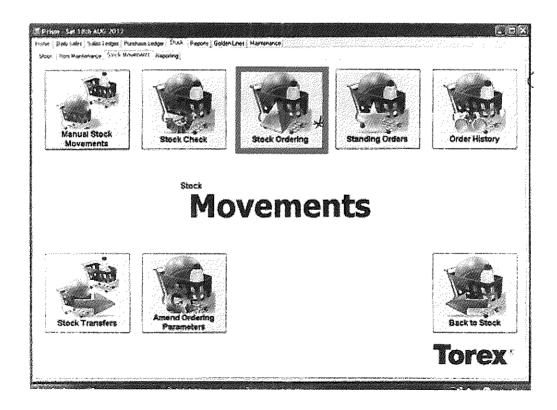
# KASA BELLE ISLE

## ORDERING PROCEDURE

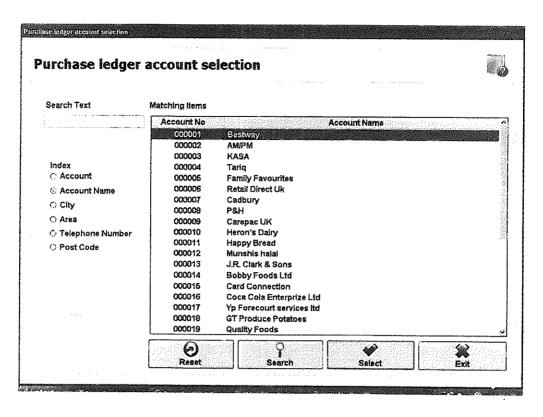
Stage one, Starting from the main menu



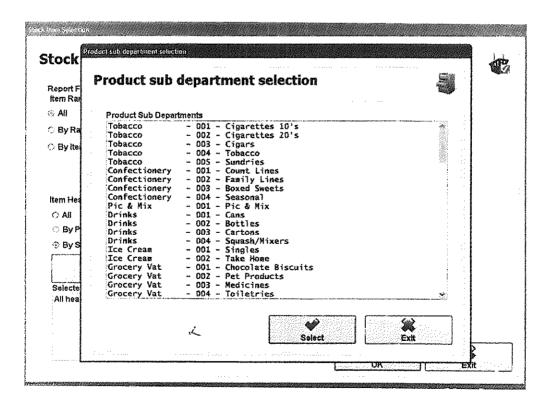
1. On the main menu screen click on to the "Stock" icon.



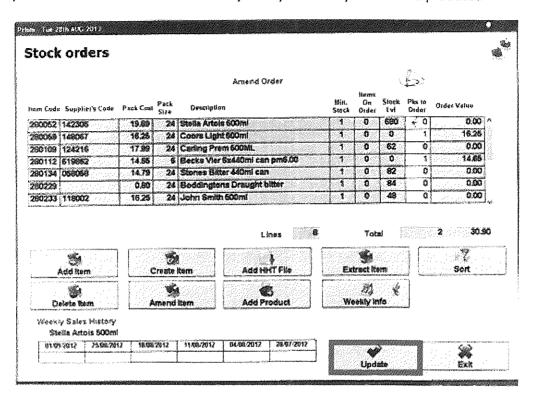
2. Then Click on to "stock ordering"



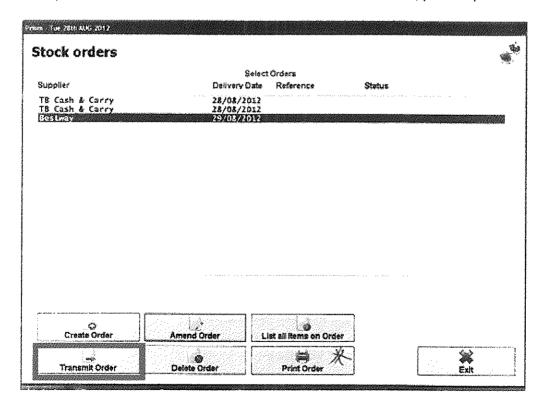
3. Select the cash and carry, which have been predetermined and vetted by premises supervisor, in which he is only permitted to input the information under a separate login. Than this will take you to a sub department showing you all the stock you buy from the cash and carry. You can select the sub department you want to buy. I.e. Tobacco or Alcohol.



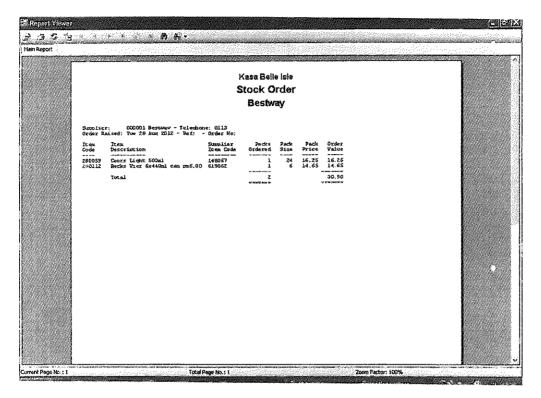
4. Once the department has been selected it will bring up all the items you buy from the cash and carry in this example it shows some of the beers we buy from Bestways. It also shows your current stock levels from Bestways and your weekly sales of the produced



5. Once you have selected the amount of new stock to want to order, press "Update"



6. Once updated this takes you to this page which will show you any suppliers you are awaiting orders from. Than to send your order press "Transmit Order" in which you can send via email or fax



7. The order sheet will be print as the above it show the shop name "kasa belle isle", which cash and carry "Bestways" and the time date and telephone number for Bestways.

The items are listed as produced code, Description, Supplier code (for Bestways), amount and the agreed price.

#### **Access**

There are 3 security levels to the system.

#### Level 1. Operation

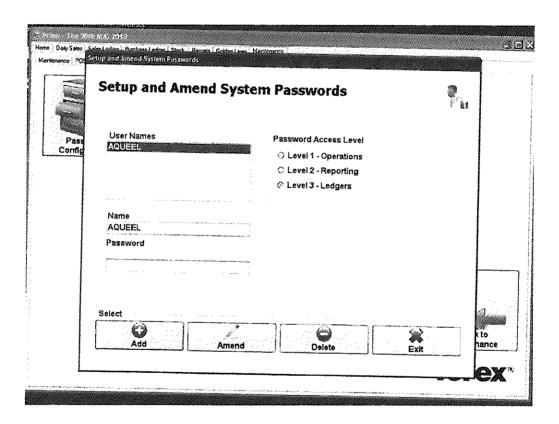
This allows you to access the system with limit, you can print orders, ensure the produce as the right bar code. This will be used by daily staffs that are not permitted to purchase produced.

#### Level 2. Reporting

This allows you to access most area, input new items, new cash & carry, set prices and produce reports. Only the DPS will have access to this area

#### Level 3. Ledgers

This allows you to access all areas. Only the DPS and the systems manufactures have access to the area.





29 August 2012

Dear Sir/Madam,

#### Re: Kasa Belle Isle Ltd, Belle Isle Road LS10 3QJ - A/c 2492

With regards to the above account we can confirm that they have been trading with us since 2011. They trade on a weekly basis in which orders a placed by fax/email and then the goods are delivered either the same or following day. Kasa Belle Isle Ltd is one of our valued customers and we look to continue the relationship going forward.

Regards

Sital Patel

TB Cash & Carry Leeds





### **BESTWAY WHOLESALE**

Intercity Way, off Swinnow Lane, Leeds, LS13 4LQ Tel: 0113 236 1300 Fax: 0113 236 0945 www.bestway.co.uk

11th of September 2012

#### To whom it may concern

I can confirm that MR ADEEL BASHIR has been trading with us since  $02^{\rm nd}$  of September 2010 with the business name KASA BELLE ISLE, They place orders via email and fax. During this period he has proven to be trustworthy and reliable. He is considered to be our valued customer and we have no problems with his payments and business dealings with us.

Yours Faithfully,

Syed Atif Raza

General Manager



