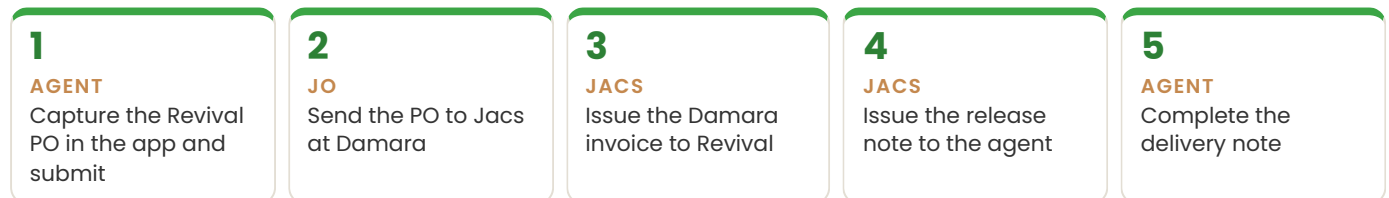




Orders — from Purchase Order to Delivery Note

Every order lives in the app from the moment the farmer signs until the goods are delivered. Five steps, five hand-offs. Nothing happens on WhatsApp or paper outside the app.

Applies to: **Agents · Jo (order desk) · Jacs (Damara)** · App: revivalcrop.co.za/app



1 Fill out the Revival PO and submit

AGENT

- Open revivalcrop.co.za/app, sign in, and tap **Capture an order** on your home screen.
- Under **Auto-fill from your registered farmers** pick the farmer — the farm details fill in. Check the farm name, town and cell number.
- Choose the **warehouse the stock comes from** (required). Add one line per product: product, pack size, **quantity per pack** (boxes / drums / bags — not tons unless it is sold by weight) and price.
- The buyer signs **with a finger on the screen**, or you take a **photo of the signed paper form**. One of the two is required — Jo cannot approve without it.
- Tap **Submit for approval**. The order gets its PO number (e.g. **PO-137**), status *Pending Approval*, and Jo is emailed automatically.

The screenshot shows the SureWay Operations app interface. At the top, there's a header with the logo and user information. Below that, a navigation bar shows 'South Africa · Revival / Damara' and a button to 'Open Damara Zimbabwe'. The main content area is titled 'SureWay Operations Centre' and describes it as a complete business management system. Under 'Your step today', there are four cards: 'Capture an order' (highlighted with a red box and a red circle with the number 1), 'Order came in on WhatsApp', 'Your orders', and 'Your deliveries'. The 'Capture an order' card has a green arrow icon and the text 'The one rule: every order goes in here'.

① Home → **Capture an order**



Capture a new order

Fill the digital order form, then attach a photo of the signed paper form. The order goes to Jodene for approval — she can't process it without the signed form attached.

Farmer / buyer

The right side of the paper form — who's actually receiving the product.

AUTO-FILL FROM YOUR REGISTERED FARMERS

1 Your farmers appear here once allocated to you

Clear

FARMER / BUYER NAME *

e.g. JP van der Merwe

FARM NAME *

e.g. Mooirivier Boerdery

POSTAL ADDRESS

Street / box

TOWN / CITY

e.g. Bloemfontein

POSTAL CODE

e.g. 9300

PROVINCE

—

① Pick your farmer — details auto-fill



Products ordered

Add a row per product. Mark whether the price already includes corp markup or commission.

1 WAREHOUSE THE STOCK COMES FROM *

— choose warehouse —

Prints on the purchase order and the release note so Jodene and Carin can see which warehouse releases the stock.

☐ Zero-rated VAT (0%) — tick for qualifying farmers / VAT-exempt customers

#	PRODUCT	PACKAGING	QTY	PRICE (R)	AGENT PRICE (R)	COMMISSION	COMM %	PRICE LOADING	LINE TOTAL
2 1	— Select product —	— pack size —	0	0	optional	None	%	As quoted	R 0,00
		tons	per ton						

+ Add product line

☐ Transport required (charged separately)

① Warehouse the stock comes from ② One line per product — qty is per pack



Grand total

R 0,00

Buyer signature Required

Sign with finger on screen, or snap a photo of the signed paper form. Either is accepted — Jodene cannot approve without this.

⚠ The signed form is mandatory. Attach a photo of the buyer-signed paper form below before submitting.

1

✎ Sign with finger

📷 Photo of signed form

Have the buyer draw their signature below using a finger (phone) or mouse (desktop).

① Sign with finger, or photo of the signed form

☐ Demo / test order — tag so JO can bulk-delete test records after training

Order will be created as **Pending Approval**. Jodene gets notified.

Cancel

1

Submit for approval

① **Submit for approval** — the PO now exists in the app

2

Send the PO to Jacs at Damara

JO (ORDER DESK)

- Home → **PO Queue** → tab **Pending Approval**. New POs from the field appear here in order of urgency.
- Check the product lines and that the signed form is attached. If something is wrong, **Reject** — the agent is told to fix it.
- Tap **Download PDF** → the Revival purchase order opens → **Print / Save PDF**. Email it to Jacs (jacs@damarabioagri.co.za), cc Carin.





Purchase Order Queue

Customer POs raised from the field, in order of urgency. Approve invoices the order; Release deducts stock from the source warehouse and emails the warehouse + agent. Dispatch confirms delivery in progress.

+ New Order

PENDING APPROVAL

2

awaiting Jodene to invoice

IN PROGRESS

2

invoiced — warehouse to release

SHIPPED (THIS MONTH)

0

stock deducted, on the way

DELIVERED (THIS MONTH)

1

customer received

1 Pending Approval 2

In Progress 2

Shipped 0

Delivered 1

All 5

My POs 0

PO-137 · J Farmer

Agent: farmer@example.com From: (unknown) Date: 2026-09-08 Lines: 2

PENDING APPROVAL



1 Pending Approval — POs waiting for Jo

Notes:

Captured via Order Capture form
Agent: Jodene Pretorius
Channel: Direct

1

Download PDF

Release / Delivery Note

2

✓ Approve & Invoice

Reject

1 Download PDF to send to Jacs 2 Approve & Invoice — used in step 3

PO ready · use Cmd+P to save as PDF

1

Print / Save PDF

PURCHASE ORDER



Revival
Crop Nutrition

BILL TO

J Farmer
PO Box 1, Example Town, 0000
South Africa

VAT NUMBER

FROM

REVIVAL CROP NUTRITION (PTY) LTD
15 RETIEFSTRAAT
NOORDER PAARL
WESTERN CAPE 7646
SOUTH AFRICA

1 Print / Save PDF — this is the PO that goes to Damara

3 Issue the Damara invoice to Revival

JACS (DAMARA)

- Raise the Damara invoice to Revival Crop Nutrition in Damara's invoicing system, as always. Keep the invoice number — it goes on the release note.
- Back in the app: **PO Queue** → the PO → ✓ **Approve & Invoice**. The PO moves to *Approved* and the agent is emailed that it has been invoiced.



Notes:

Captured via Order Capture form
Agent: Jodene Pretorius
Channel: Direct

1

Download PDF

Release / Delivery Note

2

✓ Approve & Invoice

Reject

② **Approve & Invoice** once the Damara invoice is done

4 Process the release note to the agent

JACS (DAMARA)

- **PO Queue** → tab **In Progress** → → **Release Stock**. This takes the products off that warehouse's stock and emails the warehouse and the agent.
- Open the release note: **Orders** → the order → **Release / delivery note** (also on the PO card). Stay on tab **1 • Release Note (Jacs)**.
- Fill in the **Invoice #**, check the warehouse, collection/delivery method and date. The product lines pull through from the order – check them. Your name is the authorising officer.
- Tap **Issue Release Note**. Then **Print** or **Save as Word** and send it to the agent. The order is now *Dispatched*.

(no line items – see Notes below)

Notes:

Captured via Order Capture form
Agent: Jodene Pretorius
Channel: Direct
[Approved by Jodene Pretorius on 2026-09-07]

Download PDF

Release / Delivery Note

1

→ Release Stock

Back to Pending

① **Release Stock** — stock comes off the warehouse

Channel: Direct

PRODUCTS ORDERED

PRODUCT	PACKAGING	QTY	PRICE	COMM %	LINE TOTAL
—	Delivery	1,00	R 255,00	—	R 255,00
ROOTSURE	1 Box	1,00	R 10 480,46	—	R 10 480,46
Subtotal (excl. VAT)					R 10 735,46

1

Release / delivery note

2

Purchase order

Approve order

Cancel order

① **Release / delivery note** on the order ② **Purchase order** (view / reprint)



order PO-137. 1 product line pulled through from the order. Fill the invoice # and issue the Release Note. Use the Delivery Note tab once delivered.

- 1
- 1 · Release Note (Jacs)
- 2 · Delivery Note (Agent)



P160 Waagfontein, Kroondal, 0650
Tel: 063 681 9794
Email: carin@damarabioagri.co.za
Reg 2021/392651/07
VAT: 4470302771

ORDER RELEASE NOTE

Purchase order #: **PO-137** [view purchase order ↗](#)

Client name: J Farmer

Order date: 08/09/2026

Warehouse: Kroondal Master ▼

Invoice #: e.g. REV 428 Customer / co-op PO #: e.g. 1666

Collection / Delivery method: collection

Collection / Delivery date: 15/09/2026

① Tab **1 · Release Note (Jacs)** ② **Invoice #** from Damara ③ **Issue Release Note**, then Print / Save as Word

Purchase order #: **PO-137** [view purchase order ↗](#)

Client name: J Farmer

Order date: 08/09/2026

Warehouse: Kroondal Master ▼

Invoice #: e.g. REV 428 Customer / co-op PO #: e.g. 1666

Collection / Delivery method: collection

Collection / Delivery date: 15/09/2026

Product description	Unit	Quantity	Total order
ROOTSURE	1 Box	1	1 x 1 Box ROOTSURE

+ add line

Name: Jacs Signature: _____

(Authorising officer)

Step 3 — **Jacs** (authorising officer) issues the Release Note once the invoice is done → agent may release stock. Step 4 — the **agent** delivers and saves the Delivery Note. Both stay linked to this order.

Product lines pull through from the order — no retyping. Authorising officer = you

5 Process the delivery note

AGENT

- **Orders** → your order → **Release / delivery note** → tab **2 · Delivery Note (Agent)**.
- When the goods are delivered or collected, fill in: truck reg, driver, customer name, collection by, date. Attach a photo of the signed delivery note (and the courier waybill if there is one).
- Tap **Save Delivery Note**. The order is marked *Delivered* and closes. **Print** if the farmer wants a copy.

Delivery Note Pending Approval Issue Release Note **2 Save Delivery Note** Print Save as Word ← Orders

order PO-137. 1 product line pulled through from the order. Fill the invoice # and issue the Release Note. Use the Delivery Note tab once delivered.

1 · Release Note (Jacs) **2 · Delivery Note (Agent)**



DAMARA
BIO-AGRI
Restoring The Power Of Nature.

P160 Waagfontein, Kroondal, 0650
Tel: 063 681 9794
Email: carin@damarabioagri.co.za
Reg 2021/392651/07
VAT: 4470302771

DELIVERY NOTE

Delivery #: **DBSA 137** Date: 15/09/2026

Customer: J Farmer

Invoice # / PO #: PO-137

Product description	Unit	Quantity	Total order
ROOTSURE	1 Box	1	1 x 1 Box ROOTSURE

① Tab **2 · Delivery Note (Agent)** ② **Save Delivery Note** when done

1

GOODS RECEIVED IN A GOOD AND COMPLETE ORDER

TRUCK REG. NO: _____	DRIVER: _____
CUSTOMER NAME: _____	SIGNATURE: name / on file _____
COLLECTION BY: _____	DATE: _____

2 ATTACH SIGNED DELIVERY NOTE / PHOTO (OPTIONAL):

Choose File No file chosen

COURIER WAYBILL (OPTIONAL — ~1 IN 20):

Choose File No file chosen

① Goods received — fill in every box ② Attach the signed note / waybill photo

Rules of the road

- Order status trail: **Pending Approval** → **Approved** → **Dispatched** → **Delivered**. You can see where any order is on the Orders page or in the PO Queue.
- Quantities are **per pack** (1 box, 2 drums). Only bagged product sold by weight is in tons.
- No signed form, no approval. No invoice number, no release note.
- Something not working? Log it under **Jobs to FreedomHub** — see SOP 03.

