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.

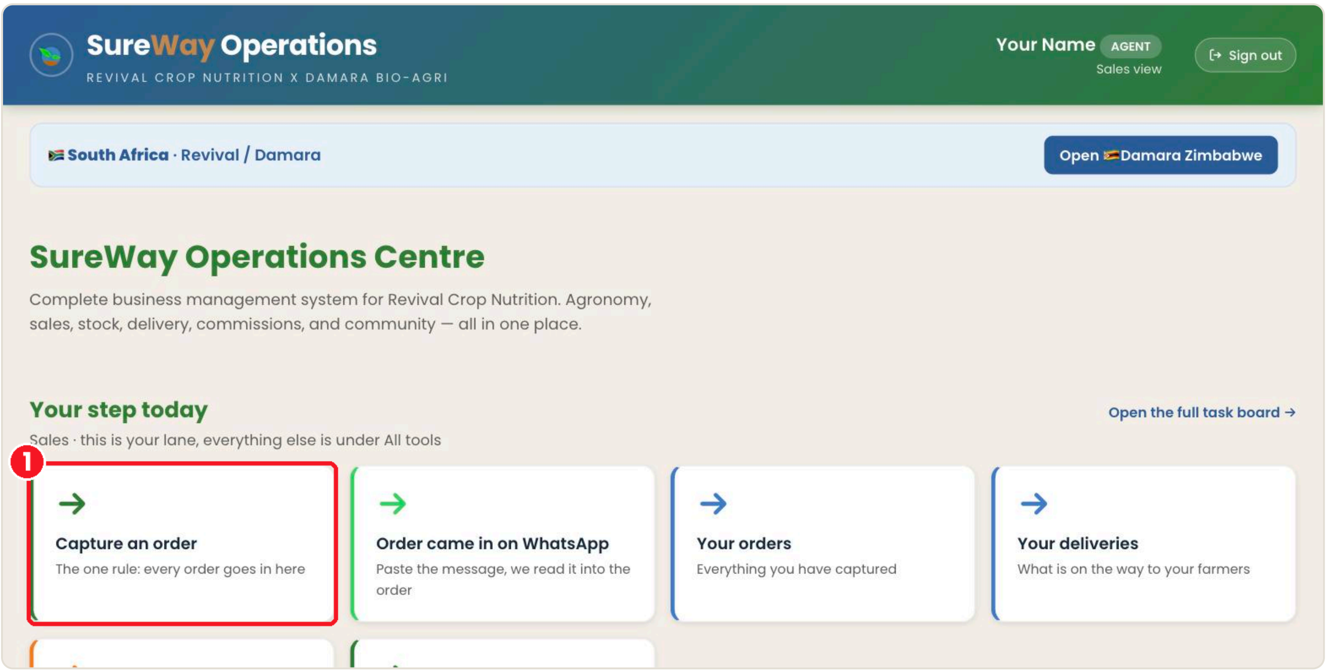
Applies to: **Agents · Jo (order desk) · Jacs (Damara)** · App: **revivalcrop.co.za/app**

1	2	3	4	5
AGENT	JO	JACS	JACS	AGENT
Capture the Revival PO in the app and submit	Send the PO to Jacs at Damara	Issue the Damara invoice to Revival	Issue the release note to the agent	Complete the delivery note

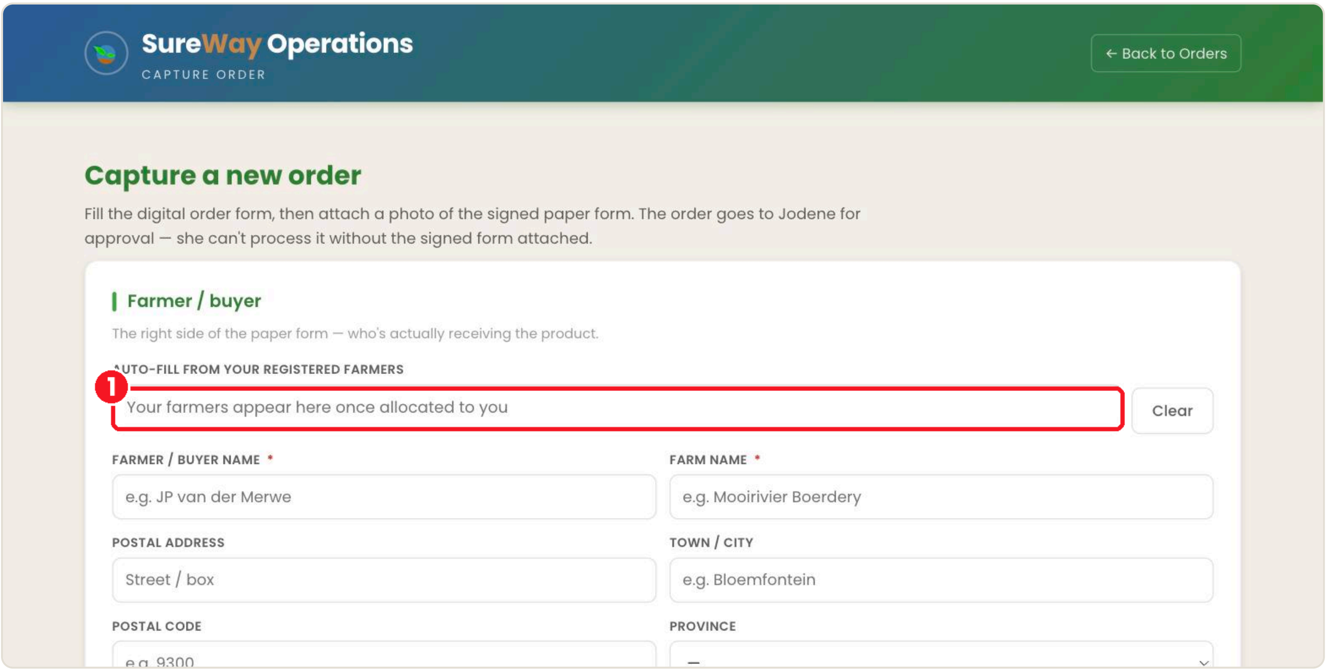
1 Fill out the Revival PO and submit

AGENT

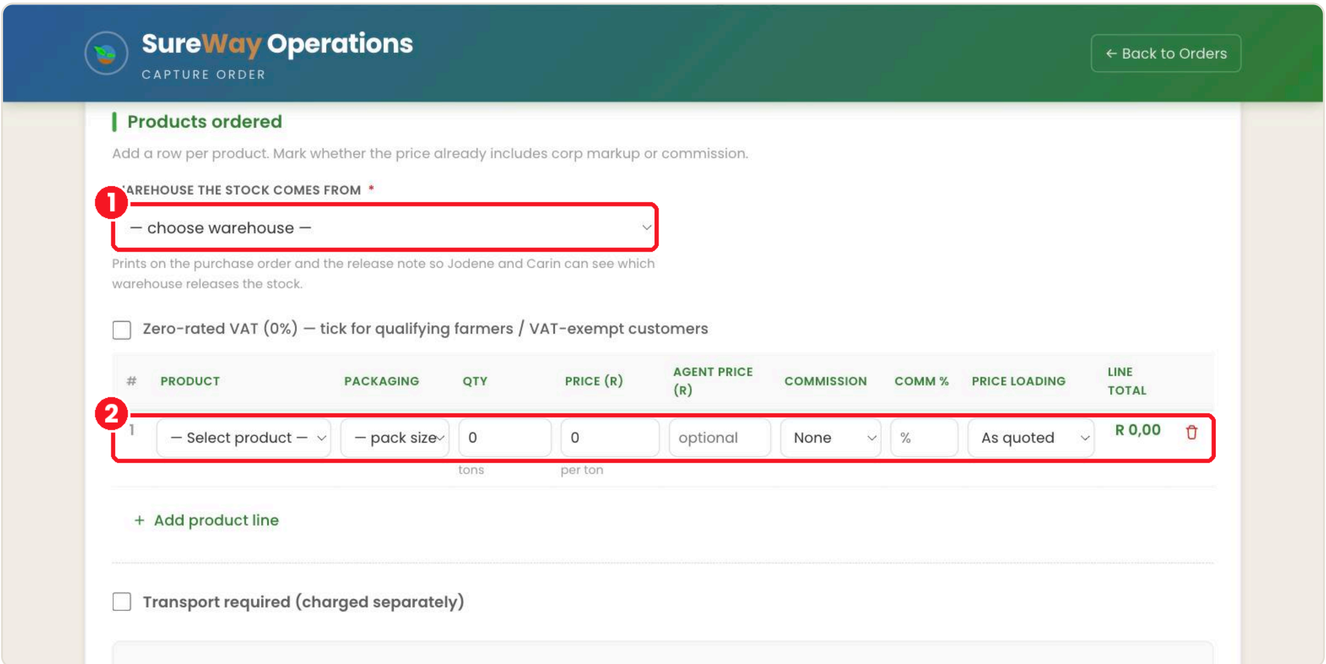
- Open **revivalcrop.co.za/app**, sign in, and tap **Capture an order** on your home screen.
- Under **Auto-fill from your registered farmers** pick the farmer — the farm details fill in. Check the farm name, town and cell number.
- Choose the **warehouse the stock comes from** (required). Add one line 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.



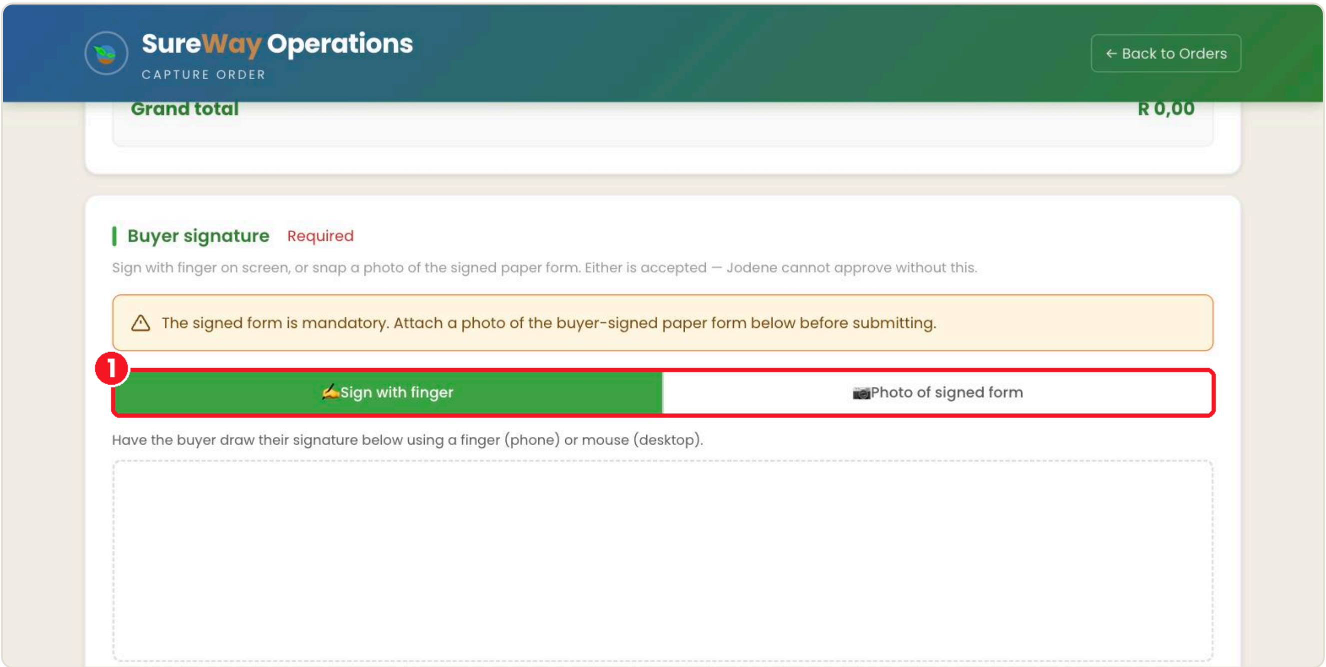
① Home → **Capture an order**



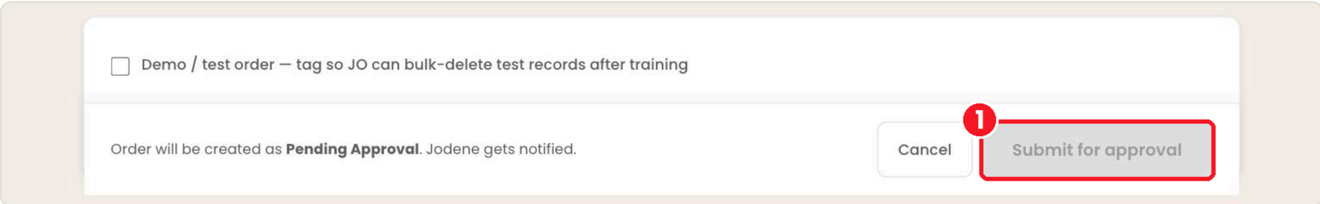
① Pick your farmer — details auto-fill



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



① Sign with finger, or photo of the signed form

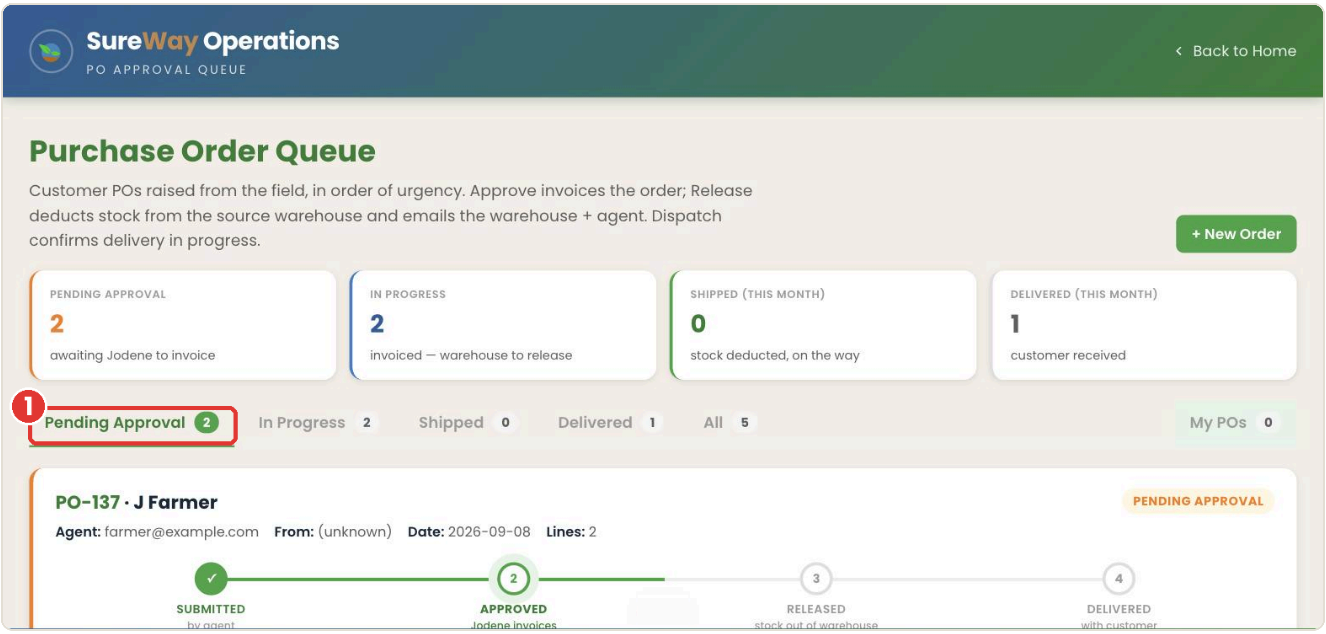


① **Submit for approval** — the PO now exists in the app

2 Send the PO to Jacs at Damara

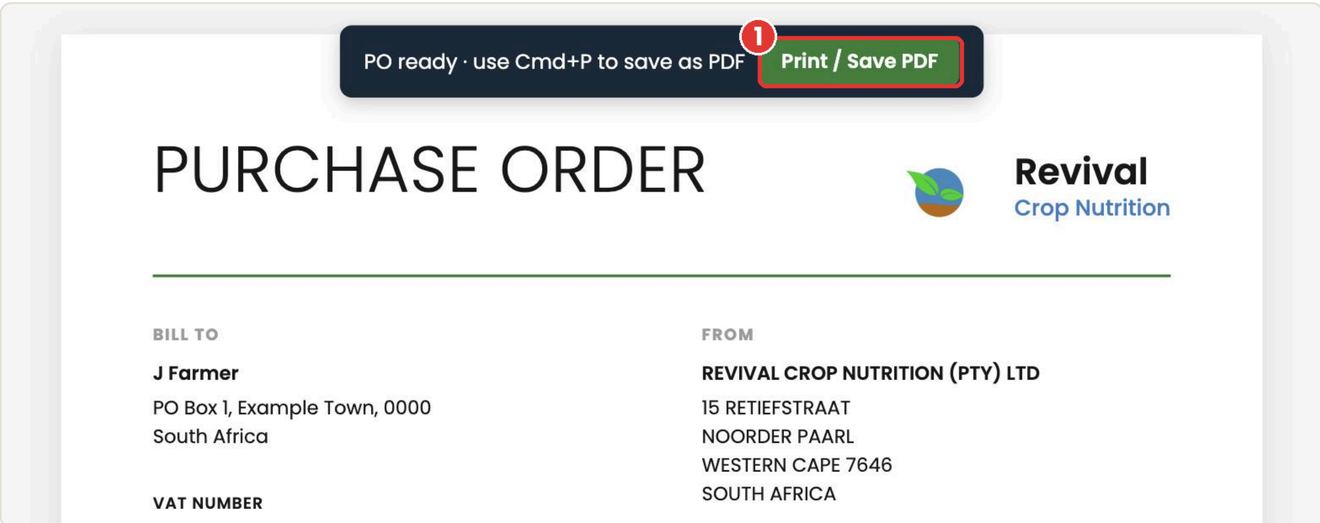
JO (ORDER DESK)

- 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.



① **Pending Approval** — POs waiting for Jo

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



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

3 Issue the Damara invoice to Revival

JACS (DAMARA)

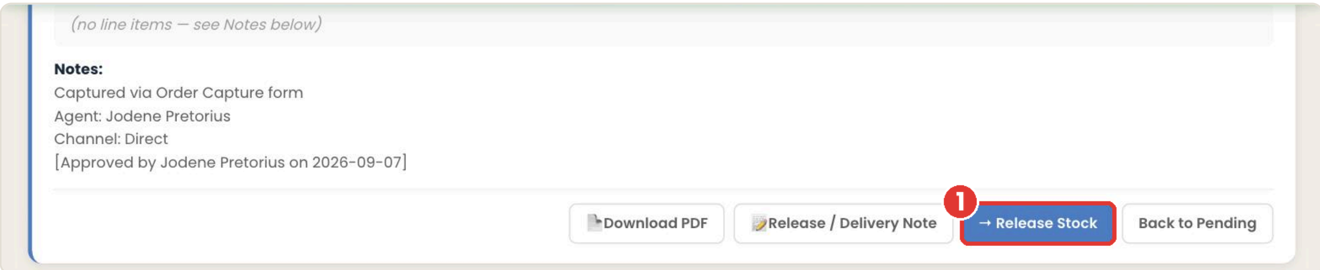
- Raise the Damara invoice to Revival Crop Nutrition in Damara's invoicing system, as always. Keep the invoice number — it goes on the release note.
- Back in the app: **PO Queue** → the PO → **✓ Approve & Invoice**. The PO moves to *Approved* and the agent is emailed that it has been invoiced.

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

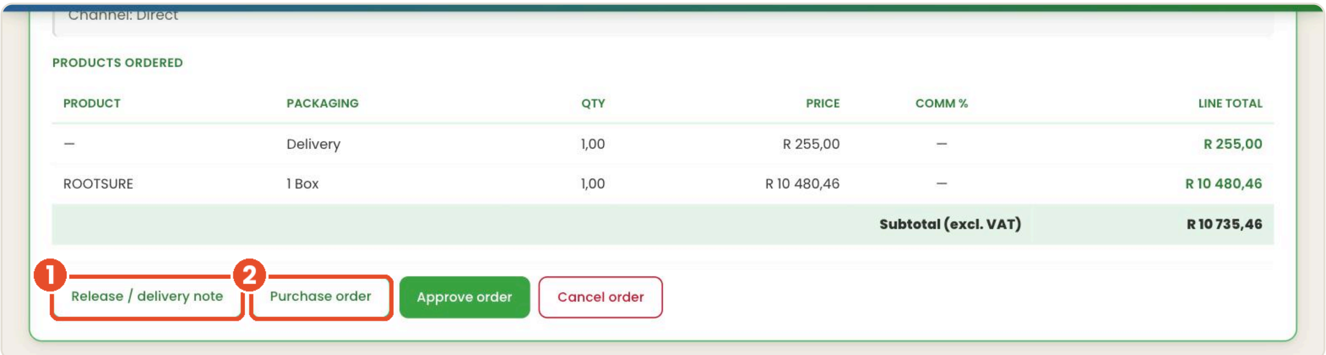
4 Process the release note to the agent

JACS (DAMARA)

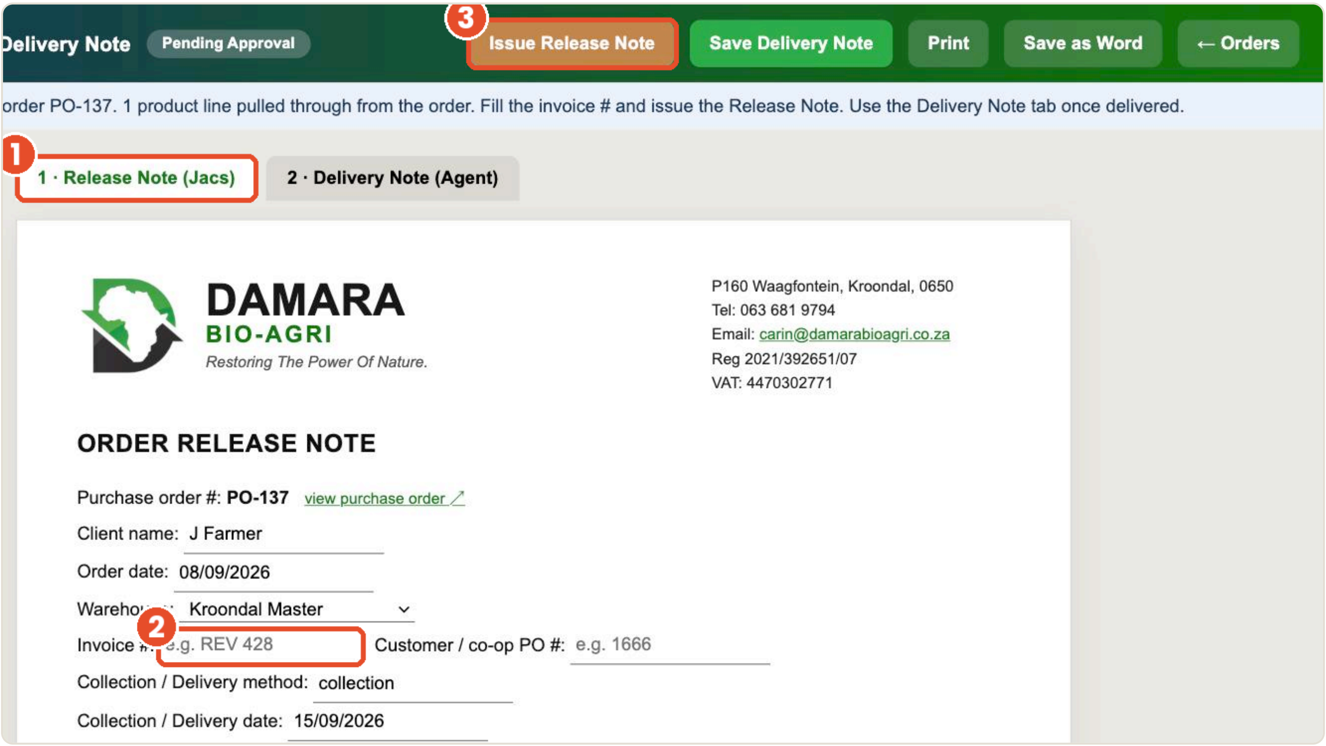
- **PO Queue** → tab **In Progress** → → **Release Stock**. This takes the products off that warehouse's stock and emails the warehouse and the agent.
- Open the release note: **Orders** → the order → **Release / delivery note** (also on the PO card). Stay on tab **1 · Release Note (Jacs)**.
- Fill in 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*.



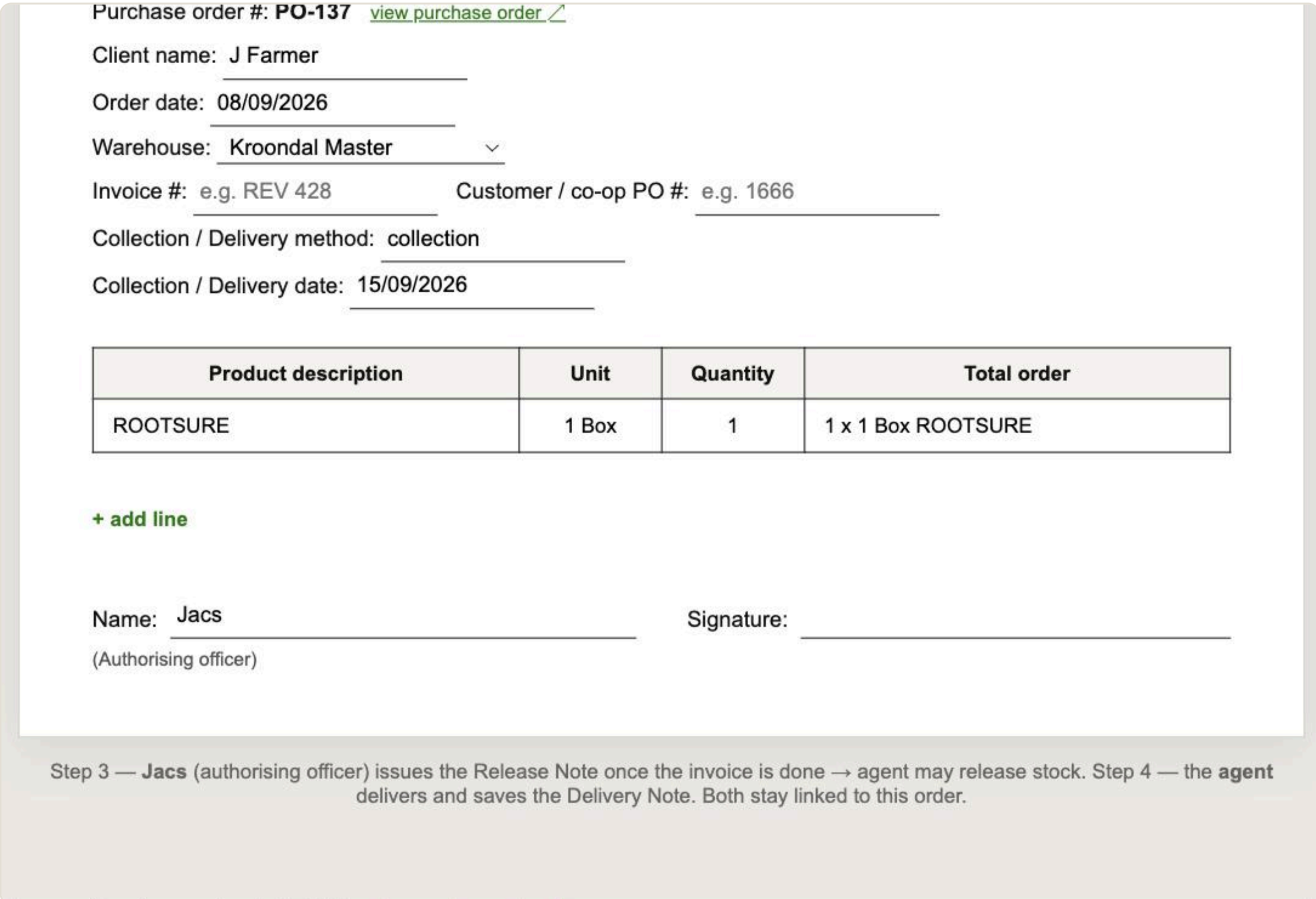
① **Release Stock** — stock comes off the warehouse



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



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)

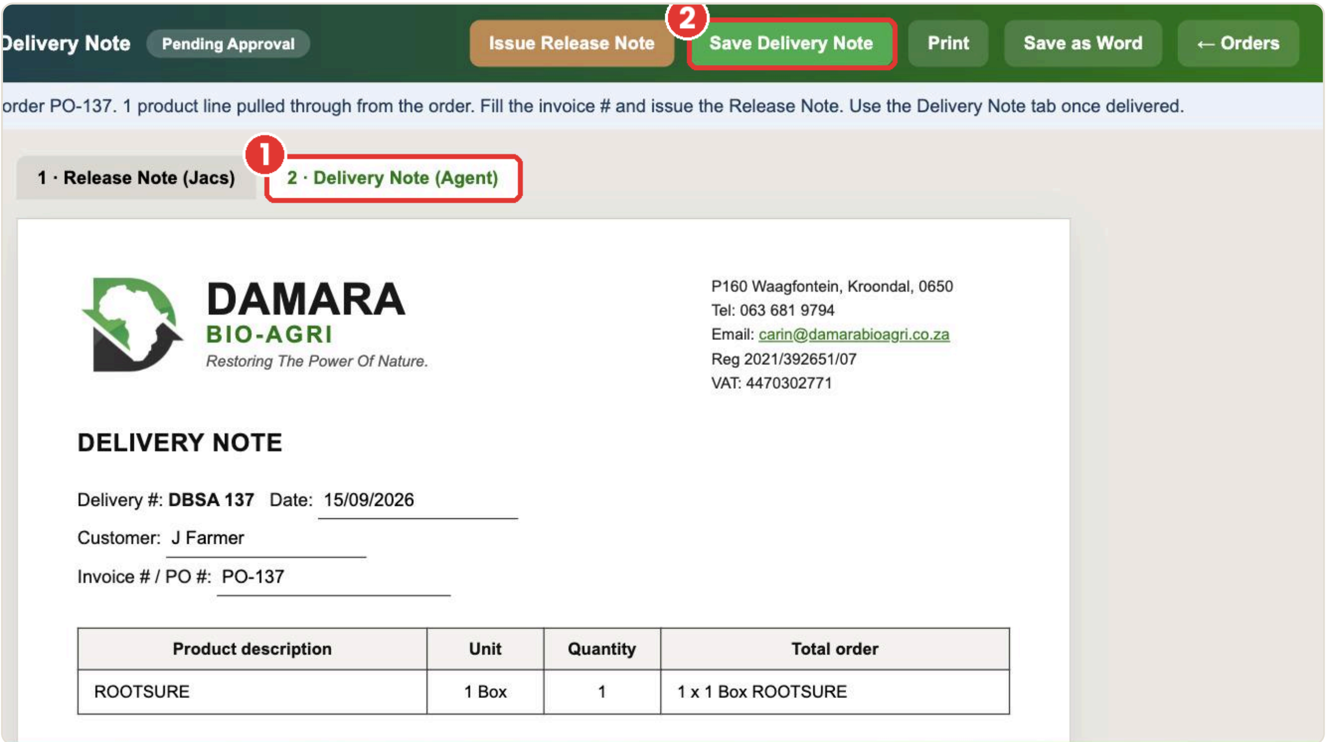
Step 3 — **Jacs** (authorising officer) issues the Release Note once the invoice is done → agent may release stock. Step 4 — the **agent** delivers and saves the Delivery Note. Both stay linked to this order.

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

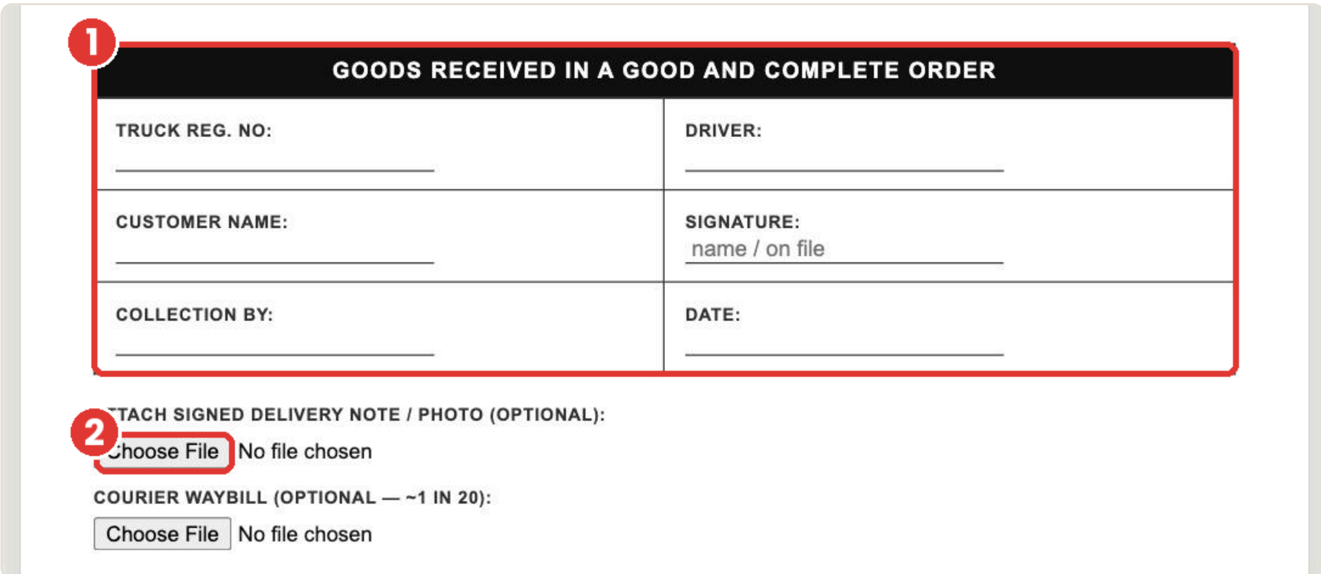
5 Process the delivery note

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.



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



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.