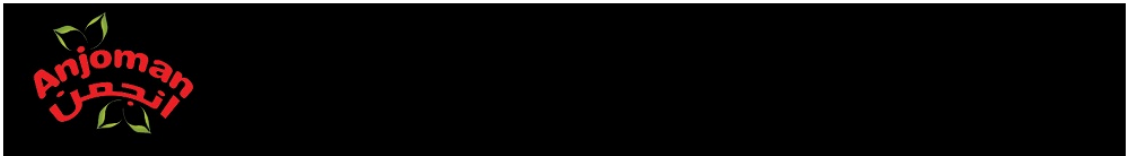




On-Line Ordering System

USER GUIDE

- **Customer login**



Welcome to Golden saffron Ltd (Anjoman Foods)'s eBIS website.



Account

User name

Password

Remember details

[Login](#)

[Change Password](#)

Account

User name

Password

Remember details

Enter your supplied Anjoman account code

Enter your supplied user name

Enter your supplied password

Tick this box if you wish the website to remember your Account and User name.

[Login](#)

Click to access the website once you've entered your credentials.

[Change Password](#)

Use this option if you wish to change your current password.

- **Catalogue View**

Select the category on the left to display the available items. By doing so this will expand the available selection and sub categorise by brand, choose a brand to filter the available items listing by brand.

Or if you have a specific item in mind you can use the *Search* facility on the right hand side beneath the *Order Status* section.



If you wish to search in a specific category i.e. Snack, you can select the category on the left hand side and tick the Search 'Selected' only

You can sort the listing using a selection of three choices.



You can also control how many items are to appear on each page using the **Page size** option.

- **Product Information**

The screenshot displays the Anjoman website interface. At the top, the Anjoman logo is visible. Below it, a navigation bar contains links for 'Catalogue', 'View Order', 'Confirm Order', 'Order History', and 'User guide'. A left-hand navigation menu lists various product categories such as 'READY FOOD', 'PICKLED', 'JAM', 'JUICE', 'TEA', 'DRINK', 'DAIRY', 'DATE', 'SNACK', 'SWEET', 'SPICES', 'SUGER', 'NUTS', 'BEANS', 'HERBS', 'DRIED FRUIT', 'MEAT', 'SAFFRON', 'RICE', and 'HOME'. The main content area shows a list of products under the heading 'Viewing: TEA'. One product is highlighted: '300001 Teabag Rooibos&Cinnamon 6x20' priced at £5.78. An 'Add to order' button is present next to the product. Below the product list, a detailed view of the 'Teabag Rooibos&Cinnamon 6x20' product is shown. This view includes a large image of the tea box, a 'Back' button, and a sidebar with 'Login Status' (darius, Dataflow (UK) Ltd) and 'Order Status' (Net: £0.00, Delivery: £0.00, VAT: £0.00). A search bar is also visible at the bottom right of the detailed view.

Clicking either the product image or product text description will open up a view window providing a more detailed product view. Clicking the image again will launch another window providing a high resolution product image.

Click the  button to return to the previous page.

- **Placing Orders**

The screenshot displays the Anjoman website interface. At the top left is the Anjoman logo. Below it are navigation links: Catalogue | View Order | Confirm Order | Order History | User guide. On the left is a vertical menu with categories: READY FOOD, PICKLED, JAM, JUICE, TEA, DRINK, DAIRY, DATE, SNACK, SWEET, SPICES, SUGER, NUTS, BEANS, HERBS, DRIED FRUIT, MEAT, SAFFRON, RICE (highlighted), ANJOMAN, KHORSHID, TILDA, and HOME. The main content area is titled 'Viewing: RICE' and shows three product listings:

Stock Code	Description	Price
200RA10	Rice ANJOMAN 10 Kg	£9.75
200RA1KG	Rice ANJOMAN **1 KG** ***** 12 X 1 KG *	£12.10
200RA20	Rice Anjoman ****20 Kg*****	£19.49

Each listing includes a quantity input field (set to 1) and an 'Add to order' button. On the right side, there is a 'Login Status' section showing 'darius, Dataflow (UK) Ltd' and a 'Logout' link. Below that is an 'Order Status' section with a summary: Net: £912.65, Delivery: £20.00, VAT: £4.00, Total: £936.65, Lines: 4. A 'View order' button is present. At the bottom right is a 'Search' section with a dropdown menu set to 'Description', a search input field, and a 'Go' button. A checkbox for 'Search 'Selected' only' is also visible.

Enter the required quantity for an item and click the **Add to order** button.

Once you have added items to your basket you may select a different category on the left to add further items.

Your order totals are displayed on the right hand side.

- **Delivery Charges**

The screenshot shows the Anjoman website interface. At the top left is the Anjoman logo. Below it are navigation links: Catalogue | View Order | Confirm Order | Order History | User guide. On the left is a sidebar menu with categories like READY FOOD, PICKLED, JAM, JUICE, TEA, DRINK, DAIRY, DATE, SNACK, SWEET, SPICES, SUGER, NUTS, BEANS, HERBS, DRIED FRUIT, MEAT, SAFFRON, and RICE. The RICE category is expanded to show sub-items: ANJOMAN, KHORSHID, TILDA, and HOME. The main content area is titled 'Viewing: RICE' and displays three rice products:

Product Code	Description	Price
200RA10	Rice ANJOMAN 10 Kg	£9.75
200RA1KG	Rice ANJOMAN **1 KG** ***** 12 X 1 KG *	£12.10
200RA20	Rice Anjoman ****20 Kg*****	£19.49

Each product listing includes a quantity input field (set to 1) and an 'Add to order' button. On the right side of the page, there are sections for 'Login Status' (darius, Dataflow (UK) Ltd), 'Order Status' (Net: £912.65, Delivery: £20.00, VAT: £4.00, Total: £936.65, Lines: 4), and a 'Search' section with a dropdown menu set to 'Description' and a 'Go' button.

If you hover the mouse cursor over the description 'Delivery' on the right you can view a breakdown of the delivery charges.

Once you have completed your selection click the **View order** button.

- **Saving Order Templates**

Anjoman
 Catalogue | **View Order** | Confirm Order | Order History | User guide

Login Status
 darius, Dataflow (UK) Ltd
 Logout

Order Templates
 Load from order history
 Save order as template
 my saved order +
 Load from template
 Copy quantities

Line No.	Selected	Code	Description	Quantity	Price	Net
1	<input type="checkbox"/>	500BIS	Biscuite ANATA 60 Pices	100	7.65	765.00
2	<input type="checkbox"/>	500CKB	Ckolocheh Noshin Walnuts (Blue)	100	0.86	86.00
3	<input type="checkbox"/>	500CKN	Ckolocheh **** NADERI*****	100	0.54	54.00
4	<input type="checkbox"/>	500BIS	Biscuite ANATA 60 Pices	100	7.65	765.00

Remove selected

Delivery	£0.00
Net	£1,670.00
Vat	£0.00
Total	£1,670.00

Confirm order

If an order is likely to be repeated regularly you can save the order selection on the left hand side, with or without quantities.

To save an order, simply type a description in the Save order as template section and click the + Symbol.

If you wish to retain the quantities on the order when saving for future orders you will need to tick the Copy quantities parameter.

Once an order is saved you can simply navigate directly to the **View Order** section of the website, select the option and choose a saved order.

Or alternatively you can use the option to load a historic order.

- **Amending Orders**

The screenshot shows the Anjoman web application interface. At the top left is the Anjoman logo. Below it are navigation links: Catalogue | **View Order** | Confirm Order | Order History | User guide. The main content area is divided into several sections:

- Login Status:** Shows the user is logged in as 'darius, Dataflow (UK) Ltd' with a 'Logout' link.
- Order Templates:** Includes a dropdown for 'Load from order history', a 'Save order as template' button with an input field and a '+' icon, another dropdown for 'Load from template', and a checked checkbox for 'Copy quantities'.
- Item Table:** A table with columns: Line No., Selected (checkbox), Code, Description, Quantity, Price, and Net.

Line No.	Selected	Code	Description	Quantity	Price	Net
1	<input checked="" type="checkbox"/>	500BIS	Biscuite ANATA 60 Pices	100	7.65	765.00
2	<input type="checkbox"/>	500CKB	Ckolocheh Noshin Walnuts (Blue)	100	0.86	86.00
3	<input checked="" type="checkbox"/>	500CKN	Ckolocheh *** NADERI*****	100	0.54	54.00
4	<input type="checkbox"/>	500BIS	Biscuite ANATA 60 Pices	100	7.65	765.00
- Summary:** A 'Remove selected' button is located below the table. To the right, a summary table shows:

Delivery	£0.00
Net	£1,670.00
Vat	£0.00
Total	£1,670.00
- Confirm order:** A green button labeled 'Confirm order' is located at the bottom right of the summary section.

Item quantities can be easily amended simply by overtyping the required quantity in the Quantity field.

Items can also be easily removed from an order by ticking the selected tick box on that line and clicking the **Remove selected** button.

When your order is complete click the **Confirm order** button, which will take you to the **Confirm Order** section.

- **Confirm Order**

Anjoman
انجمان

Catalogue | View Order | **Confirm Order** | Order History | User guide

Login Status
darius, Dataflow (UK) Ltd
Logout

Invoice Address

Dataflow (UK) Ltd
Dataflow House
Mill Mead
Staines-Upon-Thames
Middlesex
TW18 4UQ

Delivery Address

Dataflow (UK) Ltd
Dataflow House
Mill Mead
Staines-Upon-Thames
Middlesex
TW18 4UQ

Order Reference

Delivery phone number

Delivery home phone number

Delivery Email address

Special instructions

Line No.	Code	Description	Qty	Price	Net
1	500BIS	Biscuite ANATA 60 Pices	100.00	7.65	765.00
2	500CKB	Ckolocheh Noshin Walnuts (Blue)	100.00	0.86	86.00
3	500CKN	Ckolocheh *** NADERI*****	100.00	0.54	54.00
4	500BIS	Biscuite ANATA 60 Pices	100.00	7.65	765.00

Promotion Code

Delivery	£0.00
Net	£1,670.00
Vat	£0.00
Total	£1,670.00

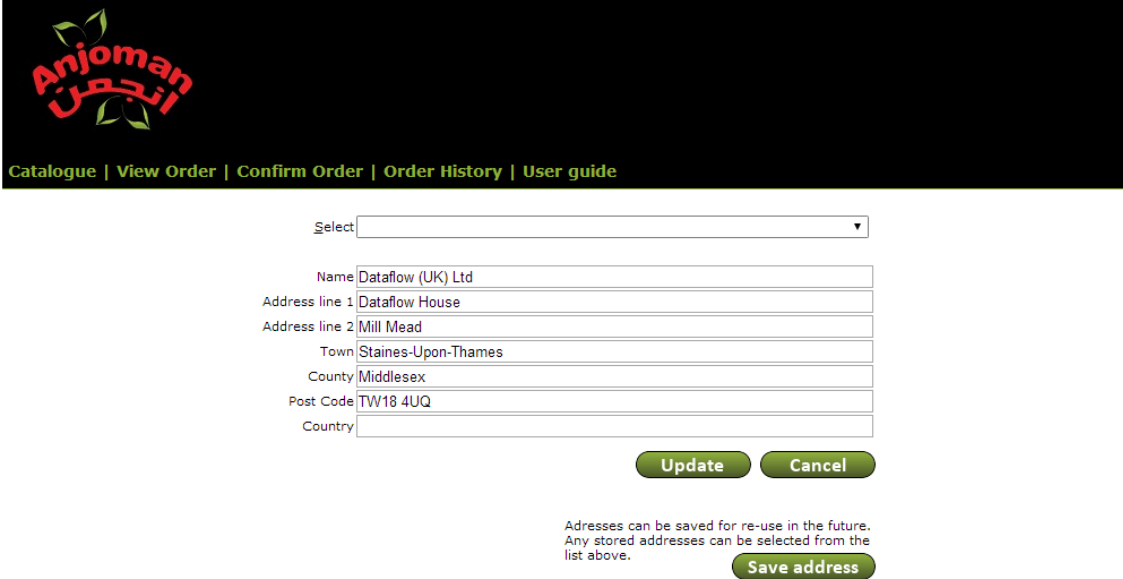
I have read & accept the terms of use of Anjoman Food's website

Should you have a promotional code enter it into the promotional code section and click

Once you have confirmed your order this takes you through to the next section where you confirm the Invoice and Delivery addresses and order totals.

Use the button should you wish to alter to displayed addresses.

- **Confirm Order – Changing of addresses**



The screenshot shows the Anjoman website interface. At the top left is the Anjoman logo with the Arabic text 'انجمن'. Below the logo is a navigation bar with links: 'Catalogue | View Order | Confirm Order | Order History | User guide'. The main content area features a 'Select' dropdown menu. Below it is a form with the following fields: Name (Dataflow (UK) Ltd), Address line 1 (Dataflow House), Address line 2 (Mill Mead), Town (Staines-Upon-Thames), County (Middlesex), Post Code (TW18 4UQ), and Country. There are three buttons: 'Update', 'Cancel', and 'Save address'. A note below the buttons states: 'Addresses can be saved for re-use in the future. Any stored addresses can be selected from the list above.'

Having clicked **Change** this takes you through to a new window where you can alter the address.

If you wish to enter a one off address simply enter the require address and click **Update**

If you will be using the address on a regular basis you can save the address by clicking **Save address**. Saved addresses will be available using the *Select* drop down listing.

Use **Cancel** to discard changes and return to the *Confirm Order* screen.

- **Confirm Order – Checkout**

Anjoman
انجمن

Catalogue | View Order | **Confirm Order** | Order History | User guide

Login Status
darius, Dataflow (UK) Ltd
Logout

Invoice Address
Dataflow (UK) Ltd
Dataflow House
Mill Mead
Staines-Upon-Thames
Middlesex
TW18 4UQ

Delivery Address
Dataflow (UK) Ltd
Dataflow House
Mill Mead
Staines-Upon-Thames
Middlesex
TW18 4UQ

Order Reference

Delivery phone number

Delivery home phone number

Delivery Email address

Special instructions

Line No.	Code	Description	Qty	Price	Net
1	500BIS	Biscuite ANATA 60 Pices	100.00	7.65	765.00
2	500CKB	Ckolocheh Noshin Walnuts (Blue)	100.00	0.86	86.00
3	500CKN	Ckolocheh *** NADERI*****	100.00	0.54	54.00
4	500BIS	Biscuite ANATA 60 Pices	100.00	7.65	765.00

Promotion Code

Delivery	£0.00
Net	£1,670.00
Vat	£0.00
Total	£1,670.00

I have read & accept the terms of use of Anjoman Food's website

You must enter at least one of the following values; *Delivery phone number*, *Delivery home phone number* or *Delivery email address* before you will be able to *Checkout*.

Once you're satisfied that your order is complete, all details are correct and you have ticked the I have read & accept the terms of use of Anjoman Food's website you can proceed to

- **Order History**

If you wish to review your previous orders you can select **Order History** on the menu to view all past orders.

Catalogue | View Order | Confirm Order | **Order History** | User guide

Login Status
darius, Dataflow (UK) Ltd
Logout

Order No.	Status	Reference	Date	Amount
0000000004	Outstanding		03-Jun-2015	827.78
0000000003	Outstanding		03-Jun-2015	53.78

Period
From: 03/06/2015
 Last month
 Last 3 months
 Last 6 Months
 Last 12 months
 Last 24 months

Clicking on the order reference of a previous order will open a new window listing the order lines from that order.

Catalogue | View Order | Confirm Order | **Order History** | User guide

Order Status
Net: £0.00
Delivery: £0.00
VAT: £0.00
Total: £0.00
Lines: 0
View order

Select	Stock Code	Description	Quantity	Price	Net
<input type="checkbox"/> Re-order	300002	Teabag Peppermint&Lemon 6x20	1.00	5.78	5.78
<input type="checkbox"/> Re-order	300002	Teabag Peppermint&Lemon 6x20	100.00	5.78	578.00
<input type="checkbox"/> Re-order	501CS00	Candy Anjoman Z SMALL	100.00	2.20	220.00

Order selected
 Copy quantities

Using this window you can quickly re-order lines from previous orders by selecting the order line and clicking **Re-order**

If you wish to retain the quantities from the original order you will need to tick the **Copy quantities** parameter.

Once you have used the **Re-order** option you will notice that the *Order Status* on the left hand side has updated the balances with the order lines you have chosen.

Select	Stock Code	Description	Quantity	Price	Net
<input type="checkbox"/>	300002	Teabag Peppermint&Lemon 6x20	1.00	5.78	5.78
<input checked="" type="checkbox"/>	300002	Teabag Peppermint&Lemon 6x20	100.00	5.78	578.00
<input type="checkbox"/>	501C500	Candy Anjoman Z SMALL	100.00	2.20	220.00

Once you've finished your re-ordering selection click **View order**

This will take you through to the **View Order** window mentioned earlier where you can amend quantities, remove order lines and save the order as a template.

Line No.	Selected	Code	Description	Quantity	Price	Net
1	<input type="checkbox"/>	300002	Teabag Peppermint&Lemon 6x20	100	5.78	578.00

Delivery	£30.00
Net	£608.00
Vat	£6.00
Total	£614.00

From here this process is the same as before. Click **Confirm order** to confirm your selection and continue onto the address and contact information window.