StartERP
AI BUSINESS OS

MODULE GUIDE 5 OF 14

Purchasing and inventory

Purchase orders, AI quotations from suppliers, warehouses, counts, reorders, batches, serial numbers, units of measure, alternate part numbers, pick lists, product certificates and variants. Step-by-step instructions for each of the 19 modules, with the real screens you will use.

Purchase orders | Supplier bill inbox | Procurement AI | Procurement management | Multi-warehouse & stock transfers | Stock counts | Waste & write-offs | Reorder suggestions | Supply chain | Batch & expiry dates | IMEI & serial numbers | Units of measure | Alternate part numbers | Pick, pack & dispatch | Product compliance documents | PPE certificates | Tint formulas & colour matching | Cable drums & cut lengths | Colour & size variants

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How to use this guide

Each chapter covers one module: what it does, how to start in a few steps, and then each of its screens with the steps to follow. The label under each module name says whether every store has it or whether it is an add-on module switched on for your store. Some modules are made for certain kinds of business or for one country, and the label says which.

Where to find what your store has. Open **Settings** → **Modules** to see the modules your store has. Every screen has a **?** button at the top with the steps for that screen, and the ⓘ beside a title explains what the screen shows.

About the screenshots. They come from StartERP demo stores (starterp.org/#/demo-store), each taken in the kind of business the module is made for, so the names and figures are sample data. Your screens show your own company, products and figures, and some words change to suit your business.

The modules in this guide

Module	What it gives you
Purchase orders Add-on	Requests, approvals and orders before you buy
Supplier bill inbox Add-on	Supplier bills read from email, ready to post

Procurement AI Add-on	RFQ bot that asks suppliers by email and WhatsApp
Procurement management Add-on	Receive orders in part or in full, match order, receipt and bill, keep agreed supplier prices and score every supplier A to D
Multi-warehouse & stock transfers Add-on	Stock per warehouse and transfers between them
Stock counts Add-on	Count a warehouse or one category on a phone with the barcode scanner, against the stock frozen when the count started; see what is over or short with its value, then post the differences to stock in one step
Waste & write-offs Add-on	Write off damaged, expired, spoiled, broken, missing and recalled goods with a reason, at cost; clear every expired batch from the expiry board in one tap, and see the money lost by reason, day or month and product
Reorder suggestions Add-on	See what to order and how much from how fast each product sells, the days of stock left and what is already on order, rounded to whole packs, and turn the list into purchase orders by vendor
Supply chain Add-on	Forecast each product's demand week by week with its safety stock, see the products that will run out before a new order can arrive, track every open purchase order against its expected date, measure how fast and how fully each vendor delivers, move stock between your branches before you buy more, and spread freight, customs and insurance over a purchase to see each item's landed cost
Batch & expiry dates Add-on	Record the batch number and expiry date of the goods you receive, from the purchase in one go; the expiry board shows what has expired and what expires soon, with its value at cost, so you sell it first or return it in time
IMEI & serial numbers Add-on	Scan the IMEI or serial number of every phone you receive; each one then shows as in stock, sold (with the invoice and customer) or returned, a 15-digit IMEI is checked as you scan it, and a number sold that was never received is flagged
Units of measure Add-on	Buy and sell in cartons, boxes, drums, rolls and pallets as well as pieces, metres and litres: each bigger unit has its own size, selling price and barcode, a scanned carton adds the whole carton, and stock is shown as cartons plus pieces

Alternate part numbers Add-on	Find a part by any number it is known by: the maker's OE number, other brands' numbers and old superseded numbers sit on each product, POS, quotations and the product list find it by any of them, and the Part finder offers the newer part and in-stock equivalents when it is out of stock
Pick, pack & dispatch Add-on	Get every order out complete: a pick list from the sales order, delivery note or invoice sorted by rack so the picker walks the store once, each item confirmed by scanning its barcode with the phone camera or a scanner, short lines with their reason, the packed boxes with their weight, and the hand-over to a shipment, your own truck or the customer
Product compliance documents Add-on	Keep every product's papers in one place: the safety data sheet, the technical datasheet and SASO or SABER certificates with their number, issuer and expiry date, alerts 60, 30 and 7 days before a certificate runs out, and the valid papers of a quotation's products ready to download and send with it
PPE certificates Add-on	Keep the CE or UKCA certificate of every product you sell, with its EN standard, notified body and expiry; see what has expired, what expires soon and the goods with no certificate, so a buyer, an auditor or a tender gets it at once
Tint formulas & colour matching Add-on	Save the colour you mixed for each customer as a formula (colour code, base paint, can size and the tints in ml), mix it again on the counter in any can size, and see what each tinted can costs (base + tints) against its price, with the colours sold below cost or on a thin margin first
Cable drums & cut lengths Add-on	Keep every drum and coil of cable with the metres on it, log each length cut from the counter, see the metres really left and the short offcuts to sell first, and let the counter pick the drum to cut from so a job never leaves a piece too short to sell
Colour & size variants Add-on	Give each product its colours and sizes, sell them by colour and size at the counter and see what is left of each, with the ones out of stock or low first

01

Purchase orders

Add-on module

Approve spending before it happens

Staff raise purchase requests, a manager approves, and approved requests become purchase orders to the supplier. When the goods arrive, the order becomes the purchase in one step.

What you get

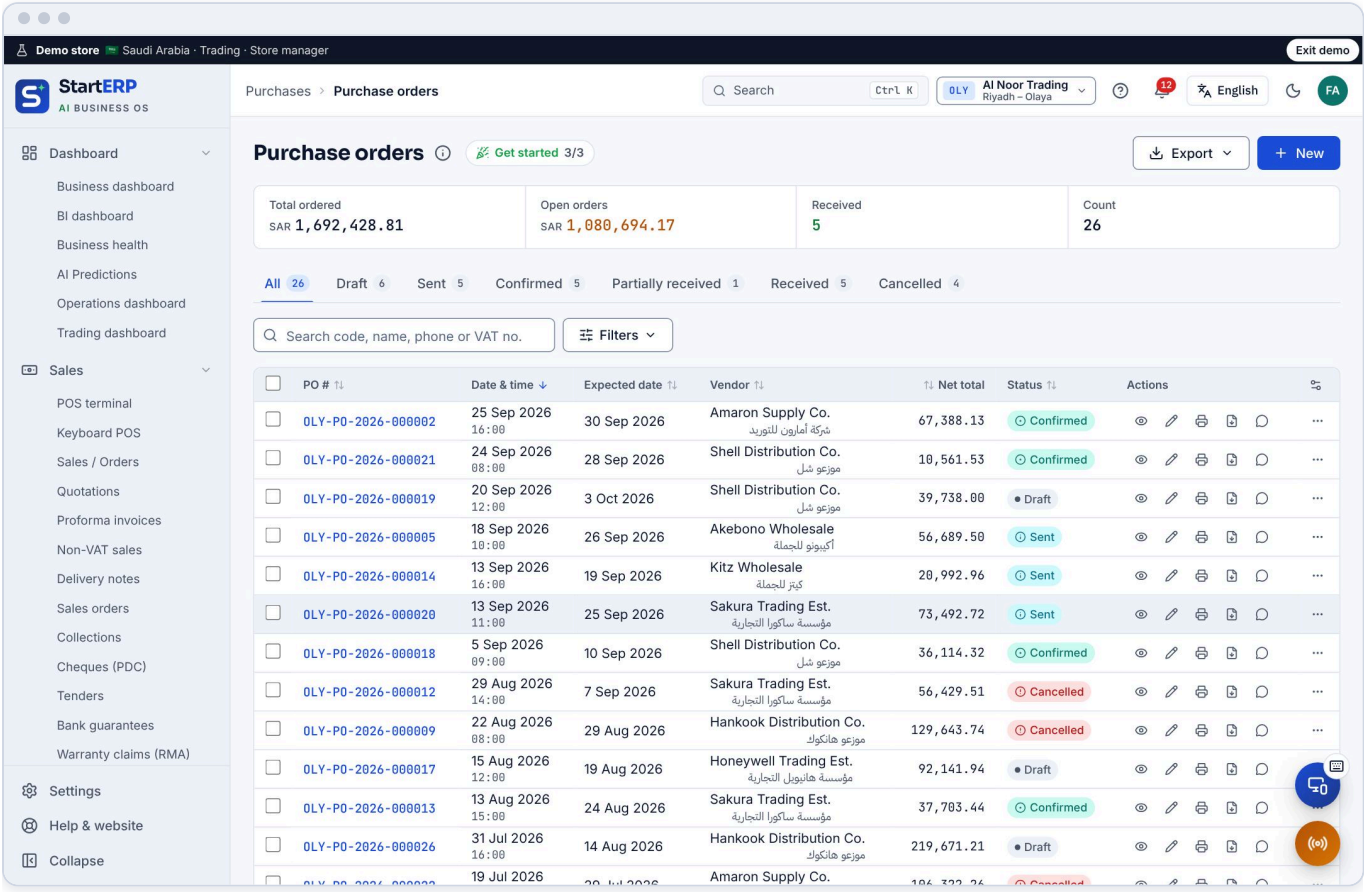
- Requests, approvals and orders in one flow
- Purchase order PDF to send to the supplier
- Receive goods against the order
- See what is ordered and not yet received

GET STARTED IN 3 STEPS

1. **Raise a purchase request.** Staff ask for what they need.
2. **Send the purchase order.** After approval, order from the supplier.
3. **Receive the goods.** Turn the order into the purchase in one step.

Purchase orders

Order goods from a vendor before they arrive. A purchase order does not move stock; when the goods come in, convert it to a purchase to receive them.



Purchase orders

ON THE LIST

1. Use the status tabs — Draft, Sent, Confirmed, Partially received, Received, Cancelled — to see orders at each stage.
2. Search by PO # or vendor, and filter by Vendor or Created by.
3. Pick a period from the date range menu (All time, Today, Last 7 days, This month… or Custom range with From / To).
4. Check Total ordered, Open orders (not received or cancelled), Received and Count.
5. Watch the Expected date column and the Vendor not set badge on orders still missing a vendor.
6. Tick rows to show the bulk bar: Print selected, Export selected (Excel or CSV) or Delete selected.
7. Click Export and choose Excel (.xlsx), CSV (UTF-8), PDF (list report) or JSON; the export follows the current search, filters and date range.

Tips. Turn on the hidden Source PR column from the table's Columns menu to see which purchase request each order came from. Orders created from an RFQ comparison start as Draft with the chosen supplier's prices. Deleted records are hidden, not lost: tick Show deleted, then use Restore from the row menu. Each delete toast also has Undo. The list remembers your date range, tab, sort and page size. Tick Auto-refresh to reload every 30 seconds.

ON THE FORM

1. Choose the Vendor. It may stay empty while the status is Draft.
2. Set Expected delivery (default one week ahead) and the Status.
3. Add products by search or barcode, or use Import products → From purchase requests to copy the lines of an approved purchase request.
4. Enter Qty, Warehouse, U.Price (ex. VAT) and any discount for each line.
5. Check Bill summary (Discount, Shipping / handling, VAT %, NET TOTAL).
6. Click Create. Once saved, Convert to Purchase appears in the header.

Tips. The date cannot be in the future: it says when the sale, purchase, payment or entry happened, so the picker stops at now in your store's time (a few minutes of leeway for a device clock that runs fast). Due dates, valid-until, expected delivery and bookings can still be later. Any status other than Draft needs a vendor: "Select a vendor before sending the PO". Payments are not entered here — they are recorded on the purchase after the PO is converted. The Links card shows the Source purchase request and the Linked purchase once converted. Print A4 or Print Thermal in the header prints the order as it is now, before saving. Unsaved work is kept as a draft every 30 seconds; if you come back, choose Restore or Discard on the "Restore draft?" banner.

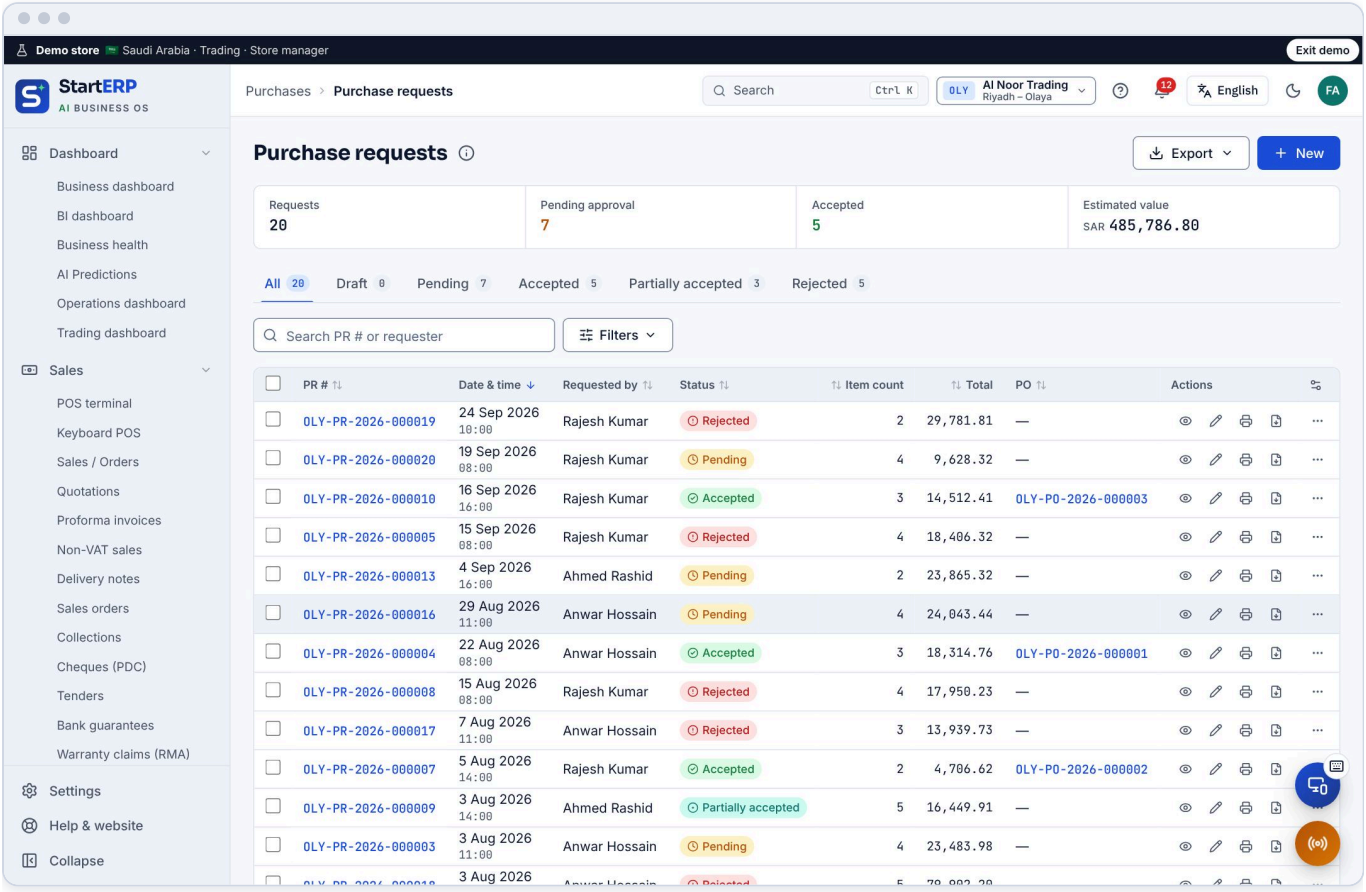
ON THE RECORD

1. Check the status badge, Expected date and the Linked purchase row (Not converted until received).
2. When the goods arrive, click Convert to Purchase: a purchase is created, stock is received into the selected warehouses and the PO becomes Received.
3. On the new purchase, enter the Vendor invoice no., adjust prices and record payments.
4. Click Print barcode labels to print labels for the ordered items.
5. Send the order to the vendor with WhatsApp or Email, or Print it.
6. Use Edit to change it, or Delete with Undo in the toast.

Tips. No vendor yet? Convert shows "Select a vendor on the PO first" and opens the edit page. Convert to Purchase is hidden once the PO is converted or Cancelled, so goods are never received twice. Undo in the conversion toast deletes the new purchase and reverses its stock. Actions that do not fit in the header are under More actions (⋯). The History tab shows every change with who made it.

Purchase requests

Staff ask for items to be bought; a manager accepts or rejects with a reason, and an accepted request becomes a purchase order.



Purchase requests

ON THE LIST

1. Use the tabs — Draft, Pending, Accepted, Partially accepted, Rejected — to find requests by stage.
2. Search by PR # or requester, or filter by Requested by.
3. Pick a period from the date range menu (All time, Today, Last 7 days, This month… or Custom range with From / To).
4. Check Requests, Pending approval, Accepted and Estimated value at the top.
5. To approve several at once, tick them and click Accept selected (only Pending requests are accepted).
6. The PO column links to the purchase order created from each request.

Tips. Approvers get a notification for every request submitted for approval. Total is the estimated cost excluding VAT. Deleted records are hidden, not lost: tick Show deleted, then use Restore from the row menu. Each delete toast also has Undo. Click Export and choose Excel (.xlsx), CSV (UTF-8), PDF (list report) or JSON; the export follows the current search, filters and date range.

ON THE FORM

1. Check Requested by (your name by default) and optionally pick Assigned to.
2. Write the purpose in Notes.
3. Add products by search or barcode and set Qty, Unit and an estimated Unit price.
4. Check Estimated cost (ex. VAT) in the Estimated total card.
5. Click Create to keep it as a Draft, or Submit for approval to save it as Pending.

Tips. The date cannot be in the future: it says when the sale, purchase, payment or entry happened, so the picker stops at now in your store's time (a few minutes of leeway for a device clock that runs fast). Due dates, valid-until, expected delivery and bookings can still be later. A request has no vendor — the buyer chooses one on the purchase order. Submit for approval is only offered while the request is a Draft. Every line needs a quantity above 0. Unsaved work is kept as a draft every 30 seconds; if you come back, choose Restore or Discard on the "Restore draft?" banner.

ON THE RECORD

1. A Draft shows Submit for approval; click it to move the request to Pending. With the Workflows & approvals add-on, a matching policy opens an approval request for its approvers and the banner names the step waiting; Accept and Reject return once they have decided.
2. To approve, click Accept — the requester is notified to create the purchase order next.
3. To decline, click Reject, type the Reason and confirm with Reject.
4. On an accepted request click Create Purchase Order: a draft PO with the same lines opens for you to choose a vendor.
5. Check the Estimate card (Lines, Total quantity, Estimated cost, Approved by) and the Purchase order link.
6. Use Print or Email to share it; Edit or Delete as needed.

Tips. A reason is mandatory when rejecting — it appears in a red Rejected banner on the request. Accept and Reject both offer Undo in the toast if you clicked by mistake. Create Purchase Order appears only once per request; afterwards follow the PO link. A rejected request stays rejected — create a new request with the changes.

02

Supplier bill inbox

Add-on module

Supplier bills that enter themselves

Forward supplier bills to your StartERP inbox. They are read for you, matched to the supplier and items, and wait for one click to post as a purchase.

What you get

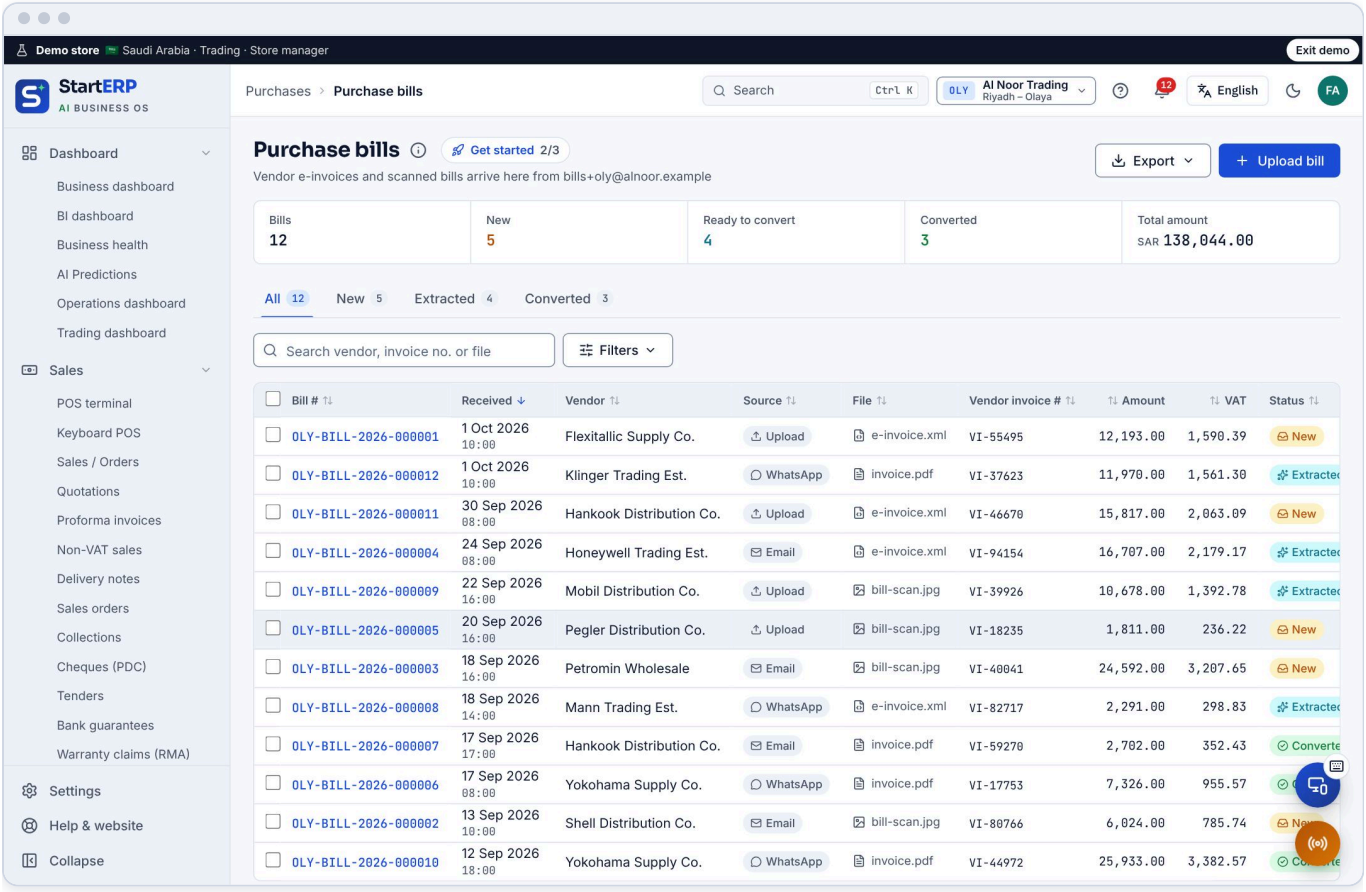
- Bills read from email automatically
- Supplier and items matched for you
- Post as a purchase in one click
- No more typing from paper

GET STARTED IN 3 STEPS

1. **Copy your bills address.** Ask suppliers to email bills there, or forward them.
2. **Check the first bill.** Supplier and items are matched for you.
3. **Post it as a purchase.** One click updates stock and what you owe.

Purchase bills inbox

Vendor e-invoices and scanned bills arrive here from your bills e-mail address, WhatsApp or upload. AI extracts the vendor, invoice no., totals and lines, and you convert the bill into a purchase.



Purchase bills inbox

ON THE LIST

1. Use the tabs New, Extracted and Converted to work through the inbox.
2. Search by vendor, invoice no. or file name; filter by Source (Email, Upload, WhatsApp) or Vendor.
3. Pick a period from the date range menu (All time, Today, Last 7 days, This month… or Custom range with From / To).
4. Check New, Ready to convert, Converted and Total amount at the top.
5. The AI confidence column shows how sure the extraction is (green ≥ 90%).
6. Click a row to review it, or Upload bill to add one yourself.

Tips. Forward vendor invoices to the bills address shown under the title and they land here automatically. In Messages, Extract purchase bill turns a supplier message into a bill in this inbox. Deleted records are hidden, not lost: tick Show deleted, then use Restore from the row menu. Each delete toast also has Undo. Click Export and choose Excel (.xlsx), CSV (UTF-8), PDF (list report) or JSON; the export follows the current search, filters and date range.

ON THE FORM

1. Choose the Bill file (PDF, image or e-invoice XML).
2. Set the Source and pick the Vendor.
3. Enter the Vendor invoice no. and the Received date & time.
4. Type Total (inc. VAT); the VAT amount is calculated at 15% inclusive — untick Calculate VAT at 15% (inclusive) to type it.
5. Click Upload, then open the bill and run Extract with AI.

Tips. The date cannot be in the future: it says when the sale, purchase, payment or entry happened, so the picker stops at now in your store's time (a few minutes of leeway for a device clock that runs fast). Due dates, valid-until, expected delivery and bookings can still be later. Vendor, Total and the file are required; without a file you see "Attach the bill file". Camera capture is not available in the browser preview — choose a saved photo instead.

ON THE RECORD

1. Compare the Document preview with the AI-extracted fields; each field shows a confidence %.
2. On a New bill, click Extract with AI — it reads the document, detects fields, matches products and checks totals.
3. Review Line items: each line is matched to your catalogue with a Match %.
4. Click Convert to purchase: a new purchase opens pre-filled with the vendor, invoice no., date and lines.
5. Check the AI lines and prices, set warehouses and selling prices, then Create — the bill becomes Converted.
6. Use Edit to fix the header details, or Delete with Undo.

Tips. Highlighted lines in the preview and amber badges (below 90%) need a closer look before converting. After conversion, a green banner links to the purchase and Convert to purchase is hidden. This prototype simulates the extraction; nothing is sent to an outside service.

03

Procurement AI

Add-on module

Let AI ask your suppliers for the best price

Create a request for quotation and the RFQ bot sends it to your suppliers by email and WhatsApp, reads their replies and lines up the offers side by side so you buy at the best price without the phone calls.

What you get

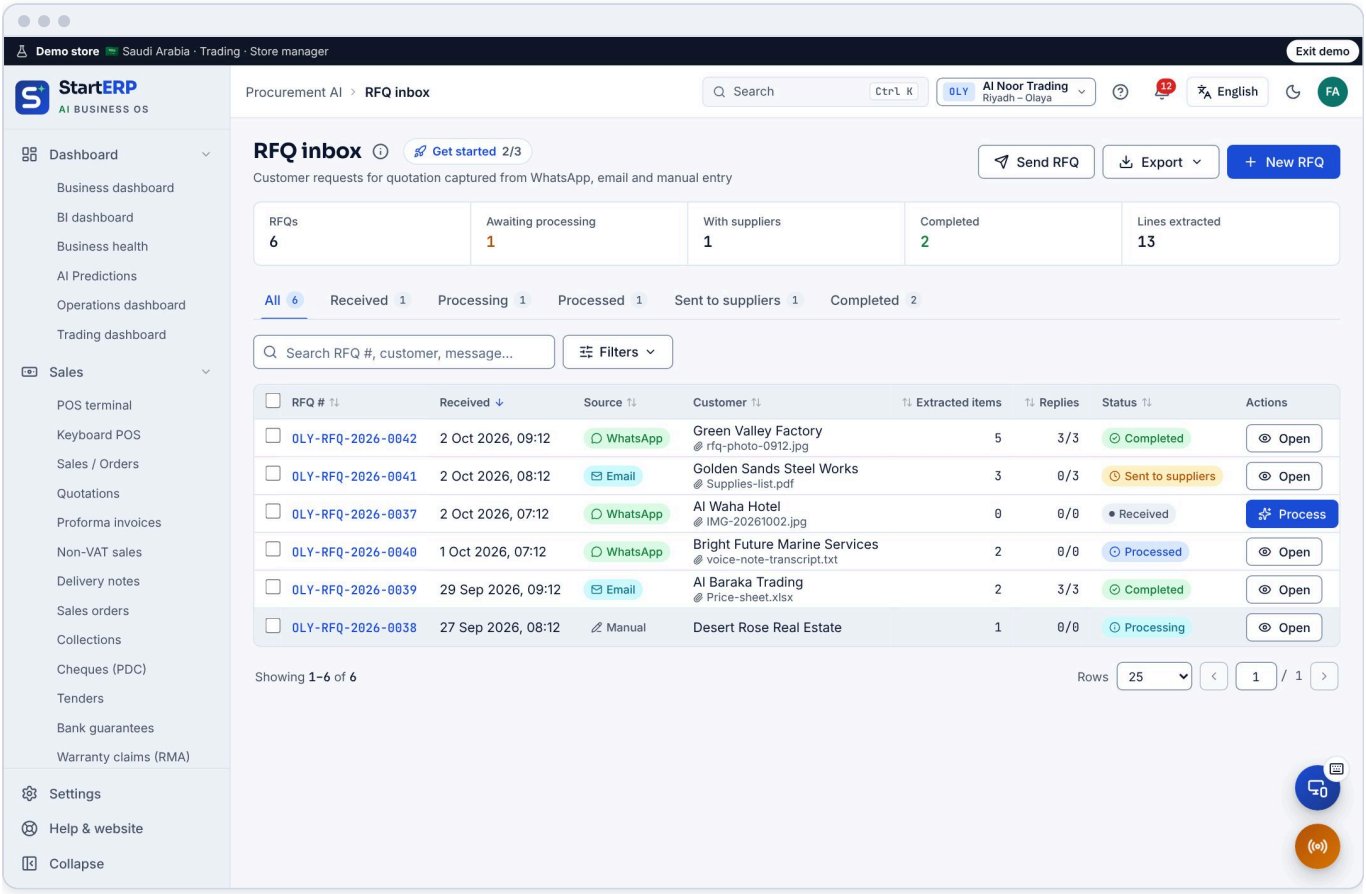
- RFQs sent by email and WhatsApp
- Supplier replies read and compared for you
- Best offer turned into a purchase order
- All supplier conversations in one inbox

GET STARTED IN 3 STEPS

1. **Add your suppliers.** Email and WhatsApp for each.
2. **Create a request for quotation.** Items and quantities you need.
3. **Compare the offers.** Replies line up side by side; pick the best.

RFQ inbox (AI procurement bot)

Customer requests for quotation arrive from WhatsApp, e-mail, uploads or manual entry. The AI extracts the lines, you send them to suppliers, compare their prices, then create the customer quotation and the purchase orders.



RFQ inbox (AI procurement bot)

ON THE LIST

1. Use the tabs Received, Processing, Processed, Sent to suppliers and Completed to follow each request.
2. Search by RFQ #, customer or message text; filter by Source.
3. Pick a period from the date range menu (All time, Today, Last 7 days, This month… or Custom range with From / To).
4. Click Process on a Received request to open it and run the AI extraction straight away.
5. Replies shows answered / contacted suppliers, e.g. 2/4.
6. Click New RFQ to enter a request, or Send RFQ to ask suppliers for prices on items you need yourself.
7. Click Export and choose Excel (.xlsx), CSV (UTF-8), PDF (list report) or JSON; the export follows the current search, filters and date range.

Tips. RFQs arrive automatically from WhatsApp and e-mail; in Messages, Extract RFQ creates one from any conversation. Deleted records are hidden, not lost: tick Show deleted, then use Restore from the row menu. Each delete toast also has Undo. The list remembers your date range, tab, sort and page size. Tick Auto-refresh to reload every 30 seconds.

ON THE FORM

1. Type or pick the Customer, and set Source and Received.
2. In Items choose Upload & extract or Manual entry.
3. Upload & extract: choose the RFQ file (image, PDF or text) — the AI reads it, finds the lines and matches them to your catalogue.
4. Or paste the customer message and click Extract with AI; follow progress in the AI extraction log.
5. Review each line: Product, Qty, Unit, Notes, Catalogue match and AI confidence. Fix mistakes, use Add row or the trash icon.
6. Click Create. With lines the RFQ is Processed; without lines it stays Received.

Tips. Low confidence (amber or red badge) or "— Not in catalogue —" lines need checking before you send to suppliers. Arabic lines are understood too; the original Arabic text is kept in Notes. Validation: add at least one item, a message or an attachment, and every line needs a name and a quantity above 0. Editing a line marks it Edited instead of showing the AI confidence.

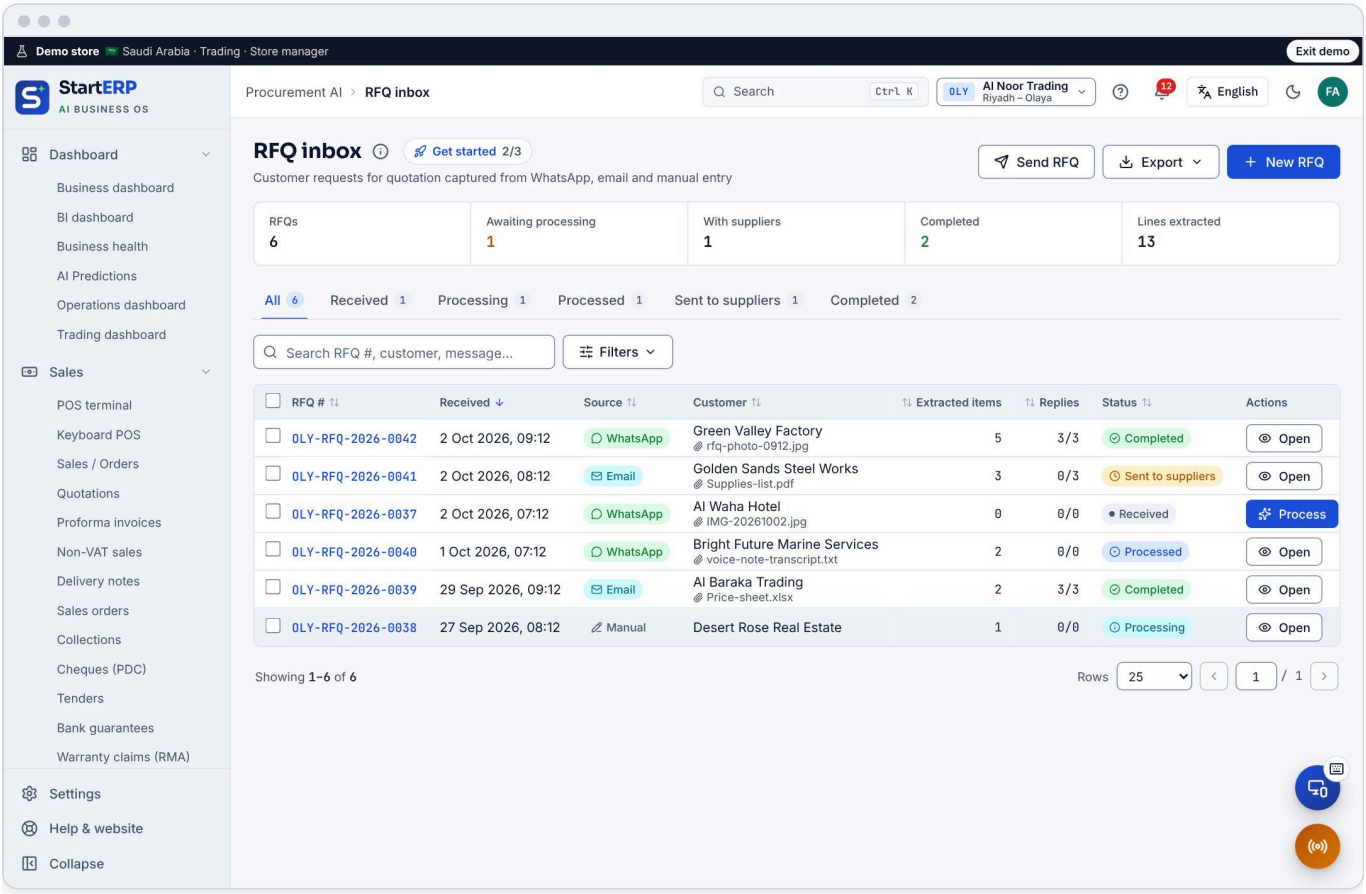
ON THE RECORD

1. Follow the progress bar: Received → Processing → Processed → Sent to suppliers → Completed. If you see "Not processed yet", click Process with AI.
2. Items tab: compare the Original request with the Extracted items, correct lines, then Save changes (or Discard).
3. Click Send to suppliers: choose suppliers, check the editable message (the RFQ sheet PDF is attached), then send by WhatsApp, Email or Both.
4. Suppliers & replies tab: watch Delivery status (Sent → Delivered → Read → Replied); add prices with Add reply manually or Parse reply file.
5. Comparison tab: click a price to choose that supplier for the line, or click Select best for the cheapest on every line.
6. Click Update product prices to save the chosen (or cheapest) prices as the products' purchase price.
7. Click Create quotation for customer, set Markup %, then Create quotation.
8. Click Create purchase order(s): one draft PO per chosen supplier is created and the RFQ becomes Completed.

Tips. Mixing suppliers per line is allowed. The cheapest quote on each line is tagged Lowest; Saving vs best single supplier shows what mixing saves. Re-process with AI replaces the extracted lines; supplier prices stay attached by line position, so check them afterwards. A supplier without WhatsApp or e-mail on the chosen channel shows Failed in Delivery status — try the other channel. The quotation cost is the chosen supplier's price, or the cheapest quote where none is chosen. Update product prices skips lines with no catalogue match. Share WhatsApp sends the customer an acknowledgement; Print gives a bilingual RFQ sheet. Created POs and quotation appear under "Created from this RFQ". This prototype simulates sending — no real message leaves the app.

Send RFQ to suppliers

Ask suppliers for prices on items you need to buy — for a customer or for stock replenishment — by WhatsApp, e-mail or both.



Send RFQ to suppliers

1. In Details, fill For customer (optional) — leave it empty for stock replenishment — and an Internal reference such as a PR number.
2. 1. Items: search Add from catalogue (shows the Last cost) or click Free-text line for items not in the catalogue.
3. Set Qty, Unit and Notes on each line.
4. 2. Suppliers: search or filter by category and city, then tick suppliers (or Select all shown). WA and Email badges show who can be reached.

5. 3. Preview & send: choose WhatsApp, Email or Both and check how many selected suppliers are reachable.
6. Edit the Message if needed; the preview bubble shows what suppliers receive.
7. Click Send. The RFQ is created and opens on Suppliers & replies to track delivery and replies.

Tips. The message is generated from the items until you edit it; click Regenerate from items to rebuild it. You must add at least one item and pick at least one supplier, and every line needs a name and a quantity. Suppliers not reachable on the chosen channel are marked Failed — the toast tells you how many were unreachable. Each sent message is also logged in the supplier's conversation in Messages. Sending is simulated in this prototype.

04

Procurement management

Add-on module

Buy right, receive right, pay right

Receive each purchase order in parts with a goods receipt note: what came, what was accepted, what was rejected and why, with batch and expiry where your trade needs them. Every order is matched three ways (order, receipt, bill), prices are checked against your supplier agreements, and each supplier gets a scorecard for on-time delivery, fill rate, price, returns and quality, graded A to D on one Procurement board.

What you get

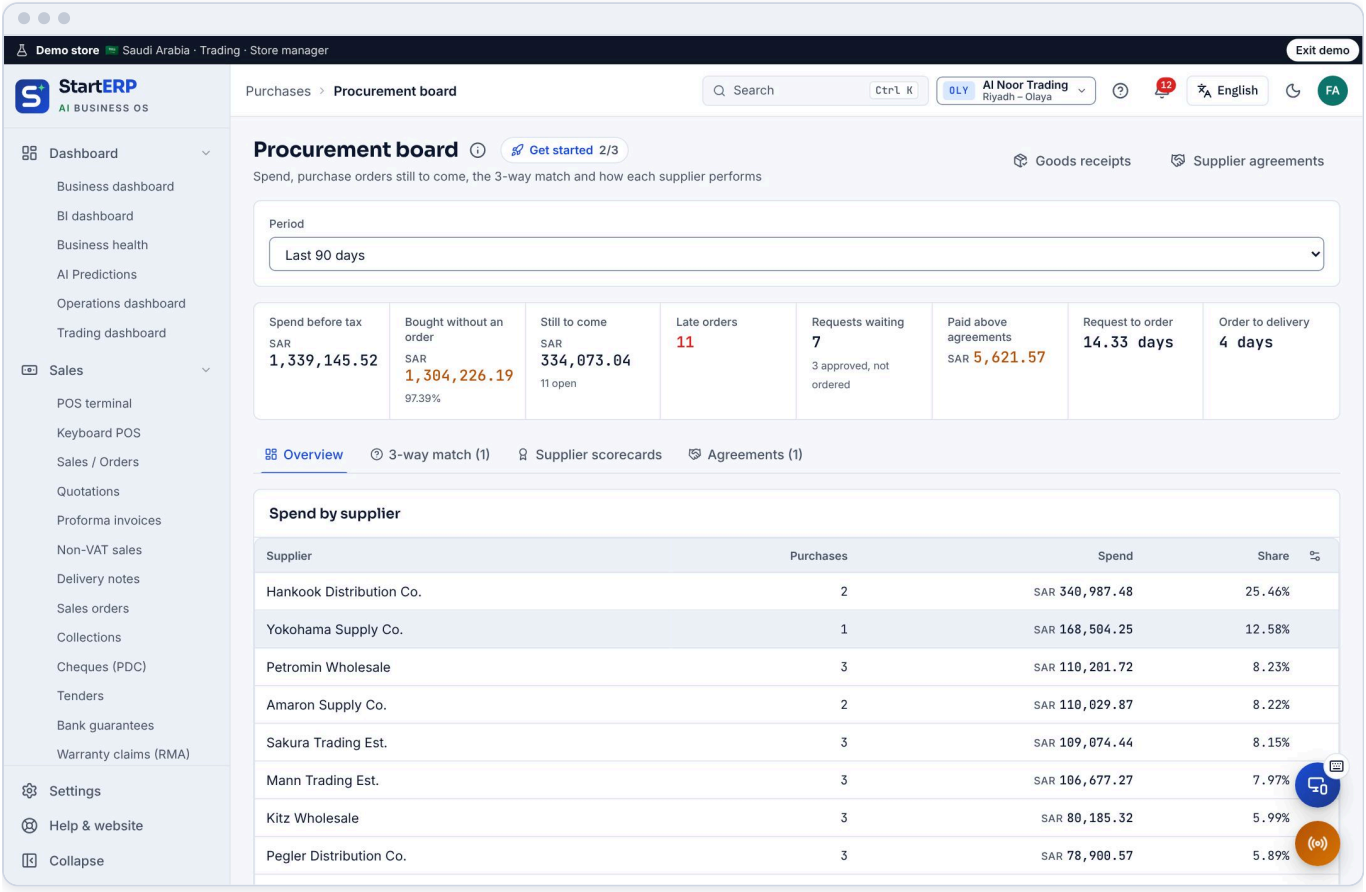
- Partial receipts with rejects and reasons
- Three-way match: order, receipt, bill
- Agreed prices checked on every order
- Supplier scorecards graded A to D

GET STARTED IN 3 STEPS

1. **Agree prices with a supplier.** Products, prices and payment terms.
2. **Receive an order.** What came, what you rejected and why.
3. **Read the Procurement board.** Late orders, the match and scorecards.

The Procurement board

One board for everything you buy: what you spent with each supplier, the orders still open and their value, the orders running late, how long requests take to become orders and orders to arrive, the three-way match of order, receipt and bill, the lines bought above your agreed price, the agreements ending soon and a scorecard for every supplier. Part of the Procurement management add-on.



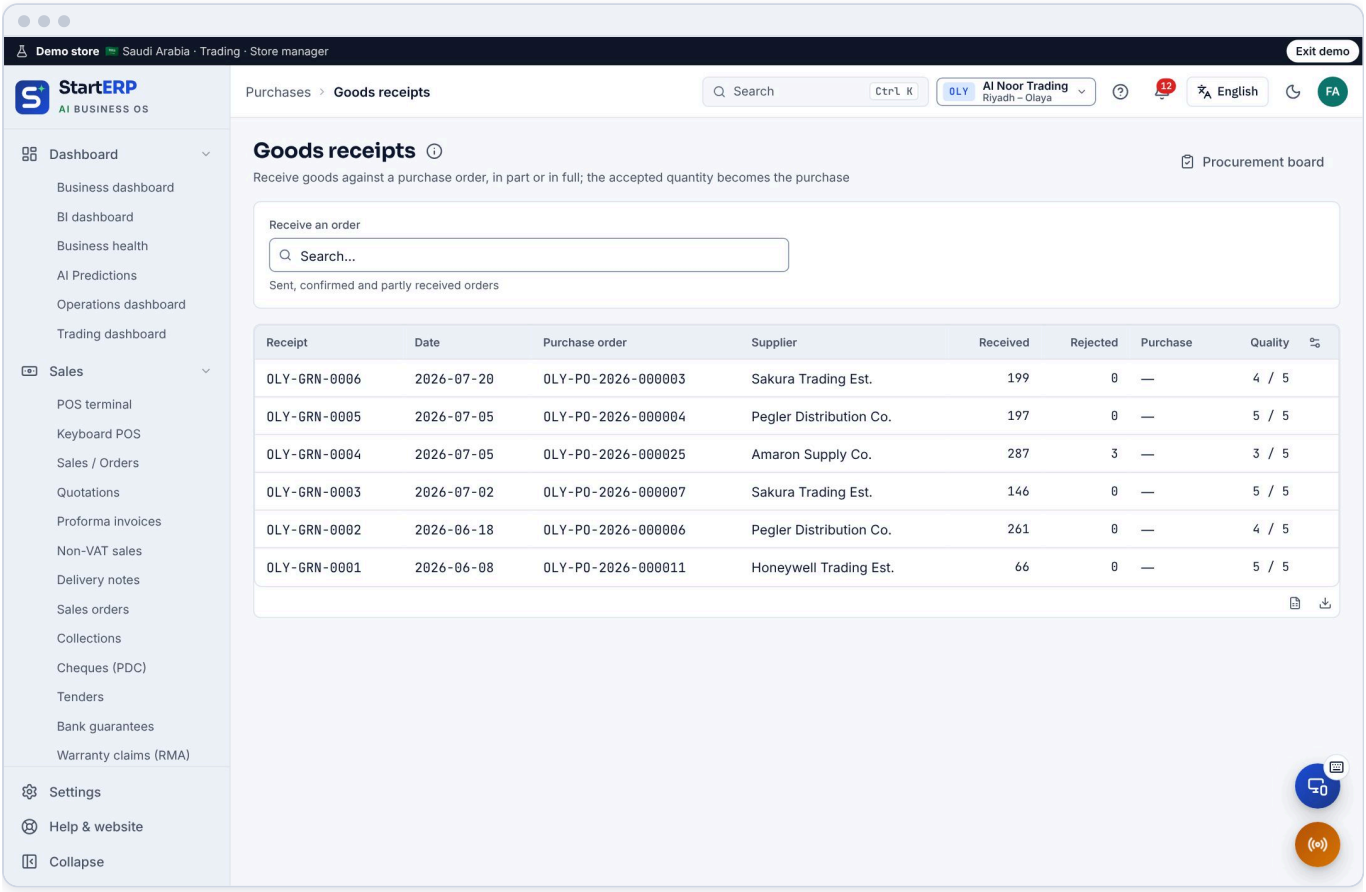
The Procurement board

1. Open Purchases → Procurement board and pick the period (the last 90 days by default). Orders still open are counted whatever their date.
2. The Match tab lists the orders that need a look: received more or less than ordered, goods rejected, received but not billed yet, or billed at another price.
3. The Suppliers tab grades each supplier from A to D on on-time delivery, fill rate, price against the agreement, returns, quality and rejects.

Tips. An order is late when its expected date has passed and it is not fully received. StartAI reads the board and answers questions such as which supplier is late most often; StartAI Radio says how many orders are late, which agreements end soon and which suppliers fell to grade D.

Receiving goods against an order

Receive a purchase order in one go or in parts with a goods receipt note (GRN). Each line keeps what came, what you accepted and what you rejected with the reason (damaged, expired, wrong item, quality, short shelf life, temperature), plus the batch and expiry where your trade needs them. The accepted quantity goes into stock as a purchase linked to the order, and the order moves to Partially received or Received.



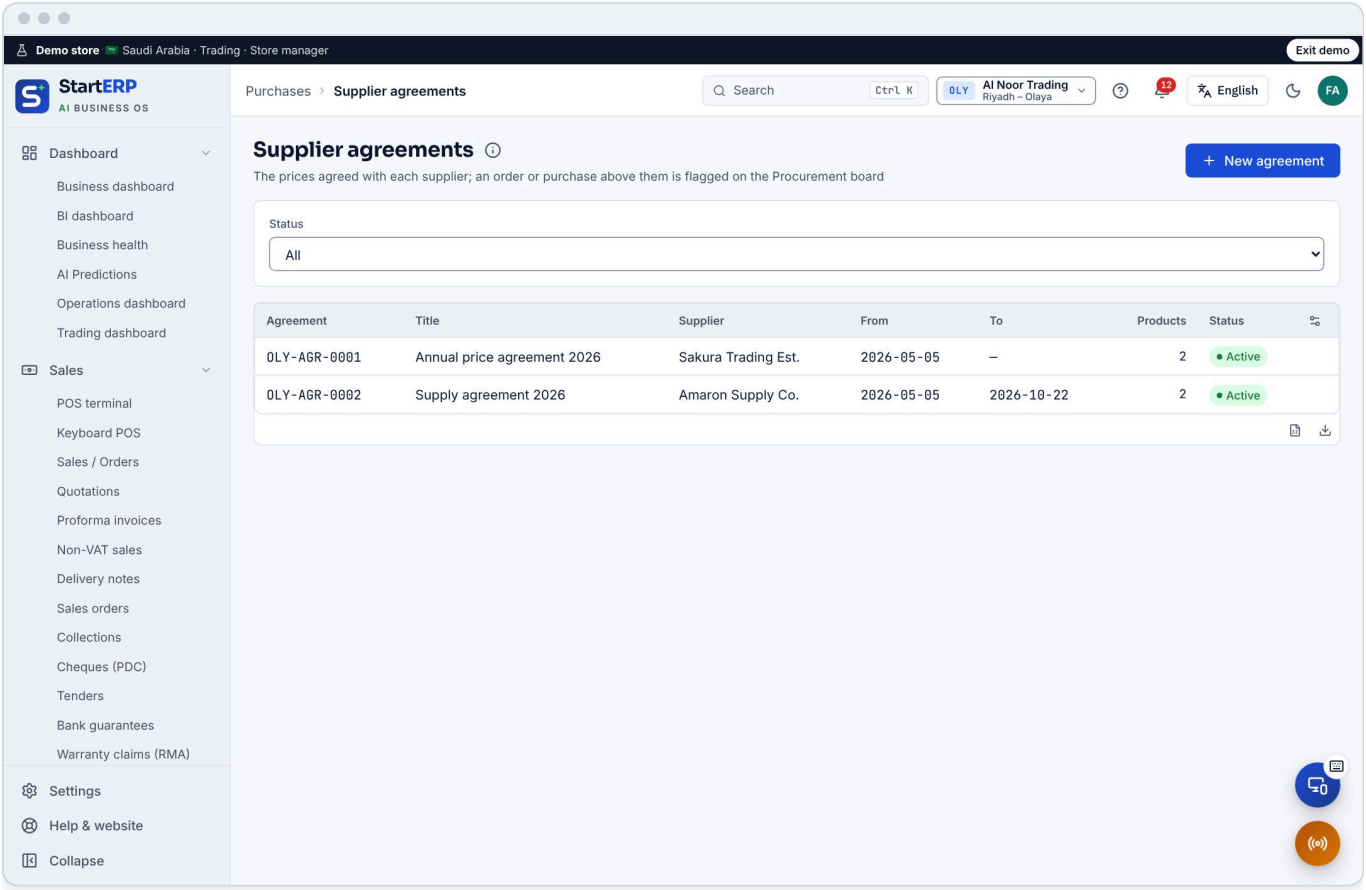
Receiving goods against an order

1. Open a sent or confirmed purchase order and press Receive goods, or open Purchases → Goods receipts and pick the order.
2. Type what came for each line and what you reject with its reason; the rest is accepted. Add the supplier's delivery note and invoice numbers and a quality score from 1 to 5.
3. Press Save. The accepted goods go into stock and the order shows what is still to come; receive the rest when it arrives.

Tips. The date cannot be in the future: it says when the sale, purchase, payment or entry happened, so the picker stops at now in your store's time (a few minutes of leeway for a device clock that runs fast). Due dates, valid-until, expected delivery and bookings can still be later. Food, pharmacy and clinic stores must type the batch and expiry of each line, and cold-chain stores can note the temperature on arrival. Tick Import for goods from abroad: the note under the form says how import VAT or customs duty is handled in your country. StartAI reads your goods receipts and can add one for you.

Supplier agreements and agreed prices

Keep the prices you agreed with each supplier for a period: the products, the price, the minimum quantity and the payment terms. Every purchase order is checked against the agreement that is active on its date, and lines bought above the agreed price are flagged on the order and on the Procurement board.



Supplier agreements and agreed prices

1. Open Purchases → Supplier agreements and press New agreement. Pick the supplier, the start date and, if it has one, the end date.
2. Add each product with its agreed price and minimum quantity, and the payment terms in days.

Tips. When two active agreements cover the same product on the same day, the lower price counts. Agreements ending in the next 30 days are listed on the board so you can renew them in time. StartAI reads your agreements and can add or update one for you.

05

Multi-warehouse & stock transfers

Add-on module

Stock in every location, moved with control

Run several warehouses, branches or vans. See stock per location, sell from the right one, and move goods between them with transfer documents that both sides confirm.

What you get

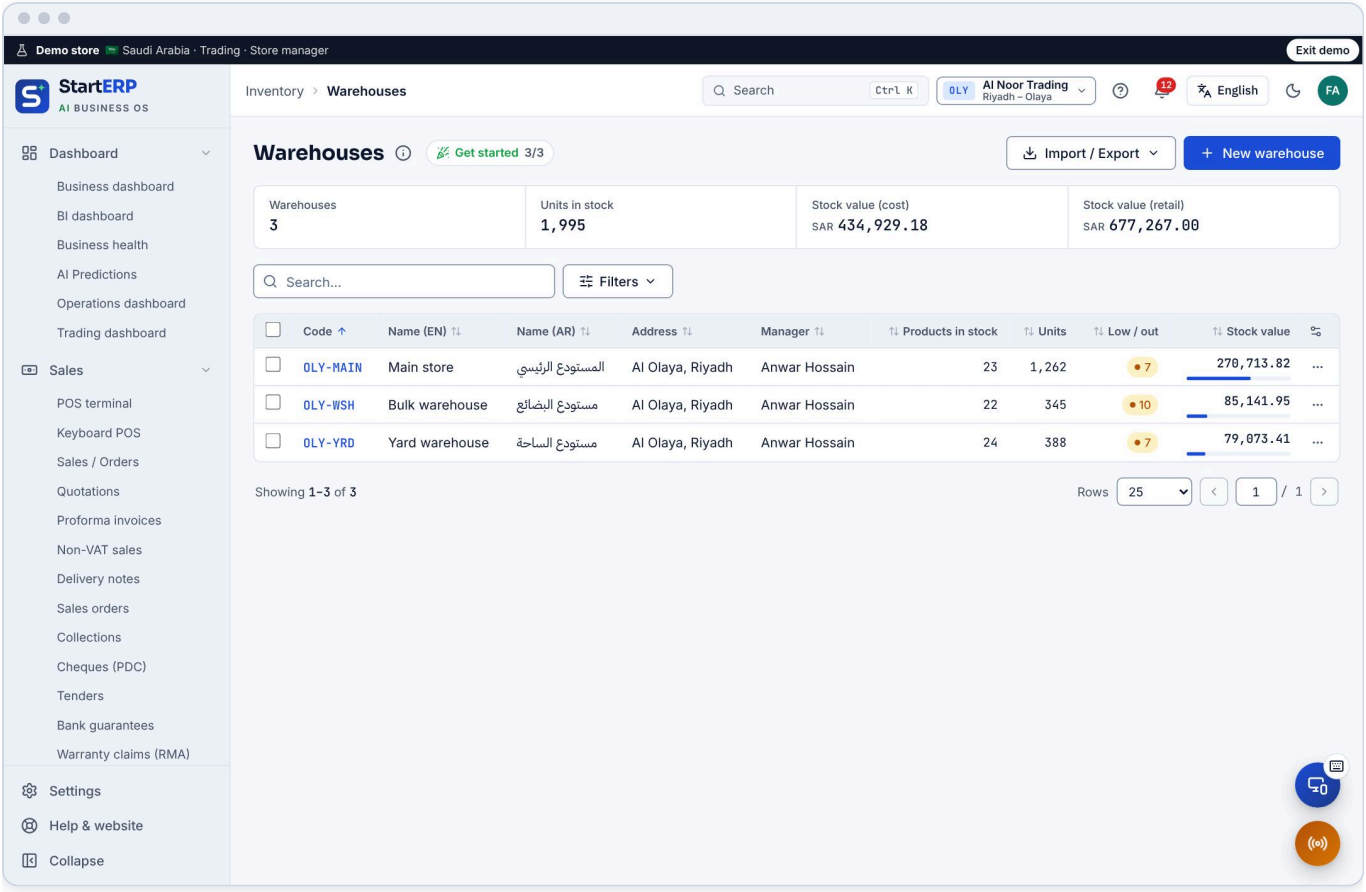
- Stock per warehouse, live
- Transfers with sent and received status
- Rack locations and minimum levels per site
- No more guessing where the stock is

GET STARTED IN 3 STEPS

1. **Add a warehouse.** Or a branch store or a van.
2. **Receive stock into it.** Choose the warehouse on the purchase.
3. **Transfer between locations.** Both sides confirm the transfer.

Warehouses

The places where this branch keeps stock — main store, showroom, van. Every product has its own quantity, minimum and rack in each warehouse.



Warehouses

ON THE LIST

1. See each warehouse’s products in stock, units, low / out items and stock value.
2. Click “New warehouse” to add one.
3. Click a row to see its stock and transfers.

> **Tips.** The cards show stock value at cost and at retail across all warehouses. Warehouses belong to the current branch; switch branch to see the others.

ON THE FORM

1. Check the suggested “Code” and enter “Name (EN)” and “Name (AR)”.
2. Add the address and phone.
3. Pick the “Manager / storekeeper” from your employees, then press “Create”.

> **Tips.** A new warehouse starts empty. Move stock into it with a stock transfer, or receive a purchase into it. Turn on the warehouse module in settings to see per-warehouse columns on products.

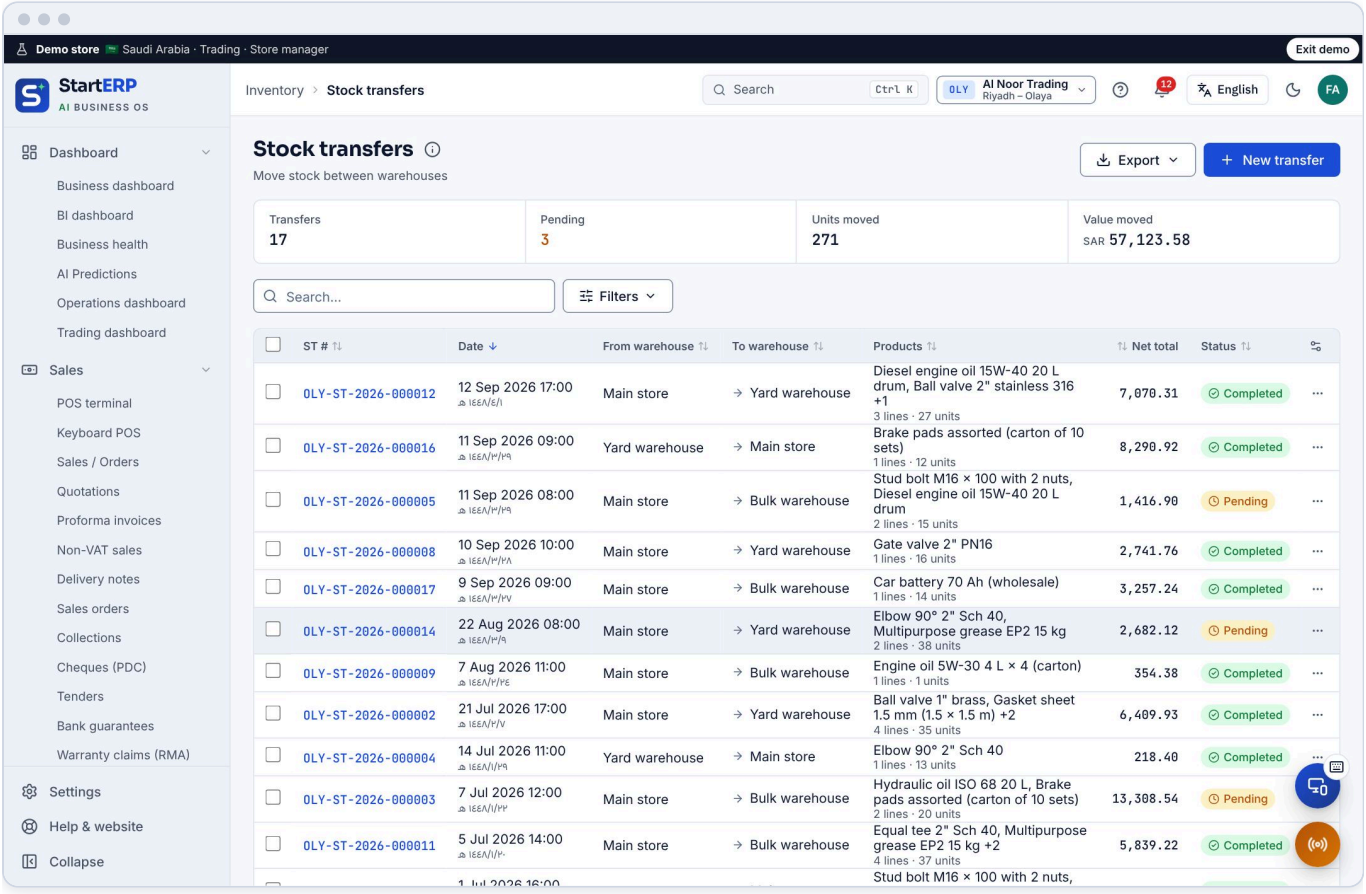
ON THE RECORD

1. Open the “Stock” tab to see the products here with rack, quantity, minimum, status and value, 10 at a time; press “Load more” for the next 10.
2. Open “Transfers” to see stock that came in or went out, and whether each is pending or completed.
3. Press “New transfer” to move stock out of this warehouse.

Tips. Before deleting a warehouse that still holds stock, transfer the stock to another warehouse — otherwise those quantities are no longer visible. A deleted warehouse can be restored from the list with “Show deleted”.

Stock transfers

Move stock from one warehouse to another. A transfer can move the stock immediately or stay pending until the goods arrive.



Stock transfers

ON THE LIST

1. Filter by Status (Pending / Completed), From or To warehouse.
2. Click “New transfer” to start one.
3. Use a row’s menu for “Print” or “Complete transfer”.

4. Tick several pending transfers and choose “Complete selected” to receive them together.

Tips. Pending transfers have not moved any stock yet. A transfer between stores can't be changed once the stock has moved, except its remarks. To correct it, make a transfer back. You can search transfers by the products they contain.

ON THE FORM

1. Choose “From warehouse” and “To warehouse” — they must be different.
2. To send stock to another of your stores, pick it in “To store” and then its main store or warehouse. You need access to both stores.
3. Search and add products; the “Available” column shows the stock in the source warehouse.
4. Enter the quantity for each line; the unit price is the purchase price by default.
5. Tick “Complete now and move stock” to move it on save, or leave it unticked to keep the transfer pending.
6. Add remarks and press “Create”.

Tips. The date cannot be in the future: it says when the sale, purchase, payment or entry happened, so the picker stops at now in your store's time (a few minutes of leeway for a device clock that runs fast). Due dates, valid-until, expected delivery and bookings can still be later. Sets / bundles and services cannot be transferred — transfer their component products instead. Editing a completed transfer changes the document only. Correct stock with a new transfer or an adjustment. Right after saving, “Undo” in the message removes the transfer and moves any stock back.

ON THE RECORD

1. Check the From → To route and the net total at the top.
2. On a pending transfer, press “Complete transfer” when the goods arrive.
3. Check “Now in source” and “Now in destination” for each line.
4. Use “Print”, “Share WhatsApp” or “Send email” to send the transfer note.

Tips. If a line is more than the source has, you are warned first; “Complete anyway” takes the source below zero. Made a mistake? Press “Undo” in the message right after completing — the stock moves back and the transfer returns to pending. Later corrections: create a transfer in the opposite direction instead of deleting a completed one.

06

Stock counts

Add-on module

Know what is really on the shelf

Count a warehouse, or one category at a time, with a phone and the barcode scanner against the stock frozen when the count started. See every product that is over or short with its value at the purchase price, then post the differences to stock in one step, keeping the sales made while you counted.

What you get

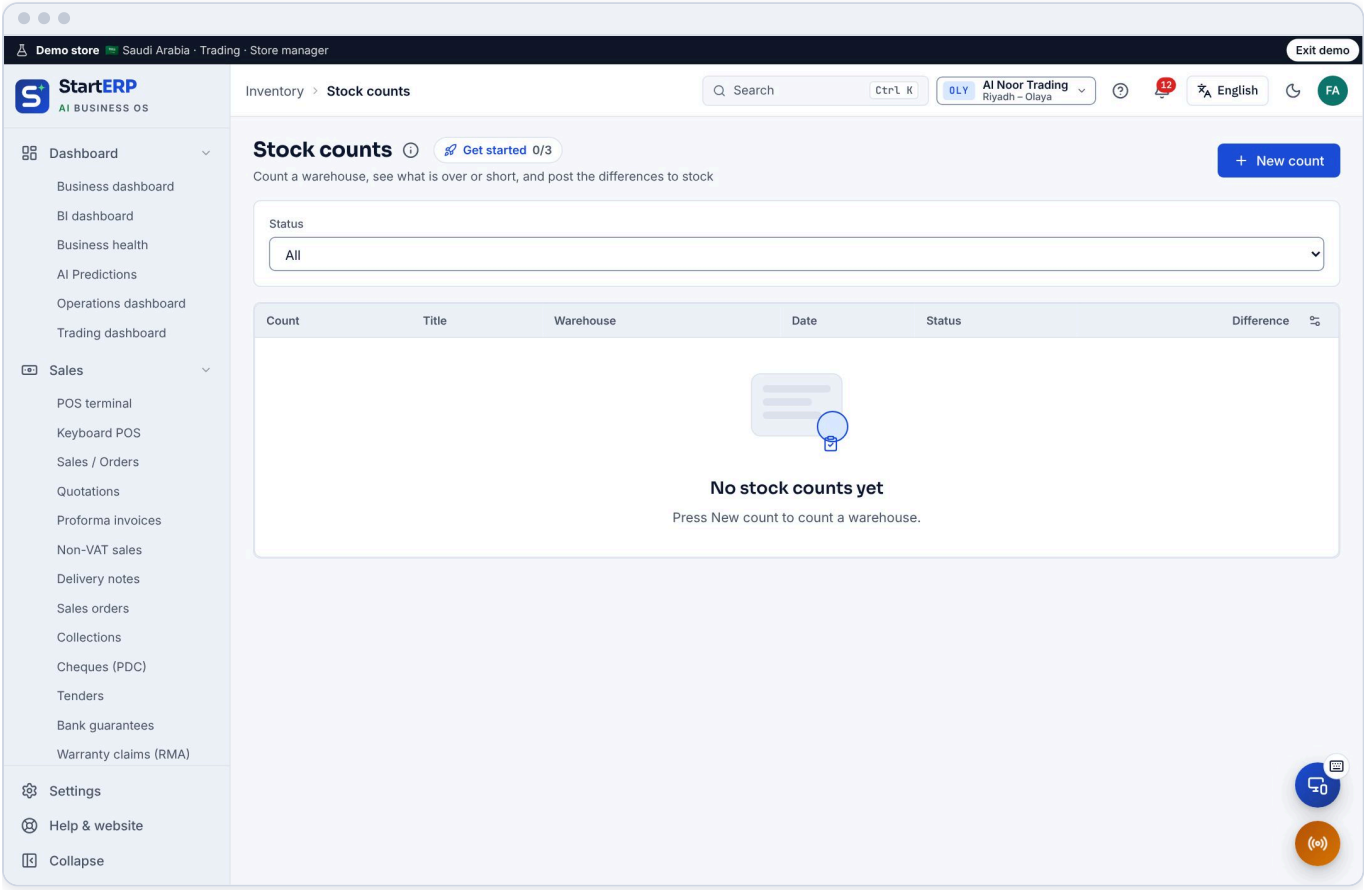
- Scan or type each count
- Blind counts for honest numbers
- Over and short with their value
- Differences posted to stock in one step

GET STARTED IN 3 STEPS

1. **Start a count.** A warehouse or one category.
2. **Scan with a phone.** Count against the frozen stock.
3. **Post the differences.** Over and short valued at cost.

Stock counts

Count what is really on the shelves and correct the stock in one step. A count takes the stock of every product in a warehouse (or one category of it) as it is when you start; you type or scan what you find, see each product that is over or short with its value at the purchase price, and post: each product's stock moves by its difference. Part of the Stock counts add-on.



Stock counts

1. Open Inventory → Stock counts and press New count. Pick the warehouse, and a category to count one part of it at a time. Tick Blind count so the counters do not see the system quantity.
2. Count: scan each item's barcode (every scan adds 1) or type the quantity you counted next to the product. Press Save counts as you go; you can carry on later from the same count.
3. Check the products with a difference, then press Post to stock. The screen lists how many products are over and short and the net value before anything moves.

Tips. The date cannot be in the future: it says when the sale, purchase, payment or entry happened, so the picker stops at now in your store's time (a few minutes of leeway for a device clock that runs fast). Due dates, valid-until, expected delivery and bookings can still be later. Sales and purchases made while you count are kept: posting moves the stock by the difference between what you counted and the stock when the count started, not to the counted number. Products you did not count stay as they are. A posted count cannot be changed or deleted; count again to correct it. Each product's history shows the count's number. When your role's stock adjustments need approval (RBAC → Edit limits), the button reads Submit for approval: the count waits as Awaiting approval and the stock does not move. A manager opens it, checks the differences and presses Approve and post, or Send back to count again.

07

Waste & write-offs

Add-on module

See the money lost to waste

Take damaged, expired, spoiled, broken and missing goods out of stock with a reason, valued at their purchase cost. The report shows the money lost by reason, by day or month and by product, so you can see what to buy less of. Expired batches on the expiry board are written off in one tap, and a mistake is cancelled with the stock put back.

What you get

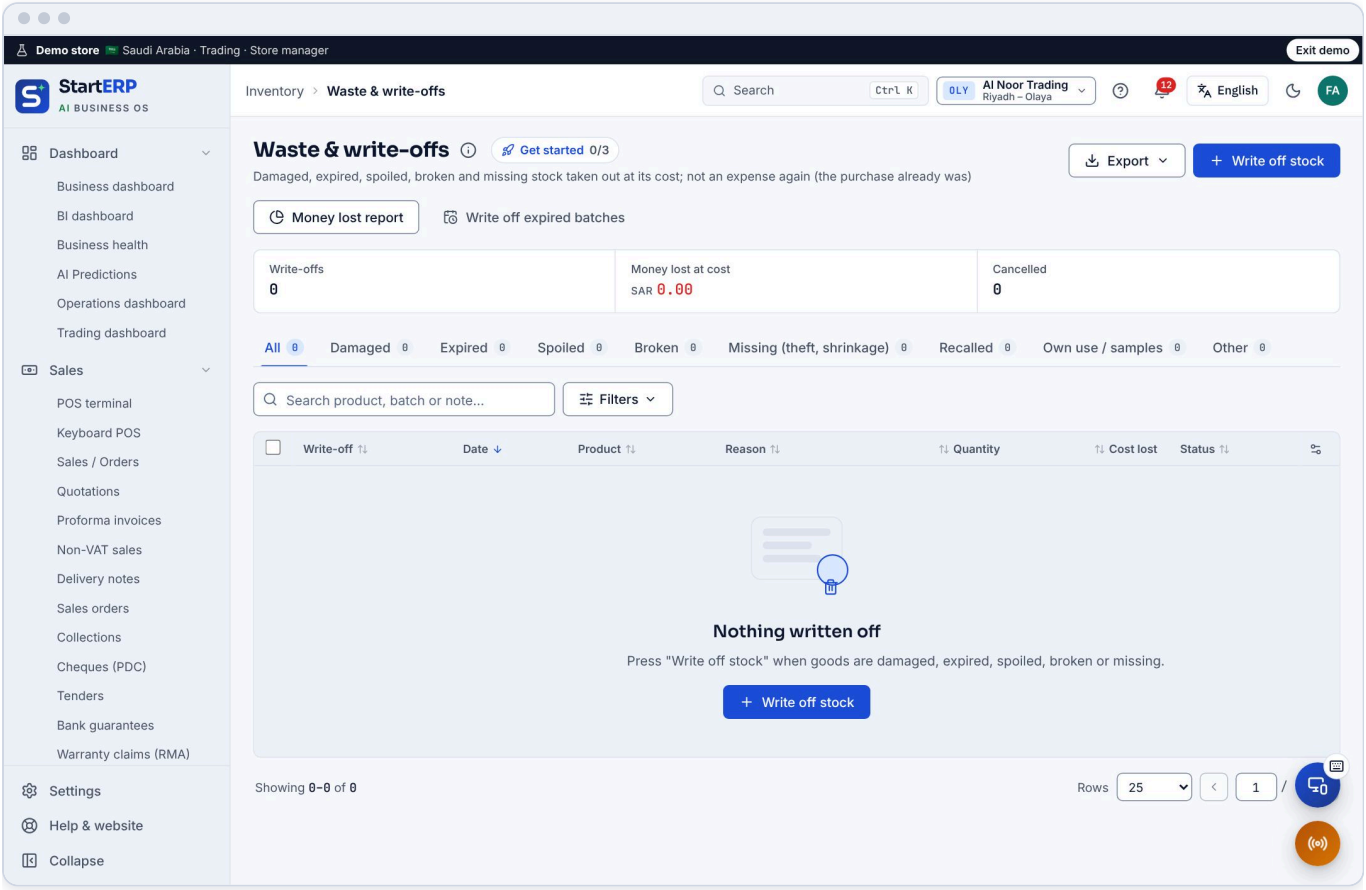
- Eight reasons, from damaged to theft
- Valued at the purchase cost
- Money lost by reason, period and product
- Expired batches written off in one tap

GET STARTED IN 3 STEPS

1. **Write off damaged goods.** Pick the product, the quantity and the reason.
2. **Clear expired batches.** Write them off from the expiry board in one tap.
3. **See the money lost.** By reason, period and product.

Waste & write-offs

Take damaged, expired, spoiled, broken, missing (theft or shrinkage), recalled and own-use goods out of stock with a reason, and see the money you lose. Each write-off is valued at the product's purchase cost; the purchase was already an expense, so a write-off is not booked as an expense again: it shows the stock lost and what it cost. Part of the Waste & write-offs add-on.



Waste & write-offs

1. Open Inventory → Waste & write-offs and press Write off stock. Pick the product (search by name, code or barcode), the warehouse when you have more than one, the quantity and the reason, then press Write off. The form shows the stock held and the cost you lose before you save.
2. With Batch & expiry dates, open Inventory → Expiry board: press Write off on an expired batch, or Write off all expired to clear every expired batch still on the shelf in one go. What is left of each batch leaves stock with the reason Expired and the board stops counting it.
3. Press Money lost report to see the money lost in a period (this month, last month, the last 3 months, this year or dates you choose) by reason, by day or month and the ten products that lost the most. Each table downloads as Excel or CSV.

Tips. The date cannot be in the future: it says when the sale, purchase, payment or entry happened, so the picker stops at now in your store's time (a few minutes of leeway for a device clock that runs fast). Due dates, valid-until, expected delivery and bookings can still be later. You cannot write off more than the stock held in the warehouse. A write-off is never deleted: open it and press Cancel the write-off to put the stock back (an expired batch's quantity comes back to the expiry board too). When your role's stock adjustments need approval (RBAC → Edit limits), it cannot write off stock: ask a manager. Each product's history shows the write-off's number (WRO-). Ask StartAI "how much did we lose to expired goods this month?" or "write off 3 broken jars of honey": it reads the report and proposes the write-off for you to confirm. StartAI Radio says the day's write-offs as they happen.

08

Reorder suggestions

Add-on module

Order the right amount, on time

See what to order now and how much, worked out from how fast each product sells, its Min stock level and what is already on order. Set a reorder point, an order-up-to level, the lead time and the pack size per product, then tick the lines of one vendor and create the purchase order in one step.

What you get

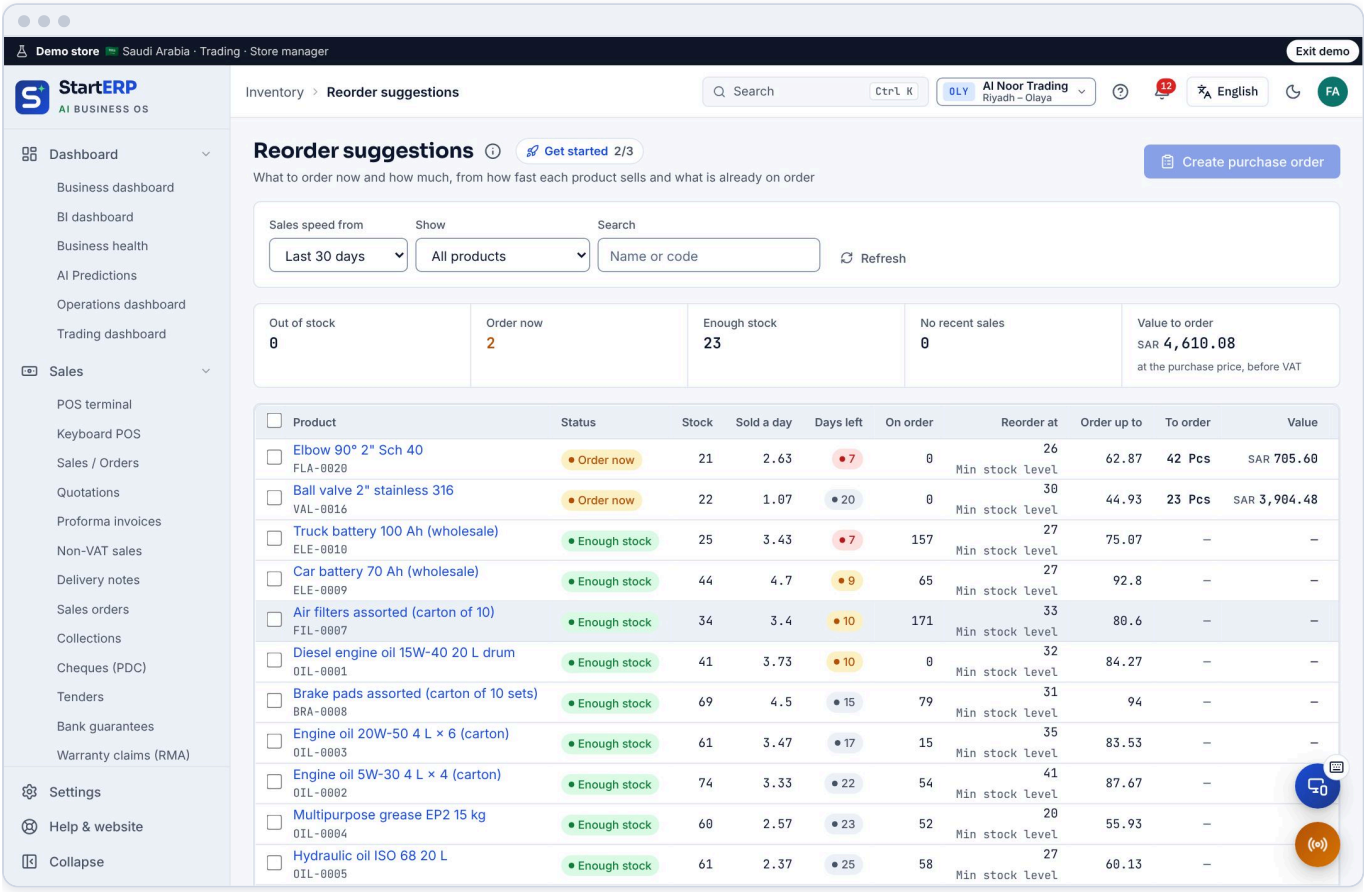
- Out of stock and order now, first
- Days of stock left from the sales speed
- Quantities in whole packs, with their value
- A purchase order in one step

GET STARTED IN 3 STEPS

1. **Set minimum stock.** On each product you reorder.
2. **Add reorder rules.** Reorder point, lead time and pack size.
3. **Create the purchase order.** Tick a supplier's lines and order.

Reorder suggestions

One list of what to order now and how much: for every product that sold lately, has a Min stock level or a reorder rule, or is on an open purchase order, the units sold a day, the days of stock left, what is already on order and the quantity to order, rounded up to whole packs, with its value at the purchase price. Tick the lines of one vendor and create the purchase order in one step. Part of the Reorder suggestions add-on.



Reorder suggestions

1. Open Inventory → Reorder suggestions. Out of stock comes first, then Order now, each with the fewest days left at the top. Pick the sales period the speed is worked out from (the last 30 days at first).
2. Press Set rule on a product to give its reorder point, the level to order up to, its lead time, the days of cover, the pack size and the vendor. Leave a box empty to use the board's own figure.
3. Tick the lines of one vendor and press Create purchase order: a new purchase order opens with those products and quantities at the purchase price. Check it, save it and send it to the vendor.

Tips. Without a rule the reorder point is the product's Min stock level, or else the units sold over the lead time (7 days); the board orders up to that point plus 14 days of cover. Purchase orders that are sent, confirmed or partly received count as on order, so a product is not suggested twice. A draft purchase order does not count until it is sent. Sales returns in the period are taken off the units sold. The vendor is the rule's vendor, else the vendor of the latest purchase of the product.

09

Supply chain

Add-on module

See what runs out before it does

Forecast every product's demand from its weekly sales, with safety stock and a reorder point worked out from the lead time each vendor really takes. See the products that will run out before a new order can arrive, every open purchase order against its expected date, how fast and how fully each vendor delivers, stock to move between your branches before you buy more, and the landed cost of your imports with freight, customs and insurance spread over each item.

What you get

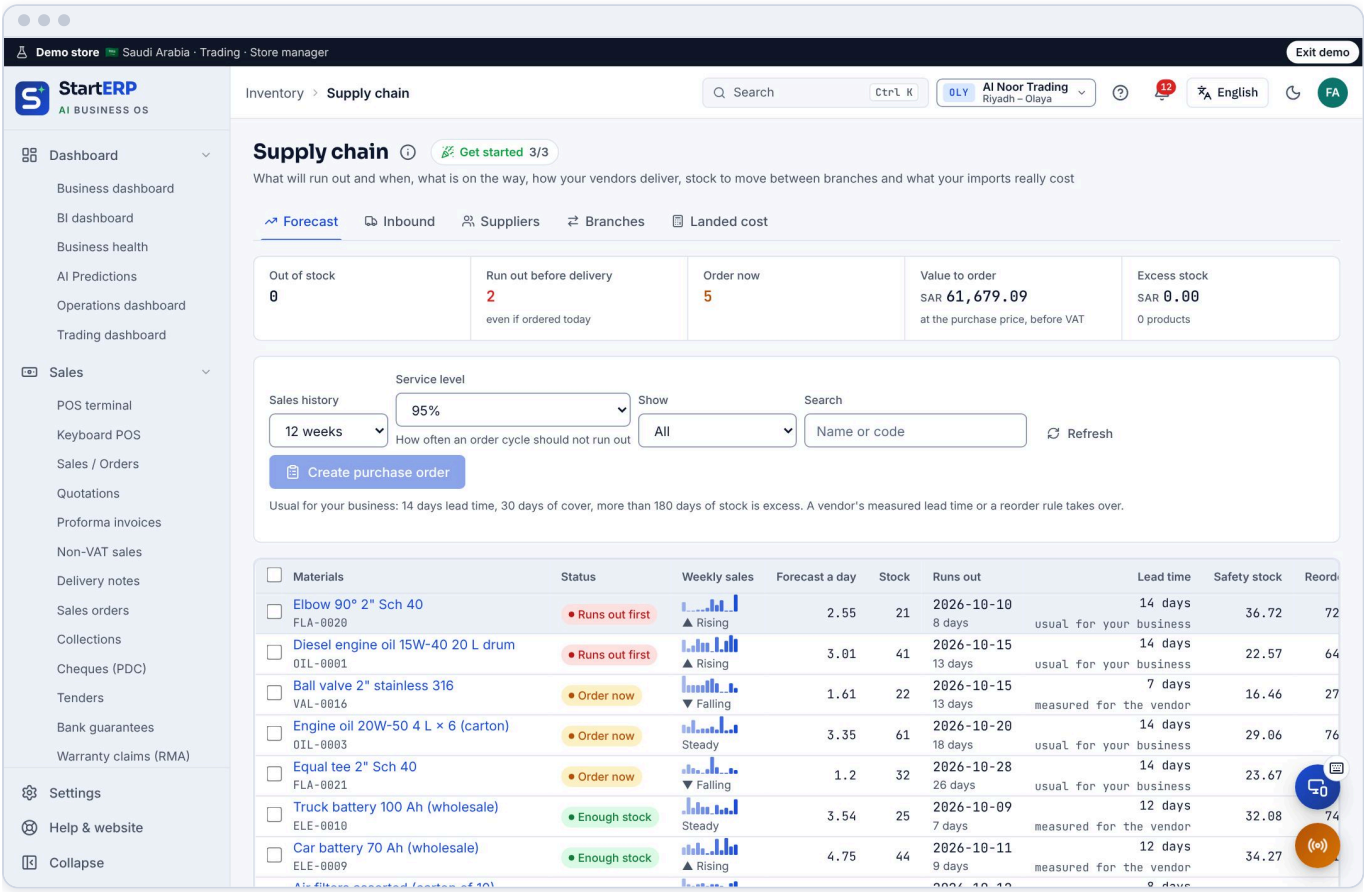
- Demand forecast with safety stock
- Late purchase orders first
- Vendors graded on time and fill rate
- Stock moved between branches, landed cost

GET STARTED IN 3 STEPS

1. **Give orders an expected date.** So late orders and lead times show.
2. **Read the forecast.** What runs out first, and what to order.
3. **Add landed costs.** Freight and customs on each import.

Supply chain

One screen for the flow of goods after you order: a forecast of each product's demand from its weekly sales with its safety stock and the day it runs out, every open purchase order against its expected date, how fast and how fully each vendor delivers, stock to move between your branches before you buy more, and landed cost sheets for imports. The defaults follow your business (a grocery keeps a few days of fresh stock, a parts shop a month of imports) and the customs wording follows your country. Part of the Supply chain add-on.



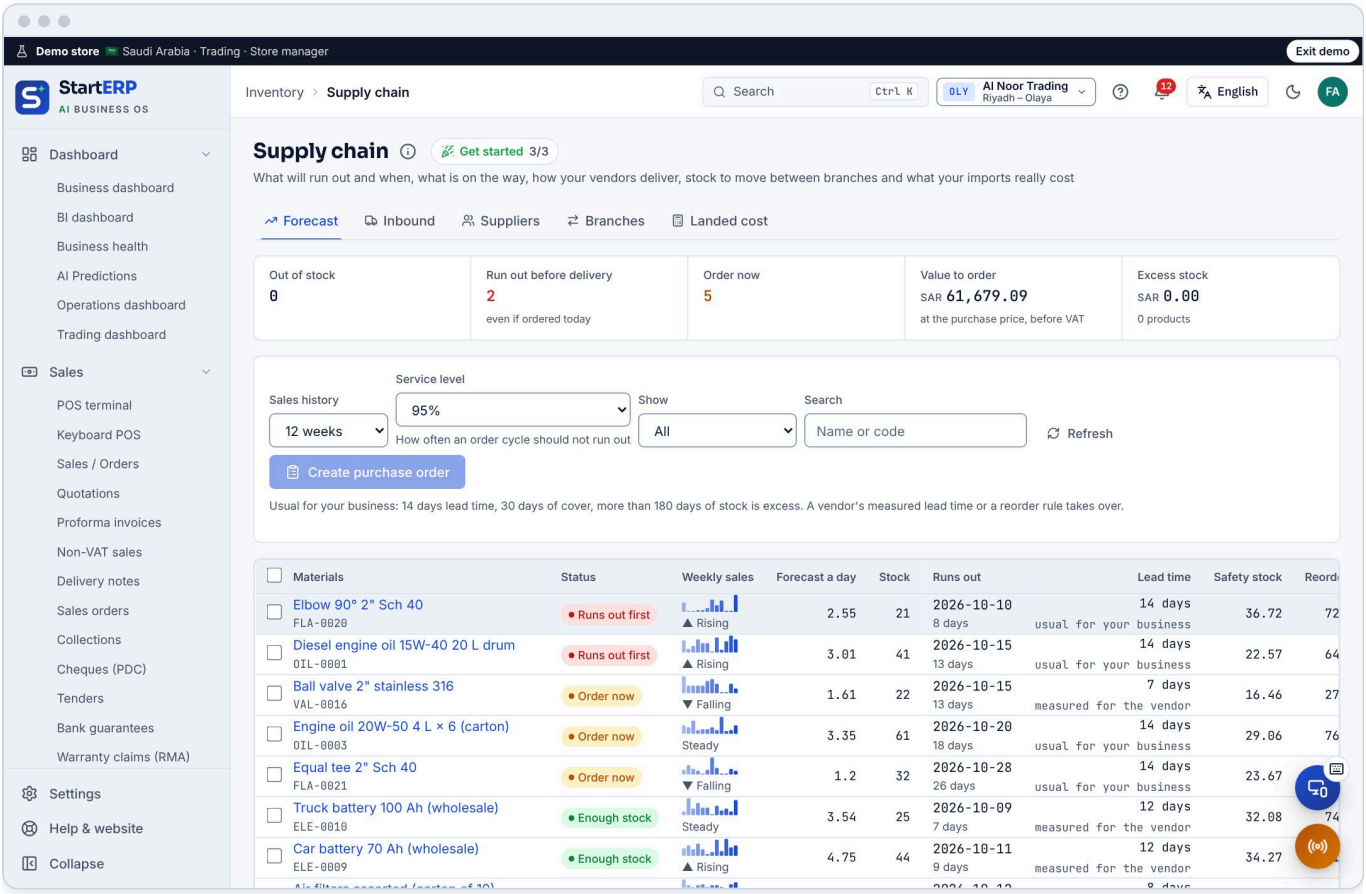
Supply chain

1. Open Inventory → Supply chain. The Forecast tab lists the products that run out before a new order could arrive first, then the ones to order now and the ones with too much stock. Pick the weeks of sales history and the service level (how often an order cycle should not run out).
2. Tick the lines of one vendor and press Create purchase order: a new purchase order opens with those quantities.
3. Inbound lists the open purchase orders: late ones first with the days late, then those due in 3 days. A purchase order without an expected date gets one from the vendor's measured lead time. Suppliers grades each vendor A, B or C from its lead days, on-time rate and fill rate.
4. Branches suggests stock to move from a branch with too much to a branch short of it; press Transfer to open the store-to-store transfer with the line filled in. Landed cost spreads a purchase's freight, customs, insurance and other charges over its lines.

Tips. Forecast a day = 60% of the last 4 weeks' average plus 40% of the whole period's, divided by 7. Safety stock grows with how much the weekly sales swing and with the lead time. A reorder rule's lead time, cover and pack size win over the defaults. A vendor's lead time is measured from the purchase order date to the day it was received (the goods receipt, or the purchase made from the order). Branches are the stores on your account; products are matched by part number and name, as a store-to-store transfer does.

Landed cost

A landed cost sheet takes one purchase and spreads its freight, customs duty, insurance, clearing and other charges over its lines, by value or by units, so you see what each item really cost on your shelf and how much the charges added. The customs document and the usual duty rate are suggested for your country. Part of the Supply chain add-on.



Landed cost

1. Open Inventory → Supply chain → Landed cost and press New landed cost sheet.
2. Pick the purchase, add each charge with its amount and how it is spread. The customs button adds a duty line at your country's usual rate (in the Gulf 5% of the value) for you to check against the customs papers.
3. Check the preview: each line's share of the charges, its landed unit cost and the % added. Save it.

Tips. The date cannot be in the future: it says when the sale, purchase, payment or entry happened, so the picker stops at now in your store's time (a few minutes of leeway for a device clock that runs fast). Due dates, valid-until, expected delivery and bookings can still be later. Import VAT or GST you claim back as input tax is not a cost, so leave it out; duty and charges you cannot reclaim are part of the landed cost. Shares are rounded to your currency and the last line takes the rounding, so the lines always add up to the charge. The sheet does not change the products' purchase prices.

10

Batch & expiry dates

Add-on module

For: Grocery, Supermarket, Butcher shop (meat & carcasses), Pharmacy, Hair salon & spa, Bakery & sweets, Ice cream shop, Coffee Shop, Hospital & medical centre, Ayurveda pharmacy, Ayurveda hospital & Panchakarma centre, Ayurveda clinic, Health and Safety Store, Baby Supplies, Paint store & colour centre, Drinking water delivery, Ladies' gym & fitness centre, Men's gym & fitness centre, Industrial Supplies, Opticals, Gifts and Cosmetics, Perfume Shop

Sell it before it expires

Record the batch number and expiry date of the goods you receive, straight from the purchase in one go. The expiry board shows what has expired and what expires soon, with its value at cost, so you put it on offer first or return it to the supplier in time.

What you get

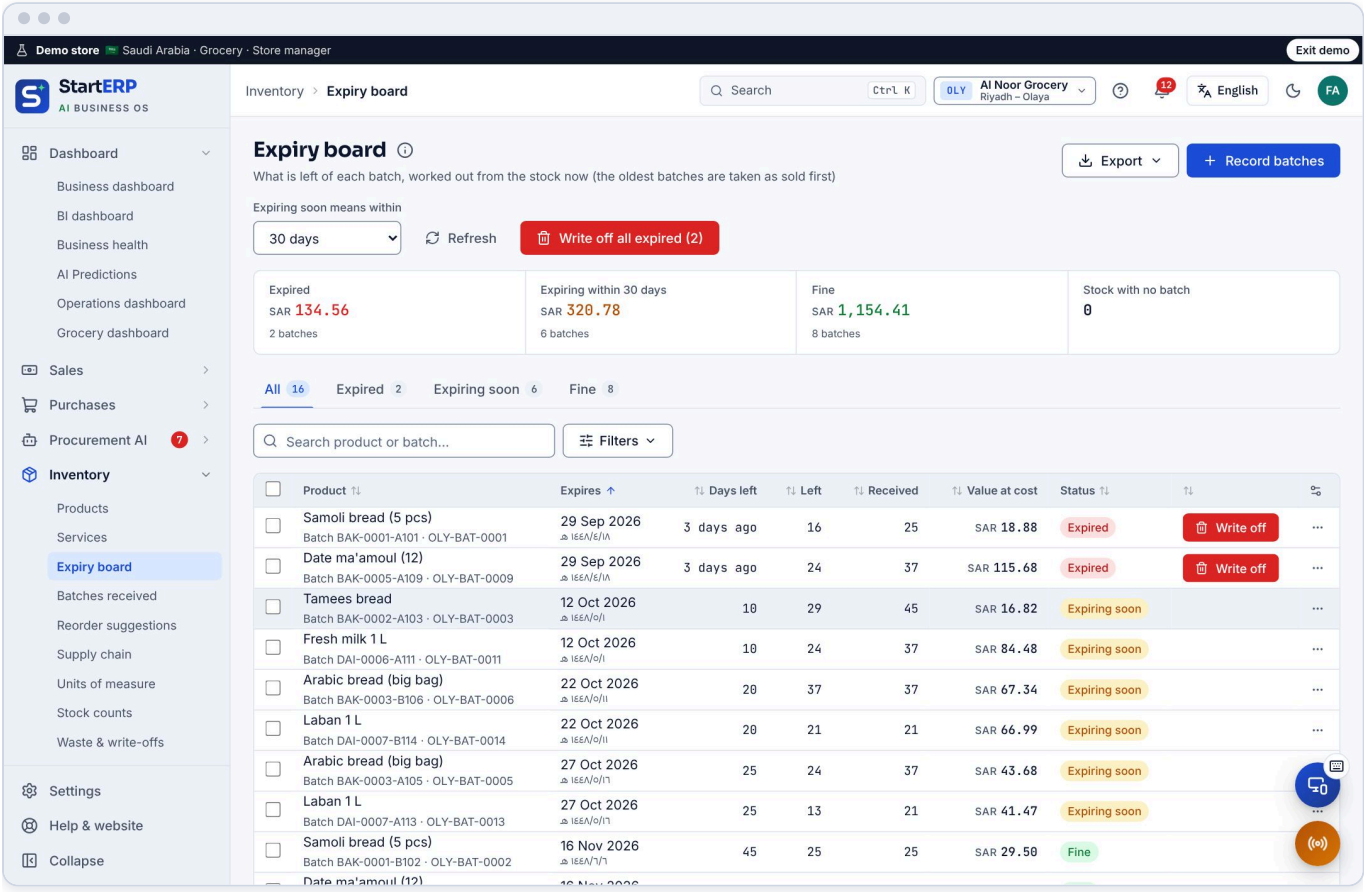
- Batch and expiry recorded from the purchase
- Expired and expiring soon on one board
- The value at cost of what is at risk
- An expiry tile on the dashboard

GET STARTED IN 3 STEPS

1. **Turn on batches for a product.** Products that expire.
2. **Receive with batch and expiry.** Straight on the purchase.
3. **Check the expiry board.** Offer or return goods in time.

Expiry board

Every batch still on your shelves and how close it is to its expiry date: expired, expiring soon, or fine, with the quantity left and what it cost. What is left of each batch is worked out from the product's stock now: the oldest batches are taken as sold first, so the stock on hand belongs to the latest batches received. Part of the Batch & expiry dates add-on for groceries, supermarkets and butcher shops.



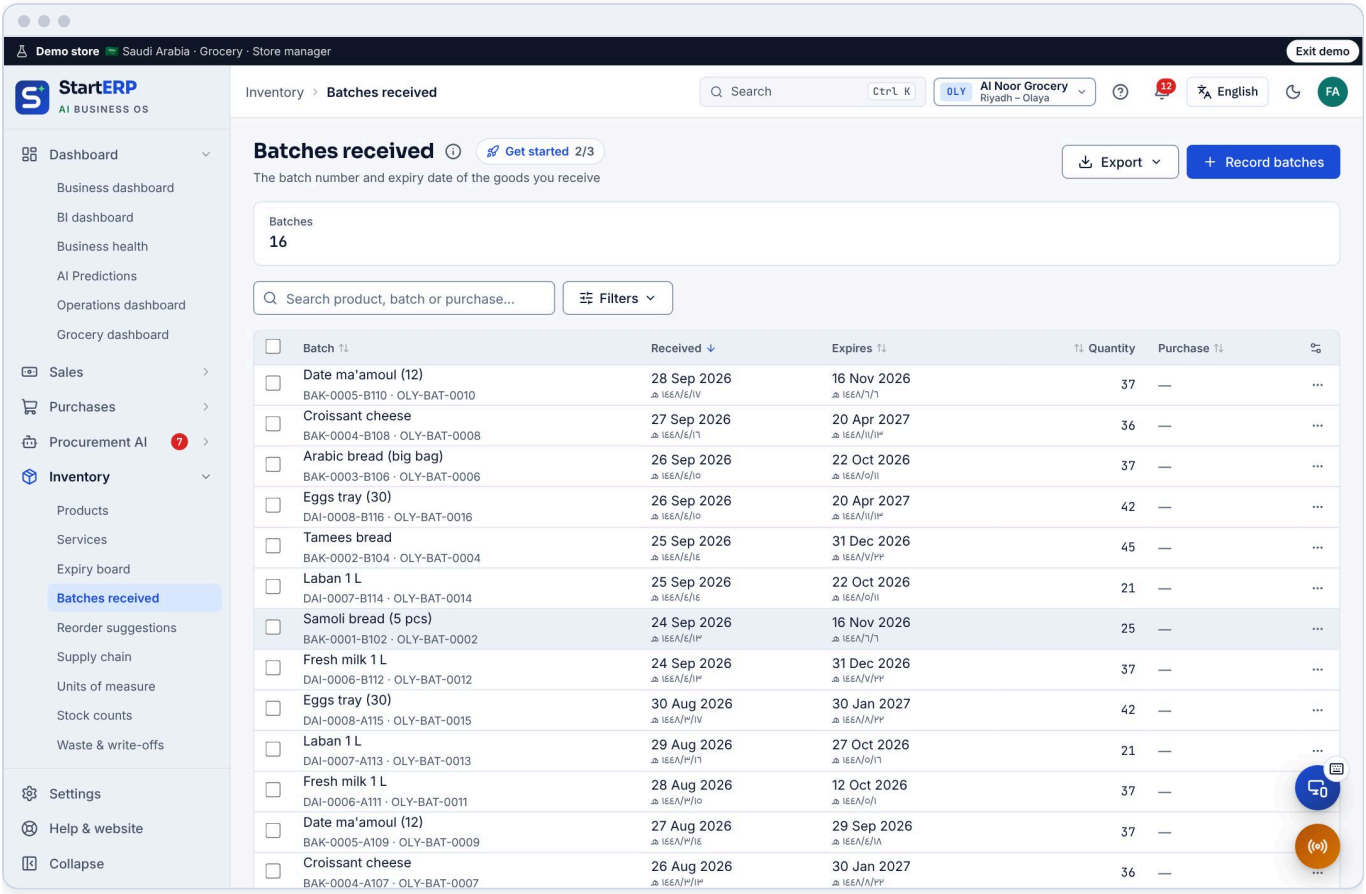
Expiry board · demo store: Grocery

1. Open Inventory → Expiry board. The tiles count the batches expired, expiring soon and fine, and the stock that has no batch recorded.
2. Choose how many days count as "soon" (7 to 90, 30 by default) and use the tabs to list one group. Open a batch to see where it came from.

Tips. With the Waste & write-offs add-on, an expired batch with stock left shows a Write off button, and Write off all expired clears them all in one go: the stock leaves at cost with the reason Expired. The dashboard shows the same expired and expiring-soon count, linked to this board. Sell or return expired goods, then the product's stock goes down and the batch shows as sold out.

Batches received

The batches of goods you received, each with its batch number, expiry date, quantity and the purchase it came on. A batch only records when the goods expire: the stock itself still comes in with the purchase. Part of the Batch & expiry dates add-on.



Batches received · demo store: Grocery

1. Open Inventory → Batches received and press "New". Pick the purchase the goods came on to fill a row for each product, or add the rows yourself.
2. Write the batch number and expiry date on each row and save. Rows left blank are skipped; each row is saved as its own batch.

Tips. Services are left out: only goods have stock and expiry dates.

11

IMEI & serial numbers

Add-on module

For: Mobile Phones and Accessories, Health and Safety Store, Baby Supplies, Toy Shop, Car showroom (new & used), Truck showroom (new & used), CCTV, smart home & IT solutions, Power & telecom, Industrial Supplies, Electrical store (retail & wholesale), Jewellery

Every phone tracked by its IMEI

Scan the IMEI or serial number of every phone you receive. Each one then shows as in stock, sold (with the invoice and the customer) or returned, so a warranty claim or a stolen-phone enquiry is answered in seconds. A 15-digit IMEI is checked as you scan it, and a number that was sold but never received is flagged.

What you get

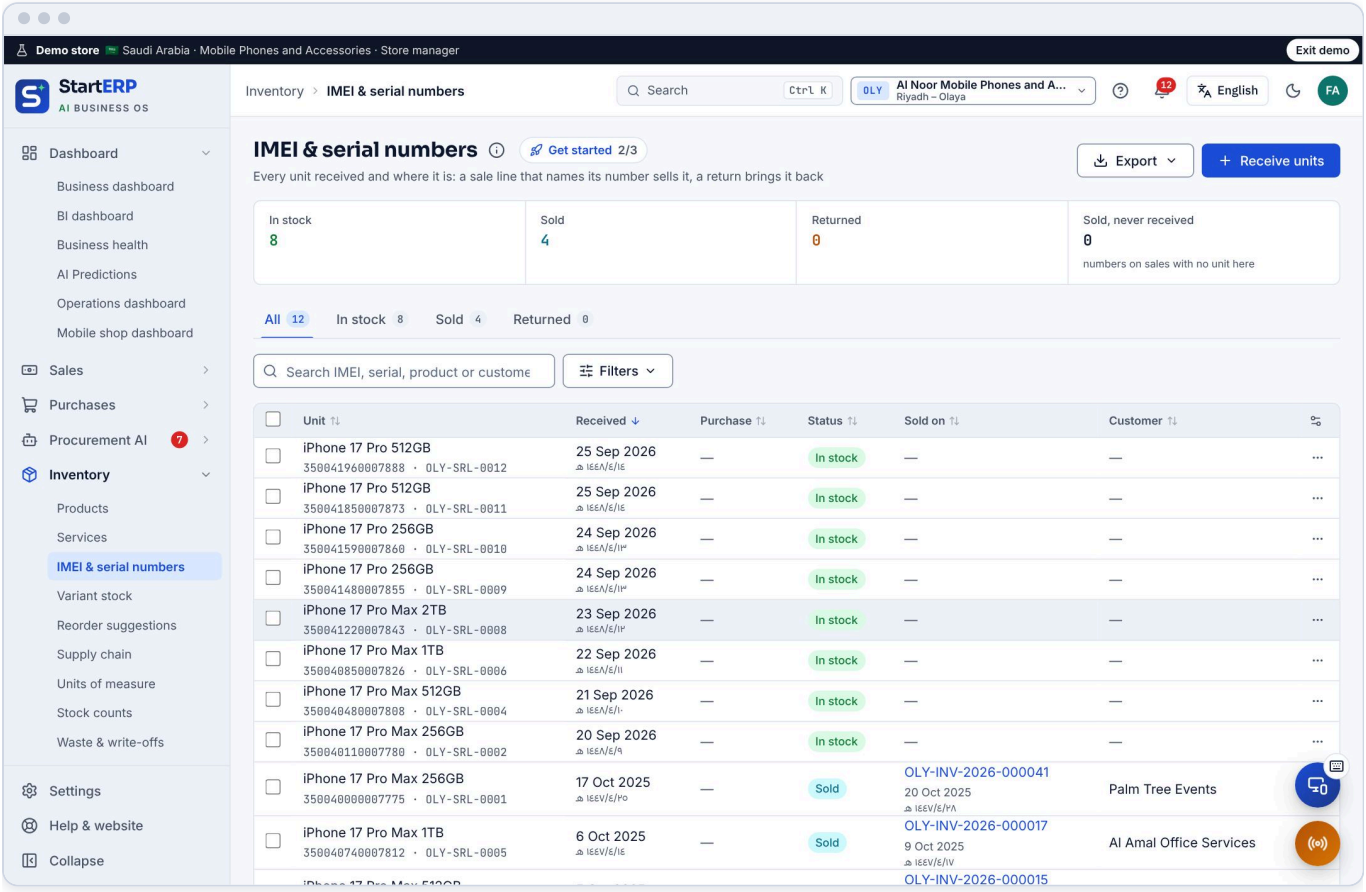
- IMEI or serial scanned for every unit received
- In stock, sold with invoice and customer, or returned
- IMEI check digit verified as you scan
- Numbers sold but never received flagged

GET STARTED IN 3 STEPS

1. **Turn on serials for a product.** Phones, laptops, appliances.
2. **Scan serials on receipt.** IMEIs are checked as you scan.
3. **Look up any unit.** Stock, sold or returned, with the invoice.

IMEI & serial numbers

Every phone or device you receive, with its IMEI or serial number, and where it is now: in stock, sold (with the invoice, the date and the customer) or returned. A unit is sold when a sale line names its number, as the mobile POS does when you scan the IMEI at the till, and back in stock when a later return names it. Part of the IMEI & serial numbers add-on for mobile phone shops.



IMEI & serial numbers · demo store: Mobile Phones and Accessories

1. Open Inventory → IMEI & serial numbers and press "Receive units". Pick the product (and the purchase it came on), then scan or type the numbers, one per line, and save. Each number becomes one unit.
2. Type an IMEI or serial number in the search box to find a unit, its sale and its customer, for a warranty claim for example. The tabs list the units in stock, sold or returned.

Tips. A 15-digit IMEI is checked as you scan it (its last digit is a check digit), and a number received twice is refused. "Sold, never received" lists numbers found on sales with no unit received: record the unit, or check the number on the sale. On other sales, a line names a unit when it says "IMEI", "S/N" or "Serial" followed by the number.

12

Units of measure

Add-on module

Sell by the carton, count by the piece

Give every product its bigger units: a carton of 24, a box of 6, a drum of 200 L, a roll of 50 m or a bag of 25 kg, each with its own selling price and barcode. Enter lines in cartons on quotations, invoices, delivery notes and purchases, scan a carton at the POS to add all 24, and see each product's stock as cartons plus pieces, while stock, VAT and ZATCA stay in the unit you count in.

What you get

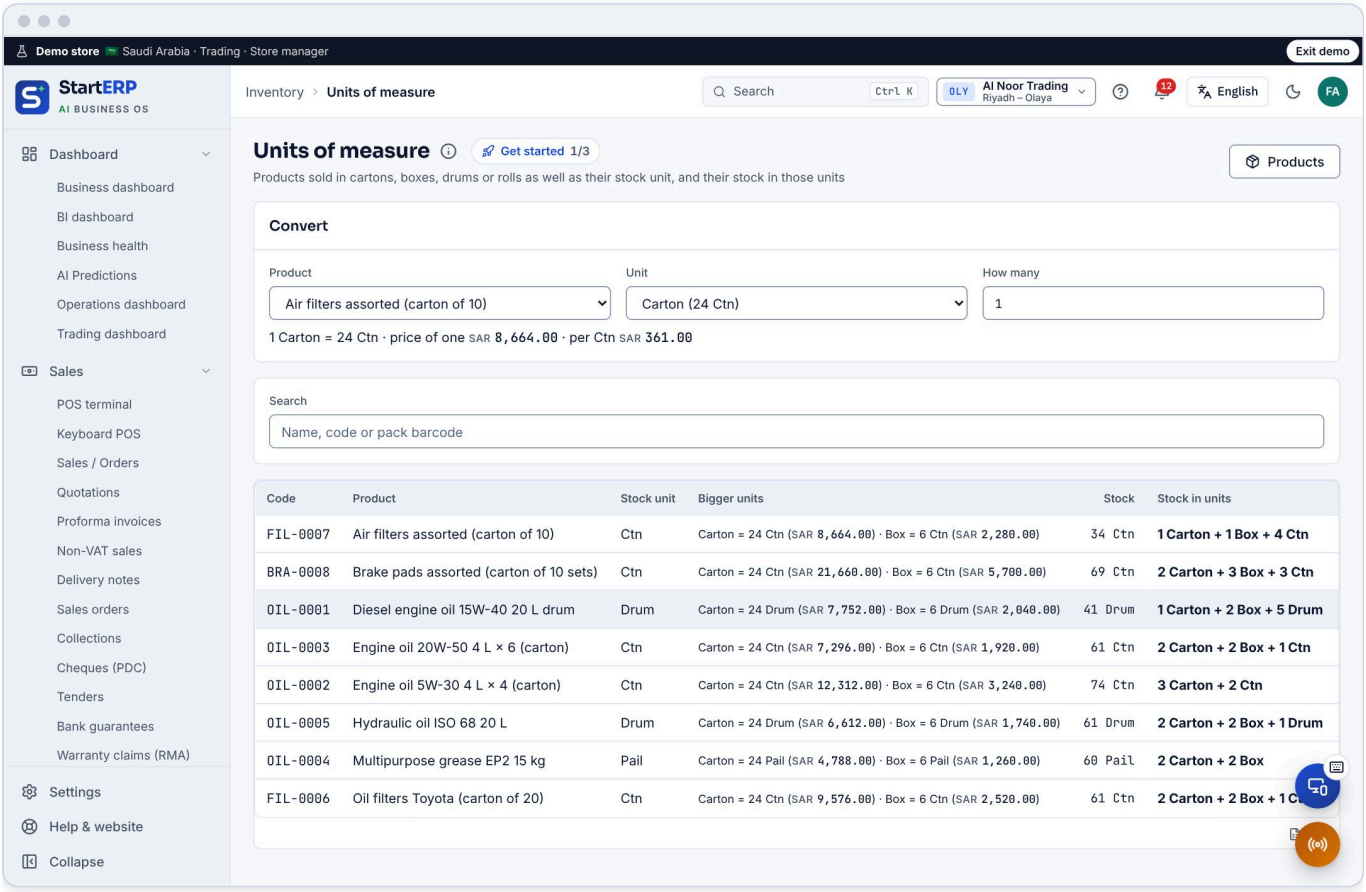
- Cartons, drums, rolls and bags
- A price and barcode per unit
- Scan a carton, add the carton
- Stock shown as cartons + pieces

GET STARTED IN 3 STEPS

1. **Give a product its bigger units.** A carton of 24, with its price and barcode.
2. **Quote and invoice by the carton.** The line becomes pieces at the carton price.
3. **See stock in cartons.** Cartons plus pieces for every product.

Units of measure

Sell and buy a product in cartons, boxes, drums, rolls or bags as well as its stock unit. Each bigger unit has its size, its own selling price and its own barcode: a carton of 24 pcs can cost less than 24 single pieces, and scanning the carton at the POS adds all 24. Lines, stock, VAT and ZATCA stay in the stock unit, and Inventory → Units of measure shows each product's stock as cartons plus pieces. Part of the Units of measure add-on.



Units of measure

1. Open a product, make sure its Unit is the smallest unit you stock (pcs, m, L or kg), and under Bigger units press Add a bigger unit.
2. Type the unit's name (Carton), how many stock units are in one (24), its Retail unit price before VAT (empty: the retail price × 24; the inc. VAT box beside it fills itself), its Purchase unit price and its barcode, then save.
3. On a quotation, invoice, proforma, delivery note or purchase, press the unit button beside Qty, pick the unit and how many: the line becomes 48 pcs at the carton's retail unit price on a sale, or its purchase unit price on a purchase.
4. At any POS counter, touch or keyboard, scan the carton's barcode to add the whole carton at the carton price; the line reads 1 Carton (24 pcs) and prints that way on the bill. Inventory → Units of measure shows every product's stock in its units and converts any count.

5. To change a line already in the cart, tap it and pick the unit under Sell in (Buy in on a purchase): Pcs or Carton. The quantity and price change with it.
6. With Customer price lists, a rule can name a unit (Carton) to set the carton's own price for that customer; its minimum quantity then counts cartons.
7. To load many products at once, Import products takes a Bigger units column written Carton:24:45:6281234 (name, size, price, barcode; several separated by ;) and a Unit code column; the products list exports both.

Tips. Stock is always counted in the stock unit, so a carton sold takes 24 pcs out and a part carton can still be sold by the piece. Product history names the unit on every Qty and Stock after value (48 pcs), and with bigger units shows them under it: 47 pcs = 3 Box + 11 pcs. The Purchase unit price keeps itself up to date: each new purchase of the product sets it to the piece price on that purchase (before VAT) × the size, the same way the product's own purchase price follows its last purchase. You can still type it yourself. StartAI can read any product's stock in cartons and boxes, add a bigger unit to a product and write invoice lines in cartons for you; StartAI Radio says a low product's stock in cartons too.

13

Alternate part numbers

Add-on module

For: Industrial Supplies, Trading, Health and Safety Store, Construction and Contracting, Auto Spare Parts, Toyota Spare Parts, Isuzu Spare Parts, Hyundai Spare Parts, Honda Spare Parts, Car Accessories and Modifications, CCTV, smart home & IT solutions, Power & telecom, Luxury lighting showroom, Paint store & colour centre, Electrical store (retail & wholesale)

Any number finds the part

Keep every number a part is known by on the product: the maker's OE number, Bosch, SKF or Mann numbers, the old number it replaced and the newer one that replaces it. POS, quotations, invoices and the product list find it by any of them, dashes and spaces ignored, and when it is out of stock the Part finder offers the newer part and the in-stock equivalents, so the sale is not lost. Old superseded stock is listed to sell first, and the numbers come in from Excel.

What you get

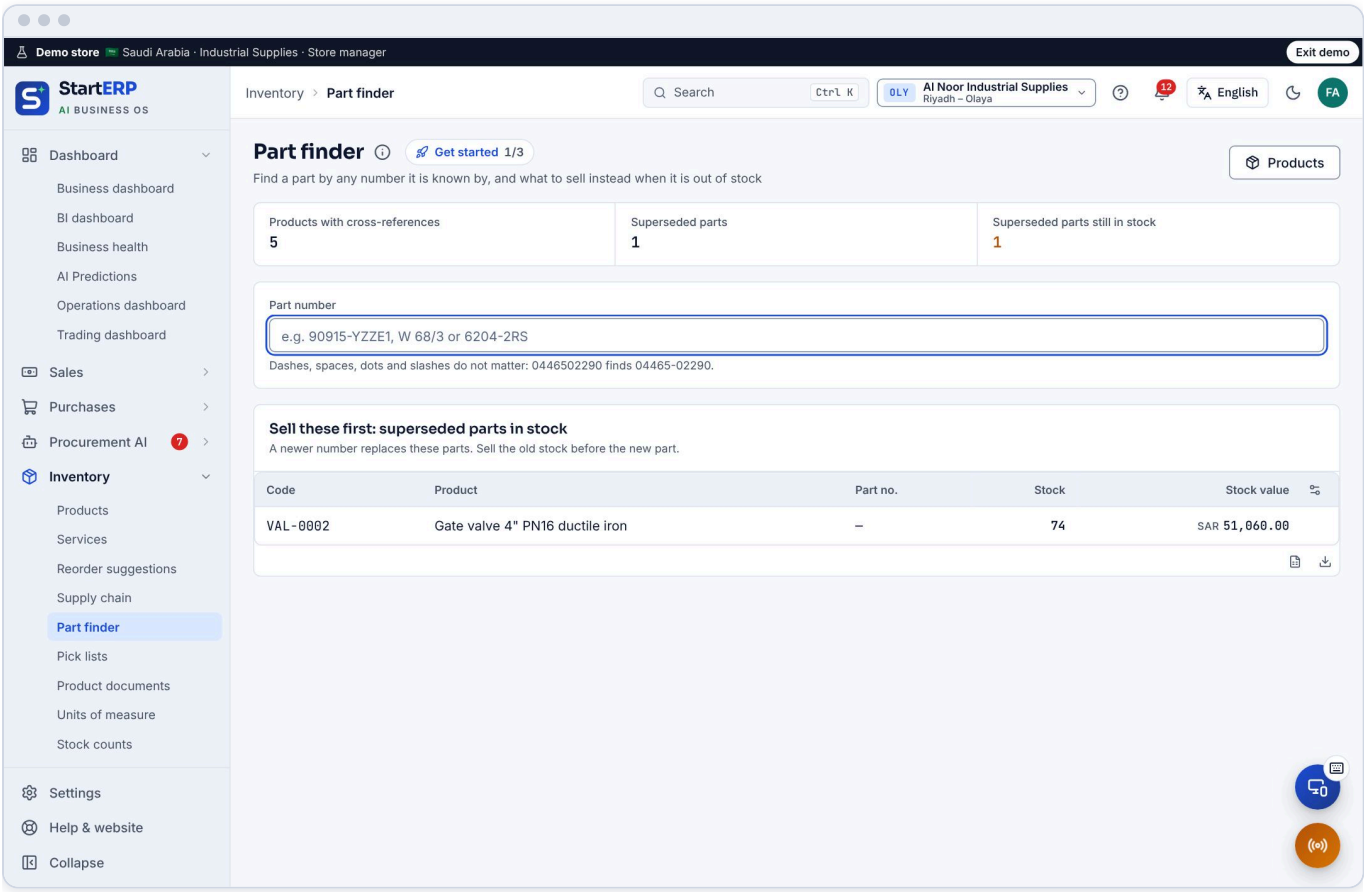
- OEM, aftermarket and old numbers
- Search ignores dashes and spaces
- In-stock equivalents when out
- Old stock sold first

GET STARTED IN 3 STEPS

1. **Add a part's other numbers.** OEM, other brands and the newer number.
2. **Find a part by any number.** And what to sell instead when it is out.
3. **Import the numbers from Excel.** Other brands' numbers and Replaced by columns.

Part finder and cross-references

Find a part by any number it is known by: your own part no., the maker's OE number, another brand's number or an old number it replaced. Each product keeps its cross-references on the Cross-refs tab, and POS, quotations, invoices and the product list find it by any of them, with dashes, spaces, dots and slashes left out. When the part is out of stock, Inventory → Part finder offers the newer part, the equivalents and the parts that share its OE number, in stock first. Part of the Alternate part numbers add-on.



Part finder and cross-references · demo store: Industrial Supplies

1. Open a product and its Cross-refs tab, press Add number, pick the kind (OEM number, Aftermarket number, Replaces, Replaced by or Equivalent product), type the brand and the number, then save.
2. When a newer part replaces this one, add Replaced by with the new number and pick the new product: the old part points to the new one everywhere.
3. Open Inventory → Part finder and type any number a customer gives you: you see the products that carry it with their stock and price, and under them what to sell instead.
4. With the search empty, Sell these first lists superseded parts that still hold stock, by stock value, so the old stock goes before the new part.

Tips. Import cross-references from Excel: in Import from another system the products sheet has Other brands' numbers (Bosch: 0986AF0134; Mann: W 68/3) and Replaced by columns, beside OEM / alternative part nos. StartAI can look a part up by any number, tell you what to sell instead and add cross-references to a product for you.

14

Pick, pack & dispatch

Add-on module

For: Industrial Supplies, Trading, Health and Safety Store, Construction and Contracting, CCTV, smart home & IT solutions, Power & telecom, Luxury lighting showroom, Paint store & colour centre, Flooring & matting (retail & wholesale), Home furnishings showroom, Auto Spare Parts, Toyota Spare Parts, Isuzu Spare Parts, Hyundai Spare Parts, Honda Spare Parts, Electrical store (retail & wholesale)

Every order out complete, the first time

Turn a sales order, delivery note or invoice into a pick list sorted by rack, so the picker walks the store once instead of back and forth. Each item is confirmed by scanning its barcode with the phone camera or a scanner, so the wrong item or a missing one is caught before it leaves. A short line carries its reason, the goods are packed in boxes with their weight, and the list is handed to a shipment, your own truck or the customer. The board shows what is still to pick, what is packed and waiting, and what went out today.

What you get

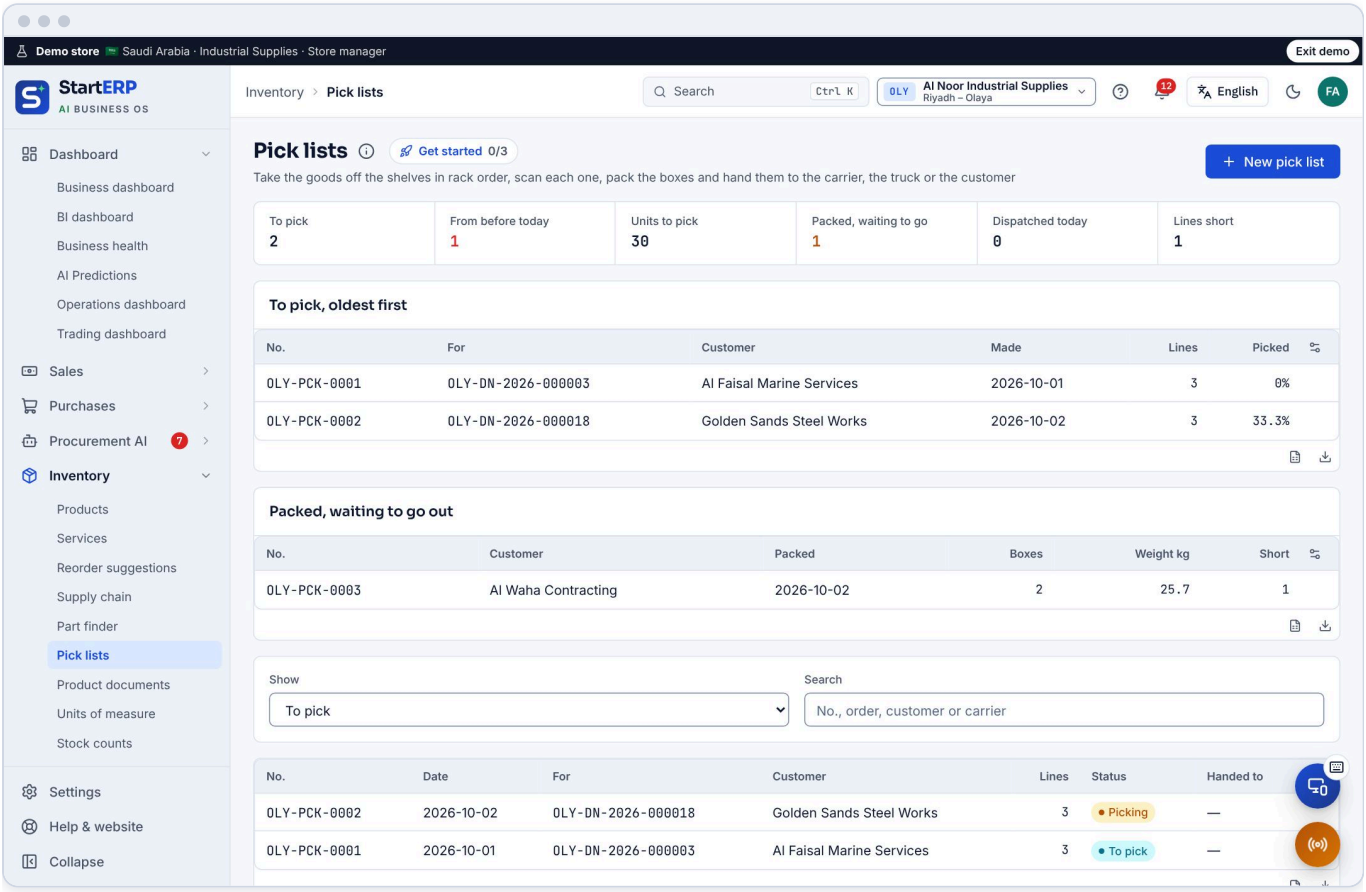
- Pick in rack order
- Scan with the phone camera
- Boxes and weights
- Handed to Shipping

GET STARTED IN 3 STEPS

1. **Make a pick list.** From an order, delivery note or invoice.
2. **Scan each item off the rack.** Phone camera or scanner.
3. **Pack and dispatch.** Boxes, weight, the carrier.

Pick lists, packing and dispatch

Get every order out complete and on time. Inventory → Pick lists turns a sales order, a delivery note or an invoice into a pick list sorted by rack, so the picker walks the store once. Each item is confirmed by scanning its barcode with the phone camera or a scanner, a line that is short needs its reason, the goods are packed in boxes with their weight, and the list is dispatched to a shipment (Shipping add-on), your own truck or the customer. The board shows the lists still to pick (red when made before today), the packed ones waiting to go out and what went out today. Part of the Pick, pack & dispatch add-on.



Pick lists, packing and dispatch · demo store: Industrial Supplies

1. Open Inventory → Pick lists and press New pick list: choose sales order, delivery note or invoice and pick it. The lines still to go out are listed in rack order.
2. Walk the racks and scan each item: press Scan with camera on the phone, or use a scanner in the scan box. Each read adds one; the tick picks a whole line. If a line is short, type the reason.
3. Press Pack, add each box with its weight and confirm. When it leaves press Dispatch and pick the shipment, or type who took it (own truck, customer pickup).

Tips. Give every product its rack on the product form (Rack): the pick list follows it, A-2 before A-10. StartAI can tell you which lists wait and what is packed, and StartAI Radio says it when lists from yesterday are still not packed.

15

Product compliance documents

Add-on module

For: Industrial Supplies, Trading, Health and Safety Store, Construction and Contracting, CCTV, smart home & IT solutions, Power & telecom, Luxury lighting showroom, Paint store & colour centre, Flooring & matting (retail & wholesale), Home furnishings showroom, Auto Spare Parts, Toyota Spare Parts, Isuzu Spare Parts, Hyundai Spare Parts, Honda Spare Parts, Electrical store (retail & wholesale)

The right certificate with every quotation

Keep each product's safety data sheet, technical datasheet and SASO or SABER certificate on the product itself, with its number, issuer, expiry date and file. You are told 60, 30 and 7 days before a certificate expires, so a tender or a site never receives an out-of-date paper, and every quotation, invoice and delivery note shows the valid papers of its products, ready to download and send with it.

What you get

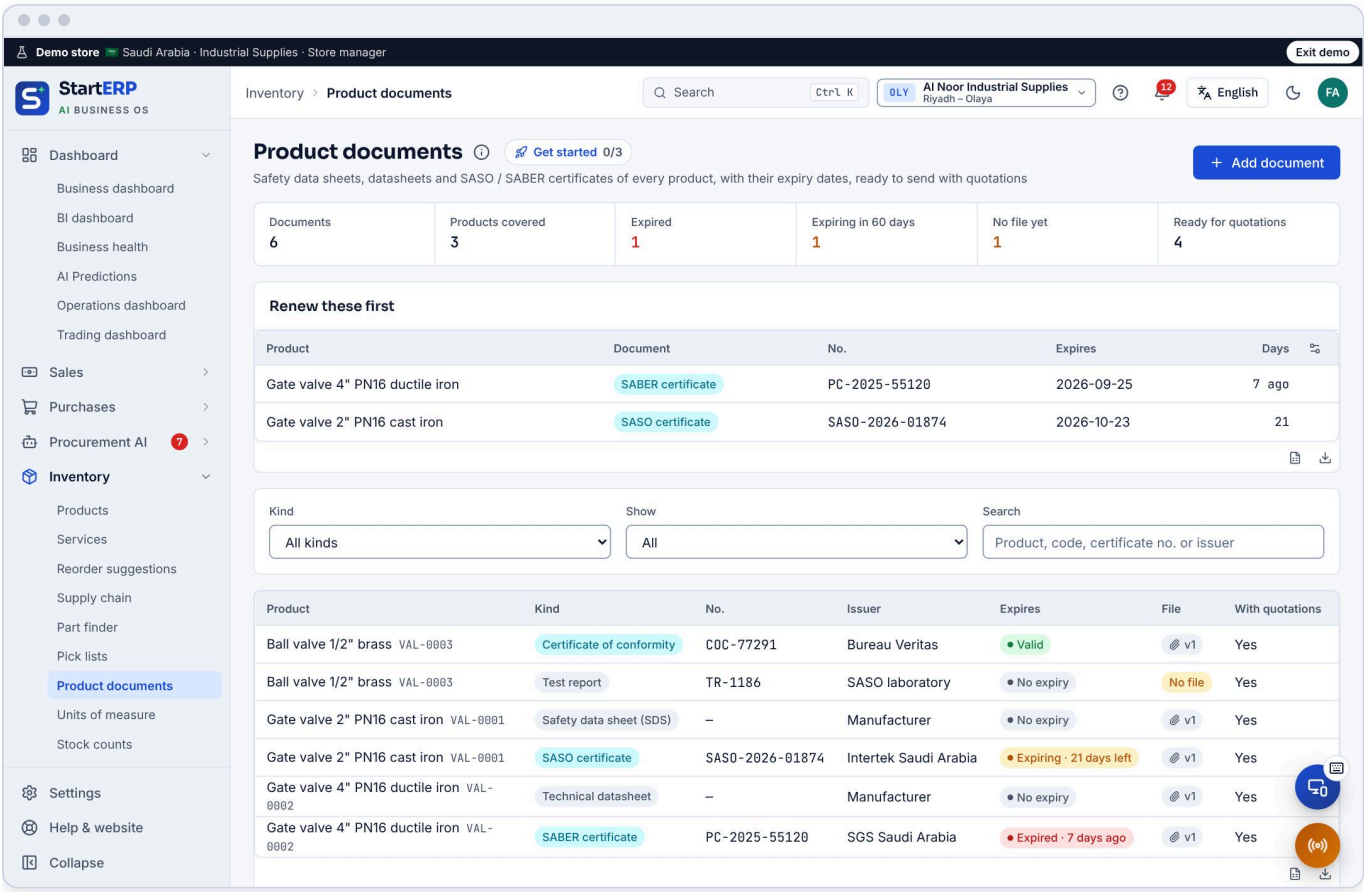
- SDS, datasheets, SASO and SABER
- Expiry alerts
- Sent with quotations
- Every version kept

GET STARTED IN 3 STEPS

1. **Add a product's certificate.** SDS, datasheet, SASO or SABER.
2. **Renew what expires.** Alerts at 60, 30 and 7 days.
3. **Send them with quotations.** The Product documents tab.

Product documents and certificates

Keep every product's papers in one place and never send an expired certificate. Inventory → Product documents holds each product's safety data sheet (SDS), technical datasheet, SASO or SABER certificate, certificate of conformity, test reports and manuals, with the number, who issued it, the expiry date and the file. You are alerted 60, 30 and 7 days before a paper expires and on the day, and a quotation, invoice or delivery note shows the valid papers of its products under Product documents, ready to download and send with it.



Product documents and certificates · demo store: Industrial Supplies

1. Open Inventory → Product documents and press Add document: pick the product and the kind (SDS, datasheet, SASO, SABER, certificate of conformity, test report, manual).
2. Type the certificate number, who issued it and the issue and expiry dates (a certificate needs both), choose the PDF or photo and save. Upload a new version when it is renewed.
3. On a quotation, invoice or delivery note open the Product documents tab: download the valid papers of its products one by one or all together and send them with it.

Tips. Renew first what the board lists under Renew these first: an expired paper is left out of every quotation until its new copy and date are in. Untick Send with quotations for internal papers. StartAI can list what expires soon, and StartAI Radio says it when certificates run out.

16

PPE certificates

Add-on module | For: Health and Safety Store

Every certificate ready when a buyer asks

Keep the CE or UKCA certificate behind every product you sell: the EN standard it meets, the notified body that certified it, the certificate number and its expiry. See at once what has expired, what expires soon and which goods have no certificate yet, so a buyer, an auditor or a tender gets the right document in seconds.

What you get

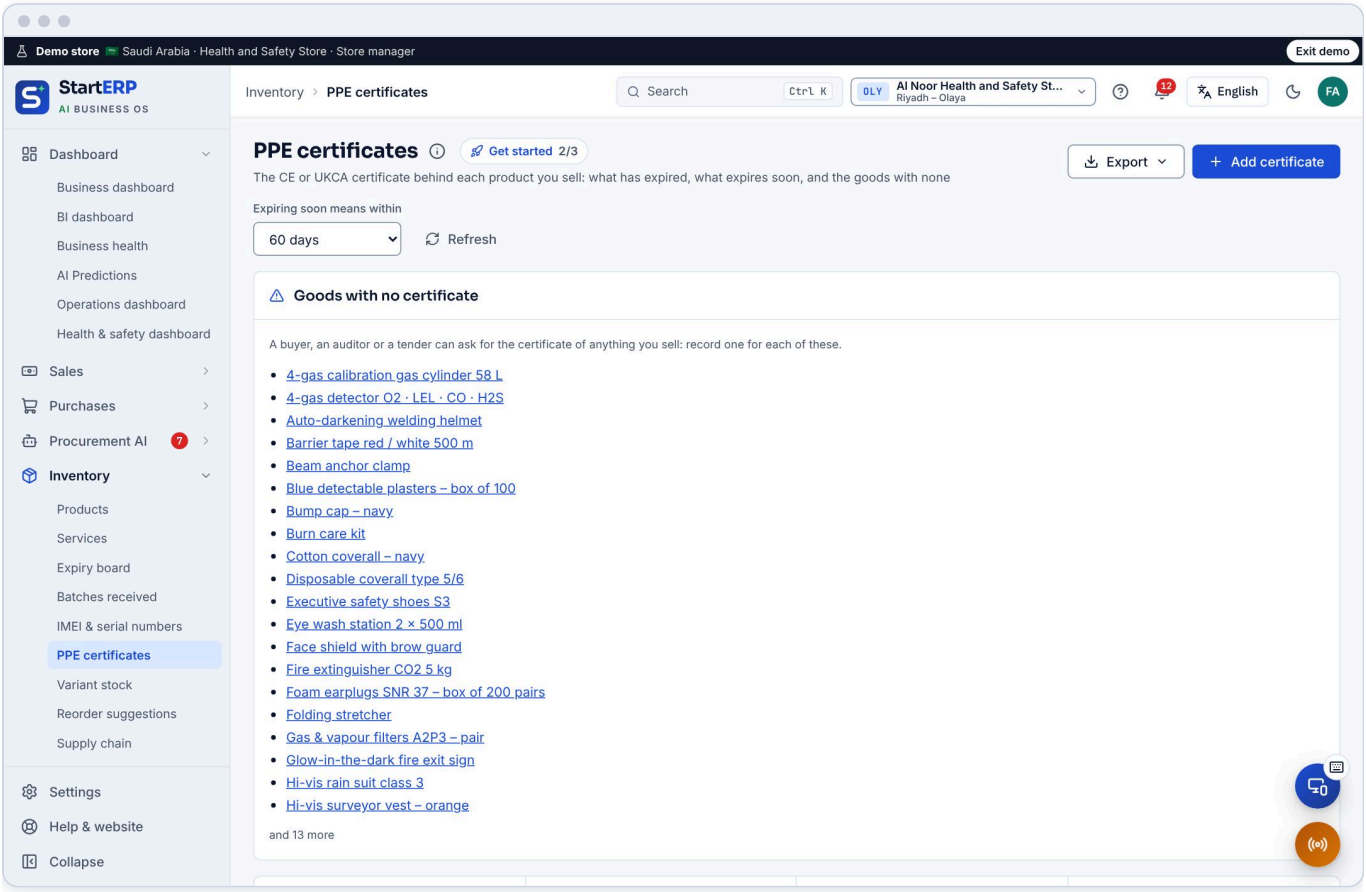
- The certificate, standard and notified body of each product
- Expired and expiring soon on one list
- Goods with no certificate flagged
- The PDF one tap away for a tender or an audit

GET STARTED IN 3 STEPS

1. **Add the goods you sell.** Helmets, gloves, shoes, harnesses.
2. **Record each certificate.** Standard, body, number and expiry.
3. **Renew what expires.** Expired, expiring soon and missing.

PPE certificates

The CE or UKCA certificate behind each product you sell: the EN standard it meets, the document (EU type-examination certificate, declaration of conformity, UKCA certificate or test report), its number, the notified body that issued it and its expiry date. The list shows what has expired, what expires soon and the goods with no certificate at all, so a buyer, an auditor or a tender gets it at once. Part of the PPE certificates add-on for health & safety stores.



PPE certificates · demo store: Health and Safety Store

1. Open Inventory → PPE certificates and press "Add certificate". Pick the product, type the standard (for example EN ISO 20345:2022 S3) and the certificate number, choose the document, add the notified body with its four-digit number and the expiry date, and paste the link to the PDF. Save.
2. The tabs list the certificates expired, expiring soon, valid and with no expiry; "Expiring soon means within" sets how far ahead to look. "Goods with no certificate" names the products still missing one: tap a name to add it.

Tips. An EU type-examination certificate is valid for at most five years; a declaration of conformity often has no expiry, so leave the date empty. Ask StartAI which certificates expire this quarter or which products have none.

17

Tint formulas & colour matching

Add-on module | For: Paint store & colour centre

Every customer's colour, mixed the same again

Save the colour you mixed for each contractor or home owner as a formula: the RAL, NCS or fan deck code, the base paint, the can size and each tint in ml. Next time pick it on the counter and its tints show for the new can size, ready for the tinting machine, and see what every tinted can costs you (base + tints) against its price, with the colours sold below cost or on a thin margin first.

What you get

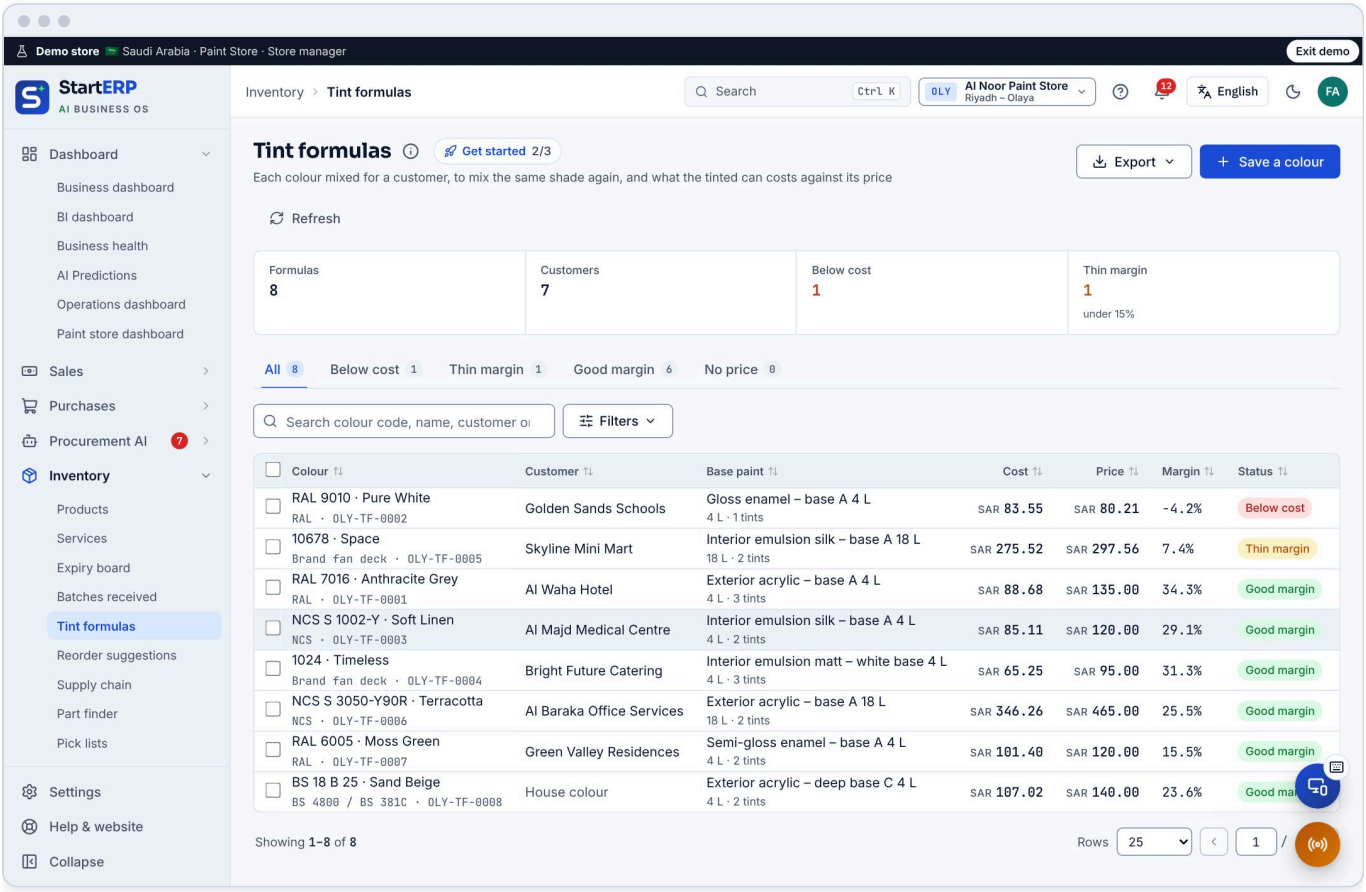
- Each customer's colours kept as formulas
- Tints scaled to any can size
- Base + tint cost against the price
- Colours sold below cost flagged

GET STARTED IN 3 STEPS

1. **Add your base paints.** White, base A and deep bases by can.
2. **Save each colour you mix.** Code, base, can and tints in ml.
3. **Mix it again, at a profit.** Any can size, cost against price.

Tint formulas

The colours your paint store mixed for each customer, kept so the same colour is mixed again next month: the colour code and name (RAL, NCS, BS or your fan deck), the base paint and can size, the finish, and the ml of each tint. Each formula shows what the can costs (the base plus the tints) against what it sells for, and the list puts the colours sold below cost or under a 15% margin first. Part of the Tint formulas & colour matching add-on for paint stores.



Tint formulas · demo store: Paint Store

1. Open Inventory → Tint formulas and press "New formula". Pick the customer (or leave it empty for a house colour), type the colour code and name, choose the system and finish, pick the base paint and the can size in litres, and add each tint with its ml and its cost per litre. Leave the price empty to use the base paint's retail price, or type the price agreed with a contractor. Save.
2. Open a formula to see "Mix for a can": the ml of each tint for 1, 4 or 18 litres and for the can size you type.
3. At the paint store POS, tap "Tint" on a line: the customer's saved colours are listed with the tints for that can, and the colour prints on the invoice line.

Tips. Tint cost = the ml of each tint ÷ 1000 × its cost per litre; the can's cost is the base's cost plus the tints. A margin under 15% shows as thin, below cost as a loss. Ask StartAI "which colours are we selling below cost" or "what is the formula for RAL 7016 for Al Noor"; StartAI Radio says when a colour sells below cost or on a thin margin.

18

Cable drums & cut lengths

Add-on module | For: Electrical store (retail & wholesale)

Every metre on your drums, and the right drum to cut

Keep every drum and coil of cable with the metres on it when it came in. Each length cut at the counter is logged on its drum, so you see the metres really left, the drums running low and the short offcuts to sell first. When an electrician asks for 40 m, the counter picks the drum to cut from: the one that leaves nothing or a length you can still sell, never a 3 m piece nobody buys.

What you get

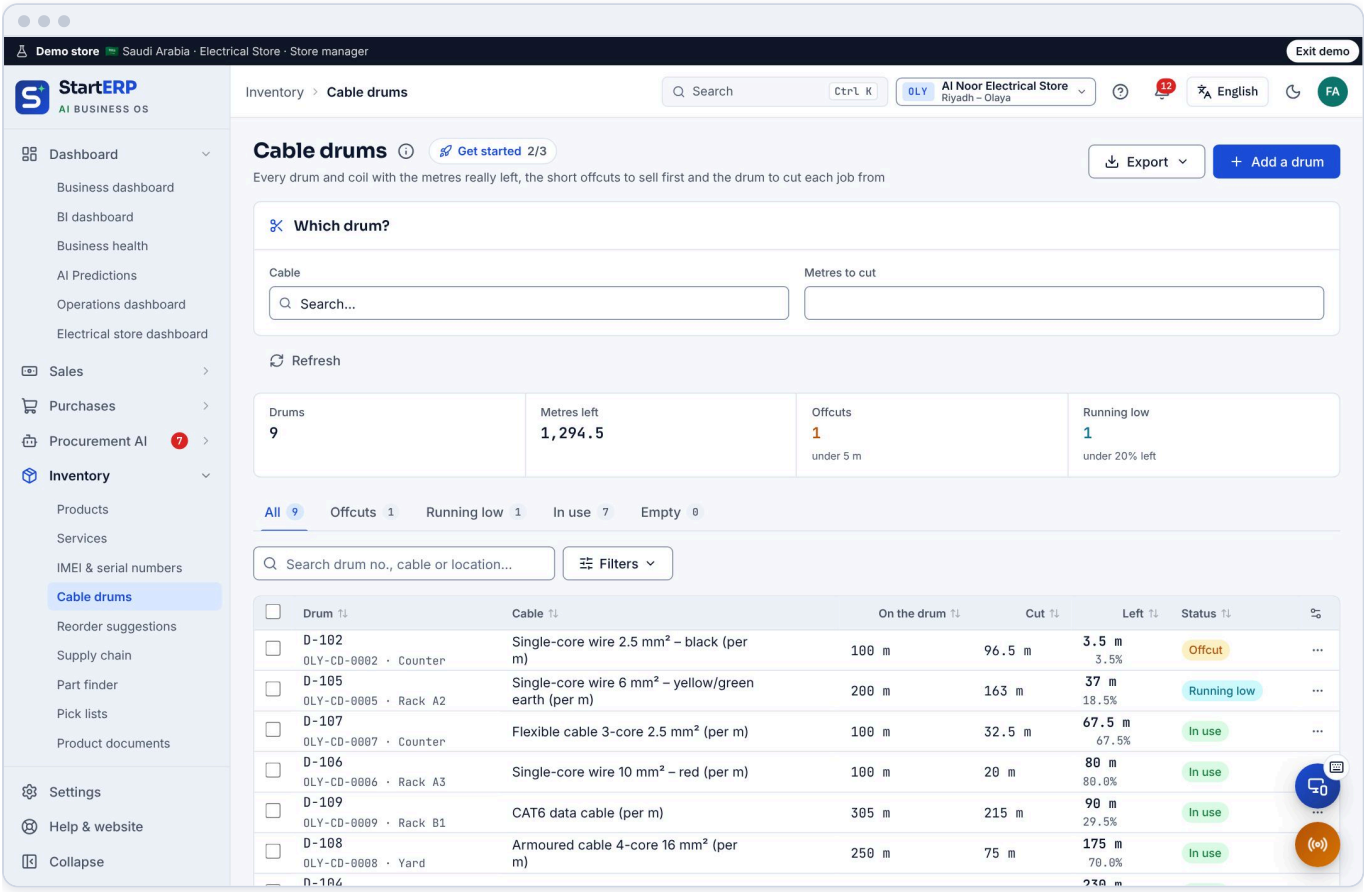
- Metres left on every drum
- Cuts logged from the counter
- The drum that leaves no short offcut
- Offcuts and low drums flagged

GET STARTED IN 3 STEPS

1. **Add your cables, sold by the metre.** Unit m, price per metre.
2. **Add each drum as it comes in.** Drum no., cable and metres.
3. **Cut from the right drum.** Metres left, offcuts first.

Cable drums

Every drum or coil of cable your electrical store holds, with the metres it came with, each length cut from it and the metres left. Drums down to a short offcut (under 5 m, or the drum's own useful length) come first, to sell first, then the drums running low (under 20% left). For a cut of so many metres it names the drum to cut it from: one that leaves no short offcut, then the one with the least left. Part of the Cable drums & cut lengths add-on for electrical stores.



Cable drums · demo store: Electrical Store

1. Open Inventory → Cable drums and press "Add a drum". Type the drum number as written on it, pick the cable (a product sold by the metre), the metres on the drum, where it sits and the day it came in. Leave "Shortest useful piece" empty for 5 m. Save.
2. Under "Which drum?" pick a cable and type the metres: the best drum to cut from shows. Open a drum and use "Log a cut" to take a length off it by hand.
3. At the electrical store POS, tap "Drum" on a cable line: pick the drum and press "Cut and log"; the metres come off the drum and the drum number prints on the invoice line.

Tips. Metres left = the drum's metres − the sum of its cuts. A cut longer than what is left is refused. Ask StartAI "which drums are down to an offcut" or "which drum should I cut 40 m of 2.5 mm² wire from"; StartAI Radio says when drums are down to a short offcut or running low.

19

Colour & size variants

Add-on module

For: Ladies Boutique, Footwear Shop, Health and Safety Store, Baby Supplies, Toy Shop, Dishdasha Tailoring, Thobe Tailoring, Opticals, Gifts and Cosmetics, Perfume Shop, Mobile Phones and Accessories

Know which colour and size is left

Give each abaya, dress or shayla its colours and sizes with a count of each. The boutique POS asks for the colour and size at the counter and shows how many are left of that one, and Variant stock lists every product with its colours and sizes, the ones sold out or nearly gone first, so you reorder the 54 in black before a customer asks for it.

What you get

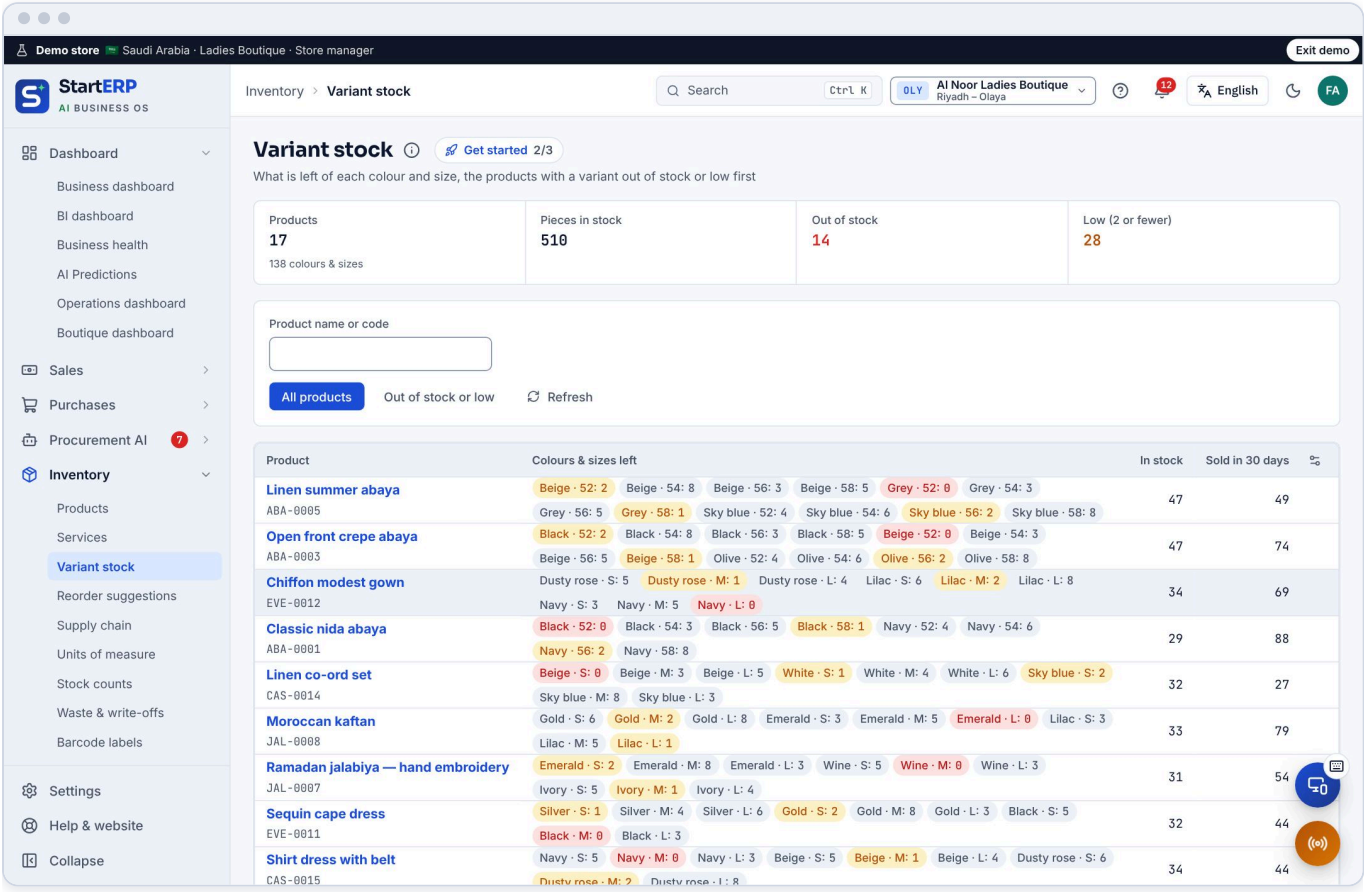
- Colours and sizes on each product
- Sold by colour and size at the POS
- What is left of each
- Sold out and low first

GET STARTED IN 3 STEPS

1. **Add a product with variants.** Its colours and sizes.
2. **Receive a count of each.** Per colour and size.
3. **Check variant stock.** Sold-out sizes come first.

Variant stock

What is left of each colour and size of your products: the count you typed on the product, less what the POS sold of that colour and size since, plus what came back. Products with a colour or size sold out or nearly gone come first. Part of the Colour & size variants add-on for boutiques, shoe shops and the ready-made pieces of tailoring shops.



Variant stock · demo store: Ladies Boutique

1. Open a product, go to Colours & sizes and add each colour and size you stock, with its barcode if it has one and the count on the shelf. Save.
2. On the POS (the boutique's, or the Ready-made tab of a tailoring counter), tap the product, pick the colour and the size: each size shows how many are left of it.
3. Open Inventory → Variant stock to see what is left of every colour and size; press "Out of stock or low" for the ones to reorder.

Tips. When new pieces arrive or you count the shelf, type the new count on the product: that variant starts again from it, and the sales after it lower it. A variant with 2 or fewer left is low; one with none left is out of stock. A return on the sale puts the piece back.

Set-up, help and training

The StartERP team sets up your store, imports your products, customers and opening balances from Excel or CSV, and trains your users on the screens they use.

> **Need an add-on module?** Ask your StartERP contact to switch it on for your store, or write to **sirin@starterp.org** or WhatsApp **+966 50 197 1075**.

The full set of module guides

#	Guide
1	The basics every store has
2	Selling and documents
3	Customers, CRM and loyalty
4	Restaurants and cafés
5	**Purchasing and inventory (this guide)**
6	Finance and accounting
7	HR and payroll
8	AI, automation and reports
9	Online, integrations and control
10	Industry modules
11	Hospitals, clinics, pharmacies and opticians
12	Law firms
13	Hotels and resorts
14	Real estate agencies

All guides can be downloaded in StartERP under Help → User guides.



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