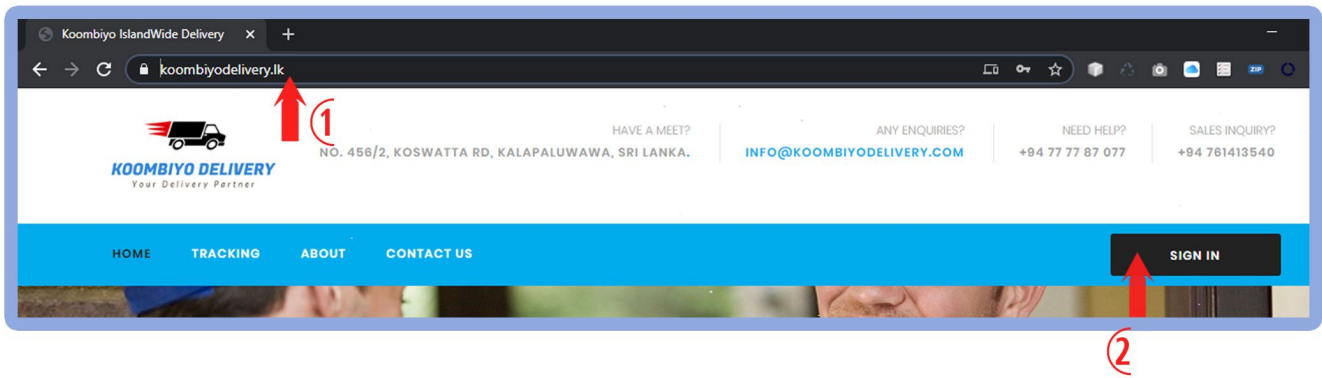




Add order GUIDELINE



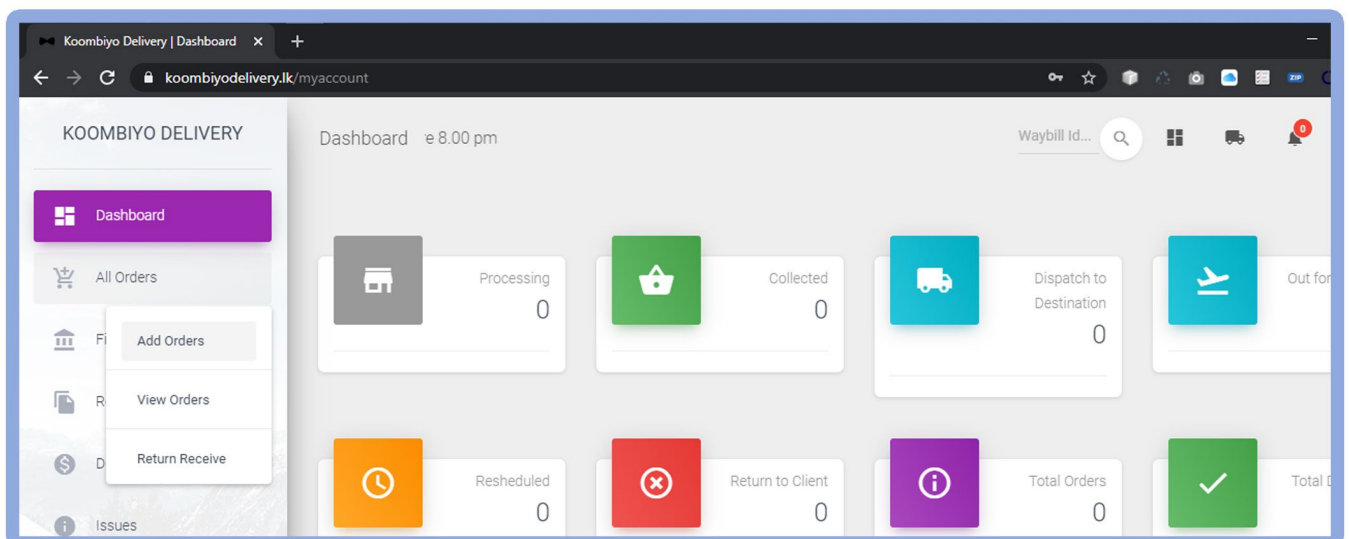
1. Go to URL koombiyodelivery.lk and Click signup



2. if you already sign up with go to sign in and enter username and password. if not please sign up

The screenshot displays the 'SIGN IN' and 'SIGN UP' sections of the website. The 'SIGN IN' section has fields for 'USERNAME' and 'PASSWORD', both with red error messages 'Username is Required' and 'Password is Required' respectively. Below these fields is a blue 'SIGN IN' button and a link for 'Forgot Password?'. The 'SIGN UP' section has a radio button for 'ACCOUNT TYPE' with options 'Personal' and 'Business'. It also has fields for 'NAME', 'ADDRESS', and 'LOCATION' (with dropdowns for 'DISTRICT' and 'CITY').

3. When successfully sign in your in dashbord. then click All ordes -> Add orders



4. Add Order

Add New Order

Enter your Order Details

Waybill Id 123456789 8 Numbers Required	Order No 1234	Customer Name Customer Name
Delivery Address Delivery Address	Phone No 0771234567	Order Description camrea
District Colombo	City Colombo 10 (Panchik...)	COD 5000.00
Note Add note		

SAVE ORDER

1. Waybill ID →



2. Order No- required

3. Customer Name-

4. Delivery Address-

5. Phone No-

6. Order Description-

7.8. District City- if city not in list use Colombo and akarawita

9. COD Amount- only use numbers(don't users,/=)

10. Note-

5. Packge Details

Koombiyo Delivery
Your Delivery partner
Address : No. 115/D, Thalangama, Koswatta. Tel : 077 77 87 077

From : **Koombiyo Delivery**
Contact Number : **[Redacted]**
Issued Date : **2020/03/14**
To : **[Redacted]**
Address : **[Redacted]**
Phone No : **[Redacted]**

PROOF OF DELIVERY

COD AMOUNT : **[Redacted]**
Order No : **[Redacted]**
Weight : **[Redacted]**
Name : **[Redacted]**
Address : **[Redacted]**
NIC Number : **[Redacted]**
Date : **[Redacted]**
Signature : **[Redacted]**
Delivered : ☐ Yes ☐ No

Customer Details (indicated by a red arrow pointing to the 'To' section)
Sender Details (indicated by a blue arrow pointing to the 'From' section)
COD amount must be included (indicated by a green arrow pointing to the 'COD AMOUNT' field)

PROOF OF DELIVERY
Koombiyo Delivery
10549484
COD AMOUNT : **[Redacted]**
Order No : **[Redacted]**
Weight : **[Redacted]**
Name : **[Redacted]**



Paste the barcode stiker all waybill copy and packge