1. Installation Procedure – ORDERLYX & X/PROCURE

Pharmacy Name: Noor Pharmacy Navac View	Rams No: 1272136

	Action	Responsible	Name	Signature	Date
	1. Check if contract is completed • Signature - Licensee & debit order authorization • All information completed on the contract 2. Supporting Documents • Proof of bank details • Company registrations documents • Copy of ID • NDA • Data consent form 3. Pharmacy Info Sheet – Make sure that ALL details of pharmacy are correct and complete. 4. Create a folder on server and save ALL information: X:\PHARMACY AGREEMENTS\PHARMACIES - OrderlyX	Sales Coordinator	Sifiso Khulu	S.khulu	11/09/25
	Send email to customer confirming that paperwork has been received (template).	**Sales Coordinator**	Sifiso Khulu	S.khulu	11/09/25
	Add new customers to Monday.com OrderlyX board – link to Bradley & Sales Rep.	Sales Coordinator	Sifiso Khulu	S.khulu	11/09/25
	Create an Entry in VTiger and add to Monday.com board	Sales Coordinator	Sifiso Khulu	S.khulu	16/09/25
	Send Data Consent/Installation Pack form to Orderly (CC Pharmacy Sales Manager & Sales Rep)	Sale Coordinator	Sifiso Khulu	S.khulu	16/09/25
	Send Data Consent form to Vexall/BCX/Propharm. (Sales Coordinator, CC Pharmacy Sales Manager)	Orderly			
	Send Vendor quote to customer – Cc Sales Rep & Sales Manager	Sales Coordinator			
	Send request to Help-Desk Manager to add customer as OrderlyX, send Rams number and Pharmacy Name.	Sales Coordinator			
	Help-Desk Manager links Orderly to X/procure	**Help-Desk Manager**			
	Send Installation Helpdesk when applicable.	Sales Coordinator			
	Orderly does Pharmacy Setup and send confirmation to X/procure Sales Coordinator that the setup has been completed.	Orderly			

	Confirm installation date with OrderlyX and Helpdesk Supervisor.	Sales Coordinator			
	Send Installation Pack to Back Office indicating: • OrderlyX installation • Installation time and date	Sales Coordinator			
	Confirm appointment with client for X/procure installation.	Sales Coordinator			
	Orderly inform Sales Coordinator that setup has been complete and ready for installation and training	Orderly			
	Confirm appointment with Orderly & Client for installations. **Send a meeting request to client, Orderly and Sales Representative.**	Sales Coordinator			
	Orderly conducts Backend Admin training completes customer training register and signs documentation. Send to Sales Coordinator to save on server.	Orderly			
	Technician installs ordering installation, completes customer training register and signs documentation. Send to Sales Coordinator to save on server.	X/procure Help-Desk			
	Update the status in Vtiger to customer	Sales Coordinator			
	Sales Coordinator Files documentation	Sales Coordinator			
	Complete trial start date and trial end date on Monday.com/OrderlyX board if applicable.	Sales Coordinator			
	Add - Confirms Debit Order with client & informs Sales Coordinator to add client to billing. Cancelled – Informs Orderly and Sales Coordinator to cancel and remove and updates comments on Monday.com.	Sales Representative			
	Adds Pharmacy Name, Rams number & First DO date to OrderlyX Billing Schedule.	Sales Coordinator			
	1. Load on Navison. 2. Emails documents to Finance: • Contract • Proof of Bank details • First Debit Order date	Sales Coordinator			
	Complete "After Installation Quality Control Sheet" 3 days after installation. Emails After Installation spreadsheet to Pharmacy Sales Manager and Operations Manager. Email completed Installation Procedure to Sales Coordinator.	Sales Coordinator			

	Save Installation Pack on server in the pharmacies folder X:\PHARMACY AGREEMENTS\PHARMACIES	Sales Coordinator			

PHARMACY INFORMATION SHEET

Pharmacy Name	Noor Pharmacy Navac View
RAMS	1272136
Installation Type	Normal V4
Contact Person	Salaman Noormohamed
Title	-
Physical address	Shop 5, Navac View, Shopping Centre, 171 Raymond Mhlaba Road
Suburb	Navalsig
City	Bloemfontein
Province	Free State
Post code	9301
Telephone Number	-
Mobile number	(078)363-3166
Franchise/Group name	-
E-mail Address	Salmaan.noor1@gmail.com
Dispensing Software	Unisolv
Integration required	Yes
Current ordering system	None
Suitable Hardware	Laptop & Desktop
Internet access	Yes
Store No.	-
Windows	Yes
Sales Representative	Johann Vlotmann

User Information

Name	Surname	Email address	Cell Number
Salmaan	Noormohamed	Salmaan.noor@gmail.com	(078)363-3166

Account numbers

Supplier	Branch	Account number
Nazmed		102482