



# I'm Miss Tracksol

## YOUR ORDER TAKING PA

No computer needed.

These are the things I can do for you :

### Sales & Commission Calculation



- Keep track of all sales and collection - by whom, payment type.
- Keep track of commission earned by salesman, payment to them, and balance at anytime.
- Handle returns, swaps, and trade promotion.
- Once order is taken, I pass the info to store and account real time, for them to plan the route and prepare the goods, print out full tax invoice via terminal at store for delivery. I let you know when sales is started and how many shops salesman visited in a day, at what time.

### Stocks & Inventory



- Keep track of stock balance in the van, anyone can check anytime.
- Allow your salesman to stock check customer's shelf anytime they wish to.
- If your stock is low, I can whatsapp you.

### Full Tax Invoice



When an order is made, the store can print out orders and full tax invoice at the same time, pass to delivery man when loading to delivery van.

### Reports



- **On Terminal** - Daily sales and collection, cumulative sales and collection of the day
- **By Email** - Standard reports via daily email, sales trend by salesman, collection by salesman and stock movement.

### Other services, batch tracking



I will track batches of material or goods loaded to the delivery van, and also which batch has been sold to the customer.

### Data Upload



I will prepare all the data in excel format in the way you need to upload to your existing accounting system.



# 我是Tracksol小姐

您的订单私人助理

不需电脑

## 以下工作我都能办妥：

### 销售



- 追踪所有的销售和收款 - 由谁来收款和客户的付款方式。
- 处理产品优惠，退还和互换。
- 随时追踪员工佣金，您已缴付和未缴付的佣金。
- 业务员一接收订单，我即刻传递信息于储藏室和会计部，让他们准备货物和运送计划。我还可打印完整税务发票。
- 让您知道业务员的首单销售的时间，拜访了多少间商店，在什么时候。

### 库存



- 追踪货车内的存货，任何人都可随时查看。
- 让您的业务员可随时计算客户货架上的存货。
- 当库存低时，我们会通知您。

### 完整税务发票



一旦接收订单，即可同时打印出订单和完整税务发票，传递给送货人，以把需要的货物加载到送货车。

### 报告



- 终端机 - 销售和收支日报表，当日的累计销售与收款。
- 电邮 - 每日电邮您标准报告，业务员的销售趋势，收款额和库存更动。

### 其他服务, 批量追踪



我将追踪每批加载到货车内的货物，那一批已经出售，至那位客户。

### 数据上传



上传所有数据（在EXCEL格式）至您现有的会计制度。