

INDEX

User Manual

- Login
- Select Budget
- View Catalog
- Add to Favorite
- Add to Cart
- Confirm Purchase
- Check Status
- Cancel Order
- Not Approved Order
- Download Report
- Forget Password
- Change Password
- Export Product (TOYOTA ADMIN)

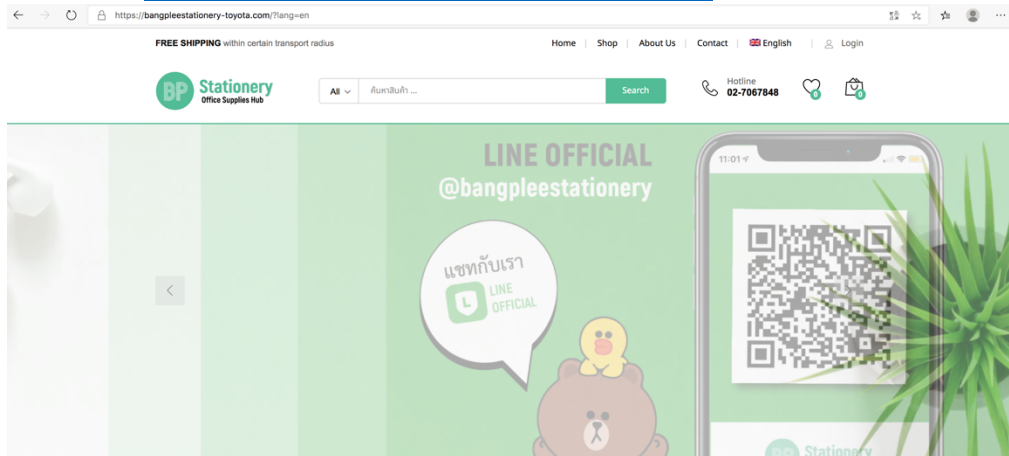
Approver Manual

- Login
- View Order Detail
- Approving – Approved
- Approving – Not Approved
- Download Report

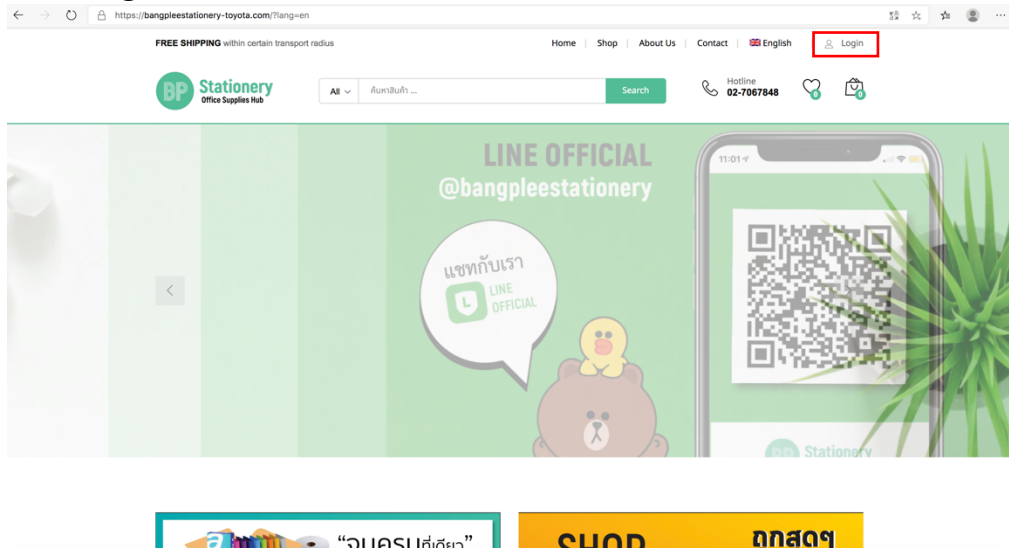
User Manual

1. Login

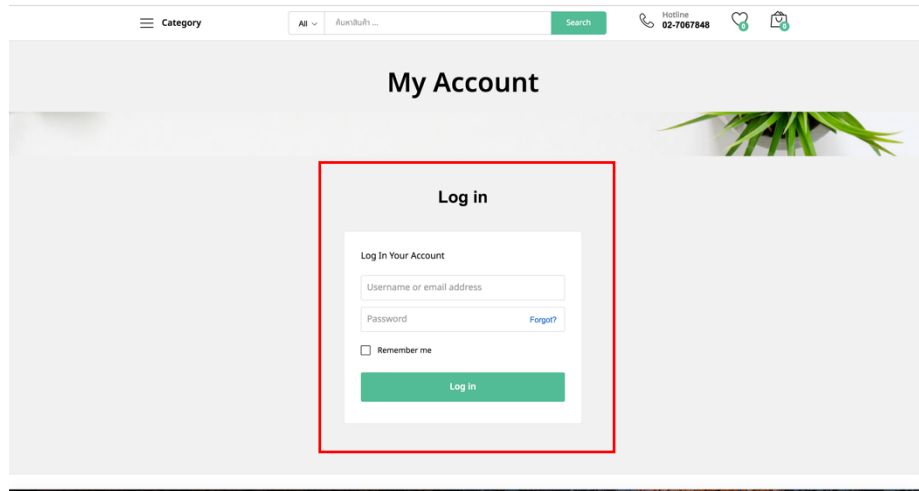
- Go to → www.bangpleestationery-toyota.com



- Click Login



- Put Username & Password



2. Select Budget

- Select [Budget] – Dropdown key will show the budget type you may choose

A screenshot of the 'ACCOUNT DETAILS' page in a web application. On the left, there is a sidebar menu with options: DASHBOARD, ORDERS, ADDRESSES, ACCOUNT DETAILS (highlighted in green), and LOGOUT. The main content area shows the user's profile information for 'TDEM Normal'. The 'Budget' dropdown menu is highlighted with a red border and shows 'Department Budget' as the selected option. Below it, there are input fields for 'Department' (with a placeholder '-Select Department-'), 'First name *' (with 'TDEM'), 'Last name *' (with 'Normal'), and 'Display name *' (with 'TDEM Normal'). A note below the display name field states: 'This will be how your name will be displayed in the account section and in reviews'. The 'Email address *' field contains 'tdem-normal@bangpleestationery-toyota.com'. A green 'Save changes' button is at the bottom.

- Select [Department] Dropdown key will show the department that you may choose

Hello! TDEM Normal

DASHBOARD
ORDERS
ADDRESSES
ACCOUNT DETAILS
LOGOUT

Budget
Department Budget

Department
-Select Department-

First name *
TDEM

Last name *
Normal

Display name *
TDEM Normal
This will be how your name will be displayed in the account section and in reviews

Email address *
tdem-normal@bangplestationery-toyota.com

Save changes

- Press [Save Change]

Hello! TDEM Normal

DASHBOARD
ORDERS
ADDRESSES
ACCOUNT DETAILS
LOGOUT

Budget
Department Budget

Department
-Select Department-

First name *
TDEM

Last name *
Normal

Display name *
TDEM Normal
This will be how your name will be displayed in the account section and in reviews

Email address *
tdem-normal@bangplestationery-toyota.com

Save changes

3. View Catalog

- To view catalog press [Shop]

The screenshot shows the 'My Account' page. At the top, there is a navigation bar with 'Home', 'Shop' (highlighted with a red box), 'About Us', 'Contact', 'English', and a user profile 'Hi, TDEM Normal'. Below the navigation bar is the BP Stationery logo and a search bar. The main content area features a large banner with the text 'My Account' and a background image of a green plant. Below the banner, there is a user profile section with a 'Hello! TDEM Normal' greeting and a 'Department: LOGISTIC (TDEM)' label. A sidebar on the left contains a menu with 'DASHBOARD', 'ORDERS', 'ADDRESSES', 'ACCOUNT DETAILS', and 'LOGOUT'. To the right of the sidebar, there is a 'Department Budget' section showing a remaining budget of '\$49,975 (Baht)'.

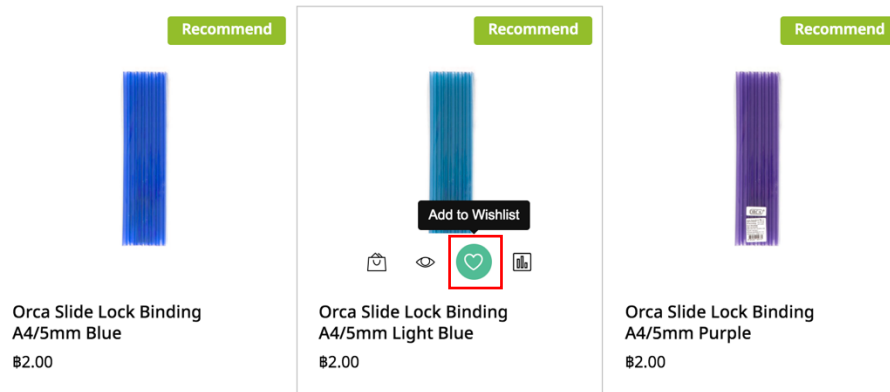
- View Product List & Details

The screenshot shows the 'View Product List & Details' page. At the top, there is a navigation bar with 'Home', 'Shop', 'About Us', 'Contact', 'English', and a user profile 'Hi, TDEM Normal'. Below the navigation bar is the BP Stationery logo and a search bar. The main content area features a product list. On the left, there is a 'PRODUCT CATEGORY' filter and a 'PRICE' filter with a slider ranging from '฿0' to '฿1,500'. The product list shows '458 Products found' and is sorted by 'price: low to high'. Three products are displayed, each with a 'Recommend' button and a price of '฿2.00':

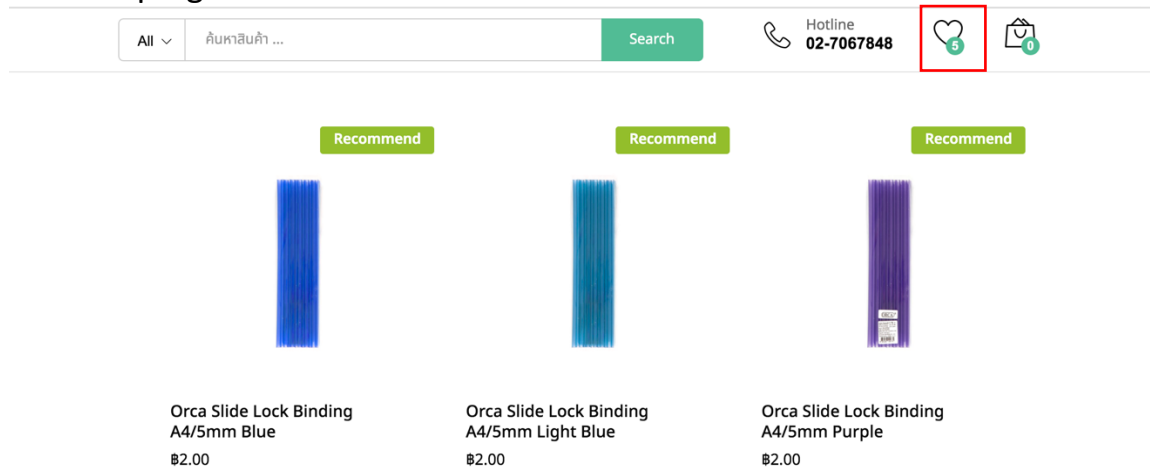
- Orca Slide Lock Binding A4/5mm White
- Orca Slide Lock Binding A4/5mm Green
- Orca Slide Lock Binding A4/5mm Red

4. Add to Favorite

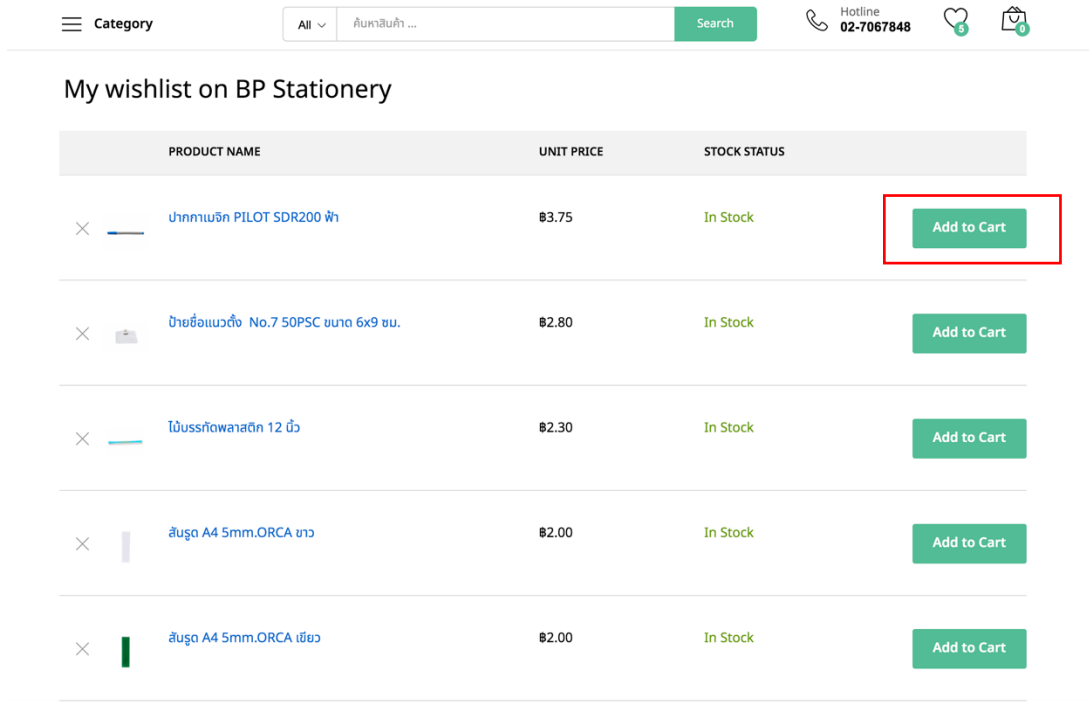
- To add product in favorite list simply press [heart] to that product



- To view your favorite product list press [heart] locate next to the cart on top right corner of the screen

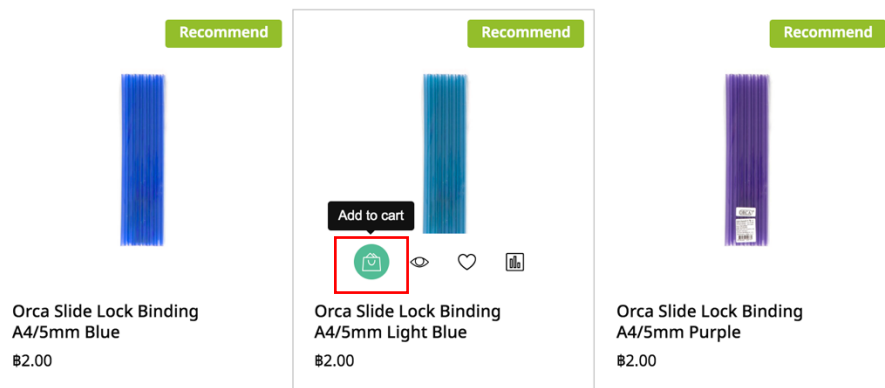


- Once enter favorite list you can add product to cart immediately

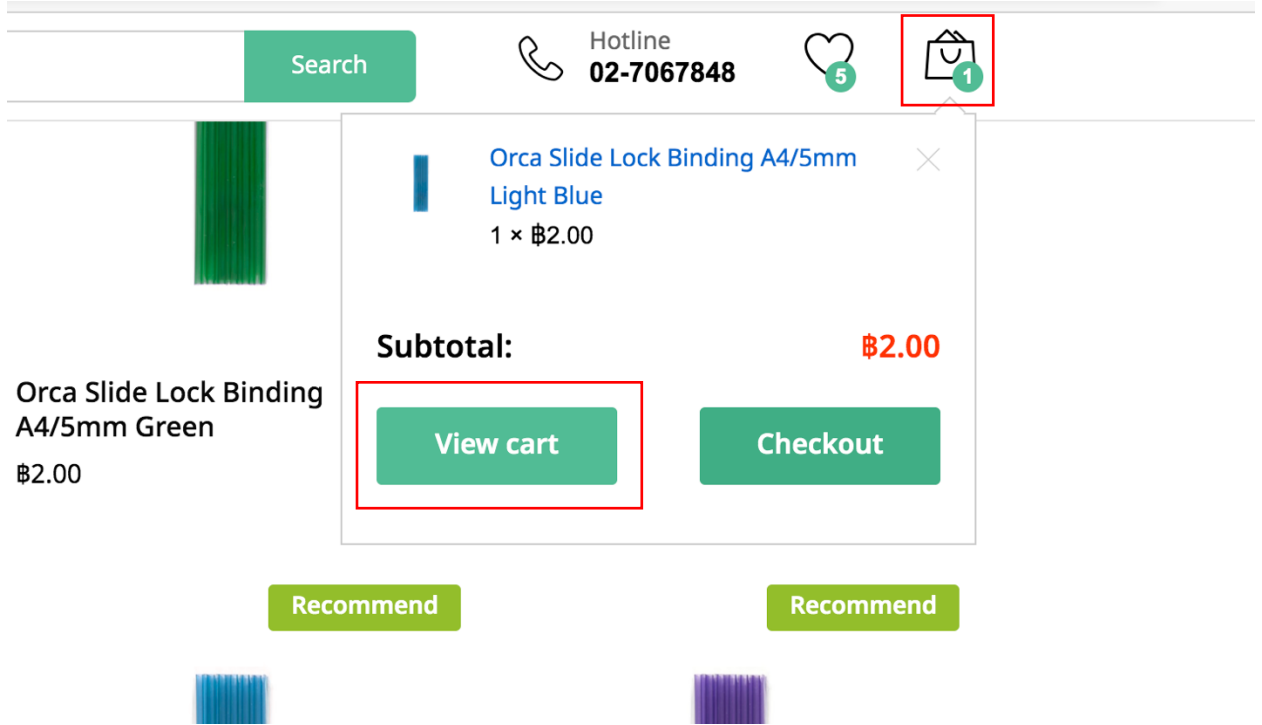


5. Add to Cart

- From product catalog screen you can add product to cart by pressing [cart] icon on each product

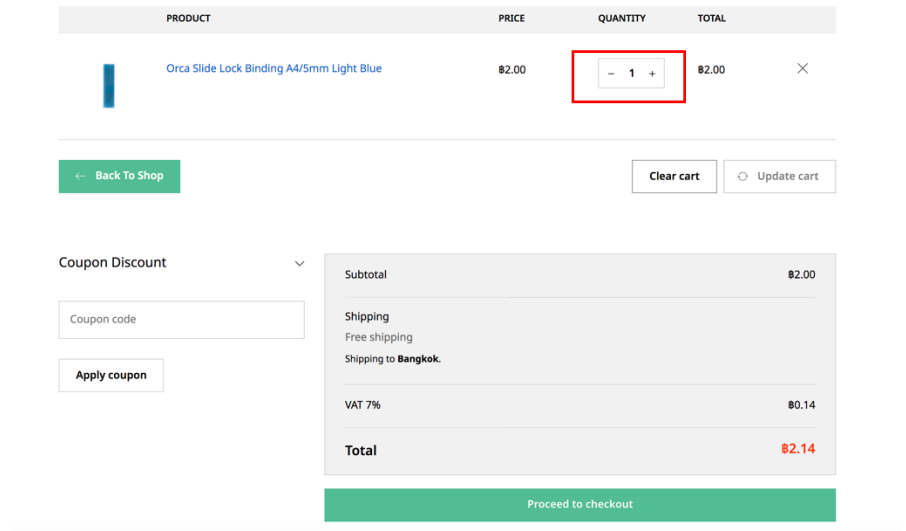


- To view cart simply click on the [cart] icon or [view cart]




- Modify Cart

1. Change amount by typing down number



2. Go back to shop more by pressing [Back To Shop]

PRODUCT	PRICE	QUANTITY	TOTAL
 Orca Slide Lock Binding A4/5mm Light Blue	฿2.00	- 1 +	฿2.00


[← Back To Shop](#) [Clear cart](#) [Update cart](#)

Coupon Discount [Apply coupon](#)

Subtotal	฿2.00
Shipping	Free shipping
Shipping to Bangkok.	
VAT 7%	฿0.14
Total	฿2.14

[Proceed to checkout](#)

3. Checkout by pressing [Proceed to Checkout]

PRODUCT	PRICE	QUANTITY	TOTAL
 Orca Slide Lock Binding A4/5mm Light Blue	฿2.00	- 1 +	฿2.00

[← Back To Shop](#) [Clear cart](#) [Update cart](#)

Coupon Discount [Apply coupon](#)

Subtotal	฿2.00
Shipping	Free shipping
Shipping to Bangkok.	
VAT 7%	฿0.14
Total	฿2.14

[Proceed to checkout](#)

6. Confirm Purchase

- Confirm Billing Address

Billing details

First name *

Test Common

Last name *

TDEM Normal

Company name (optional)

Country *

Thailand

Street address *

address

Apartment, suite, unit etc. (optional)

Town / City *

test

State / County *

Bangkok

- Add Receiver Details
 - i. Name
 - ii. Phone Number

Receiver details

First name *

Test Common

Last name *

TDEM Normal

Phone *

0812345678

- Select Address of shipping from dropdown

uSgn *

TDEM

Plant TDEM (optional)

✓ Select Plant

Head Office | HO Building
AP-GPC Branch 00004
AP-STC Branch 00010
TPCAP Branch 00013

- Add any other Order Note if any

Order notes (optional)

Notes about your order, e.g. special notes for delivery.

- Click on the box “I have read...”

Your order

PRODUCT	SUBTOTAL
Orca Slide Lock Blinding A4/5mm Light Blue × 1	฿2.00
Subtotal	฿2.00
Shipping	
Free shipping	
VAT 7%	฿0.14
Total	฿2.14
<input checked="" type="radio"/> Payment By Budget Department Budget	
<div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p style="font-size: 24px; color: #2e7d32; margin: 0;">฿49,975.00</p> <p style="font-size: 12px; color: #546e7a; margin: 0;">Remaining Budget (Baht)</p> </div>	

I have read and agree to the website [terms and conditions*](#)

Place order

- Press [Place Order]

Your order

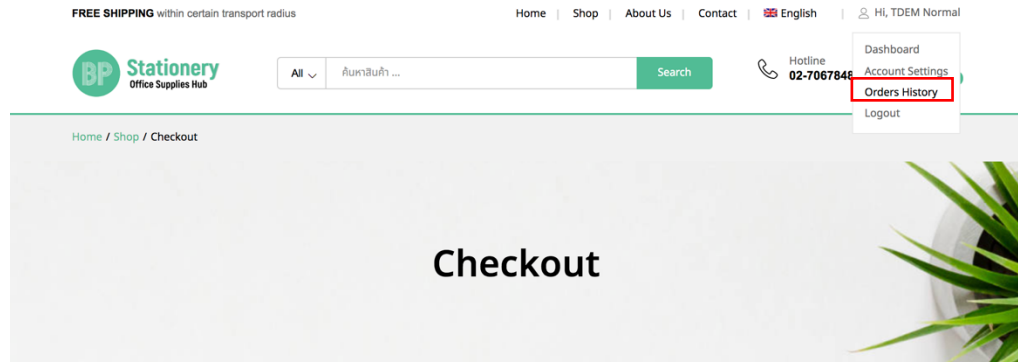
PRODUCT	SUBTOTAL
Orca Slide Lock Blinding A4/5mm Light Blue × 1	฿2.00
Subtotal	฿2.00
Shipping	
Free shipping	
VAT 7%	฿0.14
Total	฿2.14
<input checked="" type="radio"/> Payment By Budget Department Budget	
<div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p style="font-size: 24px; color: #2e7d32; margin: 0;">฿49,975.00</p> <p style="font-size: 12px; color: #546e7a; margin: 0;">Remaining Budget (Baht)</p> </div>	

I have read and agree to the website [terms and conditions*](#)

Place order

7. Check Status


- To check order status, on the top right menu select [Order History]



Thank you. Your order has been received.

ORDER NUMBER: 19525 DATE: 25 February 2020 EMAIL: tdem-normal@bangpleestationery-toyota.com TOTAL: ฿2.14 PAYMENT METHOD: Payment By Budget

- In this page you can see all the order and status of each order



Hi,
TDEM Normal

Department: **LOGISTIC (TDEM)**

DASHBOARD

ORDERS

ADDRESSES

ACCOUNT DETAILS

LOGOUT

Department Budget

฿49,973

Remaining Budget (Baht)

ORDER	DATE	STATUS	TOTAL	ACTIONS
#19525	25 February 2020	ສອບຖ້ວນ Level 1	฿2.14 for 1 Item	View Cancel
#19507	25 February 2020	ໄດ້ຮັບຖ້ວນ	฿17,178.00 for 7 Items	View Cancel
#19443	24 February 2020	ສອບຖ້ວນ Level 1	฿3.75 for 1 Item	View Cancel

- To view order details press [View]

Hello!
 TDEM Normal

Department: **LOGISTIC (TDEM)**

DASHBOARD
ORDERS
 ADDRESSES
 ACCOUNT DETAILS
 LOGOUT

Department Budget

฿49,973
Remaining Budget (Baht)

ORDER	DATE	STATUS	TOTAL	ACTIONS
#19525	25 February 2020	ສາຍຸດ Level 1	฿2.14 for 1 Item	View Cancel
#19507	25 February 2020	ໄລຸ່ດ	฿17.17 ฿0.00 for 7 Items	View Cancel
#19443	24 February 2020	ສາຍຸດ Level 1	฿3.75 for 1 Item	View Cancel

8. Cancel Order

- The order can only be canceling before the approver approved or disapproved, once further in the process all order is not allow to cancel. (To cancel simply press [cancel])

Hello!
 TDEM Normal

Department: **LOGISTIC (TDEM)**

DASHBOARD
ORDERS
 ADDRESSES
 ACCOUNT DETAILS
 LOGOUT

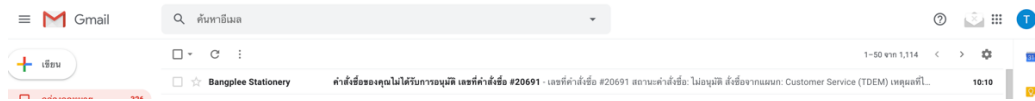
Department Budget

฿49,973
Remaining Budget (Baht)

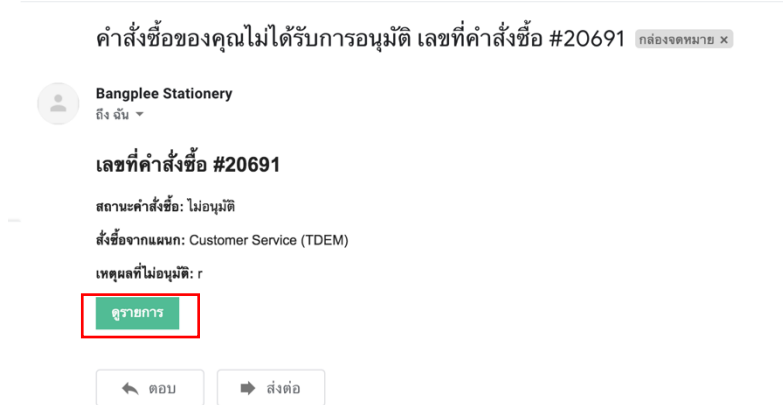
ORDER	DATE	STATUS	TOTAL	ACTIONS
#19525	25 February 2020	ສາຍຸດ Level 1	฿2.14 for 1 Item	View Cancel
#19507	25 February 2020	ໄລຸ່ດ	฿17.17 ฿0.00 for 7 Items	View Cancel
#19443	24 February 2020	ສາຍຸດ Level 1	฿3.75 for 1 Item	View Cancel

9. Not Approved Order

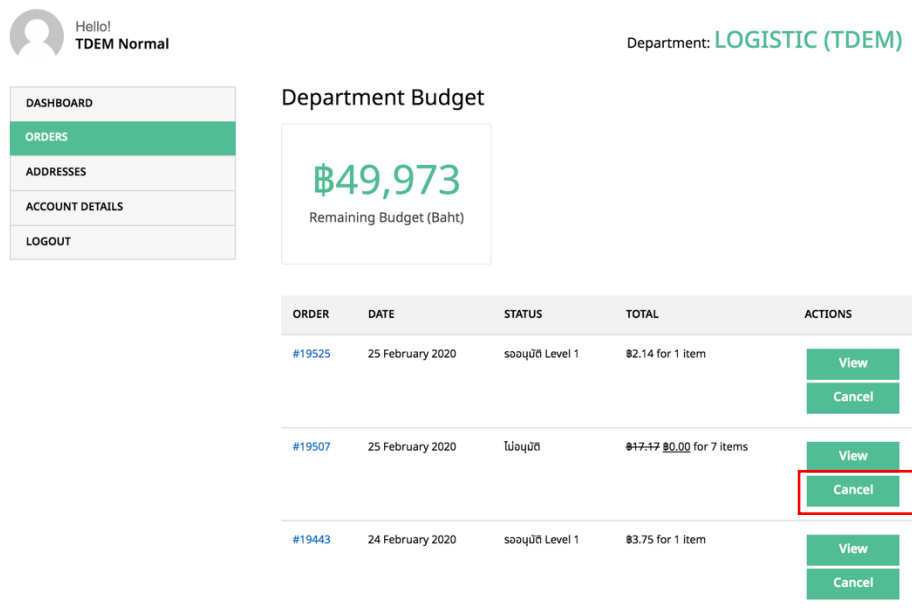
- When order isn't approved by the approver email will be sent to user



- Click on to the Not approved order to see order details and the reason of not approving written by the approver.




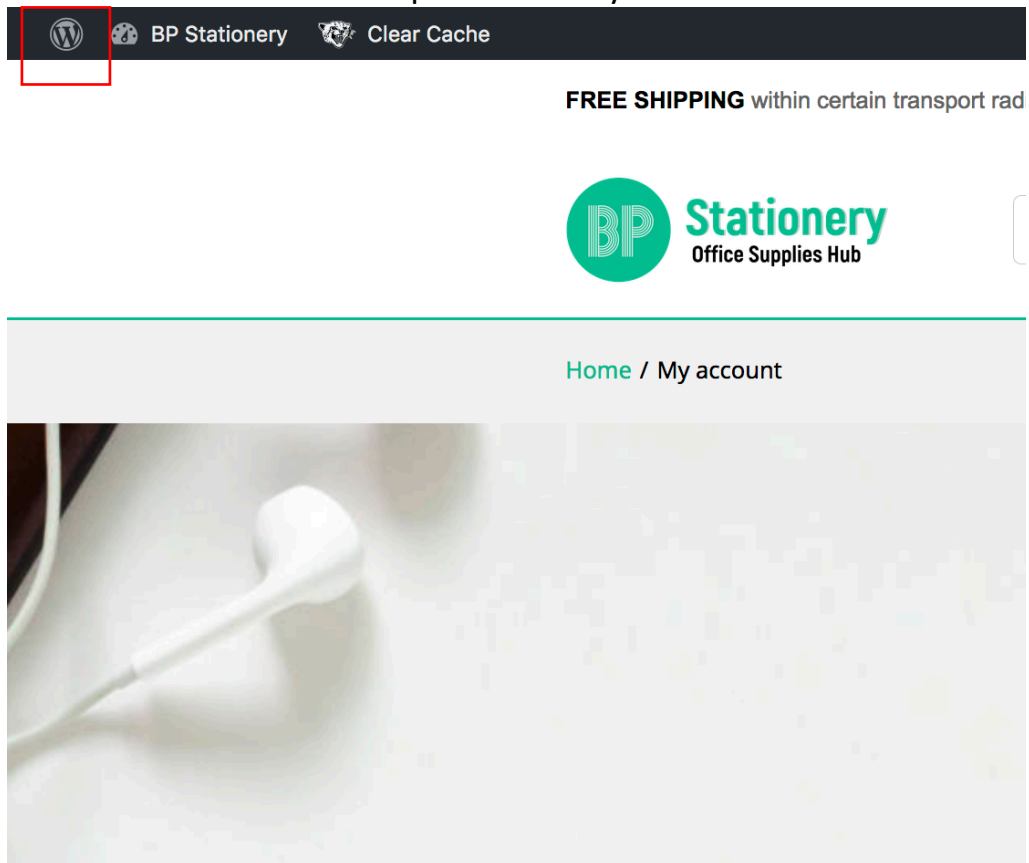
- To cancel the order simply press [cancel] button

A screenshot of a web dashboard for 'LOGISTIC (TDEM)'. The top left shows 'Hello! TDEM Normal' and a navigation menu with 'ORDERS' selected. The top right shows 'Department: LOGISTIC (TDEM)'. The main content area is titled 'Department Budget' and shows a remaining budget of '฿49,973'. Below this is a table of orders with columns for 'ORDER', 'DATE', 'STATUS', 'TOTAL', and 'ACTIONS'. The table contains three rows of orders. The 'Cancel' button for the second order (ID #19507) is highlighted with a red rectangular box.

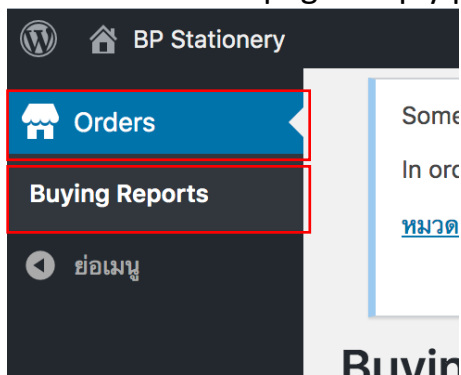
ORDER	DATE	STATUS	TOTAL	ACTIONS
#19525	25 February 2020	สองมิติ Level 1	฿2.14 for 1 item	View Cancel
#19507	25 February 2020	ไม่อนุมัติ	฿17,178.00 for 7 items	View Cancel
#19443	24 February 2020	สองมิติ Level 1	฿3.75 for 1 item	View Cancel

10. Download Report

- Press  button on top left side of your browser



- Once access this page simply press [Order] then [Buying Report]



- To set filter press dropdown key or department, month, and year then press [view order]

Buying Reports

Download Report

1 2

- แผนกทั้งหมด - Start Date 2020-03-04 ดูรายงาน

ลำดับ	ยอด	รายการสินค้า	หน่วย	จำนวน	ราคาต่อหน่วย (บาท)	จำนวนเงิน (บาท)	RO No.	Cost Center
1	13.50	เชือกผูกพัสดูลีซาว	-	1	13.50	13.50	20660	Customer Service (TDEM)

- To export report as excel press [download]

Buying Reports

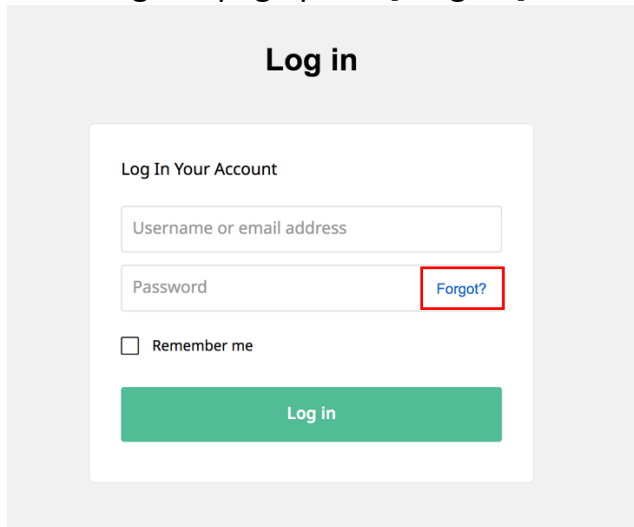
Download Report

- แผนกทั้งหมด - Start Date 2020-03-04 ดูรายงาน

ลำดับ	ยอด	รายการสินค้า	หน่วย	จำนวน	ราคาต่อหน่วย (บาท)	จำนวนเงิน (บาท)	RO No.	Cost Center
1	13.50	เชือกผูกพัสดูลีซาว	-	1	13.50	13.50	20660	Customer Service (TDEM)

11. Forget Password

- At the sign-in page press [Forgot?]



Log in

Log In Your Account

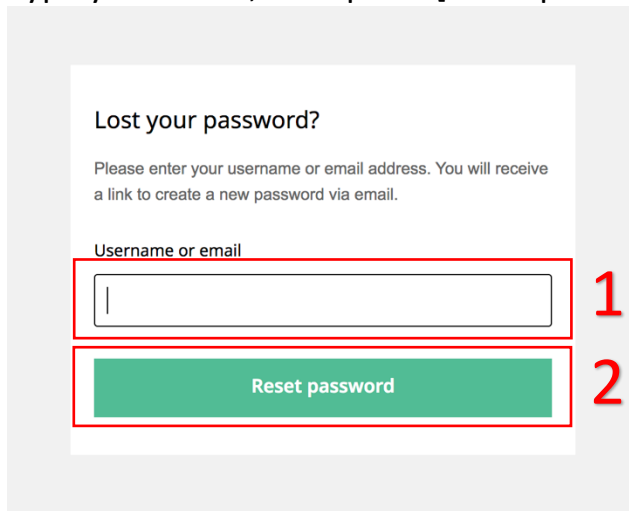
Username or email address

Password [Forgot?](#)

Remember me

Log in

- Type your email, then press [Reset password]



Lost your password?

Please enter your username or email address. You will receive a link to create a new password via email.

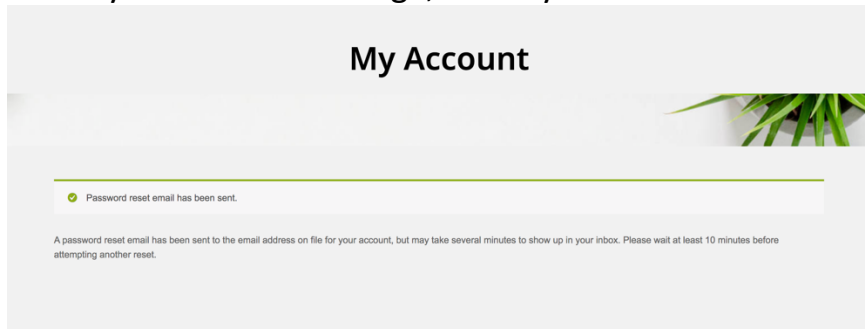
Username or email

1

Reset password

2

- When you see this message, check your email

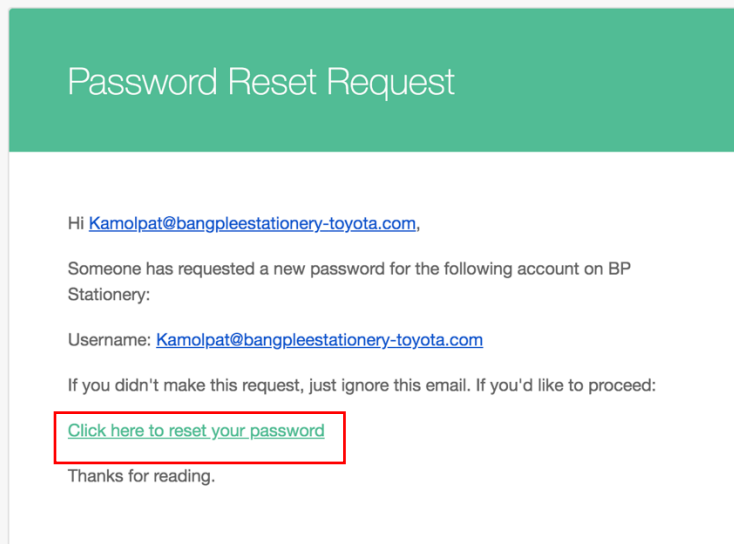
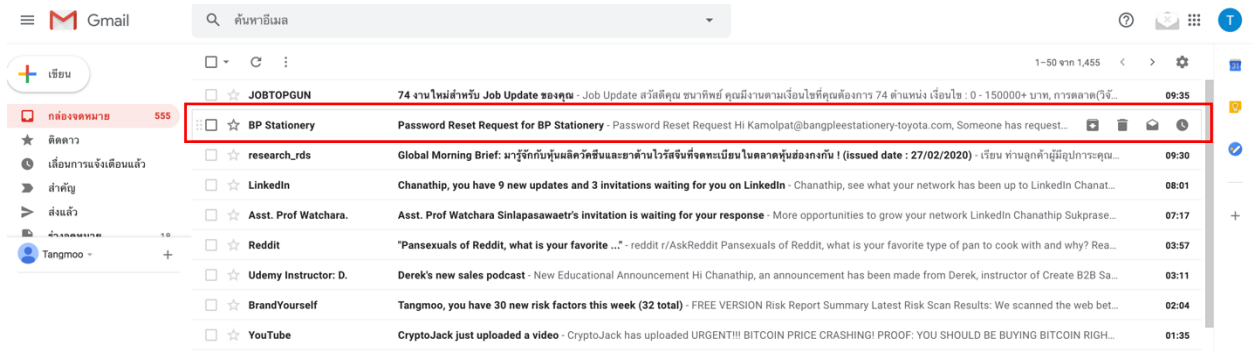


My Account

Password reset email has been sent.

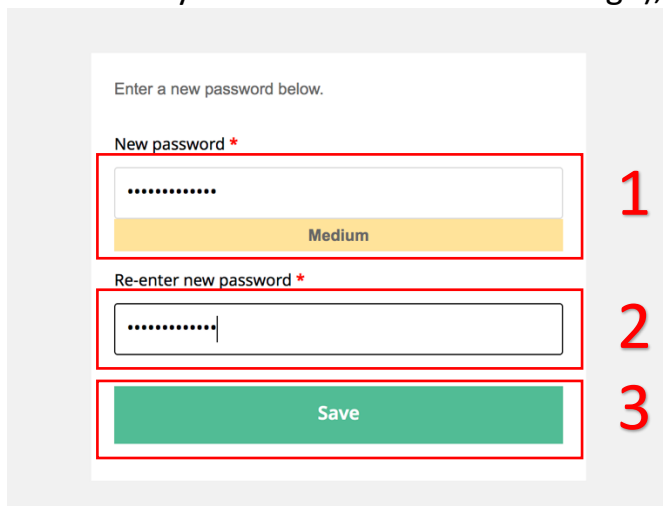
A password reset email has been sent to the email address on file for your account, but may take several minutes to show up in your inbox. Please wait at least 10 minutes before attempting another reset.

- Click onto the email & click at the link “Click here to reset your password”

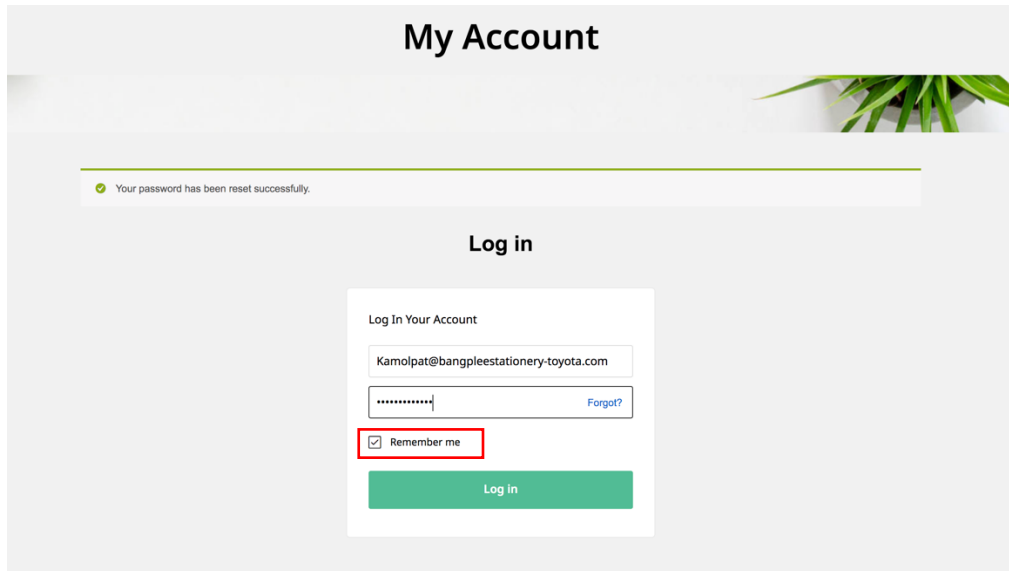


© 2019 BP Stationery . All Rights Reserved

- Add your new password (noted: new password will only be registered if reach safety limit such as Medium or High), then press [Save]

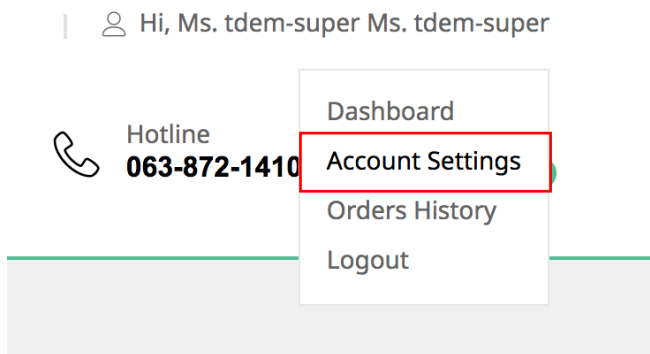


- Sign-In with your new password (Recommend to tick [Remember me])



12. Change Password

- Go to [Account Setting]



- Retype your old password

Password change

Current password (leave blank to leave unchanged)

New password (leave blank to leave unchanged)

Confirm new password

- Type in your new password

Save changes

Password change

Current password (leave blank to leave unchanged)

New password (leave blank to leave unchanged)

Confirm new password

- Press [Save changes]

Save changes


Password change

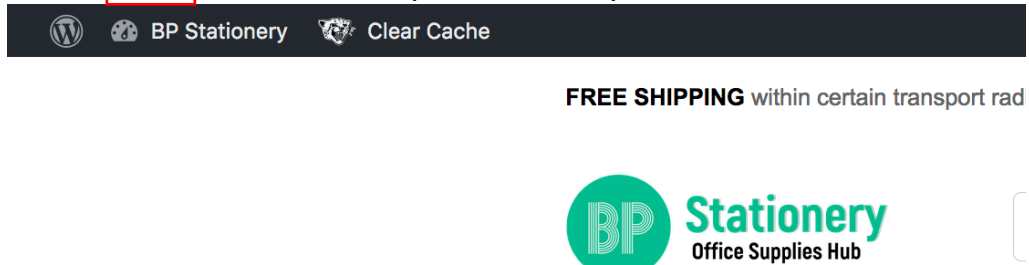
Current password (leave blank to leave unchanged)

New password (leave blank to leave unchanged)

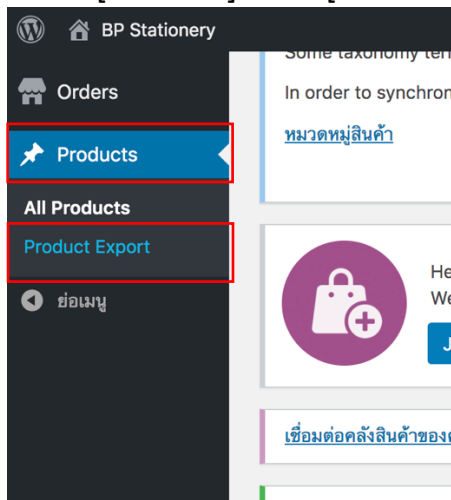
Confirm new password

13. Export Product (TOYOTA ADMIN)

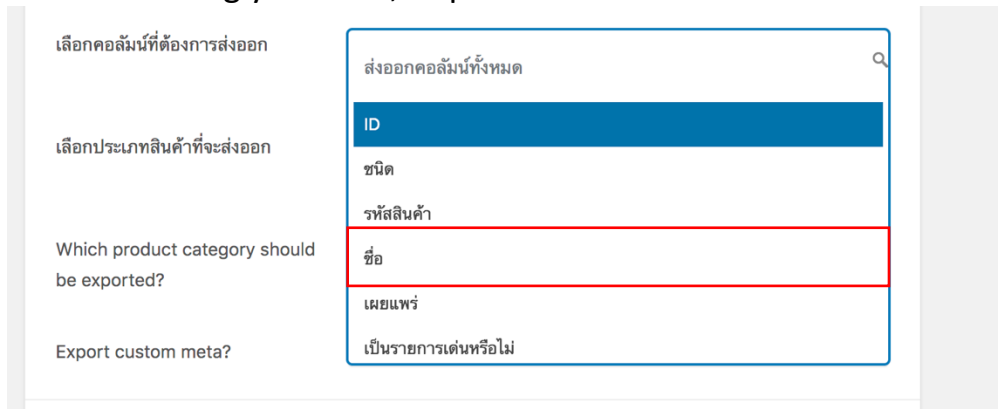
- Press  button on top left side of your browser



- Press [Product] then [Product Export]



- Pick all heading you want, skip the other



- Press the pink button

14. Missing Product

- In case of incomplete PO – User receive incomplete Product and Status of the PO will show “Incomplete Status”
- Once all products is fully delivered as PO status will turn to “Delivered” as usual.

15. Wrong Product

- In case of wrong product or wrong amount – Please Call Bangplee Stationery Sale Directly
 - TDEM & TMT : 02-706-9745 or 02-706-9665
 - STM : 02-706-9733 or 02-706-9754

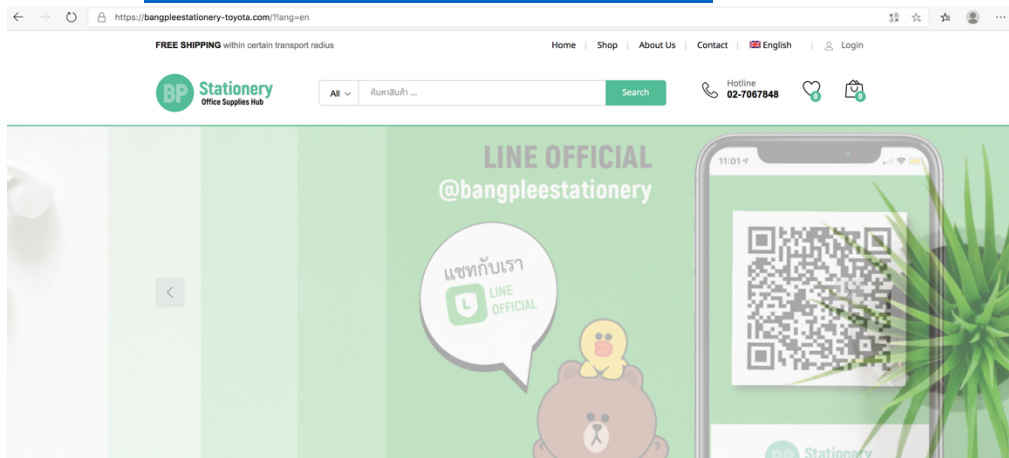
16. Changing Department

- Any Changes in user department please contact for form 02-790-7552 (khun : Tarinee)

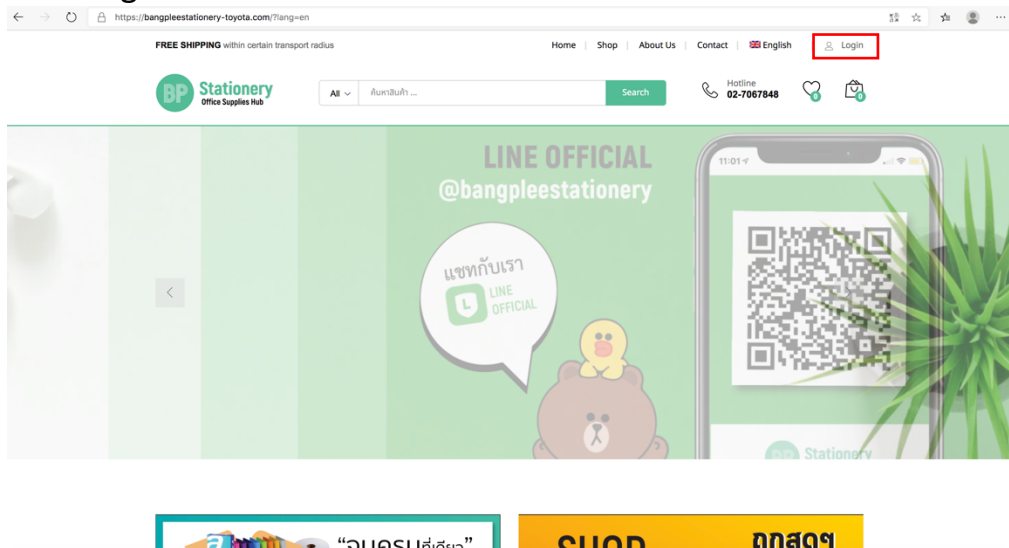
Approver Manual – For Desktop

1. Login

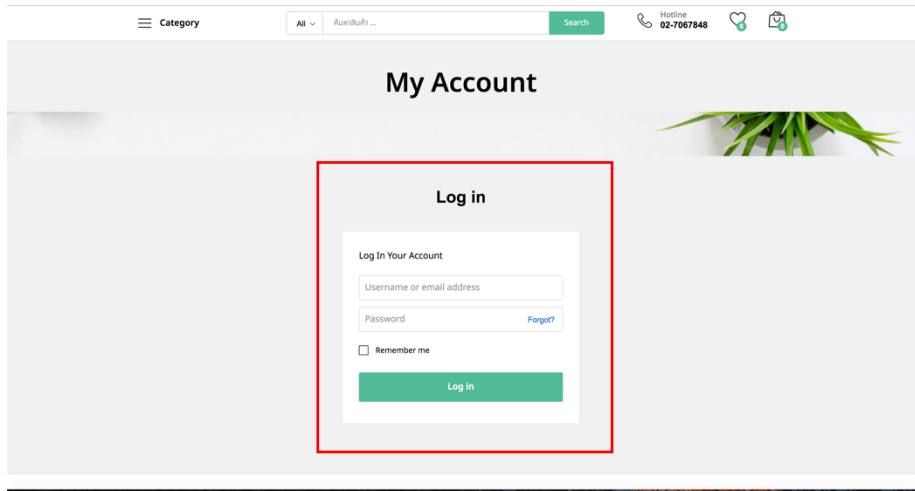
- Go to → www.bangpleestationery-toyota.com



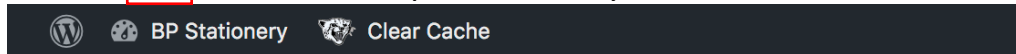
- Click Login



- Put Username & Password



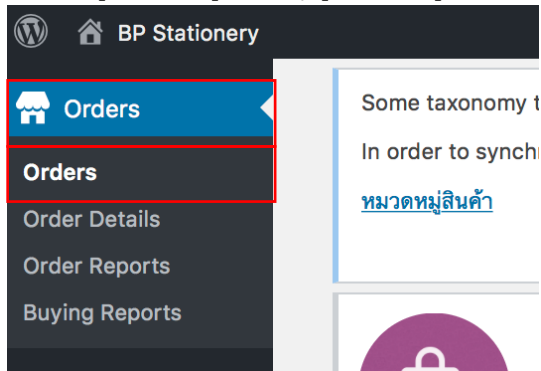
- Press  button on top left side of your browser



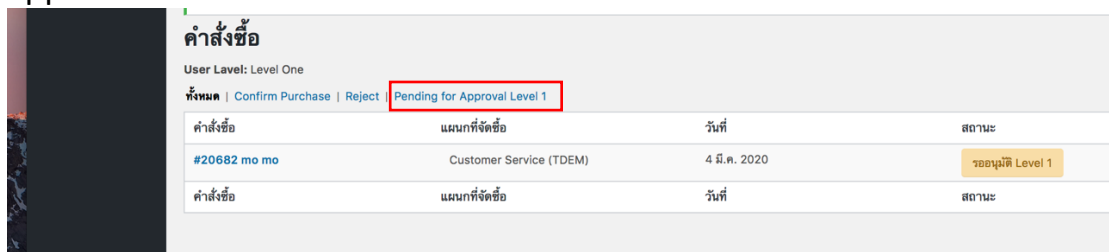
FREE SHIPPING within certain transport rad



- Press [Orders] then, [Orders] to view all order waiting to be approve



- Press [Pending for Approval Level 1] to filters only the one waiting for approval



2. View Order Detail

- Press the Order to view order detail


รายการสั่งซื้อ

คำสั่งซื้อ #20682 รายละเอียด

วันที่สร้าง:
4 มี.ค. 2020

สถานะ: รออนุมัติ Level 1

อนุมัติ

สินค้า	จำนวน	ราคา รวม
 เชือกผูกพันดูซิขาว รหัสสินค้า: 520023	x 1	฿13.5
รวม:		฿14.45

หมายเหตุ จากลูกค้า
ไม่มีหมายเหตุ

3. Approving – Approve

- Press [Update] to approve


รายการสั่งซื้อ

คำสั่งซื้อ #20682 รายละเอียด

วันที่สร้าง:
4 มี.ค. 2020

สถานะ: รออนุมัติ Level 1

อนุมัติ

สินค้า	จำนวน	ราคา รวม
 เชือกผูกพันดูซิขาว รหัสสินค้า: 520023	x 1	฿13.5
รวม:		฿14.45

หมายเหตุ จากลูกค้า
ไม่มีหมายเหตุ

4. Approving – Not Approve

- Change dropdown to “ไม่อนุมัติ” , put your reason in Remark, then press [Update]


รายการสั่งซื้อ

คำสั่งซื้อ #20682 รายละเอียด
วันที่สร้าง:
4 มี.ค. 2020
สถานะ: รออนุมัติ Level 1

ไม่อนุมัติ 1

Remark (เหตุผลที่ไม่อนุมัติ)
2

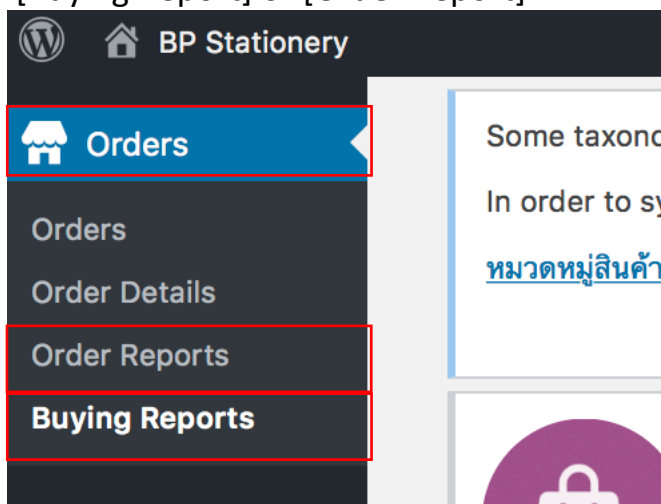
อัปเดต 3

สินค้า	จำนวน	ราคา รวม
 เชือกผูกพัสดุสีขาว รหัสสินค้า: 520023	x 1	฿13.5
รวม:		฿14.45

หมายเหตุ จากลูกค้า
ไม่มีหมายเหตุ

5. Download Report

- To download report simply press [Order] then [Buying Report] or [Order Report]



6. To set filter press dropdown key or department, month, and year then press [view order]

Buying Reports

Download Report

- แผนกทั้งหมด - Start Date 2020-03-04 **ดูรายงาน**

ลำดับ	ยอด	รายการสินค้า	หน่วย	จำนวน	ราคาต่อหน่วย (บาท)	จำนวนเงิน (บาท)	RO No.	Cost Center
1	13.50	เชือกผูกพัสดูลีซ่า	-	1	13.50	13.50	20660	Customer Service (TDEM)

7. To export report as excel press [download]


Buying Reports

Download Report

- แผนกทั้งหมด - Start Date 2020-03-04 **ดูรายงาน**

ลำดับ	ยอด	รายการสินค้า	หน่วย	จำนวน	ราคาต่อหน่วย (บาท)	จำนวนเงิน (บาท)	RO No.	Cost Center
1	13.50	เชือกผูกพัสดูลีซ่า	-	1	13.50	13.50	20660	Customer Service (TDEM)

*** Order that is pending to be approve will sent to you via email, for continence you may access order detail by clicking the green button ***

 **Bangplee Stationery** <chanathip-s@bangpleestationery.com>
ถึง ฉัน ▾

เลขที่คำสั่งซื้อ #20691

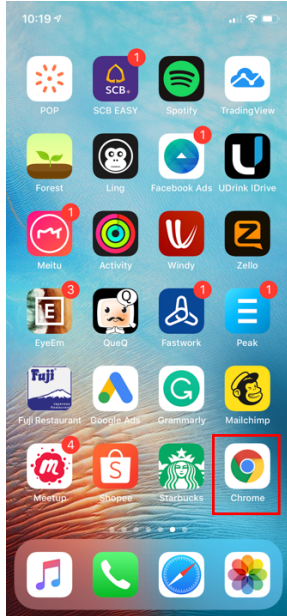
สั่งซื้อจากแผนก: Customer Service (TDEM)

ดูรายการ

← ตอบ ➡ ส่งต่อ

Approver Manual – For Mobile (Set up just once)

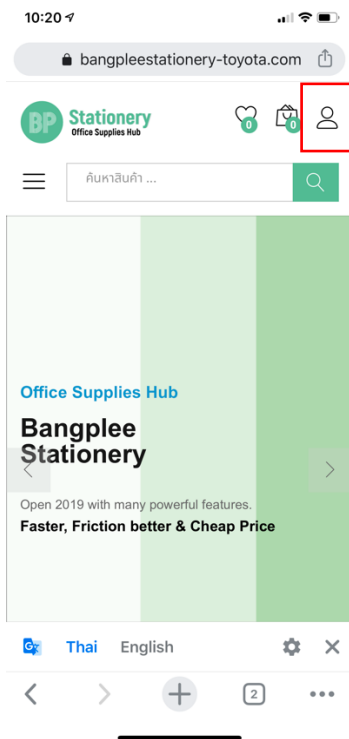
1. Download Google Chrome to your phone



2. Sign-in to your account in Chrome

a. go to www.bangpleestationery-toyota.com

b. Press on [man icon] top right of the screen



3. Put your username and password
 - a. add username & password
 - b. tick the box [remember me]
 - c. Press login

10:21 ๗

bangpleestationery-toyota.com

ค้นหาสินค้า ...

Log in

Log In Your Account

approver-test

..... [Forgot?](#)

Remember me

Log in

© 2019 BP Stationery . All Rights Reserved

We Using Safe Payment For

1
2
3

4. Click the button from mail

10:26 ๗

< [Icons] ...

มีรายการที่ต้องอนุมัติ เลขที่คำสั่งซื้อ #26163 [Inbox](#) ☆

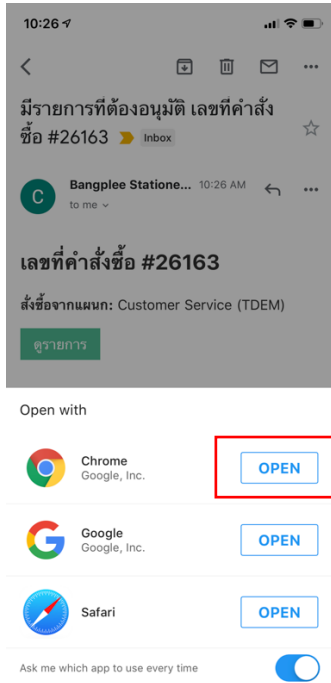
Bangplee Stationery 10:26 AM to me < [Icons]

เลขที่คำสั่งซื้อ #26163

ส่งชื่อจากแผนก: Customer Service (TDEM)

ดูรายการ

5. Select Chrome



6. Press [Update] followed by [OK]

