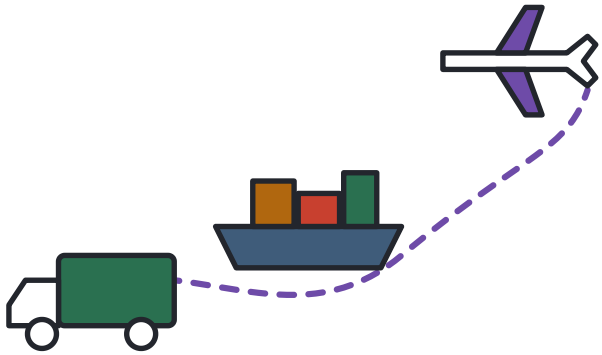
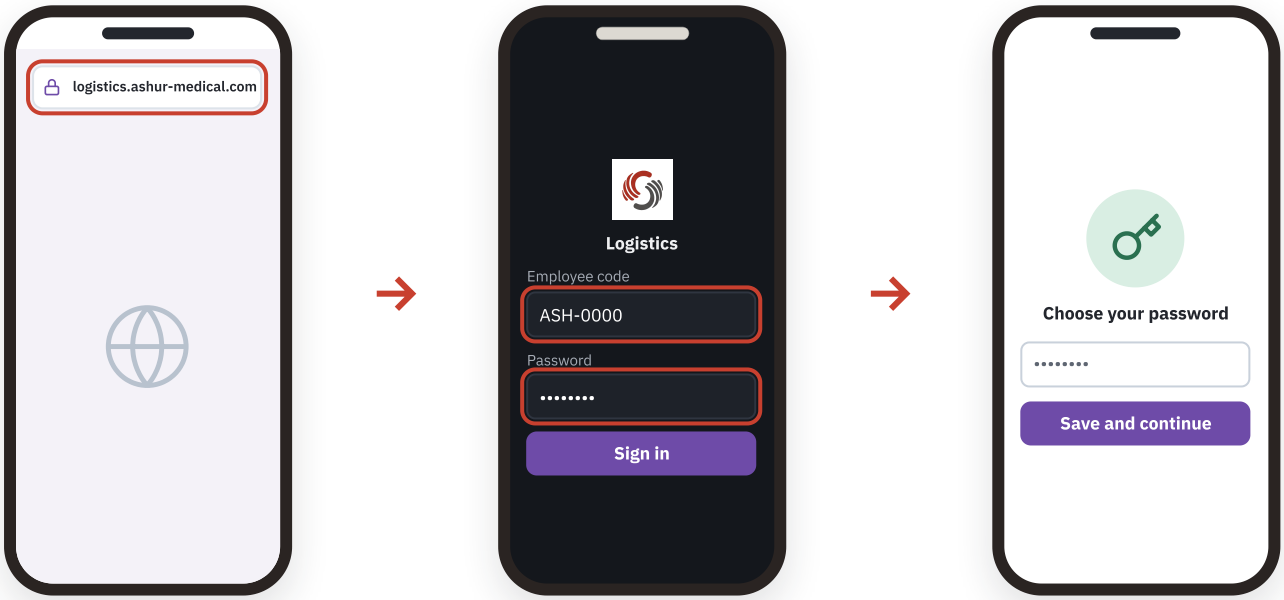
From the vendor to the warehouse gate

Every shipment passes three hands — the Dubai desk, the Iraq desk and the store — and each hand knows its part and when to pass the shipment on.



Sign in, in three steps



1. **Open the browser and type the address**
2. **Your code + the temporary password from the admin**
3. **Choose a password only you know**

Dubai desk
Books the goods out

Iraq desk
Brings them through the port

Store
Takes them in

The road and the baton

A shipment is like a relay baton: one desk holds it at any moment. “Departed” passes it to the Iraq desk; “Released” passes it to the store.

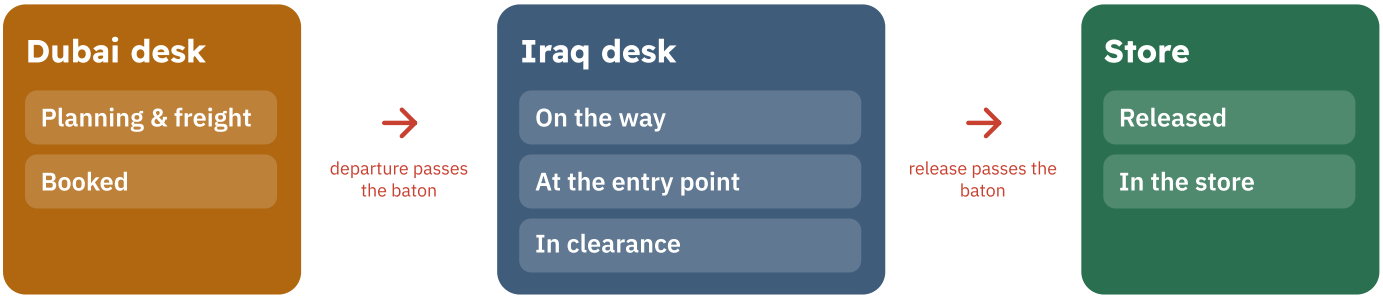
Before the shipment: the purchase road

Purchase request · PO approvals · Sent to the vendor · PI received · Released to Logistics · Papers chosen · On the way · Received into the store

Logistics starts at **“Released to Logistics”** — the Dubai accountant releases it after the PI arrives. Before that the order shows **On hold** , to look at only.

Once a purchase order is sent for approval it is **locked**: its amounts, currency and vendor change only through an **amendment**, and it cannot be deleted.

The shipment: eight stations



Who stamps each step?

Booking + AWB/BL issued
Dubai desk · after freight is approved

Departed origin
Carrier / Dubai desk · passes the baton

Arrived at entry point
starts the free-time clock

Declaration lodged
once every mandatory paper is in hand

Duty assessed · Duty paid
the Iraq desk reports the amount

Inspection / MoH release
Clearance officer

Released from customs
needs the declaration number · passes the baton

Received + GRN
the store, in ERP — the goods receipt

At the top of every shipment: **the “road”** and who **“holds it now”**, and the **“Next step” box** — waiting on whom, and why.

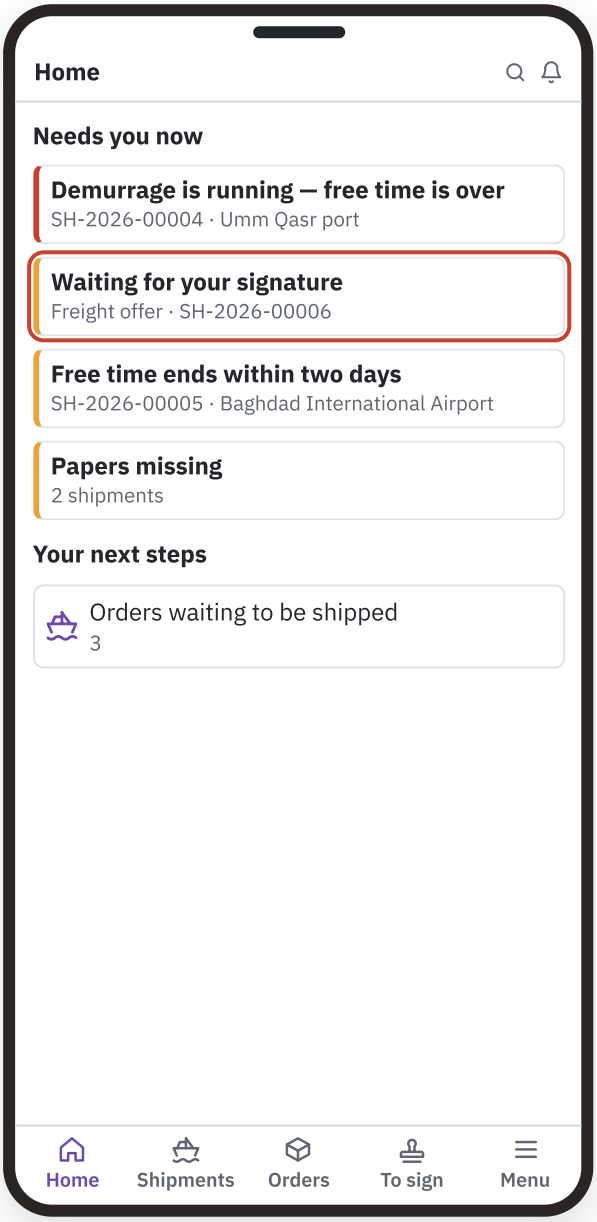
Your home screen

"Needs you now" first — the money and the clock — then your next steps, then the road.

Home
What needs you, your next steps, the road

Shipments
Every shipment, booked to received

Orders / Customs
Your own place: orders to ship, or the ports



To sign
Waiting for my signature — freight offers

Menu
Documents, agents, brief, setup, language

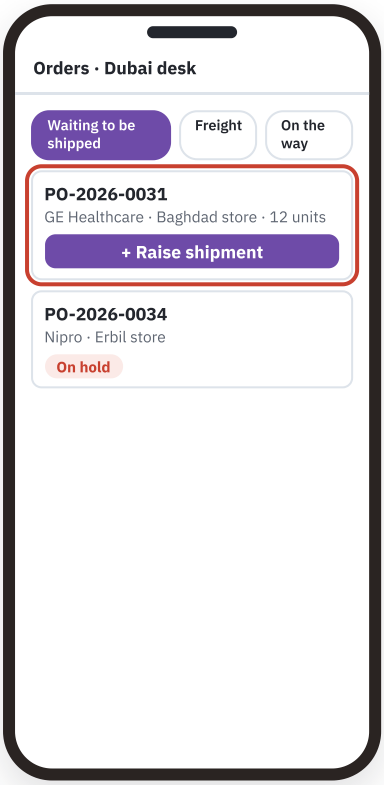
Bell
"Notify this device, even when the app is closed"

+ On a computer: **"+ New"** → "Raise shipment" (Dubai desk), "Ask to be paid back", "Ask for leave".

Dubai desk

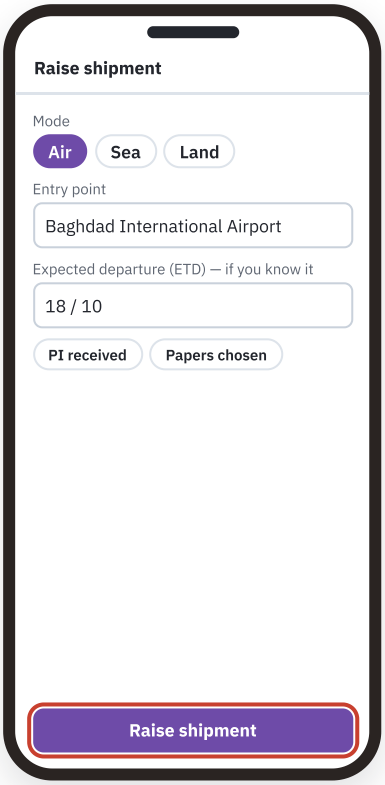
Raise the shipment

A released order shows in “Waiting to be shipped”. Here the SH shipment is born, with its steps and papers.



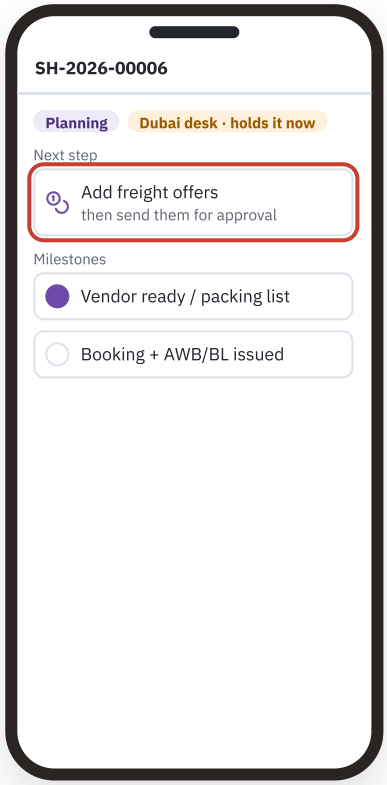
1

Orders → “Waiting to be shipped” → “Raise shipment”



2

Mode, entry point and departure date



3

The shipment is born — its steps and papers come from the lane

“On hold”?

The Dubai accountant has not released the order yet — look only; no shipment can be raised.

Before booking

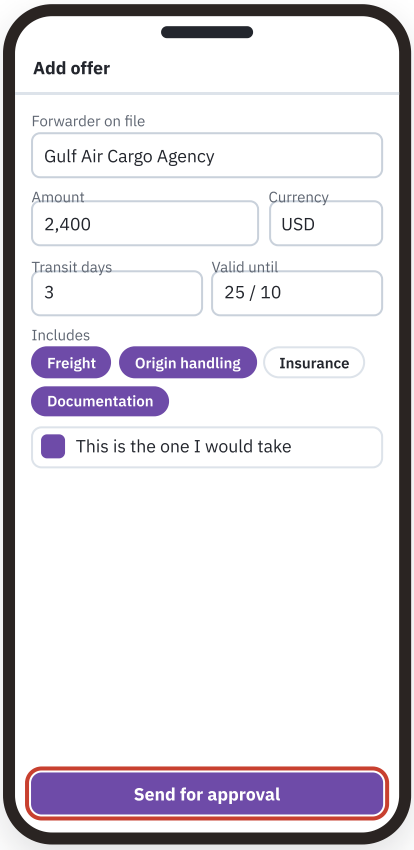
Proforma matches the PO, packing-list quantities, HS code and origin on every line, the import licence number.

Morning brief (Menu → Brief): what needs an offer, what lands this week, what is blocked, papers due — “Print / PDF”.

Dubai desk

Freight, booking and departure

No booking before a freight offer is approved. Departure passes the baton to the Iraq desk.



1. The shipment → the **Freight** → **"Add offer"** — add two or three
2. Tick the best one **"This is the one I would take"** then **"Send offers for approval"**

Dubai desk sends the offers → **Dubai logistics — technical** approves or sends back → **CFO — financial** adopts one offer

3. Once approved: the **Journey** tab → stamp **"Booking + AWB/BL issued"** with **ETD from the booking**
4. At take-off: stamp **"Departed origin"** — the baton passes to the Iraq desk, who are told automatically

Draft → Sent for approval → Approved | Rejected | Withdrawn

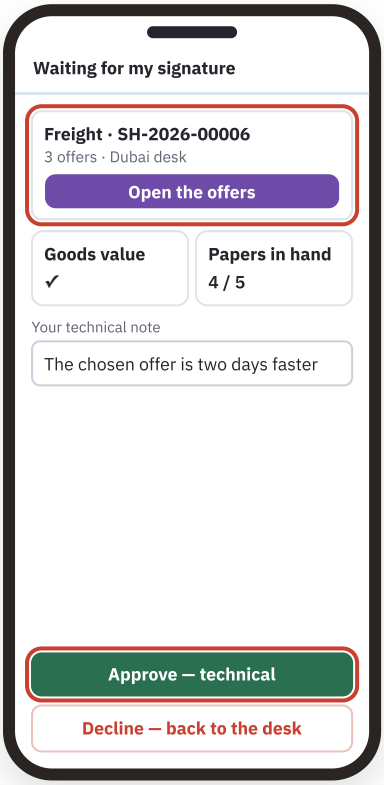
ETD changed? "Change ETD" — and write **who gave the new date**.

Every stamp: **the day it really happened**, the reference (waybill number), and a **photo of the proof** — "Take a photo of the proof".

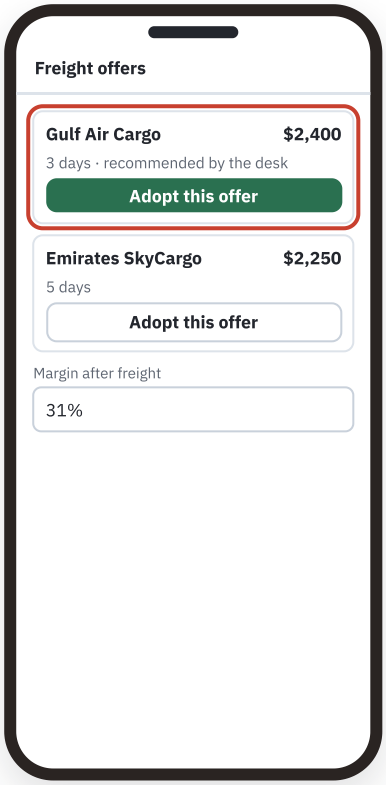
Signers

Sign the freight offer

Two signatures: technical from Dubai logistics, then financial from the CFO, who adopts the offer. “Everything that cannot move until you decide.”



1. **Dubai logistics — technical**
2. To sign → **“Open the offers”**
3. Read the offers and the papers
4. **“Approve — technical”** or send it back with the reason



1. **CFO — financial**
2. Compare the amount, transit days and**Margin after freight**
3. **“Adopt this offer”** — booking opens for the Dubai desk

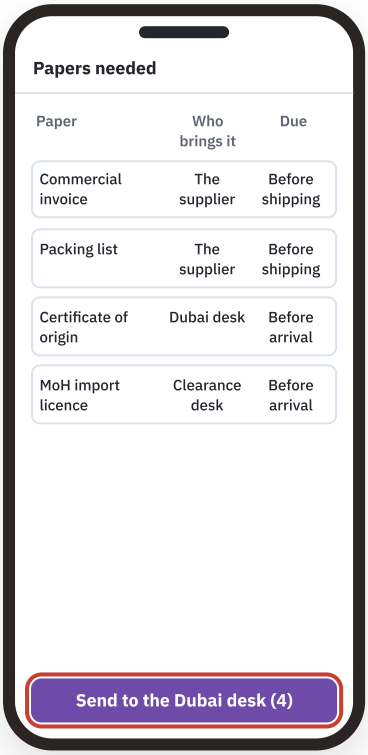
Awaiting signature → Awaiting its turn → Approved

At the bottom: **“Also waiting for you”** — what waits for your signature in the other systems.

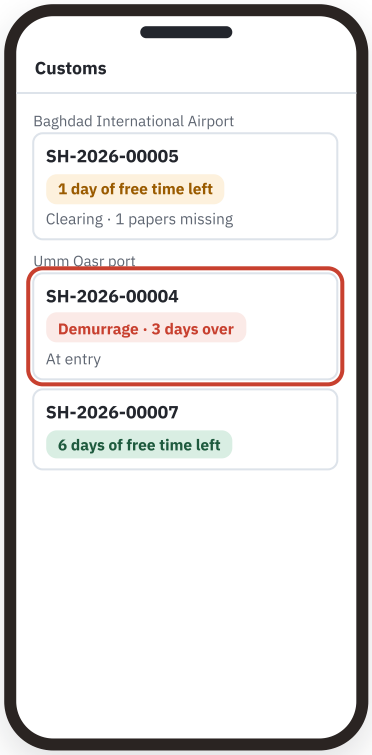
Iraq desk

Papers and the port

Baghdad and Erbil: choose the clearance papers from day one, and watch your ports and the free-time clock.



1. Notification: **“Released — choose the papers”**
2. Order page → **“Choose the papers”**
3. For each paper: who brings it and when
4. **“Send to the Dubai desk”**



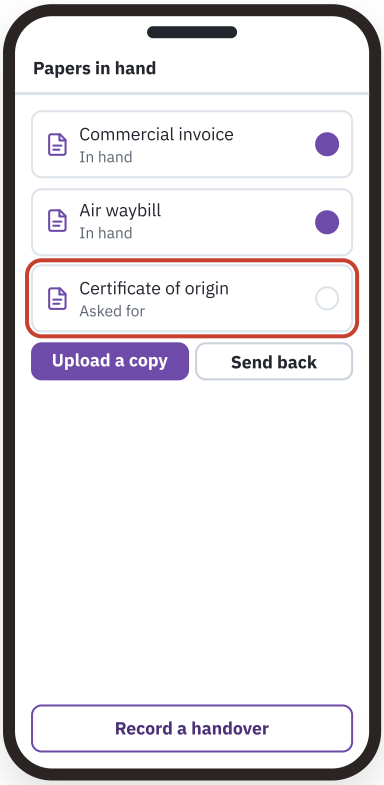
1. Menu → **Customs**: one column per port
2. Free time starts at **arrival at the port**
3. Two days or fewer: **warning** — past zero: **demurrage**

Every day after free time ends is **demurrage the office pays**. Start clearance before the goods land: papers first.

Iraq desk

Clearance to release

The clearance file lives in the “Papers” tab, the stamps in the “Journey” tab. The system refuses a stamp before its time.



1. **Arrived at entry point**
   free time starts
2. **Documents handed to broker**
   “Record a handover” → “Record and print”
3. **Declaration lodged**
   only once every mandatory paper is in hand
4. **Duty assessed · Duty paid**
   Assessed duty, paid to, and the customs receipt number
5. **Inspection / MoH release**
   Clearance officer
6. **Released from customs**
   needs the declaration number — passes the baton to the store
7. **In transit to warehouse**
   up to the store gate

Report a cost paid

Goods and costs tab: “Read the receipt (photo or PDF)”, what it is, amount paid, receipt number → “Record it”. Finance enters the real amount.

Handover of documents

“Record and print” prints the “Handover of documents” sheet, signed: handed by / received by.

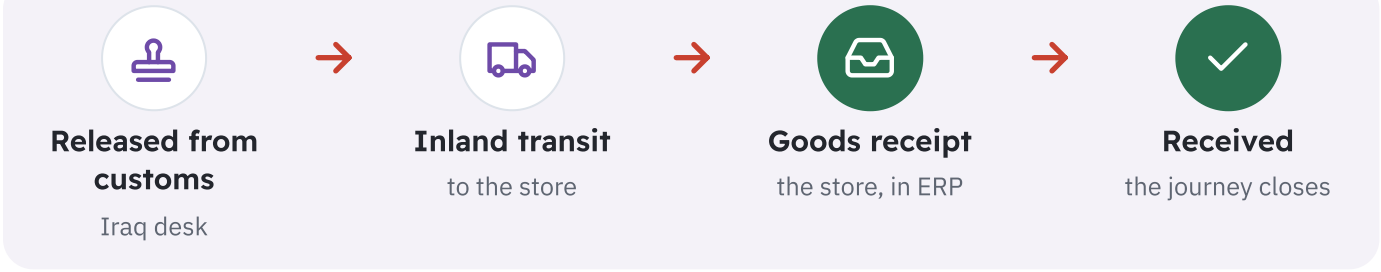
The stamp date is **the day it really happened**: no date after today, and none before the step it follows (Released not before Declaration lodged). Otherwise the system refuses it: “Stamp a step on the day it really happened.”

“Read the paper (AWB, B/L, declaration)” in “Shipping details” — the system reads the numbers off the paper; you check, then “Save and tell”.

Store | Logistics manager

Hand-over to the store and setup

After release the store holds the baton: it receives in ERP with the goods receipt, and "Received + GRN" stamps itself.



Everyone sees: **"Released, not yet received by the store"**. Receiving fills the table **Order → packing list → goods receipt**.

Logistics manager: Setup → Lists

Entry points

Name, city, desk that owns it, **free days**, **clearance days** — "New entry point".

Lanes

Origin, mode, entry point, store it ends at, **Transit days**, **inland days**.

Shipping agents

Freight forwarder, customs broker, carrier, inland transport, inspector — phone, tracking link and ports.

Requirement profiles

A ready paper list for each kind of shipment: paper, from, days before arrival.

Performance (managers): late by desk — where shipments slow down, and with whom.

Rules and help

What prevents demurrage and keeps every shipment clear — and where to get help.

The golden rules

- No booking before a freight offer is approved
- Papers are chosen at release, not at arrival
- Watch the free time every morning
- One desk holds the baton — pass it on time
- Every stamp with its real date, reference and a photo
- Declaration only once the papers are complete
- Every cost paid is recorded with its receipt
- Ask and answer in the shipment's "Discussion"

If you need help

The Feedback button
Something broken? Tap it and say what happened

Ashur Assistant
"Why can't I stamp this milestone?" — it explains and changes nothing

Bell
"Notify this device, even when the app is closed"

English / عربي
The ع or EN button at the top

Dubai desk

- [ ] Open "Waiting to be shipped"
- [ ] Raise a practice shipment
- [ ] Add two offers and send them
- [ ] Print the morning brief

Iraq desk

- [ ] Choose papers for a released order
- [ ] Open "Customs" and your ports
- [ ] Upload a paper and accept it
- [ ] Record and print a handover

Signers

- [ ] Turn on device notifications
- [ ] Open "To sign"
- [ ] Review the offers and papers
- [ ] Sign, or send back with the reason

If it is not in the system... it did not happen. Every stamp moves the shipment and tells the next desk.