

E-Commerce Platform

User Manual

Login Screen

Log in by:

1. Select the branch where you want to order from.
2. use your SAP ID login username.
3. The Password is same as the username, until you change it.

Corporate > Login

Career | The Hub | Contact Us

FIRST المطاحن
MILLS الأولى

Corporate Products Our Factories CSR Clients Portal Investor Relations

عربي

Login

1 Jeddah Branch

2 Username

3 Password

Login

Main Dashboard

Main dashboard where you have full visibility to your account and can **“Place Order”**.

The screenshot shows the main dashboard of the First Mills Client Portal. At the top, there is a navigation bar with links for Career, The Hub, and Contact Us. Below this is a secondary navigation bar with links for Corporate, Products, Our Factories, CSR, Clients Portal, and Investor Relations. The 'Dashboard' link is highlighted, and there is a language selector for 'عربي'. The main content area features a welcome message: 'Welcome: Client Name', followed by 'Add funds' and 'Logout' buttons. Below this, four key metrics are displayed: SAP ID: Client ID, Total Orders: 0, Open Orders: 0, and Account Balance: 1,241,631.31. At the bottom, there are five action buttons: Place Order (highlighted with a red box), View Orders, Track Orders, Account Statement, and Feedback. A scroll-to-top button is visible in the bottom right corner.

Place Order * 1

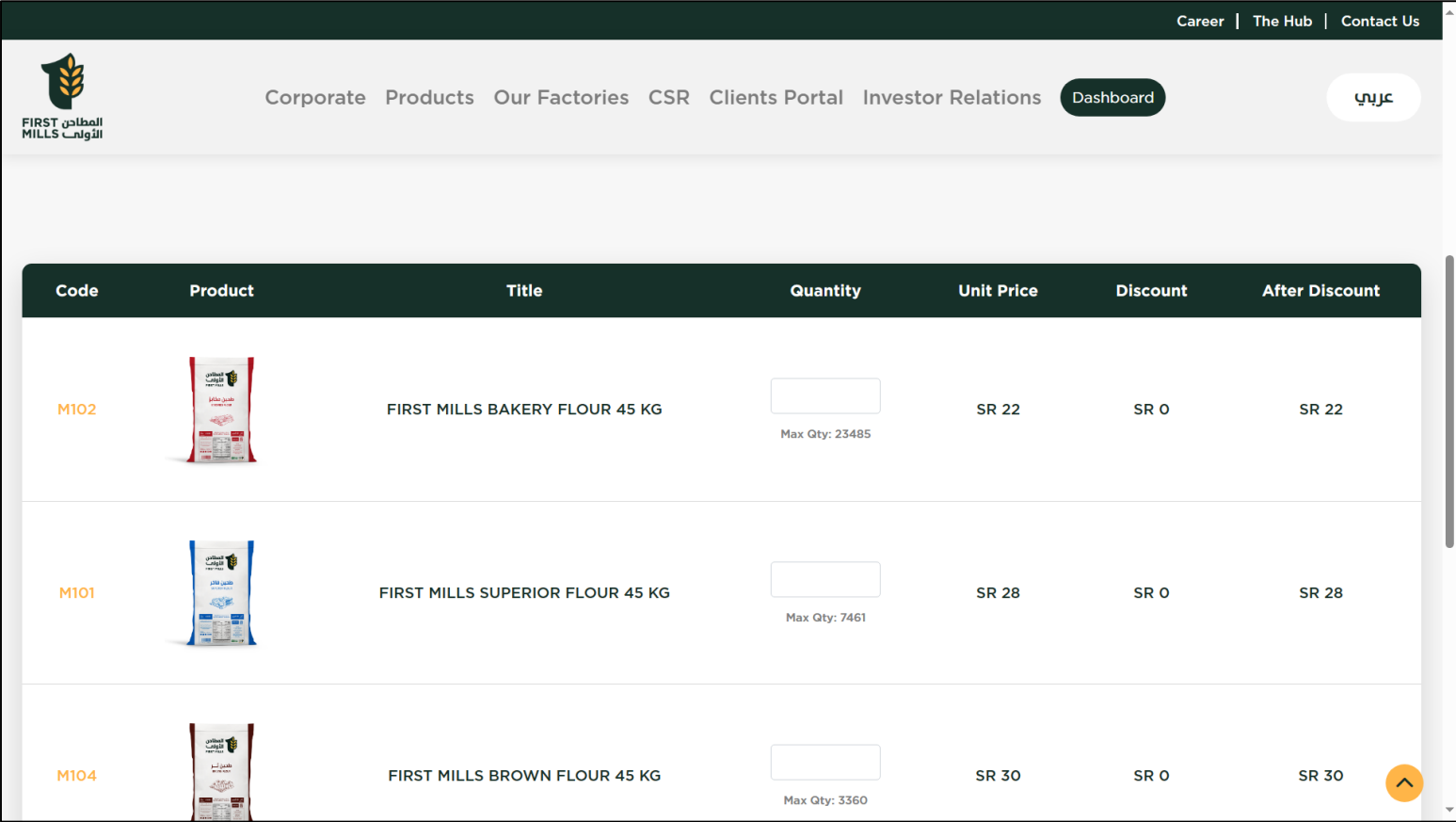
To place an order:

1. Select the order type.




The screenshot displays the First Mills Client Portal dashboard. At the top, there is a navigation bar with links for Career, The Hub, and Contact Us. Below this, the First Mills logo is on the left, and a menu includes Corporate, Products, Our Factories, CSR, Clients Portal, Investor Relations, and a Dashboard button. A language selector for Arabic is also present. The main content area features a welcome message for 'سحيم أحمد محمد الغامدي' with 'Back', 'Add funds', and 'Logout' buttons. Below the welcome message are four key metrics: SAP ID (0030001949), Total Orders (0), Open Orders (0), and Account Balance (1,241,631.31). At the bottom, two order type options are highlighted with a red box: 'Flour Bulk Order' (represented by a truck icon) and 'Flour Pack Order' (represented by flour bags).

Place Order * 2

- 2. After selecting the order type, you will get a list of all products that are both eligible and available, along with their prices.
- 3. Enter the quantity you need of the requested products.
- 4. Click “Continue”.

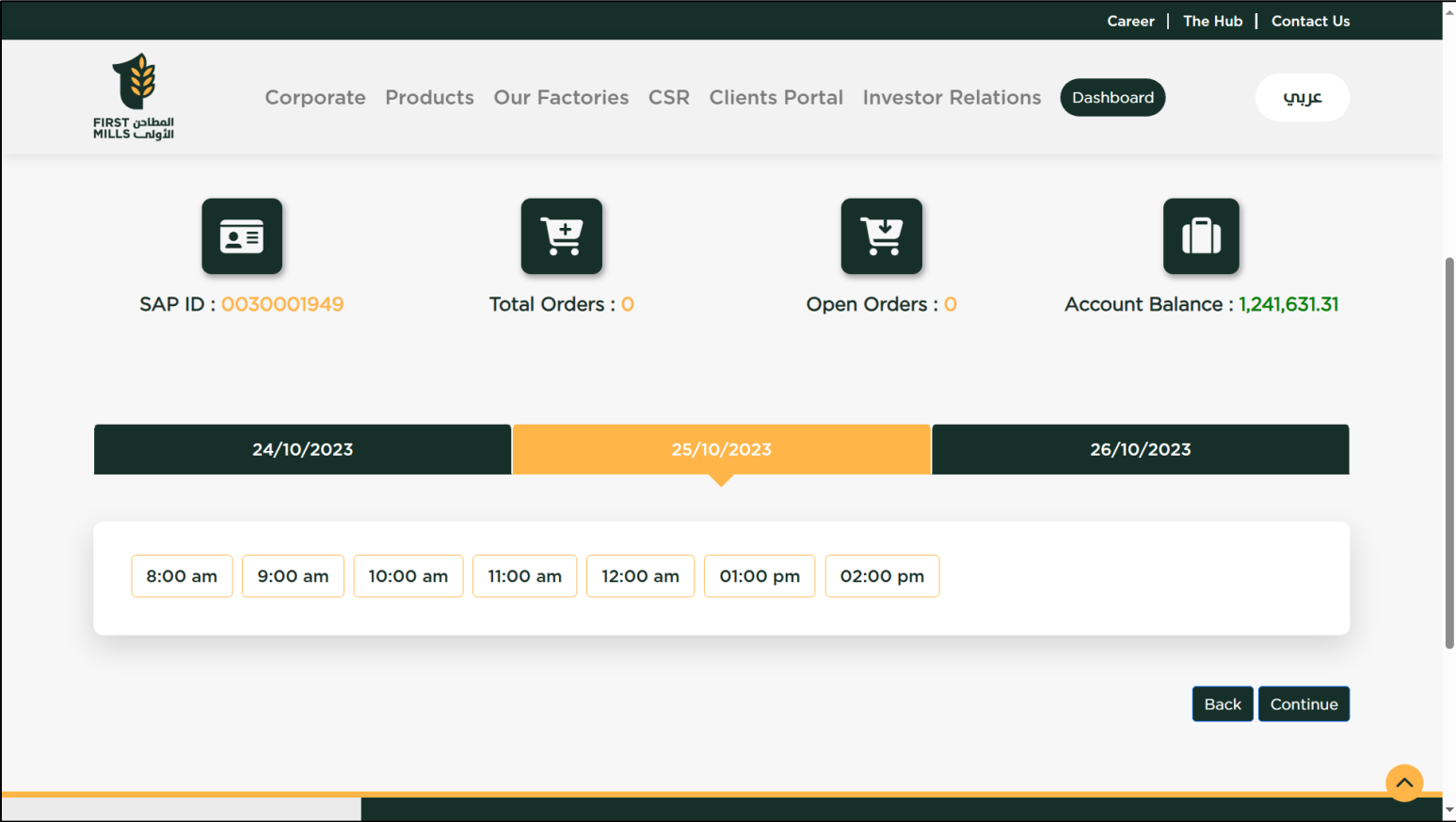


The screenshot shows the First Mills website dashboard. At the top, there are navigation links: Career | The Hub | Contact Us. Below that, a menu includes Corporate, Products, Our Factories, CSR, Clients Portal, Investor Relations, and a highlighted Dashboard button. A language selector for 'عربي' is also present. The main content area features a table with the following columns: Code, Product, Title, Quantity, Unit Price, Discount, and After Discount. Three product rows are visible:

Code	Product	Title	Quantity	Unit Price	Discount	After Discount
M102		FIRST MILLS BAKERY FLOUR 45 KG	<input type="text"/> Max Qty: 23485	SR 22	SR 0	SR 22
M101		FIRST MILLS SUPERIOR FLOUR 45 KG	<input type="text"/> Max Qty: 7461	SR 28	SR 0	SR 28
M104		FIRST MILLS BROWN FLOUR 45 KG	<input type="text"/> Max Qty: 3360	SR 30	SR 0	SR 30

Place Order * 3

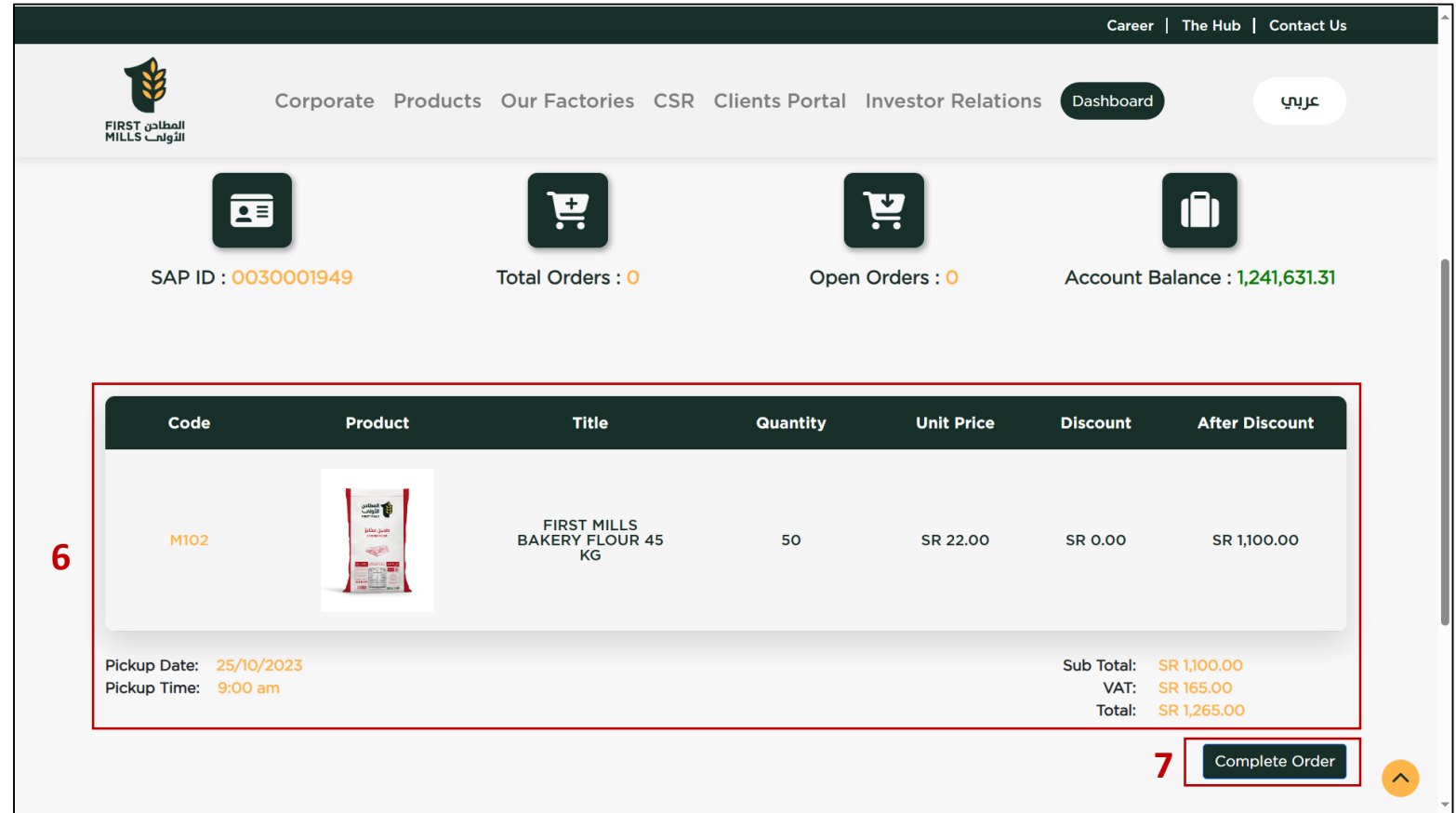
5. Schedule the date and time slot to pick your order.




The screenshot shows the 'Dashboard' page of the First Mills client portal. At the top, there are navigation links for 'Career', 'The Hub', and 'Contact Us'. Below this is a main navigation bar with links for 'Corporate', 'Products', 'Our Factories', 'CSR', 'Clients Portal', and 'Investor Relations'. The 'Dashboard' link is highlighted, and there is a language selector for 'عربي'. The dashboard displays four key metrics: 'SAP ID : 0030001949', 'Total Orders : 0', 'Open Orders : 0', and 'Account Balance : 1,241,631.31'. Below these metrics is a date selection bar with three options: '24/10/2023', '25/10/2023' (which is selected and highlighted in orange), and '26/10/2023'. Underneath the date bar is a time slot selection area with seven options: '8:00 am', '9:00 am', '10:00 am', '11:00 am', '12:00 am', '01:00 pm', and '02:00 pm'. At the bottom right of the dashboard, there are 'Back' and 'Continue' buttons. A small orange arrow icon is visible in the bottom right corner of the page.

Place Order * 4

- 6. Review your order details before submitting.
- 7. Click “Complete Order” to checkout.



The screenshot shows the First Mills client portal dashboard. At the top, there are navigation links for Career, The Hub, and Contact Us. Below that, the First Mills logo is on the left, and navigation links for Corporate, Products, Our Factories, CSR, Clients Portal, and Investor Relations are in the center. A 'Dashboard' button and a language selector for 'عربي' are on the right. The dashboard features four main metrics: SAP ID (0030001949), Total Orders (0), Open Orders (0), and Account Balance (1,241,631.31). A table below displays the order details, with a red box highlighting the product information and a red '6' next to it. At the bottom right, a red box highlights the 'Complete Order' button, with a red '7' next to it.

Code	Product	Title	Quantity	Unit Price	Discount	After Discount
M102		FIRST MILLS BAKERY FLOUR 45 KG	50	SR 22.00	SR 0.00	SR 1,100.00

Pickup Date: 25/10/2023
Pickup Time: 9:00 am

Sub Total: SR 1,100.00
VAT: SR 165.00
Total: SR 1,265.00

Complete Order

Place Order * 5

After Checkout, you will see the below:

1. Order success message.
2. Order ID number.
3. Total Amount.
4. Order Date.
5. Order status.
6. Print order details option.
7. Pickup Details.
8. Order Amount.

Corporate Products Our Factories CSR Clients Portal Investor Relations Dashboard عربي

1 Thank You, we have received your order. Below are the details

2 Order Id : 0030063156 **3** Total Amount : SAR 1,100.00 **4** Order Date : 24/10/2023 **5** Not yet processed **6**

Code	Product	Title	Quantity	Unit Price	Discount	After Discount
M102		FIRST MILLS BAKERY FLOUR 45 KG	50	SR 22.00	SR 0.00	SR 1,100.00

7 Pickup Date: 25/10/2023
Pickup Time: 9:00 am
Plant: Jeddah Branch

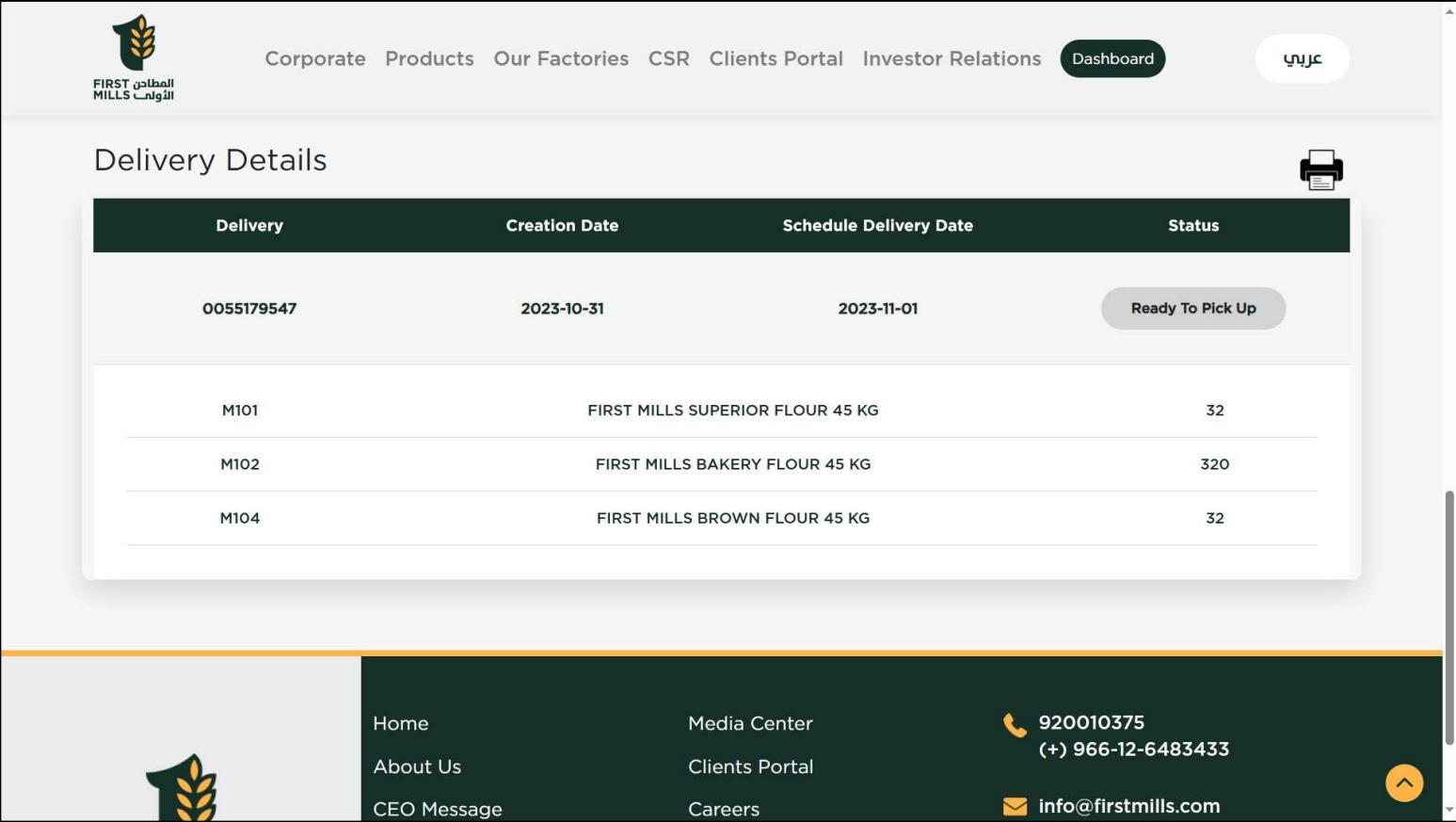
8 Sub Total: SR 1,100.00
VAT: SR 165.00
Total: SR 1,265.00

Home Media Center 920010375 (+) 966-12-6483433



Place Order * 6

Outbound delivery order will be issued with all details in a maximum of 24 hours, and the status of your order will change to “Ready To Pick Up”. You will then be able to print the order, and go directly to the warehouse for loading and pick up.



The screenshot shows the 'Delivery Details' page on the First Mills website. The page includes a navigation bar with links for Corporate, Products, Our Factories, CSR, Clients Portal, Investor Relations, and a Dashboard button. A language selector for 'عربي' is also present. The main content area displays the following information:

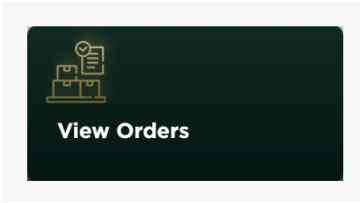
Delivery	Creation Date	Schedule Delivery Date	Status
0055179547	2023-10-31	2023-11-01	Ready To Pick Up

Item ID	Description	Quantity
M101	FIRST MILLS SUPERIOR FLOUR 45 KG	32
M102	FIRST MILLS BAKERY FLOUR 45 KG	320
M104	FIRST MILLS BROWN FLOUR 45 KG	32

The footer contains a logo, navigation links (Home, About Us, CEO Message, Media Center, Clients Portal, Careers), contact information (phone: 920010375, (+) 966-12-6483433; email: info@firstmills.com), and an upward arrow icon.



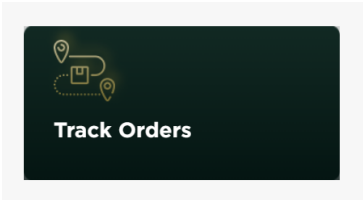
View Previous Orders



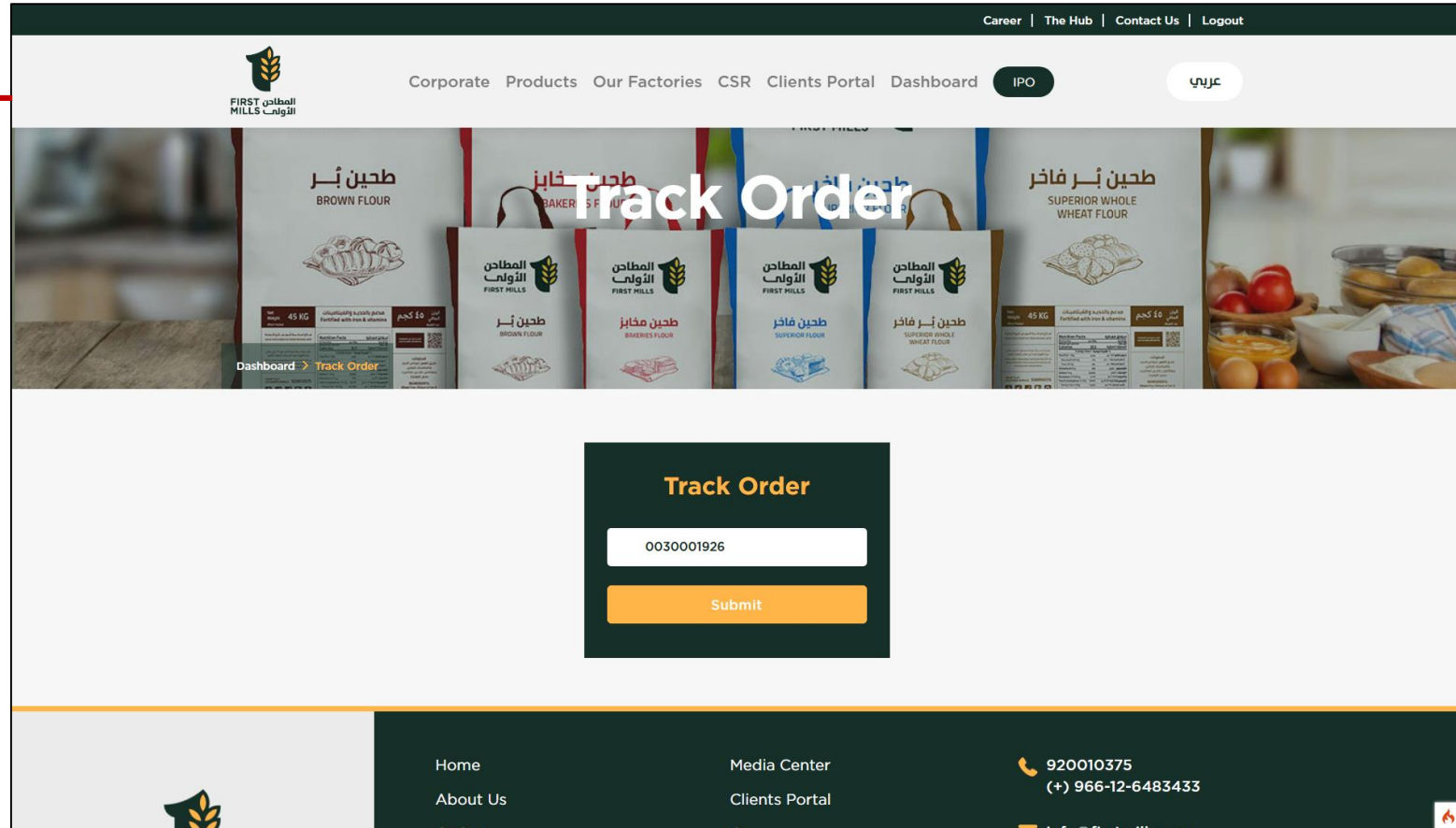
You can click on **“View Orders”** from Home page Dashboard to check all submitted orders along with their status.

Order ID	Order Date	Scheduled Date	Status
0150000010	22/10/2023	22/10/2023	Completely Processed
0030063158	24/10/2023	24/10/2023	Partially Processed
0030063157	24/10/2023	25/10/2023	Partially Processed
0030063156	24/10/2023	25/10/2023	Partially Processed
0030063155	24/10/2023	24/10/2023	Partially Processed
0030063154	24/10/2023	24/10/2023	Partially Processed

Track Orders

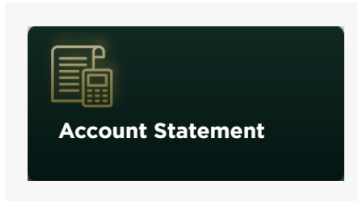


You can click on **“Track Orders”** from Home page Dashboard to track a specific order using Order ID.



The screenshot shows the 'Track Order' page on the First Mills website. At the top, there is a navigation bar with links for Career, The Hub, Contact Us, and Logout. Below this is a secondary navigation bar with links for Corporate, Products, Our Factories, CSR, Clients Portal, and Dashboard. A dark green button labeled 'IPO' and a language selector for 'عربي' are also present. The main content area features a large banner with images of flour bags and the text 'Track Order'. Below the banner is a dark green form with the title 'Track Order' in orange. The form contains a text input field with the value '0030001926' and a yellow 'Submit' button. At the bottom of the page, there is a footer with links for Home, About Us, Media Center, and Clients Portal, along with contact information: a phone icon, the number '920010375', and a plus sign followed by '966-12-6483433'.

Account Statement



You can follow the below steps to check your account statement:

1. Click on **“Account Statement”** from home page dashboard.
2. Identify the time period you want to check.
3. You will see your list of purchases, along with an option of printing or exporting as Excel.

The screenshot shows the web application interface for checking an account statement. At the top, there is a navigation bar with links for Corporate, Products, Our Factories, CSR, Clients Portal, Investor Relations, and a Dashboard button. The language is set to Arabic. The main heading is "Account Statement". Below this, there are two date input fields: "2023-08-01" and "2023-10-31", followed by a "Submit" button. Below the date fields, the opening balance is 12,981.06 and the closing balance is 103,278.10. There are icons for printing and exporting to Excel. A table lists the transactions with columns for Invoice Id, Order Id, Amount, Date, and Transaction Type.

Invoice Id	Order Id	Amount	Date	Transaction Type
0090087252	0030069450	16,192.00	2023-08-01	Debit
0090087266	0030069451	16,192.00	2023-08-01	Debit
0090087285	0030069487	4,121.60	2023-08-01	Debit



Thank You

If you're facing Log in or Password reset issues, please contact the below email:

qasim.afifi@firstmills.com

If you're facing ordering issues, please contact:

[920010375](tel:920010375)

