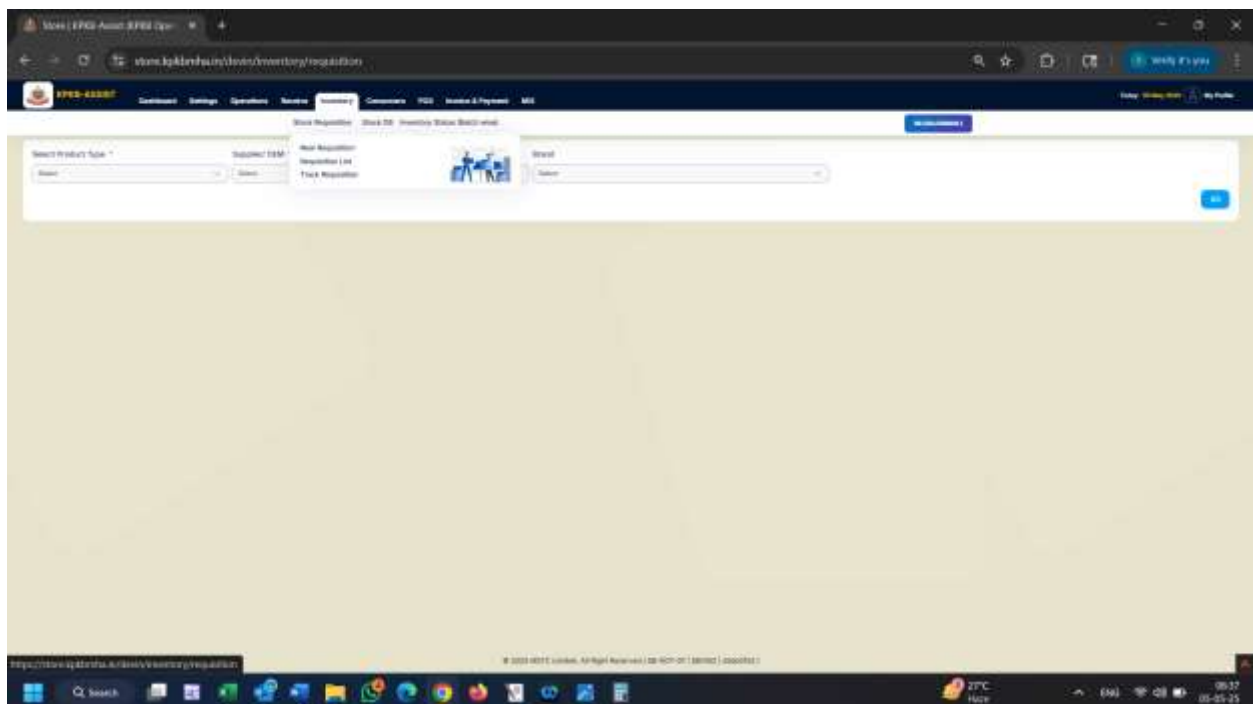
- 1) Stock requisition
- 2) Stock OB (opening Balance)
- 3) Inventory status (Batch wise)

The same can be accessed by Clicking on Inventory link

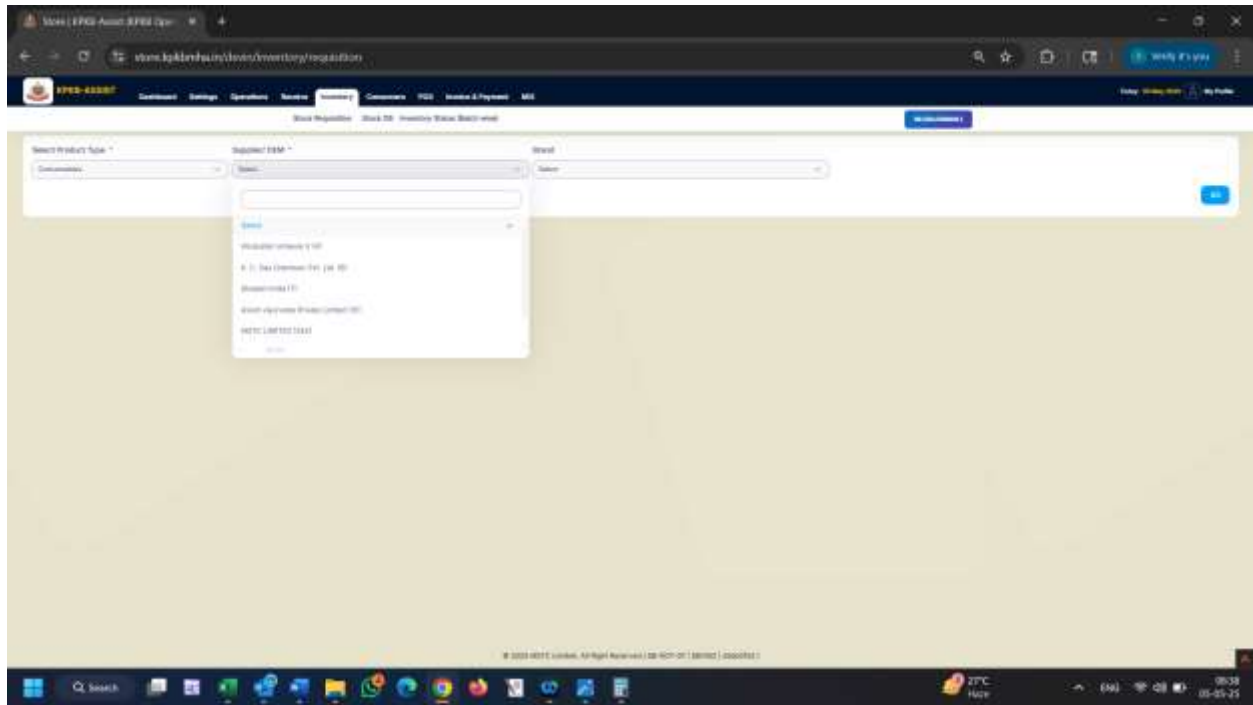


Stock Requisition > New requisition

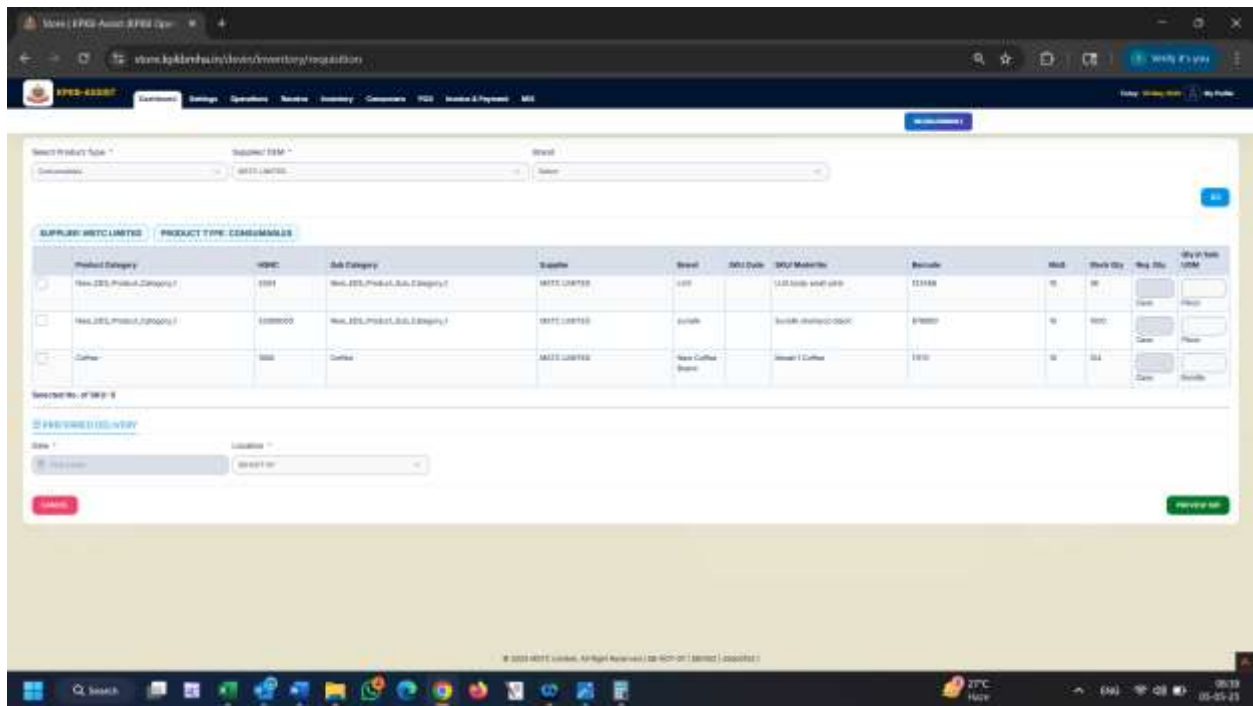
By clicking on this link the user can raise an SRF for a new product which they have added in their catalogue



User would be required to select the Product type and the supplier



Click on Go



Select Product Type: Supplier: Brand:

SUPPLIER WTC LIMITS **PRODUCT TYPE: CONSUMABLES**

| Product Category | WTC | Sub Category | Supplier | Brand | WTC Cycle | WTC Material | Barcode | Unit | Stock Qty | Req. Qty | Qty in Stock |
|----------------------------|---------|--------------------------------|----------|------------|-----------|-----------------------|---------|------|-----------|-------------------------------------|--------------|
| New_ZSL_Product_Category_1 | 1001 | New_ZSL_Product_Sub_Category_1 | MITSUMI | 100 | | 1.00 inch x 1.00 inch | 123456 | 10 | 10 | <input checked="" type="checkbox"/> | 10 |
| New_ZSL_Product_Category_1 | 1000000 | New_ZSL_Product_Sub_Category_1 | MITSUMI | 100000 | | 1.00 inch x 1.00 inch | 123456 | 10 | 100 | <input type="checkbox"/> | 100 |
| Coffee | 1000 | Coffee | MITSUMI | New Coffee | | Newest Coffee | 123456 | 10 | 10 | <input type="checkbox"/> | 10 |

New Item No. of WTC:

Date: Location:

Select the check box and filling in the quantity required

Select Product Type: Supplier: Brand:

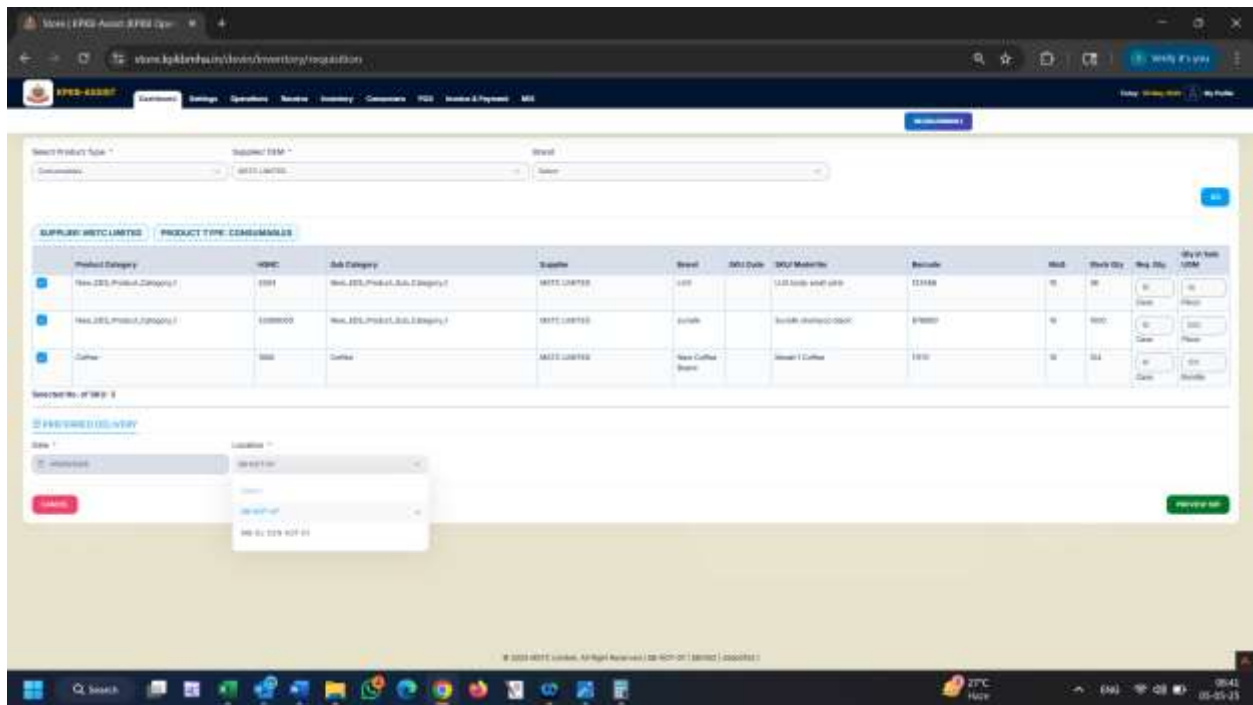
SUPPLIER WTC LIMITS **PRODUCT TYPE: CONSUMABLES**

| Product Category | WTC | Sub Category | Supplier | Brand | WTC Cycle | WTC Material | Barcode | Unit | Stock Qty | Req. Qty | Qty in Stock |
|----------------------------|---------|--------------------------------|----------|------------|-----------|-----------------------|---------|------|-----------|-------------------------------------|--------------|
| New_ZSL_Product_Category_1 | 1001 | New_ZSL_Product_Sub_Category_1 | MITSUMI | 100 | | 1.00 inch x 1.00 inch | 123456 | 10 | 10 | <input checked="" type="checkbox"/> | 10 |
| New_ZSL_Product_Category_1 | 1000000 | New_ZSL_Product_Sub_Category_1 | MITSUMI | 100000 | | 1.00 inch x 1.00 inch | 123456 | 10 | 100 | <input type="checkbox"/> | 100 |
| Coffee | 1000 | Coffee | MITSUMI | New Coffee | | Newest Coffee | 123456 | 10 | 10 | <input type="checkbox"/> | 10 |

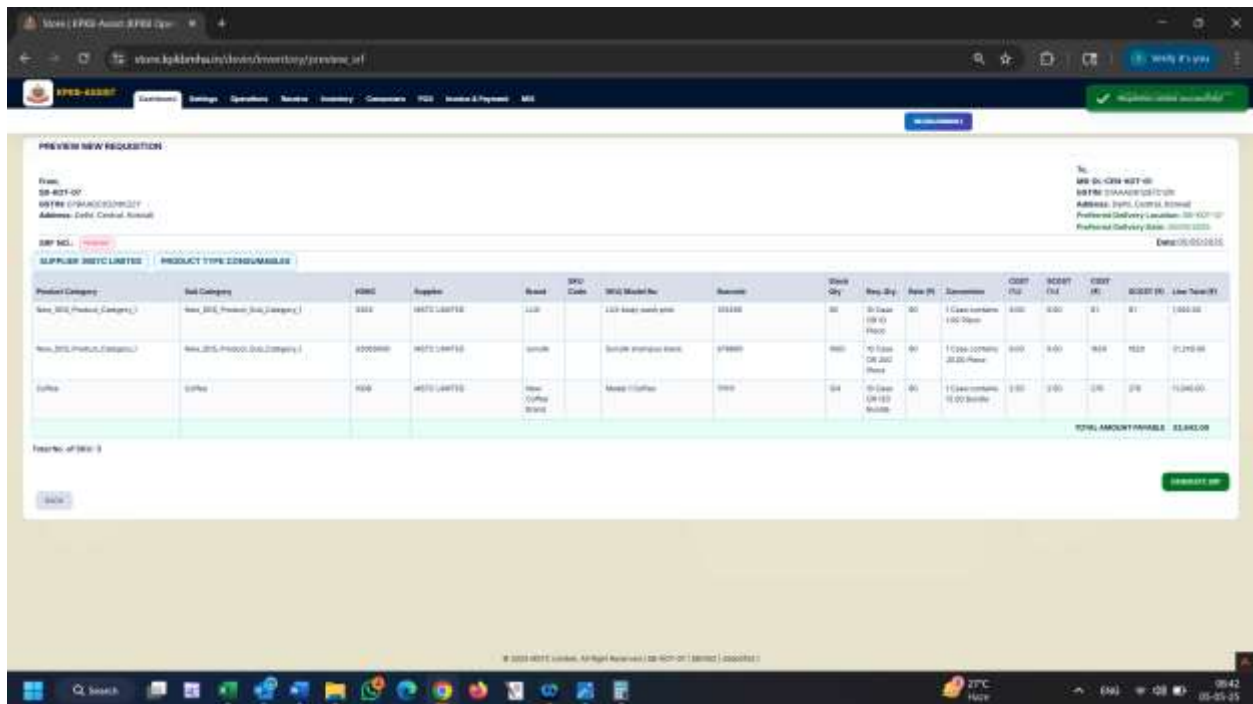
New Item No. of WTC:

Date: Location:

They have the option to select whether they require the delivery at SB or MB



Click on Preview SRF to check the SRF (Stock requisition form)



Click on generate SRF to Generate SRF

The screenshot shows the 'SRF' (Statement of Requirements Form) generation interface. The top navigation bar includes 'KPMG' and various menu items like 'Settings', 'Operations', 'Inventory', etc. The main content area displays a table with the following columns: Product Category, Sub Category, Item, Supplier, Brand, SKU Code, and various pricing and quantity fields. The table contains three rows of data. At the bottom, there is a 'TOTAL AMOUNT PAYABLE' of 33,843.08 and a 'Generate SRF' button.

| Product Category | Sub Category | Item | Supplier | Brand | SKU Code | SKU Model No. | Quantity | Unit Price | Rate (M) | Comments | UNIT PRICE | UNIT PRICE | UNIT PRICE | UNIT PRICE | Unit Price |
|--------------------------|------------------------------|------|----------|-------|----------|---------------|----------|------------|----------|----------|------------|------------|------------|------------|------------|
| New_202_Product_Category | New_202_Product_Sub_Category | 2022 | 2022 | 2022 | 2022 | 2022 | 2022 | 2022 | 2022 | 2022 | 2022 | 2022 | 2022 | 2022 | 2022 |
| New_202_Product_Category | New_202_Product_Sub_Category | 2022 | 2022 | 2022 | 2022 | 2022 | 2022 | 2022 | 2022 | 2022 | 2022 | 2022 | 2022 | 2022 | 2022 |
| Coffee | Coffee | 2022 | 2022 | 2022 | 2022 | 2022 | 2022 | 2022 | 2022 | 2022 | 2022 | 2022 | 2022 | 2022 | 2022 |

TOTAL AMOUNT PAYABLE: 33,843.08

Generate SRF

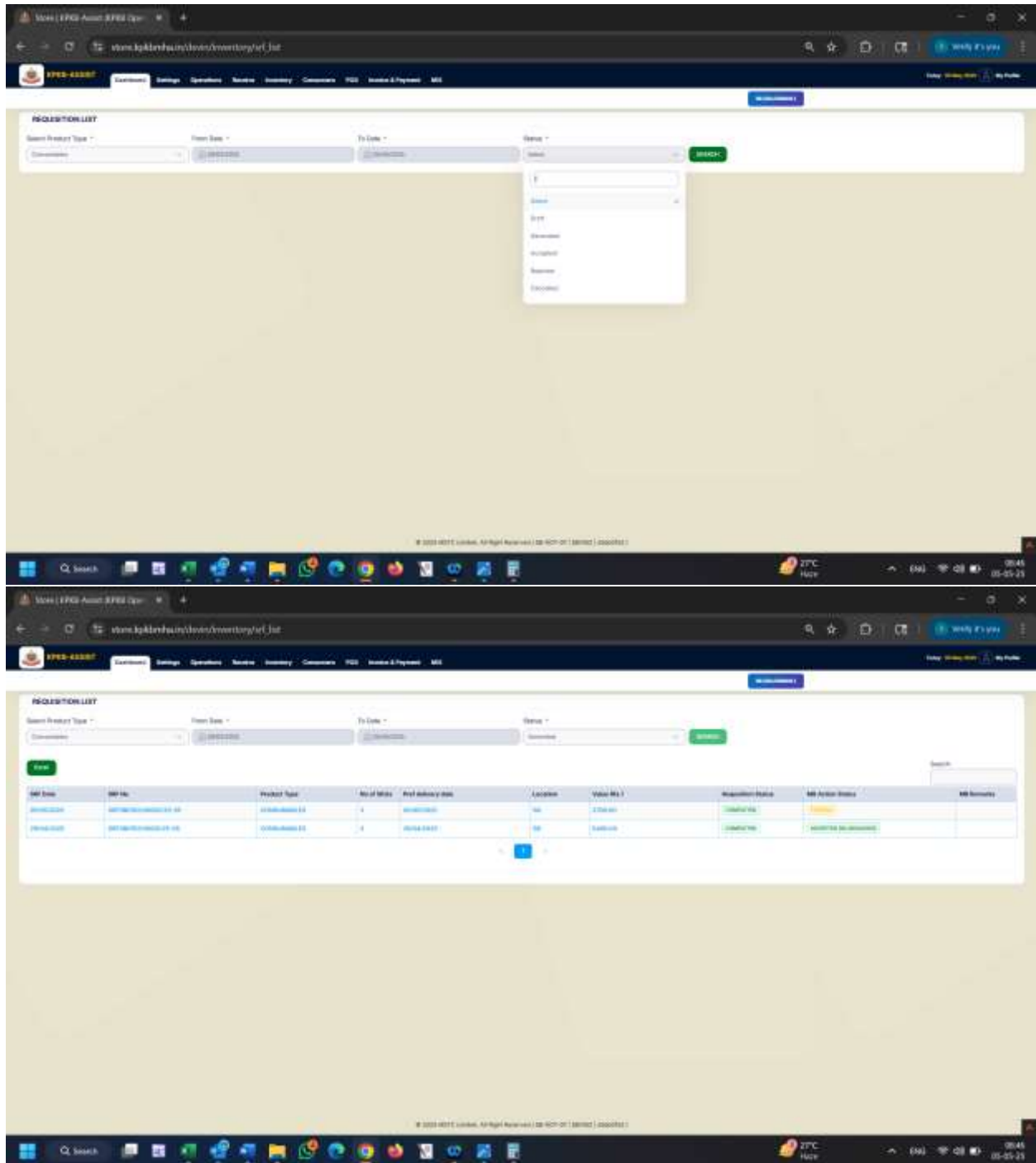
Once an SRF has been generated, notification of the same would be sent to MB for further approval and placement of PO to the vendor/ distributor

Stock Inventory > Requisition List

User can search for his requisition list by selecting product type and start and end dates and status

The screenshot shows the 'REQUISITION LIST' search interface. The top navigation bar includes 'KPMG' and various menu items like 'Settings', 'Operations', 'Inventory', etc. The main content area displays a search form with the following fields: Product Type, From Date, To Date, and Status. A date picker is open, showing the date 2022-01-01. The search button is visible.

Product Type: [Dropdown]
 From Date: [Date Picker]
 To Date: [Date Picker]
 Status: [Dropdown]
 Search



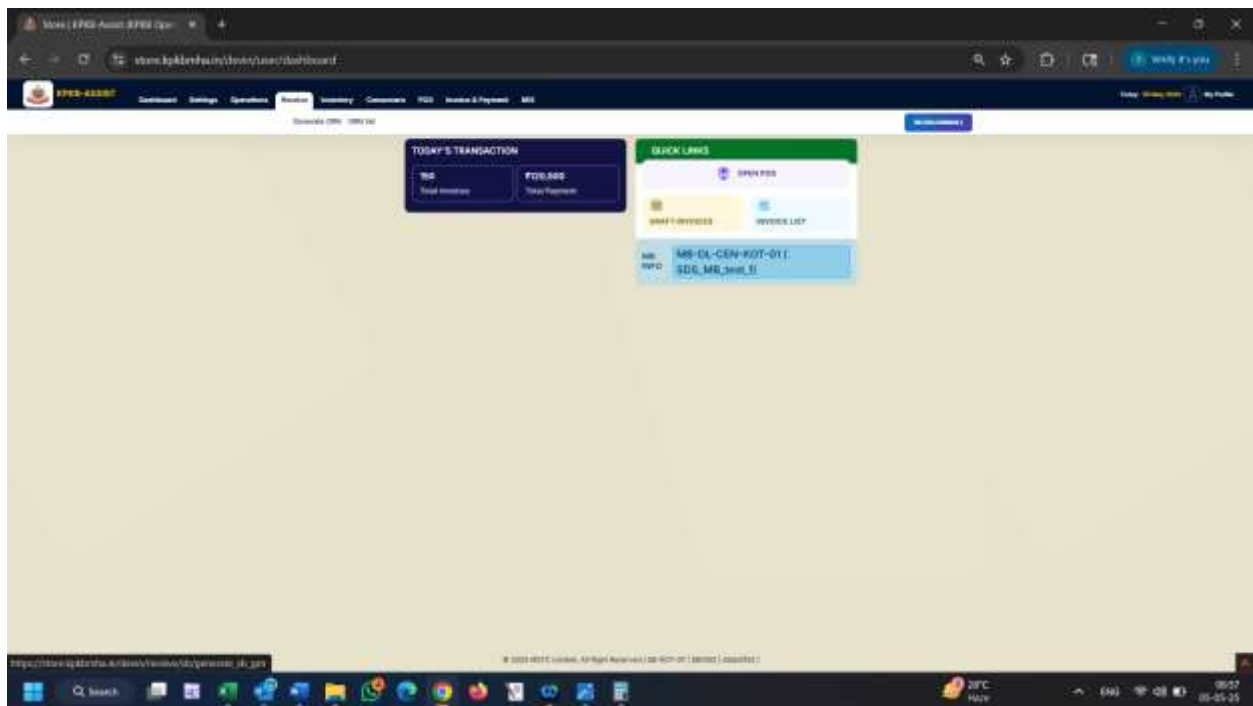
10. Check Inventory

11. Update Inventory

12. Receive Sale Order and Perform GRN

Once the sale order has been generated by the vendor the SB admin will get a notification and upon receipt of goods can perform the approval of SO and subsequently the GRN

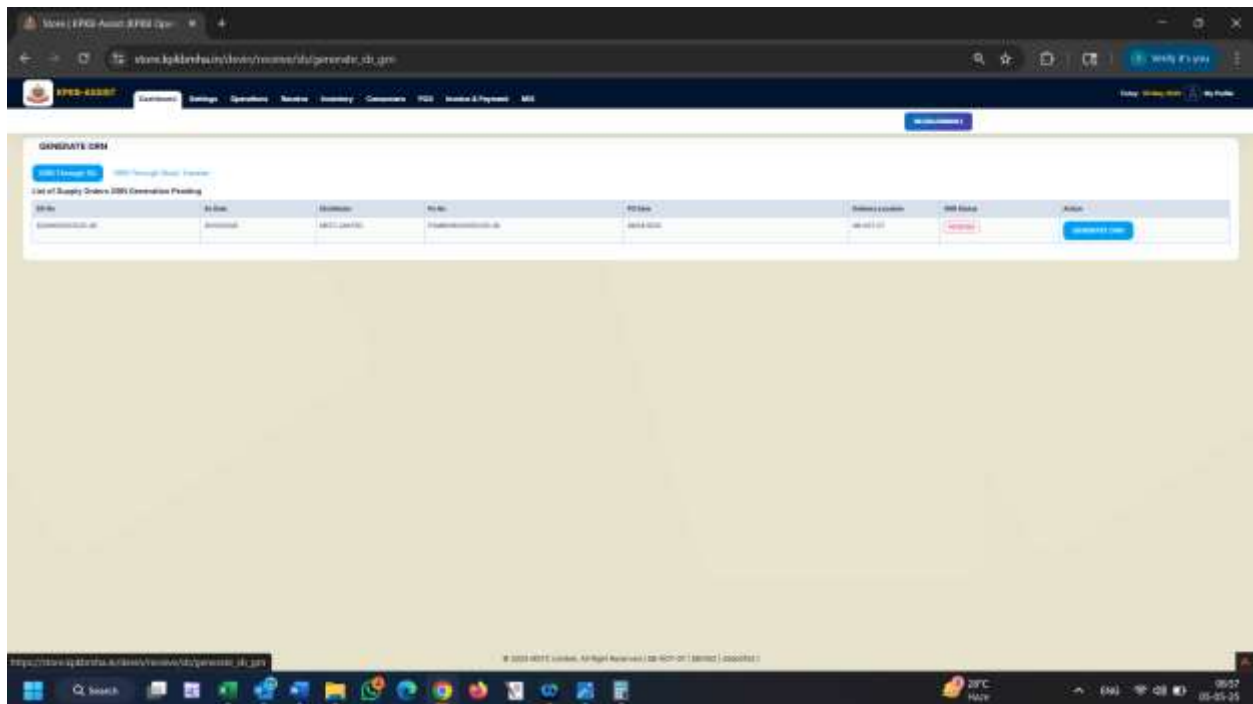
Go to Receive > Generate GRN



User would have two options

GRN through SO and GRN through stock transfer

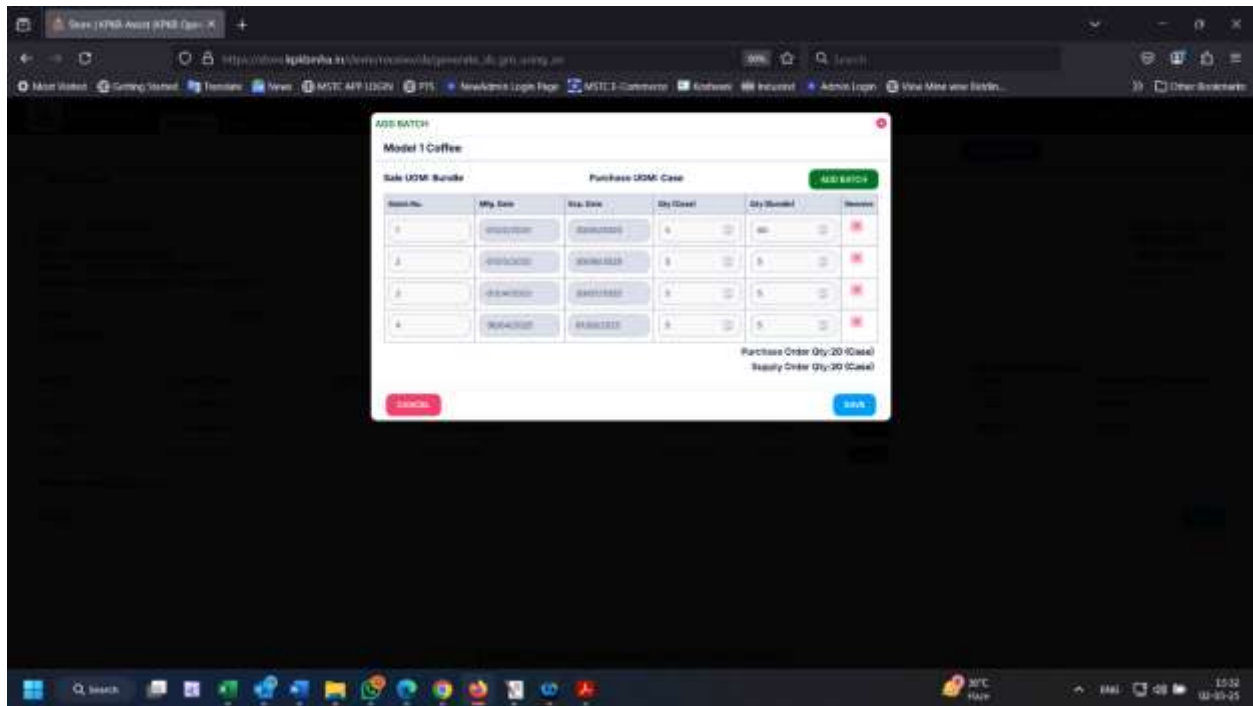
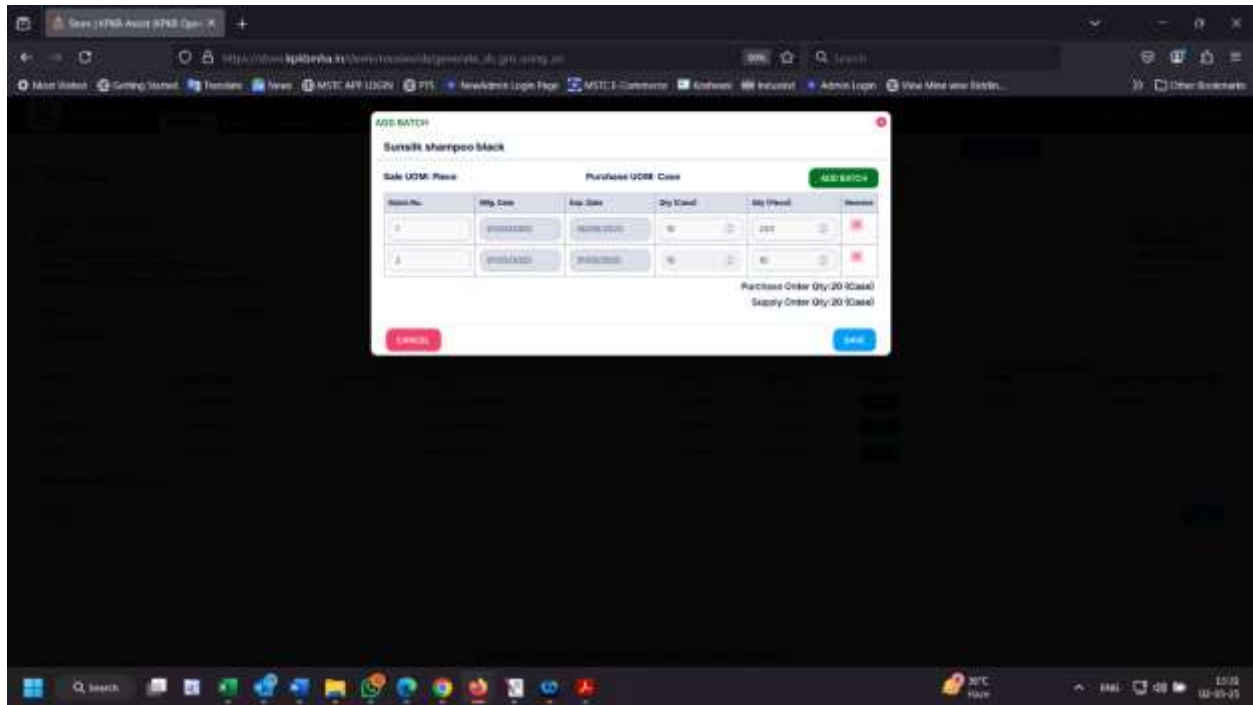
GRN Through SO



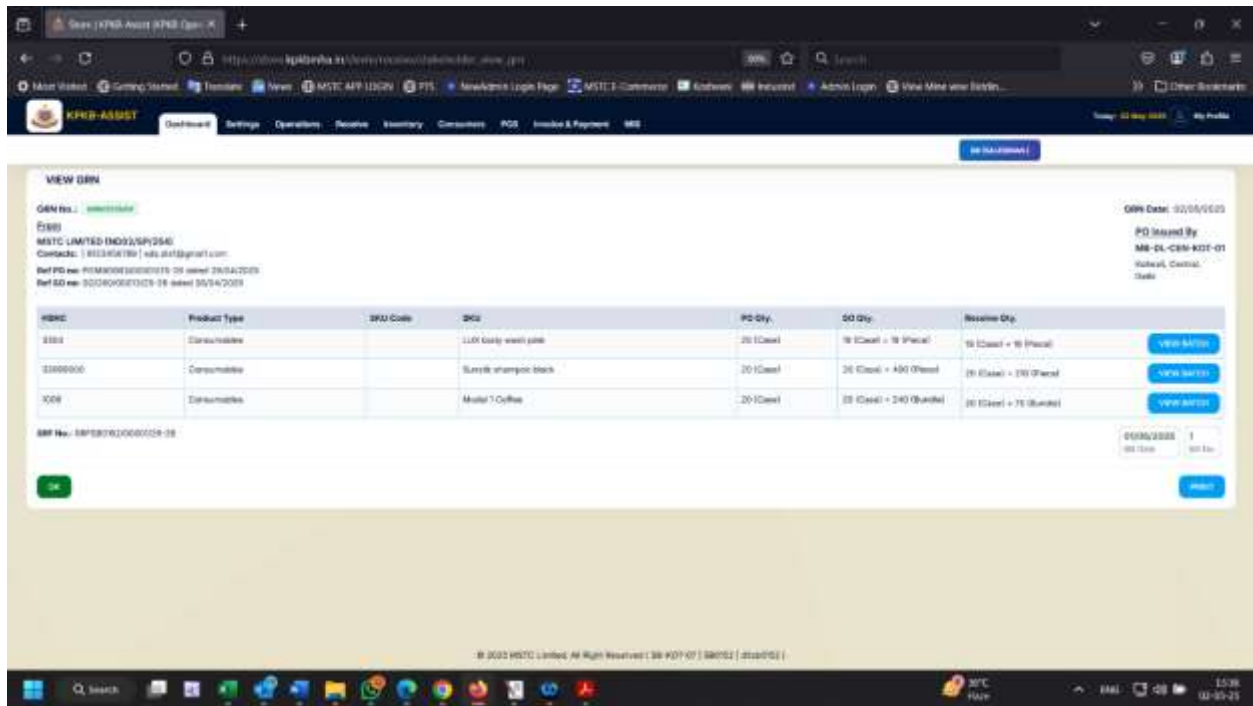
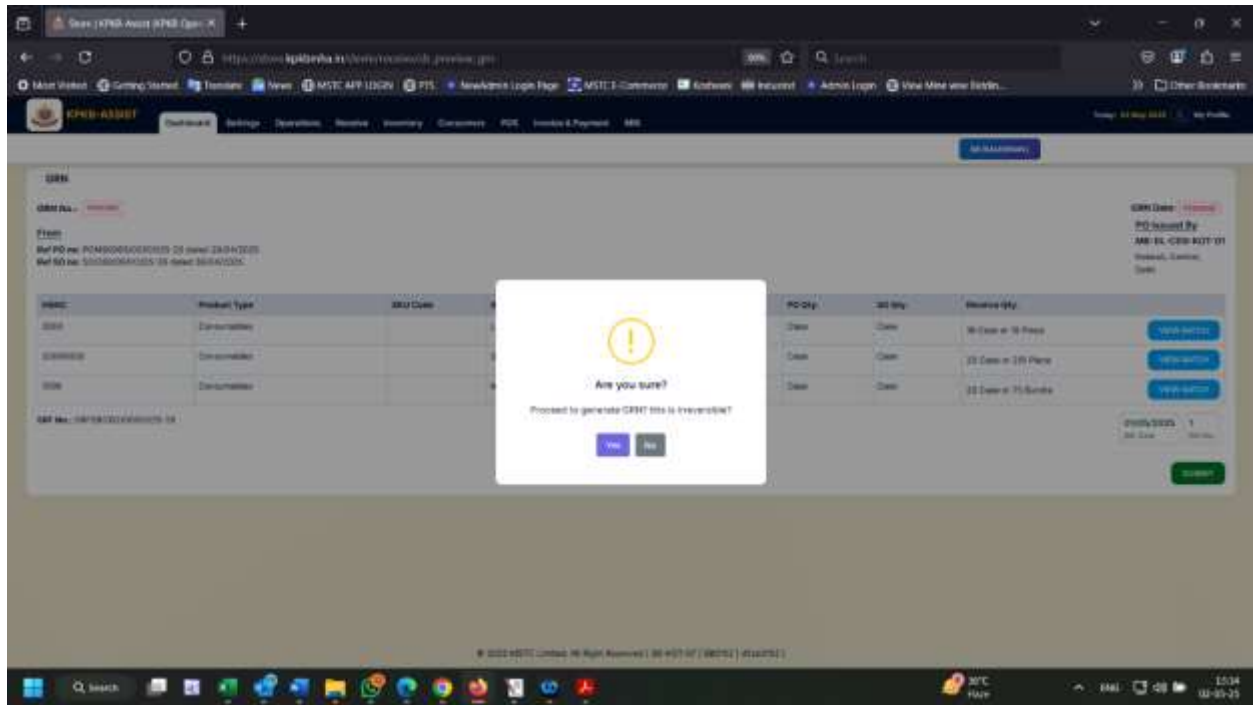
List of pending SO would be displayed here. User has to click on Generate GRN for a particular SO

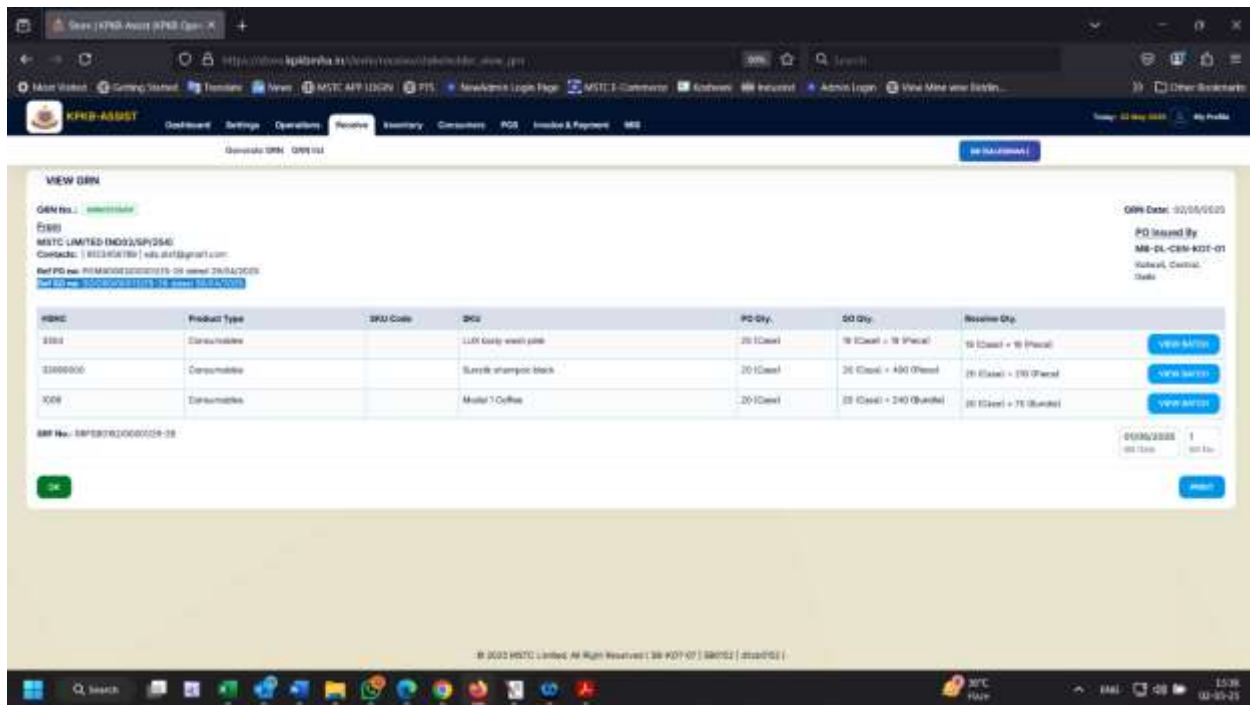
[illegible]

The screenshot shows a web browser window with a modal titled "ADD BATCH" for "LUX body wash pink". The modal contains a table with the following columns: "Batch No.", "Mfg. Date", "Exp. Date", "Qty. Used", "Qty. (Used)", and "Remarks". The table has one row with input fields for "Batch No." and "Mfg. Date", and disabled fields for "Exp. Date", "Qty. Used", and "Qty. (Used)". Below the table, it says "Purchase Order Qty: 20 (Case)" and "Supply Order Qty: 19 (Case)". There are "CANCEL" and "SAVE" buttons at the bottom.



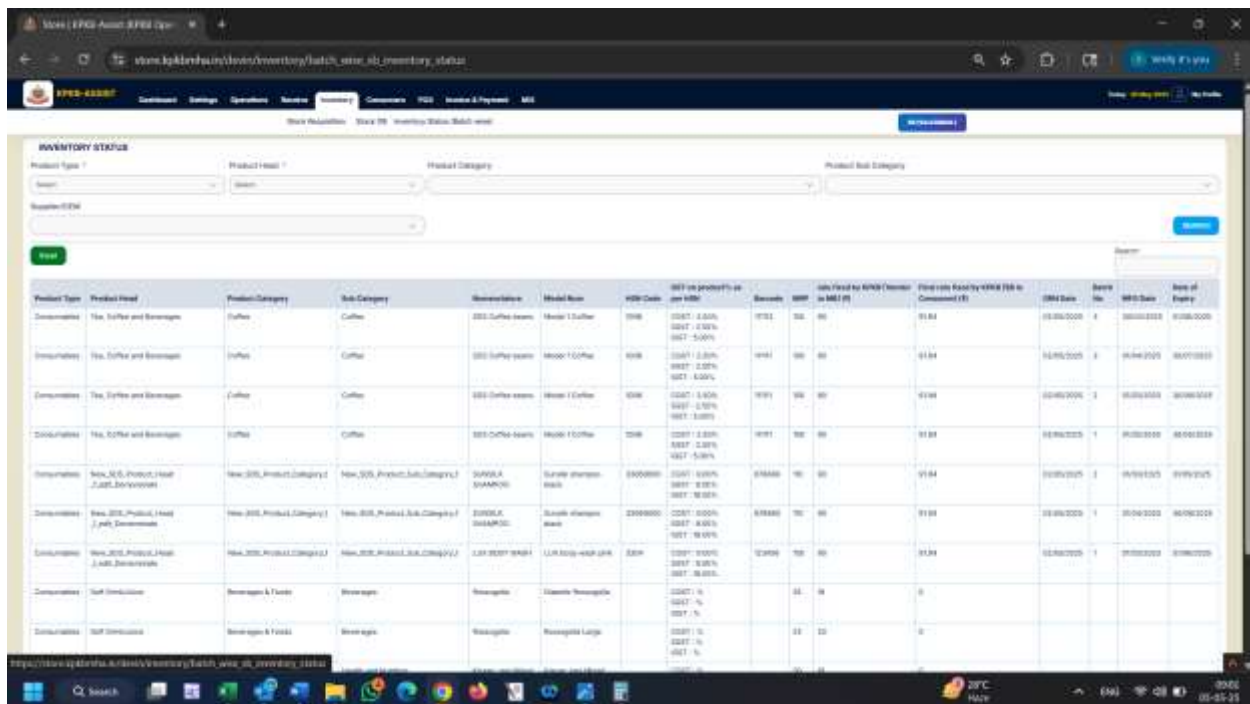
[illegible]





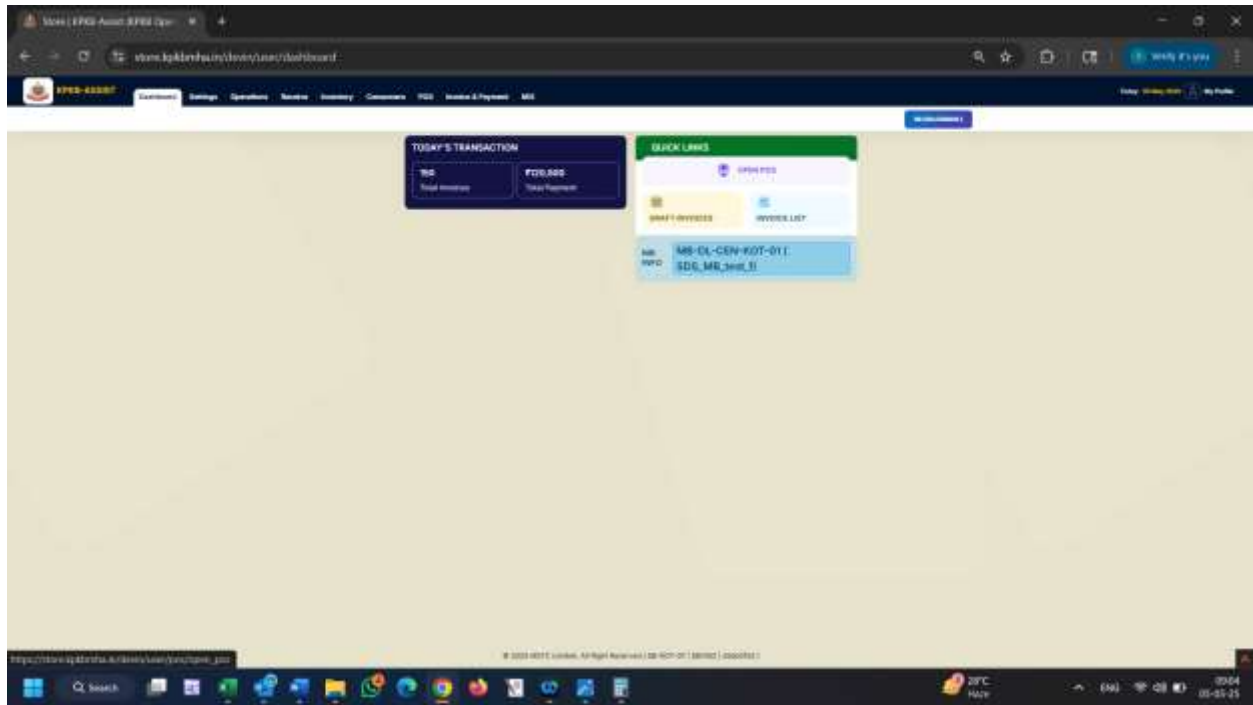
13. Check Inventory

Through the inventory status batch wise the user can check the inventory

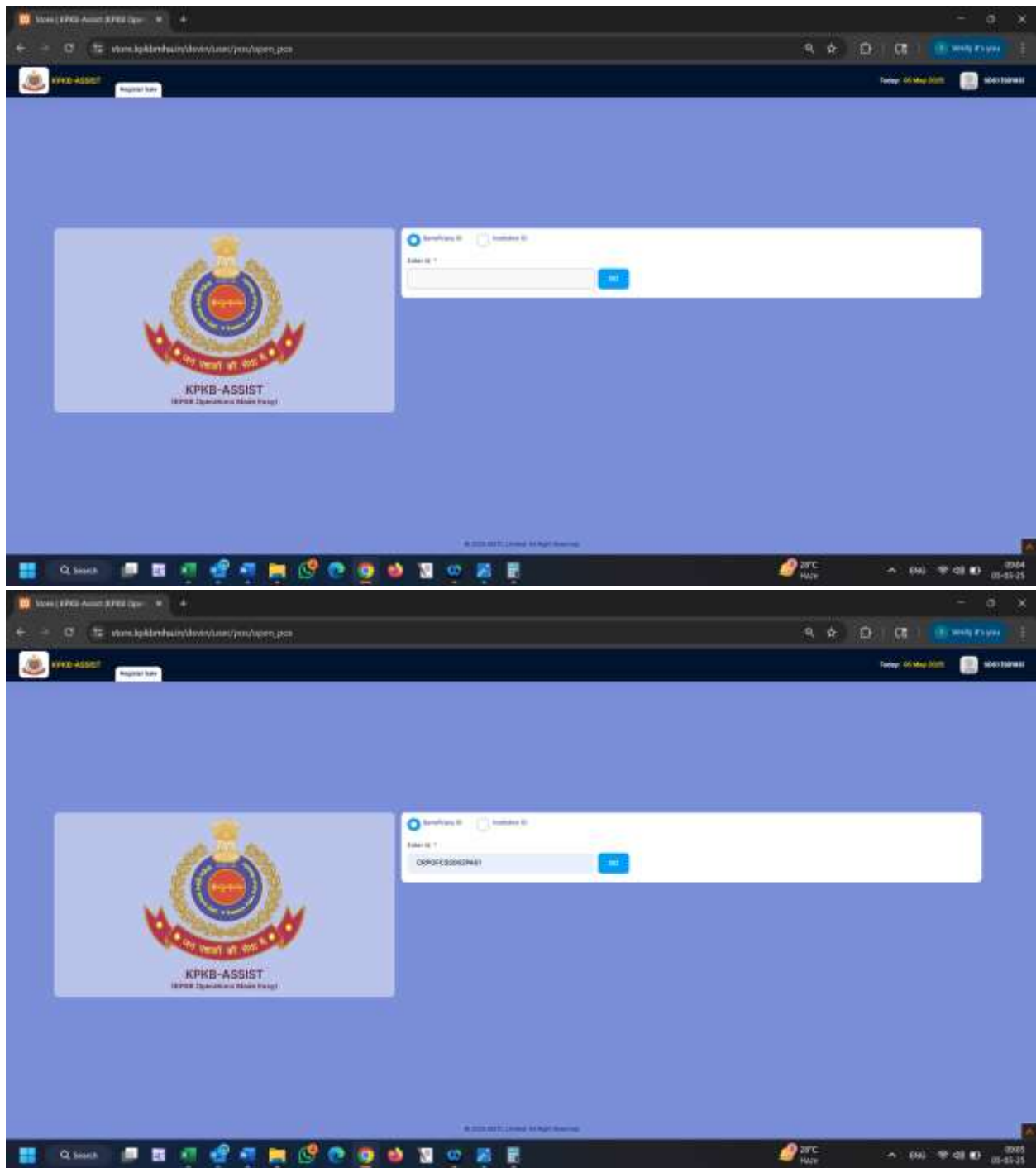


14. POS

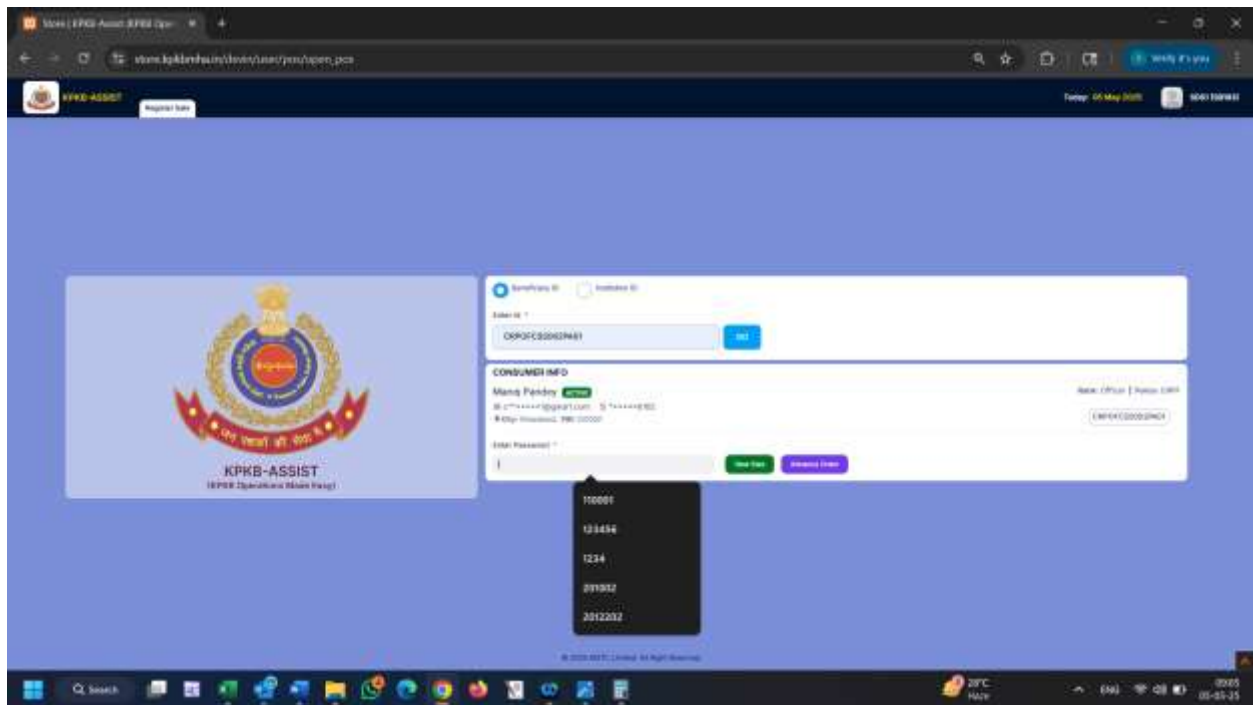
Once the inventory has been added, the SB user would be able to perform the sales operation. For the same user has to navigate to the POS link



User would be asked to enter the beneficiary Id. This is consumers identification number which the consumer would inform the SB salesman

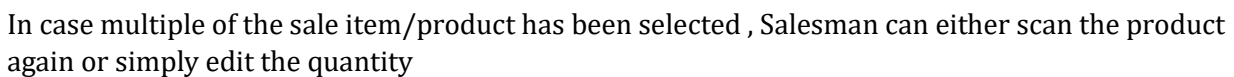


An OTP would be sent to consumers registered email and mobile to start the session

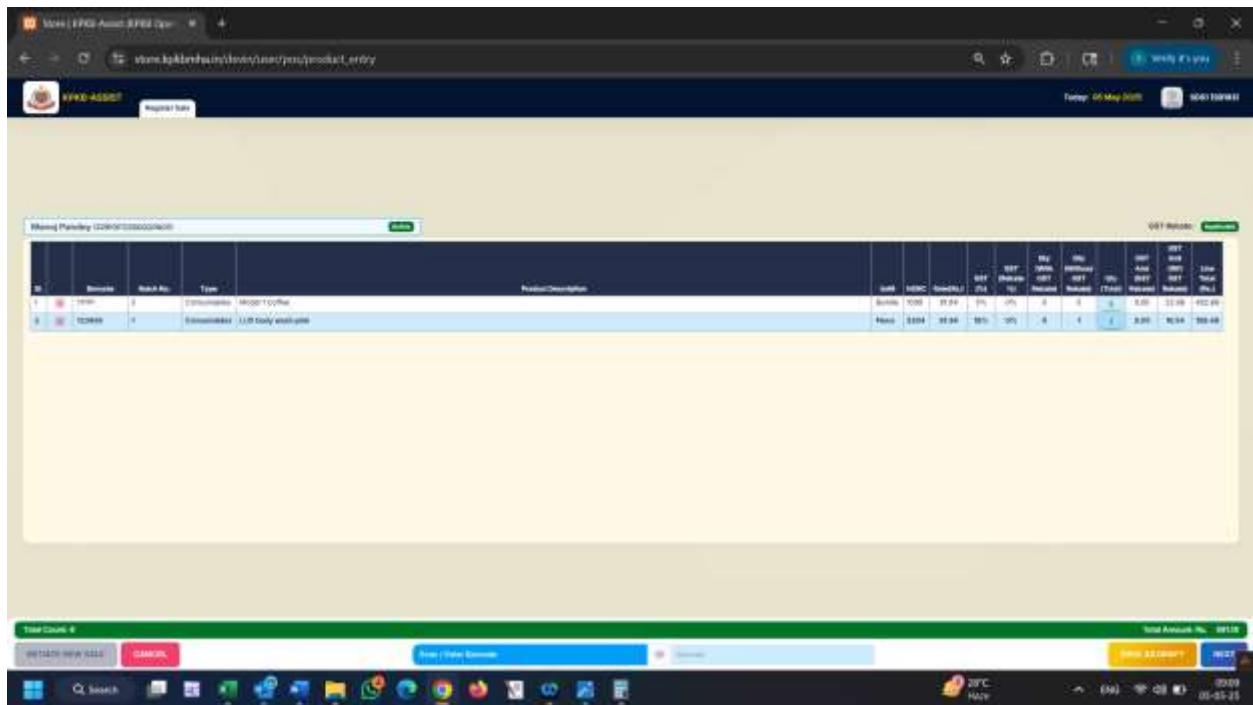


Once the session has started, the user would search / scan the product and add the same to the cart

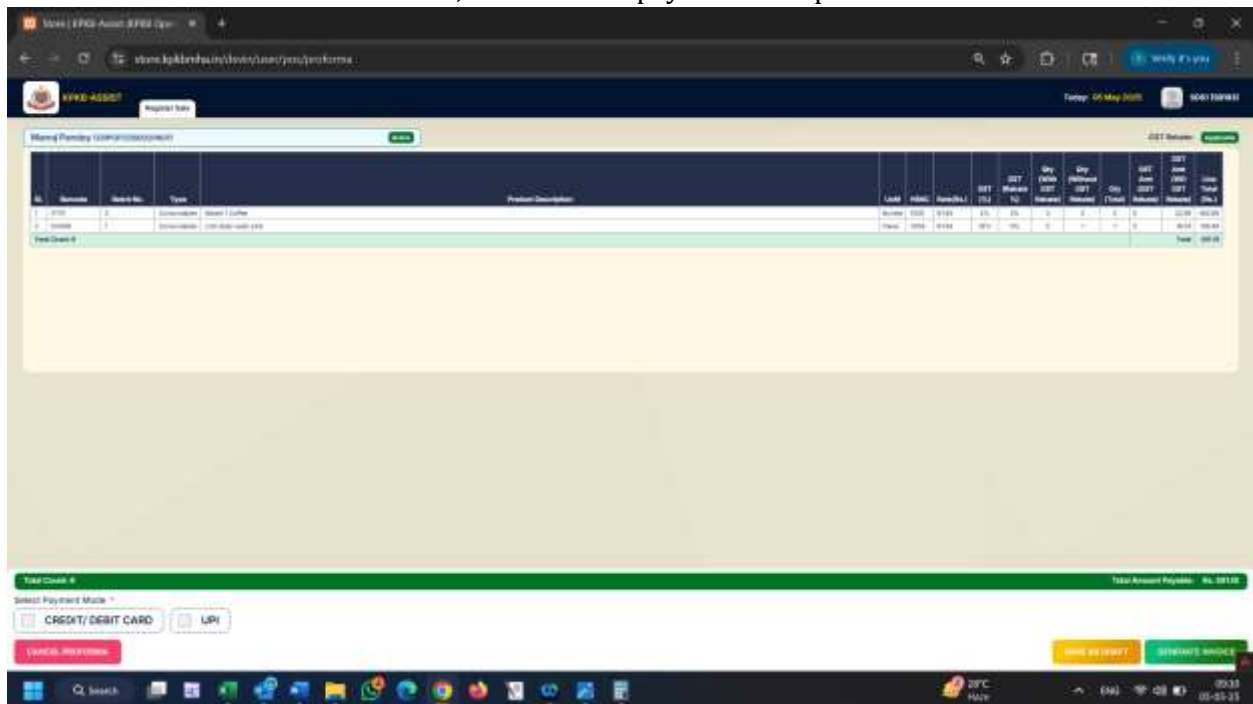
Incase upon search /scan the barcode, there are multiple batches of the product in the inventory, user would be allowed to select from amongst which batch of the product they are making the sale



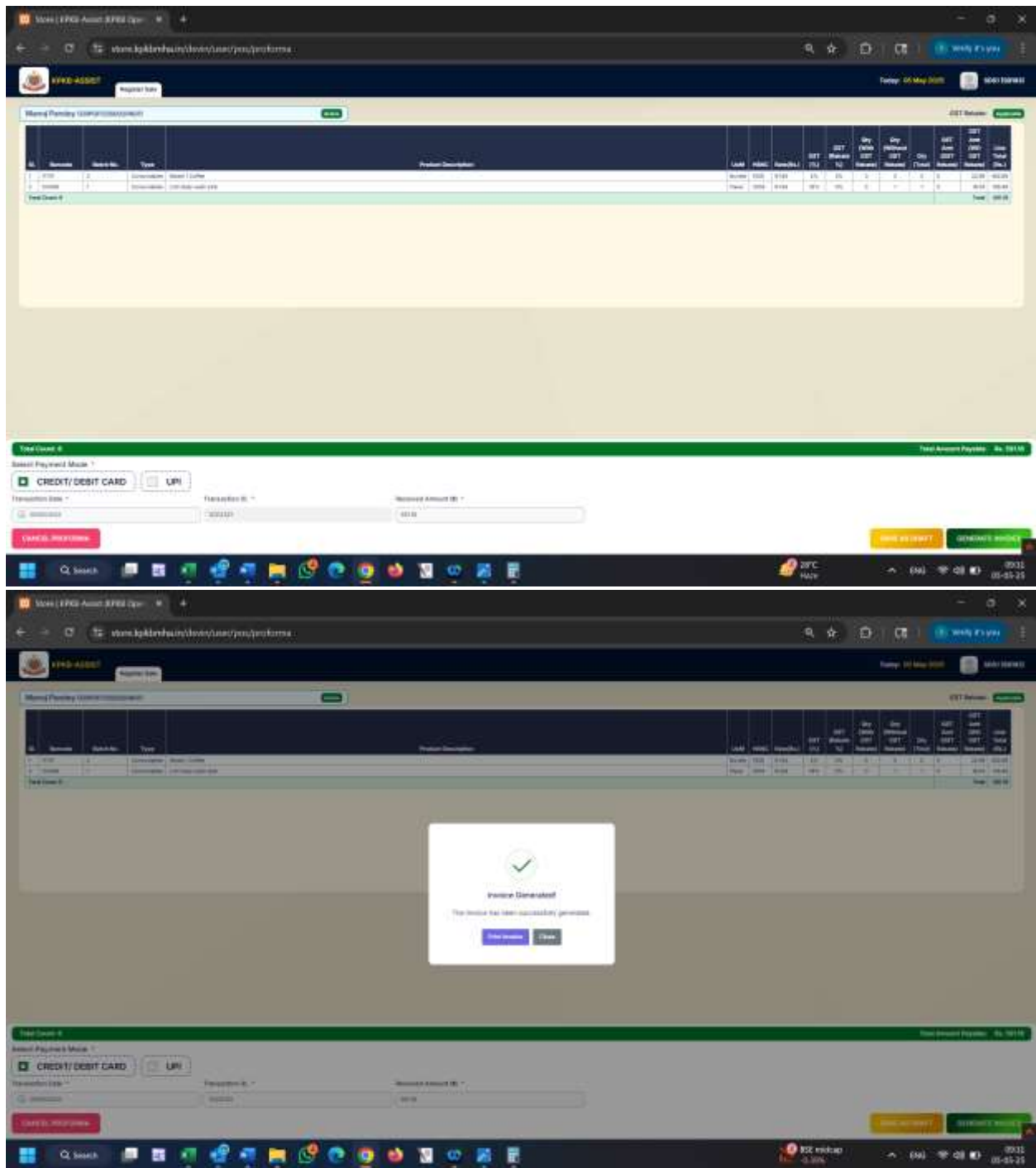
The screenshot displays the EPFIS (Epidemiology and Prevention Field Information System) interface. At the top, there's a header bar with the EPFIS logo, the text "EPFIS Assistant EPFIS Open", and a date/time stamp "Today: 05 May 2020". Below the header, a search bar contains the text "Sheng Pandey (22607030002600)". A table with 15 columns is visible, showing product details. The columns are: ID, Barcode, Batch No., Type, Product Description, Unit, Price, Quantity, Unit Price, Total Price, Unit Price, Total Price, Unit Price, Total Price, Unit Price, Total Price. The first row of data shows: 1, 12345, 1, 1, 12345, 1, 12345, 1, 12345, 12345, 12345, 12345, 12345, 12345, 12345. Below the table, there's a section titled "Total Count: 1" with a "Show Details" button. At the bottom, there's a status bar with the text "EPFIS Assistant EPFIS Open" and a date/time stamp "Today: 05 May 2020".



When all the items have been added, click next for payment receipt



Salesman can the select Credit card/debit card or UPI as a way in which paymentis being made.



Invoice would be generated and succesful sale made.

The same can be checked from Sale report

View | EPD Asset: EPD Open

www.kgkdnhaun/levy/rbl_ba_b_masa/rbl_invoice_bill_pending

Navigation: Dashboard, Settings, Operations, Revenue, Inventory, Community, P2P, Invoice & Payment, MIS

Invoice | Payment

Invoice List

Invoice No: 000001401121-00

Invoice Date: 09/06/2025

GRV Total (R): 41,200.00

Development Charge (R): 478.00

0007 (R): 3,490.40

0007 (R): 3,490.40

Payable Amount (R): 10,410.00

Action: View Details

Make Payment

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Click on view details

Invoice Details

Invoice Number: **MB-CL-025-427-01**

Invoice Date: **10/01/2025**

Invoice To: **MB-CL-025-427-01**

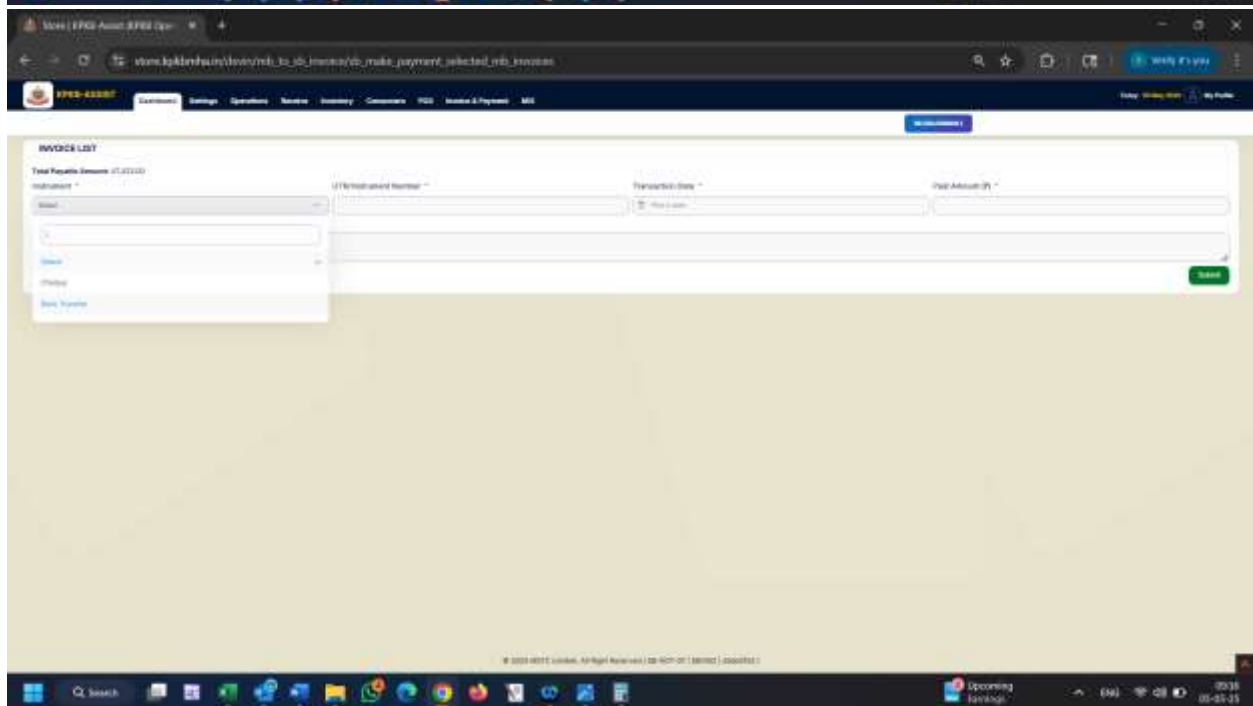
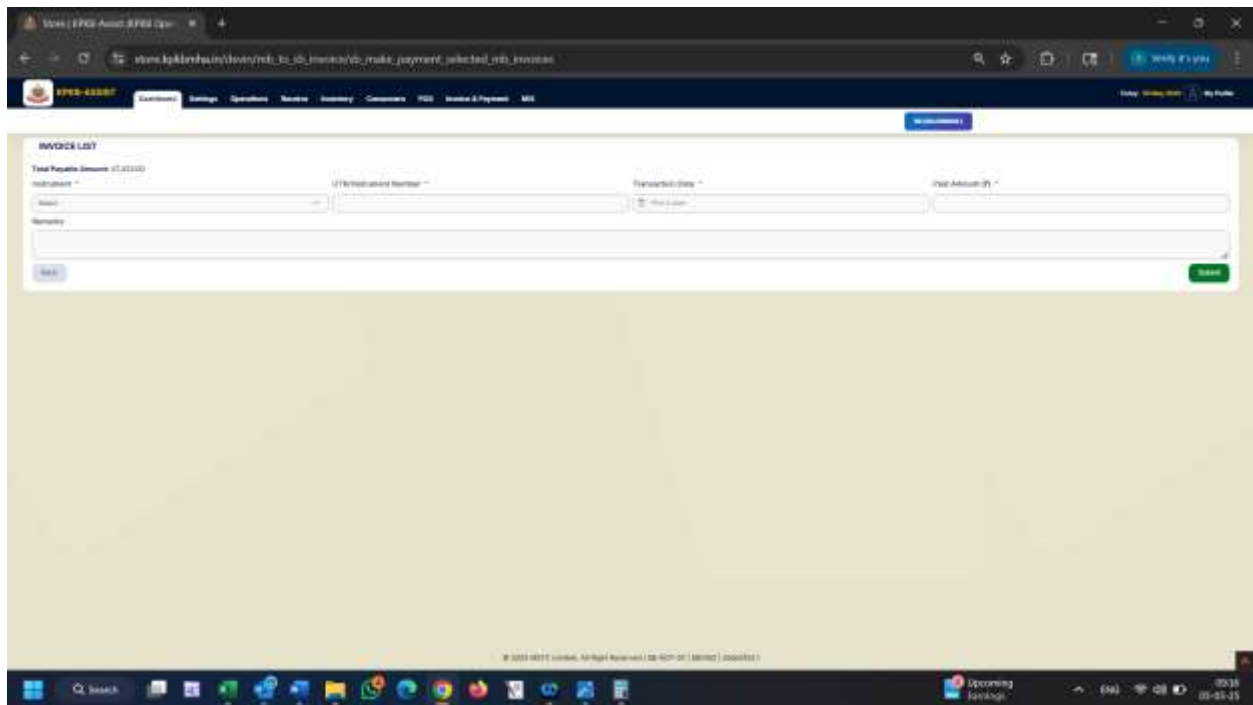
Invoice From: **MB-CL-025-427-01**

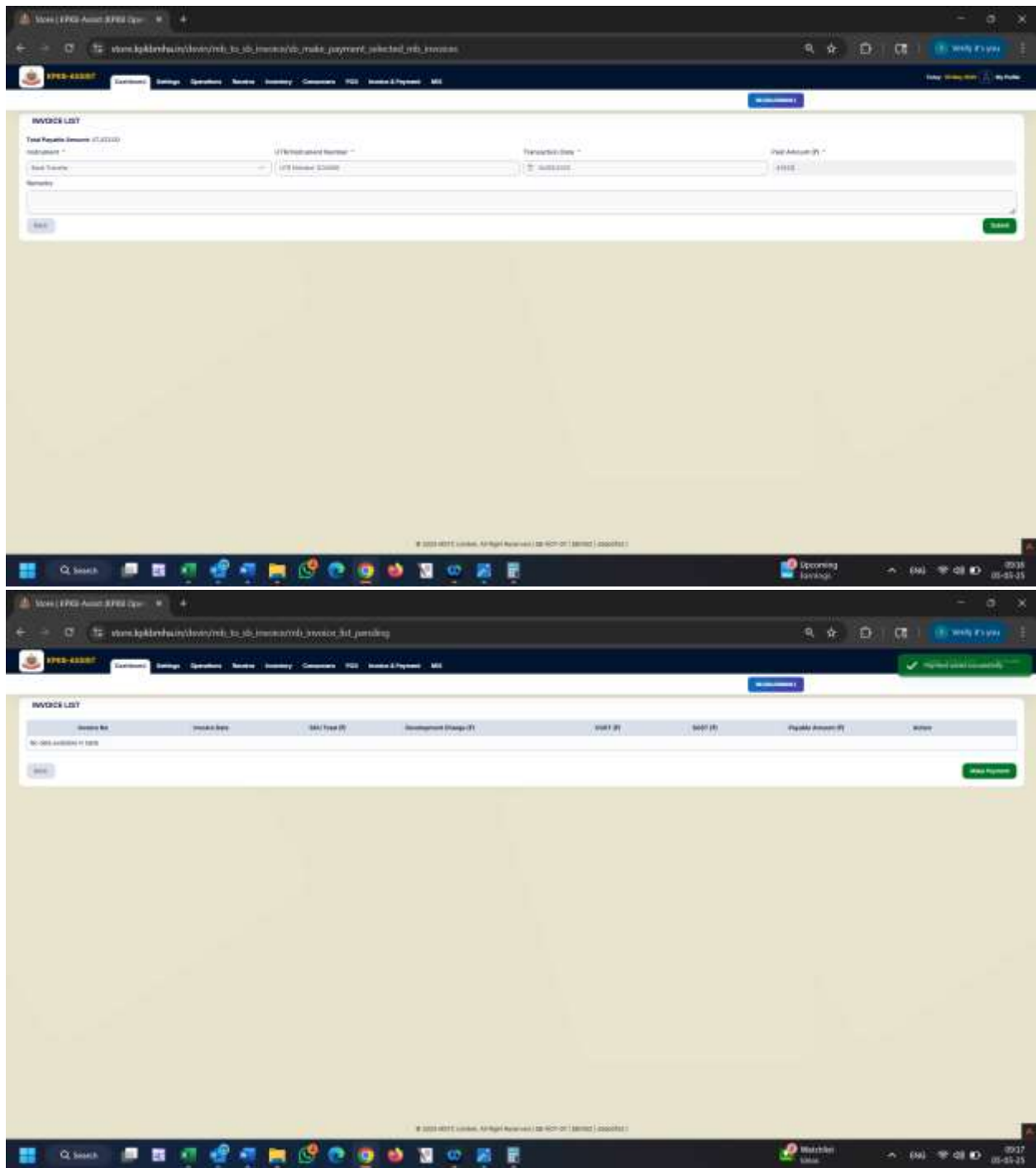
Invoice Status: **Open**

| ITEM | Product Type | SKU Code | Qty | Unit Price | Line Total | Discount | Net Total | Tax | Grand Total |
|--------------|--------------|----------------|-----|------------|---------------|-------------|---------------|-------------|---------------|
| 1001 | Consumables | CL-001-001-001 | 1 | 10.00 | 10.00 | 0.00 | 10.00 | 0.00 | 10.00 |
| 1002 | Consumables | CL-001-001-002 | 1 | 20.00 | 20.00 | 0.00 | 20.00 | 0.00 | 20.00 |
| 1003 | Consumables | CL-001-001-003 | 1 | 30.00 | 30.00 | 0.00 | 30.00 | 0.00 | 30.00 |
| 1004 | Consumables | CL-001-001-004 | 1 | 40.00 | 40.00 | 0.00 | 40.00 | 0.00 | 40.00 |
| 1005 | Consumables | CL-001-001-005 | 1 | 50.00 | 50.00 | 0.00 | 50.00 | 0.00 | 50.00 |
| 1006 | Consumables | CL-001-001-006 | 1 | 60.00 | 60.00 | 0.00 | 60.00 | 0.00 | 60.00 |
| 1007 | Consumables | CL-001-001-007 | 1 | 70.00 | 70.00 | 0.00 | 70.00 | 0.00 | 70.00 |
| 1008 | Consumables | CL-001-001-008 | 1 | 80.00 | 80.00 | 0.00 | 80.00 | 0.00 | 80.00 |
| 1009 | Consumables | CL-001-001-009 | 1 | 90.00 | 90.00 | 0.00 | 90.00 | 0.00 | 90.00 |
| 1010 | Consumables | CL-001-001-010 | 1 | 100.00 | 100.00 | 0.00 | 100.00 | 0.00 | 100.00 |
| Total | | | | | 500.00 | 0.00 | 500.00 | 0.00 | 500.00 |

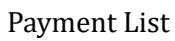
Make Payment

Click on make payment to record the payment





Processed Invoice



- 1) Sale report

To track the sale happened between two dates

