



NOTIFY-IC SHOPLITE

Run your shop with confidence.

Complete Android User Guide

Version 1.6.12 (Build 24) | 28 September 2026

Your first 10 minutes

1. Download ShopLite only from <https://shoplite.africa> and install the APK.
2. Create your store once, or sign in to the business that already exists.
3. Open Products, scan a barcode or QR code, then save one product.
4. Complete one test sale and confirm that stock reduces once.
5. Open Reports and review sales, profit and Smart Restock.

Build 24 includes professional units, alternate codes, variants, bundles, purchase receiving, batches and expiry control, multi-branch controls, secure self-service password recovery, a 90-day free trial and durable offline checkout.

1. Install ShopLite safely

1. Open Chrome on the Android phone and enter shoplite.africa. Check the spelling before downloading.
2. Tap Download latest build. The verified file is ShopLite 1.6.12 (build 24).
3. If Android asks, allow Chrome to install unknown apps for this installation only.
4. If Google Play Protect says the developer is new, tap More details, confirm the app name is Notify-IC ShopLite and the source is shoplite.africa, then choose Install anyway.
5. Open ShopLite. Existing users should install over the current app; do not uninstall or clear storage because that can remove pending offline records.
6. Open Account → Check for updates. Confirm version 1.6.12, build 24.

Never install a ShopLite APK forwarded through an unknown chat, file-sharing site or unofficial web address.

Check	Expected value
Package	africa.notifyic.shoplite
Version	1.6.12 (build 24)
Android	Android 7.0 or newer
Official source	https://shoplite.africa
APK SHA-256	F61CD669E75E896C5542C0EC2DFEC76FE88F98F631C2FCD440B478636AE53C11

2. Create the store, sign in and read the dashboard

Create the business only once

1. New owner: tap Create your store and enter the owner and business details.
2. Returning owner or authorised worker: tap Sign in and use the account supplied for that business.
3. If the password is forgotten, tap Forgot password? or open shoplite.africa/reset-password/. Enter the account email and check the inbox and spam folder. Reset links expire after 30 minutes, work once, and a new request supersedes every earlier unused link. Open only the newest link, choose a new password of at least 10 characters, then sign in again. A successful reset revokes every existing ShopLite session.
4. Give each worker a separate login. Never share the owner's password.
5. Select the correct branch before beginning work when the business has more than one location.

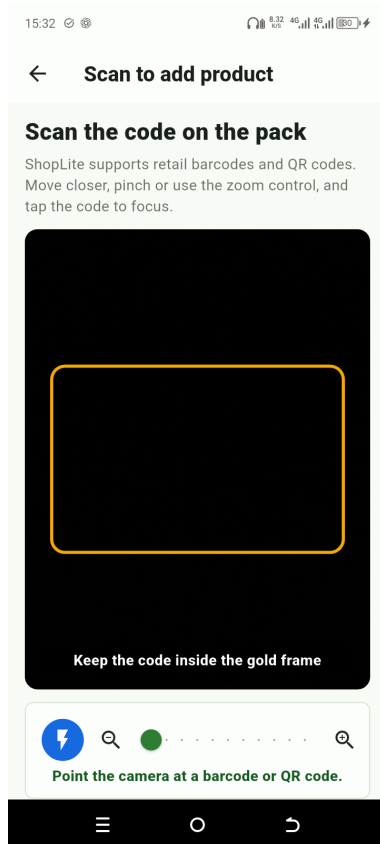
Dashboard meaning

Card	Meaning
Products	Number of product records visible in the selected business context
Stock	Quantity currently available
Sales	Completed sales in the selected period
Profit	Selling value minus recorded product cost

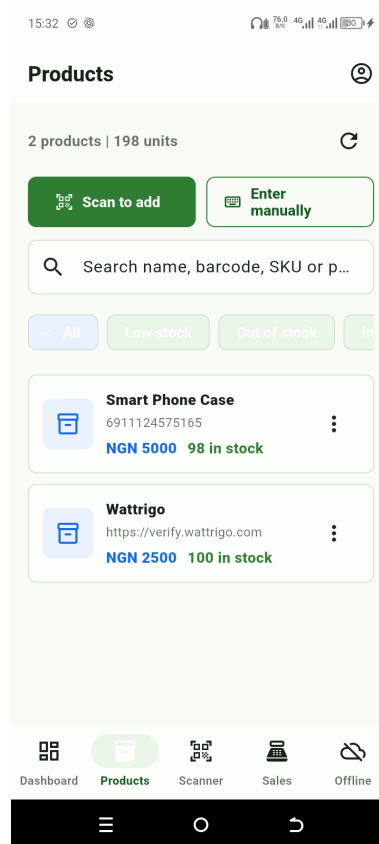
Check the dashboard when the shop opens and before it closes. If a number looks wrong, review pending offline sales and recent activity before entering anything again.

3. Add a product by barcode or QR code

1. Open Products, then tap Scan to add. Allow camera access.
2. Place the complete barcode or QR code inside the scan frame.
3. For a tiny code, move closer slowly, tap the code to focus, use pinch/zoom or the zoom control, and switch on the torch when the pack is dark.
4. If the code is new, ShopLite opens the product form with the code filled in. Enter the name, selling price, cost price, quantity and reorder level.
5. If ShopLite finds an existing product, choose Add stock. Do not create the product again.
6. If the pack cannot be scanned, choose Enter manually and type the code exactly.



Scan to add makes small printed codes easier to capture.



Products and stock remain the starting point for inventory work.

Duplicate prevention: always scan the delivered item first. If ShopLite finds it, add stock to that record instead of creating another product.

4. Units, alternate codes, variants and bundles

Build 21 lets one product reflect the way it is actually bought and sold.

Feature	Use it for	Example
Base unit	The smallest stock unit	1 bottle
Pack or carton unit	Sell or receive a multiple of the base unit	1 crate = 24 bottles
Alternate barcode	Different supplier or pack code for the same item	Single bottle code and carton code
Variant	Size, colour, flavour or other distinct choice	500 ml / 1 L; red / blue
Bundle	Several products sold together	Breakfast pack = bread + milk + eggs

1. Open the product and choose the appropriate unit setup. Keep the smallest sellable item as the base unit.
2. Add a larger unit and enter exactly how many base units it contains.
3. Add alternate barcodes only after confirming which unit or variant each code identifies.
4. Add variants only when stock must be tracked separately.
5. Create a bundle, select its component products and quantities, then test one sale. ShopLite deducts the components, not a separate imaginary stock balance.

A bundle cannot be sold when one of its required components is unavailable. This prevents negative stock and misleading profit.

5. Purchase orders and receiving

1. Open Purchasing and create a purchase order for the supplier.
2. Add each product, ordered quantity, unit and expected cost. Save the order before goods arrive.
3. When a delivery arrives, open that order and choose Receive.
4. Count the physical delivery. Enter only the quantity received now—partial delivery is allowed.
5. Record batch or expiry details when the product requires them, then confirm the receipt once.
6. The order remains partly received until the balance arrives. Reopening or retrying a completed receipt must not add stock twice.

Status	Meaning	Action
Draft	Order is being prepared	Review supplier, products, units and cost
Ordered	Sent or confirmed with supplier	Wait for delivery
Part received	Some goods have arrived	Receive only the new balance later
Completed	All expected goods received	Do not receive again

Always compare the physical delivery with the purchase order before confirming. A retry is safe, but knowingly entering the same delivery twice is not.

6. Batches, expiry dates and FEFO

For food, medicine, cosmetics and other dated stock, record each batch separately.

1. During receiving, enter the supplier batch/lot number and expiry date shown on the pack.
2. Keep older and newer batches separate even when they are the same product.
3. At sale time, ShopLite uses FEFO: First Expiry, First Out. Stock with the nearest valid expiry is deducted first.
4. Review expiry reports regularly and act before products become unsellable.
5. When a sale is returned, ShopLite restores the exact unit, variant and batch trail recorded for that sale.

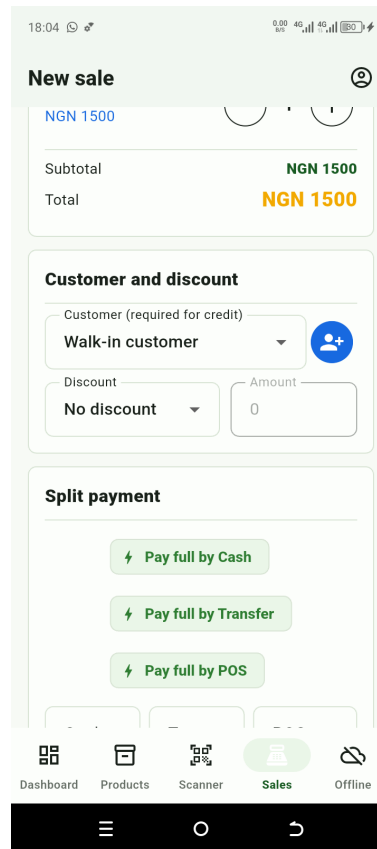
Signal	Meaning	Recommended action
Expiring soon	The expiry date is approaching	Promote, transfer or return to supplier where permitted
Expired	The item must not be sold	Quarantine and adjust through the controlled process
Unknown batch	Traceability is incomplete	Verify the physical pack before movement or sale

Never change an expiry date merely to make stock saleable. Use a documented adjustment and supervisor approval where required.

7. Sell products, units, variants or bundles

Build the basket

1. Open Sales → New Sale.
2. Scan or search for each item. Choose the correct unit and variant.
3. Check quantity, price, discount and customer before payment.
4. Choose Cash, Transfer, POS or the available split-payment combination.
5. Review the final total, then complete the sale once.
6. Wait for the receipt confirmation before starting the next sale.



ShopLite supports a reviewed basket and split-payment details.

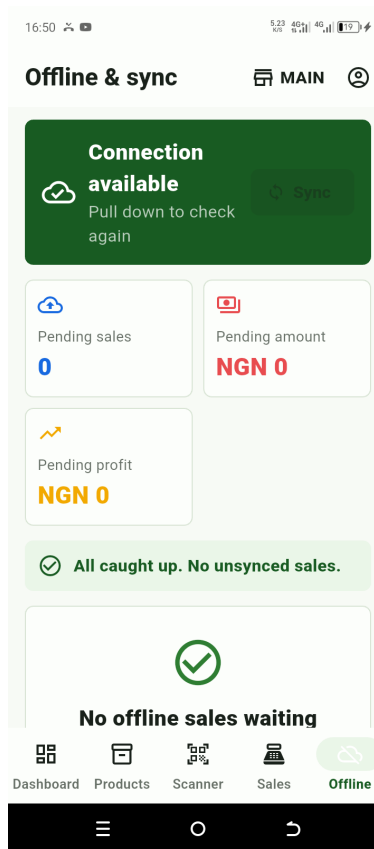
If the connection is slow, do not repeatedly tap Complete sale. ShopLite preserves one receipt identity so a safe retry cannot create a duplicate server sale. The basket is cleared only after an online receipt succeeds or an exact offline receipt is durably stored and verified.

Quick one-item sale

1. Open the scanner tab used for sales, not the Products scanner used for inventory.
2. Scan the saved code and confirm the matched product, price and stock.
3. Tap Sell one item once and wait for confirmation.

8. Work offline and recover safely

1. Complete the sale normally when mobile data or Wi-Fi is unavailable.
2. ShopLite writes the complete pending receipt to device storage, including unit, variant, bundle components, discount, customer and split payment, then reads the exact payload back to verify that it is durable.
3. ShopLite clears the basket only after that verification. If storage rejects or drops the write, the sale is not completed and the basket remains intact; free some device storage and try again.
4. Do not enter a successfully queued sale again.
5. When the connection returns, open Offline & Sync and tap Sync once, or allow automatic retry.
6. Wait until the pending receipt count becomes zero, then confirm one server receipt and one set of stock/batch deductions.



Offline & Sync shows the real pending checkout queue.

Pending means retry—not recreate.

Do not uninstall ShopLite or clear app storage while a sale is pending. Contact support first if a pending record does not synchronise.

9. Returns and controlled stock adjustments

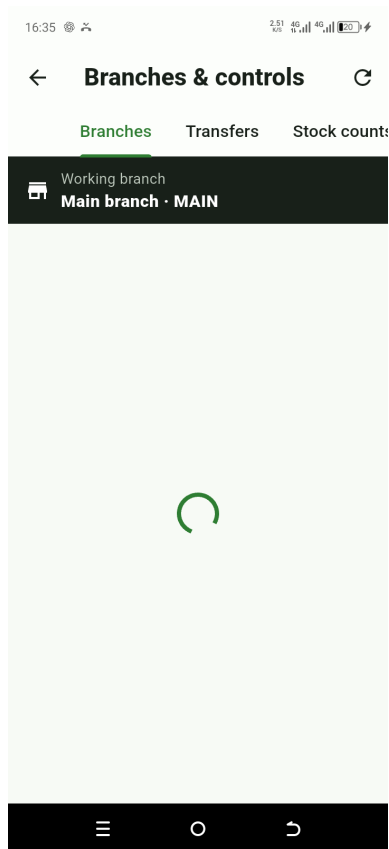
Returns must be tied to the original sale wherever possible.

1. Find the original receipt or sale from Sales history.
2. Choose the specific item and quantity being returned.
3. Confirm the refund method and reason according to the shop's policy.
4. Complete the return once. ShopLite restores the exact sold unit, variant, bundle components and batch trail.
5. For damage, expiry, loss or a counting correction, use a stock adjustment—not a fake return or fake sale.
6. Where approval is required, submit the adjustment and wait for an authorised supervisor.

Situation	Correct action
Customer returns a recorded sale	Return against the original receipt
Damaged or expired stock	Controlled stock adjustment with reason
Delivery shortage	Receive only what arrived; leave the purchase order balance open
Count difference	Complete stock count, investigate, then apply approved adjustment

10. Branches and branch-specific prices

1. Owner or authorised manager: open Account → Branch Operations.
2. Create each real location once and give it a clear name.
3. Assign staff only to the branches where they work.
4. Select the current branch before receiving, selling, counting or reporting.
5. Set a branch price only when that location genuinely needs a different selling price. Otherwise keep the business default.
6. Check reports by branch and across the business; do not mix branch stock manually.



Branch Operations on the accepted phone.

A branch override changes that branch only. It must never silently replace the business-wide default price or catalogue record.

11. Transfer stock between branches

1. In Branch Operations, choose Transfers and create a transfer from the source branch to the destination branch.
2. Add the product, unit/variant and quantity. Confirm that the source branch has enough available stock.
3. Submit the transfer. If approval is required, an authorised person who did not create the request reviews it.
4. When dispatched, stock leaves the source branch but does not become sellable at the destination until received.
5. At the destination, count the physical goods and receive the actual quantity. Partial receipt is allowed.
6. Retrying the same receipt is safe and cannot add the transfer twice.

Transfer stage	Stock position
Draft / requested	Still available at source
Approved	Ready for authorised dispatch
In transit	Removed from source; not yet available at destination
Part received	Received portion available; balance remains in transit
Completed	All dispatched stock accounted for at destination

Only source-branch staff may dispatch, and only destination-branch staff may receive. This separation protects both locations.

12. Stock counts, approvals and audit history

A controlled count turns a physical shelf check into an explainable stock correction.

1. Create a count for the correct branch and counting area.
2. Count physical units without changing the recorded quantity first.
3. Enter counted quantities and submit the count.
4. If there is a difference, investigate sales, receipts, transfers, returns and damage.
5. A different authorised person approves the result when separation of duties is required.
6. Apply the approved count once. A zero-variance count records completion without moving stock.
7. Use Audit history to review who created, approved and applied the action and when.

Control	Why it matters
Creator cannot approve own high-risk request	Reduces fraud and accidental self-approval
Branch-scoped permissions	Prevents staff acting on another location's stock
Immutable audit event	Keeps a durable record of who did what and when
Idempotent retry	Prevents duplicated stock movement after a slow network response

13. Staff roles and safe access

1. Open Account → Staff and roles, then tap Add staff.
2. Enter the worker's name, email and temporary password.
3. Choose the least-powerful role that matches the worker's normal duties.
4. Assign only the required branches.
5. Give the login privately. Deactivate access immediately when it is no longer needed.

Role	Best for	Typical access
Owner	Business owner	All settings, branches, staff, reports and plan
Administrator	Trusted supervisor	Operations, staff, products, sales and reports
Manager	Branch or shift lead	Assigned branch operations and reports
Cashier	Sales counter	Products and sales at assigned branch
Inventory	Stock controller	Products, receiving, counts and transfers as authorised

Never share the owner's password, payment PIN, card CVV or one-time password. ShopLite support will not ask for them.

14. Reports and Smart Restock

1. Open Account → Reports and choose Today, This week, This month or a custom date range.
2. Review sales, profit, units, payment methods, top products and staff performance.
3. Use the branch filter to compare locations without mixing their stock.
4. In Smart Restock, compare units sold, selling speed, profit, margin, stock, reorder level and estimated days left.
5. Restock fast-selling, profitable products that are closest to their reorder level first.
6. Review expiry risk and supplier cost before ordering.
7. Export CSV when you need a spreadsheet-ready bookkeeping copy.

Signal	What it tells you
Fast sales + strong margin	High-priority replenishment candidate
Fast sales + weak margin	Popular, but review supplier cost or price
Slow sales + high stock	Cash may be tied up; avoid unnecessary reorder
Low stock + short days left	Likely stock-out risk
Near expiry	Act before replenishing more of the same batch

Smart Restock is decision support, not an automatic purchase order. Confirm demand, supplier price, available cash and expiry risk before buying.

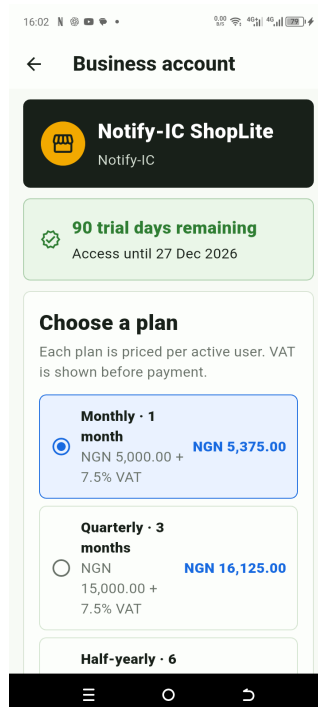
15. Currency, subscription and payment

Currency

1. Open the business settings and select the business's operating currency.
2. Nigeria normally uses NGN; other supported African businesses should choose the correct local currency.
3. Confirm the choice before recording live sales. Changing currency later does not convert old transactions.

Subscription

1. Every new business starts with a 90-day free trial. No payment is required to begin, and ShopLite does not make an automatic first charge when the trial ends.
2. To continue after the trial, open Plan and subscription and choose the intended plan.
3. Use Paystack, Flutterwave or another payment option shown for the business. SWIFT and PAPSS transfers remain pending until reconciled.
4. After payment, return to ShopLite, refresh the plan and confirm Subscription active with the correct access-until date.



Build 24 shows the 90-day trial and the available plan prices.

Payment choices appear according to the business country, account and current availability.

Keep the gateway or bank-transfer reference. Never send a card PIN, CVV, password or OTP to an ambassador, staff member or support agent.

16. Updates, backup and device replacement

1. Open Account → Check for updates. ShopLite compares the installed build with the verified update feed at shoplite.africa.
2. Download only from the in-app official link or shoplite.africa.
3. Before updating, sync all pending offline sales, confirm the pending count is zero, export any bookkeeping CSV records the business needs as a separate backup, and keep the phone charged.
4. Install the new APK over the existing ShopLite app. Do not uninstall first.
5. After updating, open the account page, verify the version and run one test lookup or sale where appropriate.
6. For a replacement phone, install ShopLite and sign in to the existing business. Confirm all server-synchronised data before retiring the old phone.

An APK update does not require Play Store. The signed ShopLite package preserves the app identity so Android can update it in place.

Before update	After update
Sync pending sales	Verify version/build
Use official download	Confirm existing business/data
Keep device charged	Check Products, Sales and Offline & Sync
Do not uninstall	Report any mismatch before live selling

17. Ambassador referral and dashboard access

1. Open shoplite.africa/ambassadors/, complete the application and accept the current Partnership Terms before submitting.
2. Supply accurate identity, contact and settlement-account information. ShopLite never asks an ambassador to publish private bank details.
3. After approval, the portal generates the ambassador's permanent referral code and referral link. Share that exact code or link with the prospect.
4. A prospect must use the referral link/code during onboarding so the merchant is attributed to the correct ambassador.
5. Sign in to the Ambassador Portal to review referred merchants, eligible paid subscriptions, commission, settlement status and leaderboard activity.
6. The portal can display a unique QR access link. Scan it only with the ShopLite ambassador access feature and only on a trusted phone.
7. Keep portal credentials private. The QR opens the assigned portal; it is not a payment PIN or one-time banking code.

Item	Where to find it
Referral code and link	Ambassador Portal after approval
Referral QR	Ambassador Portal access section
Referred merchants	Portal dashboard and activity
Commission and settlements	Portal earnings/settlement view
Full step-by-step help	shoplite.africa/ambassadors/guide/

Commission applies only to eligible, successfully paid subscriptions attributed under the accepted current terms. The portal record and settlement status are the authoritative operational view.

18. Troubleshooting without panic

What you see	What to do
Play Protect: developer not seen before	Confirm shoplite.africa and Notify-IC ShopLite, open More details, then Install anyway. Stop if the source differs.
Camera cannot read a tiny code	Clean the lens, improve light, use torch and zoom, keep the full code inside the frame, or enter it manually.
Product already exists	Open the existing item and add stock. Do not create a duplicate.
Sale pending offline	Restore data/Wi-Fi and use Offline & Sync. Do not repeat the sale.
Server temporarily unavailable	Wait briefly, check connectivity and retry the same action. Do not recreate it.
Password forgotten	Choose Forgot password? and check inbox/spam. Links expire after 30 minutes and work once; a new request supersedes older links. A successful reset revokes existing sessions.
Wrong branch	Stop before selling or receiving; switch to the authorised branch.
Transfer cannot dispatch/receive	Confirm your assigned branch and permission, then ask an authorised manager.
Plan still pending after transfer	Keep the reference and wait for reconciliation; contact official support if overdue.

Official support: support@shoplite.africa. Include the business name, app version, phone model, time, screen name and a screenshot—but never include passwords, reset links, PINs or OTPs. A successful password reset signs out existing sessions for safety.

19. Daily and weekly control checklist

Every opening

- Confirm the correct business and branch.
- Check low stock, expiry warnings and pending offline records.
- Confirm the camera and network are ready for the day's work.

Every closing

- Synchronise pending sales and compare sales with cash, transfer and POS totals.
- Review returns, adjustments, approvals and unusual activity.
- Check tomorrow's urgent restock and expiring stock.

Every week

- Review Smart Restock, margin and fastest-selling products.
- Review purchase orders, partial receipts, transfers and branch differences.
- Deactivate unused staff access and confirm branch assignments.
- Run targeted physical counts and investigate differences.
- Check for a verified ShopLite update.

One system. Clear stock. Safer sales. Better decisions.

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