

Silai Buddy

Apni Boutique, Ab Aasaan

USER GUIDE

The complete step-by-step guide to running your boutique or tailoring shop on SilaiBuddy — customers, orders, designs, billing, GST, WhatsApp, team and payroll.



 app.silaibuddy.com

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Welcome to SilaiBuddy

SilaiBuddy runs in any browser — computer, tablet or phone. There is nothing to install. One login manages your whole shop: customers, measurements, orders, billing, GST, WhatsApp, team and payroll.

1

Open the app

Type app.silaibuddy.com in Chrome or any browser. On a phone you can add it to the Home Screen so it opens like an app.

2

Create your shop (first time)

Tap 'Create your shop free' on the login page. Enter your shop name, owner name, mobile and email (all four are needed) and a password of 8+ characters — tap the  icon to see what you are typing. Your shop is ready in seconds, pre-loaded with the full garment and measurement catalogue.

3

Sign in

Use your email (or mobile) and password. Your data is private — every shop's records are completely separate and protected.

 **Tip:** Your free trial runs for 14 days with 2 user logins. The days left are always shown at the bottom of the menu. To continue after the trial or add more staff logins, contact SilaiBuddy support.

 app.silaibuddy.com/login

SilaiBuddy

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Sign in

Finding your way around

Everything lives in the left menu. Here is what each item does:

1

Workspace — daily work

Dashboard (your shop at a glance) · Day Book (today's money) · Customers · Orders/Job Cards (the workshop board) · Inventory (fabric stock) · Team Members · Billing & GST · WhatsApp.

2

Manage — owner tools

Expenses · Reports (money analysis) · GST Returns · Payroll · Garments & Fields (customise your catalogue) · Settings (shop profile, staff logins).

3

Scan box

The 'Scan card / slip' box at the top of the menu works with any barcode scanner — scan a customer's QR card or a job slip and their page opens instantly. You can also type the code.

4

Your name & trial

Bottom of the menu shows who is signed in, their role, and your trial days. Sign out from here too.



Tip: Staff see only what their role allows. A counter person can serve customers and take orders but cannot see expenses, reports or settings.

The Dashboard

The Dashboard is your shop's cockpit — open it every morning.

1

This shop at a glance
Four big numbers: Revenue received, Pending dues, Net profit and Advance held. They count up live from your actual bills.

2

Active by stage
Colourful tiles show how many orders sit at each workshop stage — Booked, Cutting, Stitching, Finishing, Trial, Ready. Tap any tile to open the board.

3

Analytics
Three charts: Orders by stage (donut), Collections (how much of billed money is received) and the Revenue trend over 6 months.

4

Today & standing
Deliveries due today, active orders, upcoming birthdays/anniversaries, money owed to your team, and total customers.

Booked

3

Cutting

1

Stitching

4

Finishing

1

Trial

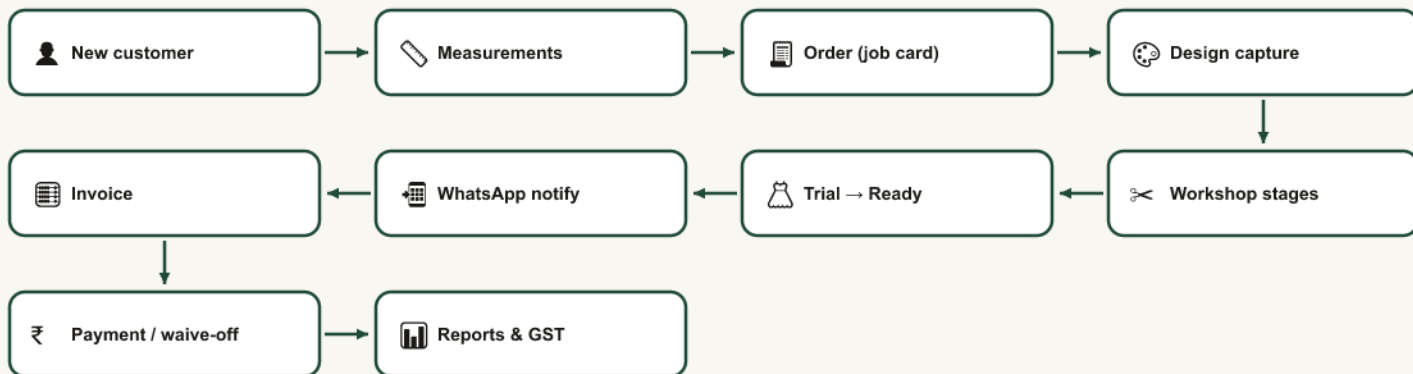
2

Ready

5

The daily flow of your shop

SilaiBuddy follows the natural rhythm of a tailoring shop. Every step hands its work to the next — enter a thing once, and it flows to the end:



1

One chain, no re-typing

The measurement fills the job card, the job card fills the invoice, the invoice fills your GST return. Nothing is entered twice.

2

Money is never separate

Advances, receipts, discounts and refunds hit the customer's khata the moment they happen — the Dashboard and Reports always show the truth.

3

You can start anywhere

Walk-in fabric sale? Bill it directly. Regular customer? Scan their QR card and jump straight to a new order. The flow bends to your day.

Tip: Keep this page at the counter for the first week — the app follows exactly this rhythm.

Adding a customer

Customers are the heart of the shop. Add them once — measurements, orders and bills all attach automatically.

1

Open Customers → + Add Customer

Only the name is compulsory. Add mobile number (used for WhatsApp and duplicate-checking), father's/husband's name, city and address.

2

Add birthday & anniversary

SilaiBuddy will remind you and can send WhatsApp wishes automatically — customers love it.

3

Opening balance (optional)

Moving from a register? Enter what the customer already owes (or their advance) and their ledger starts correct from day one.

4

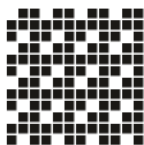
Print their QR card

Open the customer → Print card. Give it to the customer — next visit, one scan at the counter opens their full history.

 **Tip:** Same mobile number entered twice? SilaiBuddy warns you, so duplicate customers don't pile up.

Priya Sharma

CUST-00042



Scan at the counter

Measurements

Every garment type has its own measurement slip — just like your paper book, but it never gets lost.

1

Open the customer → Measurements

Pick the garment (Suit, Blouse, Kurta, Lehenga...). The right fields appear automatically — Length, Chest, Waist, Sleeve and so on.

2

Enter values and save

Type numbers just like the paper slip. Add a note for special instructions.

3

History is kept forever

Re-measuring later creates a new version — the old one stays. You can always see what was used for a past order.

4

Your fields, your language

In Garments & Fields you can rename fields, add your own (e.g. 'Ghera', 'Teera'), or create entirely new garments.

Bring your old customer list (bulk import)

Have customers in a diary, Excel or another app? Import them all in minutes.

1

Customers → Import

Download the sample file, or use your own Excel/CSV list.

2

Upload and match columns

Tell SilaiBuddy which column is the name, which is the mobile, city, birthday, opening balance — it shows a preview.

3

Review and confirm

Duplicates (same mobile) are flagged and skipped, bad rows are shown, and only clean new customers are created — with opening balances posted to their ledgers.

 **Tip:** Import is safe to re-run: rows already imported are recognised as duplicates and skipped.

Taking an order (job card)

An order is your job card — garments, measurements, dates, advance and the customer's design, all in one place.

1

Orders → + New Order

Choose the customer (or scan their card). Add each garment: pick from your catalogue, set quantity and stitching rate (your saved base price fills in automatically).

2

Assign a team member per item

Each garment line can go to a specific tailor — so everyone knows whose table it is on.

3

Add stitching notes

Tap presets like 'Double stitch', 'Pico finish', 'Lining' or type your own — these print on the job slip for the workshop.

4

Set dates and advance

Trial date, delivery date, and any advance taken. The advance goes straight to the customer's ledger.

5

Save & print the job slip

The slip carries the order number, garments, measurements, notes, dates and design pictures — hand it to the workshop.

Capture the design — photo, sketch, voice

No more 'yeh nahi bola tha!' Attach the customer's exact wish to the order.

1

Open the order → Design board

Three buttons: Upload photo, Draw, Voice note.

2

Upload a photo

A picture from the customer's phone, a magazine cutting, a Pinterest look — with a caption like 'this neck design'.

3

Draw a sketch

Draw the neckline, sleeve or pattern with your finger right on the screen. Undo, redo, save.

4

Record a voice note

Record the instructions in the customer's own words. SilaiBuddy also writes down what it heard (transcript) and you can tag it.

5

It travels with the order

Design photos and sketches print on the job slip, so the workshop sees exactly what was agreed.

 **Tip:** Designs are private — they are visible only inside your shop's login, never on a public link.

The workshop board

See every order move through your workshop — like cards on a wall.

1

Orders shows columns by stage

Booked → Cutting → Stitching → Finishing → Trial → Ready → Delivered. Each card shows the customer, garments and amount.

2

Move an order forward

Open the card and tap 'Advance to next stage'. The board, dashboard tiles and reports update instantly.

3

Make the stages yours

In Garments & Fields → Workflow stages you can rename stages, change their emoji, reorder them, or add new ones like 'Embroidery' or 'Pressing'.

4

Notify the customer

When an order is Ready, tap '📱 Notify ready on WhatsApp' — a polite message with any balance due goes to the customer.

Booked
3

Cutting
1

Stitching
4

Finishing
1

Trial
2

Ready
5

Billing — make the invoice

Turn finished job cards into professional bills — GST or simple cash, your choice each time.

1

Billing & GST → New invoice

Pick the customer and select their un-billed job cards — lines fill in automatically. You can also bill directly (e.g. fabric sale) without an order.

2

GST bill or cash bill?

One switch. GST bills calculate CGST/SGST (or IGST for inter-state) with the right HSN/SAC per line. Cash bills stay simple.

3

Discounts & round-off

Give a discount on the whole bill; SilaiBuddy spreads it across lines correctly and rounds off the total the standard way.

4

Advances adjust automatically

Any advance the customer paid on the order is applied to the bill by itself.

5

Print

A clean tax invoice with your shop name, GSTIN and amount in words — ready for the customer's hand.

Payments, dues & refunds

Every rupee is tracked in the customer's ledger — no more mental maths.

1

Receive a payment (discount optional)

Billing → Record payment: choose the customer, the amount received and the method (cash / UPI / card / bank). To settle with a waive-off, fill 'Discount / waive-off' — dues ₹2,000, received ₹1,900, discount ₹100 closes the khata. The bill updates to partial or paid, and the ledger shows the cash and the discount as separate, honest entries.

2

See who owes what

Every customer's page shows their running balance. The Dashboard and Reports show total pending dues at a glance.

3

Refunds handled cleanly

Return an advance or excess payment with a refund entry — the ledger always stays honest.

4

Family billing

Bill a whole household on one invoice — mother's and daughter's orders together, advances auto-transferred to whoever pays.

💡 **Tip:** Send a gentle WhatsApp dues reminder from the WhatsApp page — one tap per customer.

Inventory — fabric & materials

Track the fabric you sell, with a full stock ledger behind every item.

1

Add an item

Inventory → + Item: name (e.g. 'Banarsi Silk – Red'), unit (metre/piece), purchase and sale rate, GST rate, opening stock and a low-stock alert level.

2

Record purchases

When new stock arrives, add a purchase — quantity and rate. Stock and average cost update.

3

Sell on a bill

Add the item as a line on any invoice — stock reduces automatically, and goods + stitching can live on the same GST bill with correct taxes.

4

Print shelf labels

Each item has a QR label — scan it while billing to add the fabric line instantly.

5

Customer's own cloth

When a customer leaves their fabric with you, record it on the order — it prints on the slip so nothing is misplaced.

Team members & their khata

Every tailor, cutter and helper has a clear running account — earnings, payments, balance.

1

Add a team member

Team Members → + Add: name, skill, and how they are paid — per piece, daily wage, or monthly salary (with the rate).

2

Record work (piece-rate)

When work is done, tap 'Record work' with the amount — '2 suits ₹500'. Their balance grows.

3

Pay them

Tap 'Pay' with amount and method. The ledger shows every entry with a running balance — no disputes.

4

Assign work on orders

Each order line can name its tailor, and the job slip prints it.

Payroll — monthly pay run

One screen to settle the whole team every month, with printable payslips.

1

Open Payroll and pick the month

Every active team member is listed with their pay type, this month's earnings and current balance.

2

Tap 'Pay' on a member

Monthly/daily staff: the wage fills in (days × rate for daily). Piece-rate staff: their recorded work total shows. Add bonus or deduction if any — the net is calculated live.

3

Record & pay

The payment posts to their ledger (salary is never accrued twice for the same month, even if you re-run).

4

Print the payslip

A clean salary slip with gross, additions, deductions, net, paid and balance — with signature lines.

WhatsApp — delight your customers

Ready messages, dues reminders and birthday wishes — from your shop's own number.

1

Order ready — one tap

From the order page or WhatsApp page: '📄 Notify ready' sends a polite Hinglish message with the balance due.

2

Birthdays & anniversaries

The WhatsApp page lists today's occasions. Tap 'Wish' once — everyone gets a warm greeting. Never the same person twice in a day.

3

Dues reminders

See everyone with pending balance and send a gentle reminder per customer.

4

Respect & proof

Customers who opt out are never messaged. Every message (sent or simulated) is stored in the log.

 **Tip:** Until your own WhatsApp Business number is connected in Settings, SilaiBuddy runs in safe 'simulation' — messages are composed and logged but not actually sent, so you can practise freely.

Namaste Priya 🙏

Your order ORD/26-27/00042 at

Riya Boutique is READY 🎉

Balance due: ₹1,200



GST Returns — filing made easy

Your returns build themselves from the bills you already made. Nothing to re-type.

1

Open GST Returns and pick the month

GSTR-1 shows your sales split exactly as the portal wants: B2B (GSTIN buyers), B2C Large, B2C Small, the HSN summary and document summary.

2

GSTR-3B tab

The monthly summary — outward taxable value and tax, ready to copy or hand to your CA.

3

Download for filing

Portal JSON (uploads directly to the GSTN portal), a full Excel workbook, or a Sales Register (Excel/CSV) your accountant or Tally can use.

4

Composition shops

If your shop is under the composition scheme (set in Settings), the page shows CMP-08 instead — quarterly turnover × your rate, with warnings if a bill wrongly charges GST.

 **Tip:** Every figure ties back to your actual invoices — what you file always matches what you billed.

Reports — know your money

Payments & Collections is the owner's money view.

1

Six headline numbers

Total billed, collected, outstanding, realisation rate, this month's collection and overdue 90+ days.

2

Collections trend

₹ received per month for the last 12 months — watch the business grow.

3

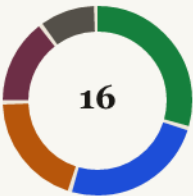
Payment mode & ageing

How money comes in (cash/UPI/bank) and how old your receivables are (0-30, 31-60, 61-90, 90+ days).

4

Top outstanding customers

Who owes the most — your follow-up list, ready-made.



Expenses & Day Book

Profit is only real when expenses are counted.

1

Record expenses

Expenses → + Add: rent, electricity, workshop materials, anything — with category and payment method. The Dashboard's Net Profit uses them automatically.

2

Day Book — today on one screen

Everything that happened today: bookings, money in (advances, receipts), money out (refunds), invoices raised, trials and deliveries due — plus the shop's standing position.

 **Tip:** Open the Day Book at closing time — it is your evening hisaab, done.

Make SilaiBuddy yours

Garments & Fields + Settings tune the app to how YOUR shop works.

1

Garments & categories

Add your own garments with your own names, group them into your own categories (Bridal, Gents, Ladies...), set base prices that pre-fill orders.

2

Measurement fields

Rename fields to your shop's words, add new ones, reorder them — the slips follow your style.

3

Workflow stages & stitching notes

Rename/reorder the workshop stages with emojis; manage your pick-list of stitching instructions.

4

Business profile

Settings → shop name (prints on bills), GSTIN, GST registration type (regular or composition) — used across billing and returns.

5

Staff logins

Settings → Staff logins: give each person their own login with the right role (manager, accountant, billing, counter). Your plan sets how many logins you can have.

Everything you can print

SilaiBuddy prints clean, professional paper wherever your shop needs it:

1

Job slip

For the workshop — garments, measurements, stitching notes, assigned tailor, dates and the design photos/sketches.

2

Tax invoice

For the customer — GST-correct, with your GSTIN and amount in words.

3

Customer QR card

A wallet card — one scan opens the customer at the counter.

4

Fabric shelf label

QR label per item — scan to bill fabric instantly.

5

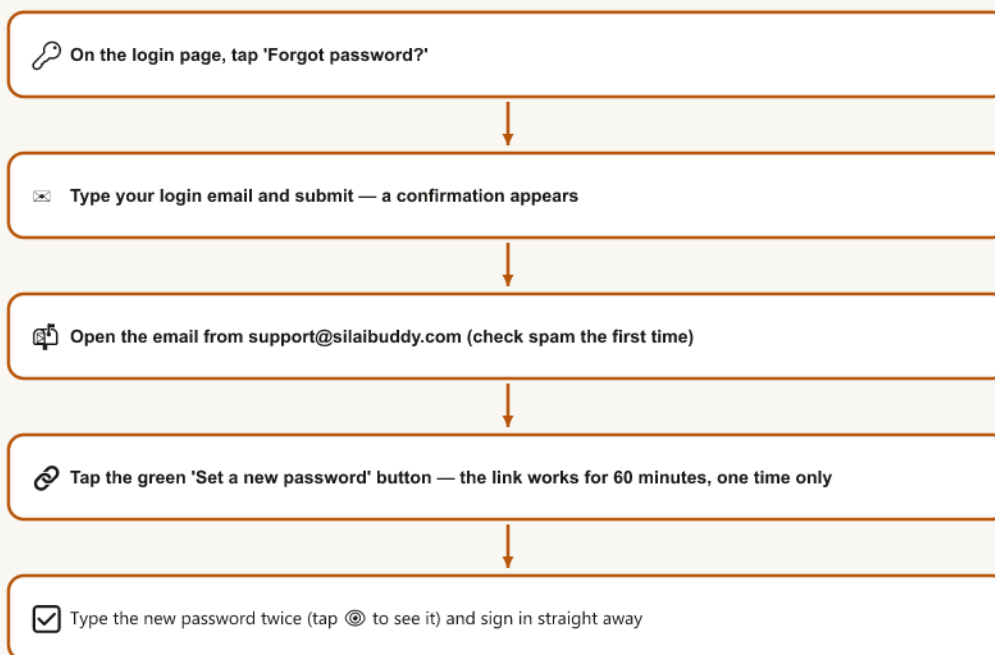
Payslip

Monthly salary slip per team member with signature lines.

 **Tip:** Use your browser's print dialog to save any of these as PDF and share on WhatsApp instead of paper.

Forgot your password? Reset it yourself

Anyone in the shop can reset their own password in under two minutes — no call needed:



💡 **Tip:** No email arriving, or no access to that inbox? Call 88722 12000 or write to support@silaiibuddy.com — the SilaiBuddy team verifies you and sets a new password from their console.

Quick answers (FAQ)

1

Can I use it on my phone?

Yes — the whole app works on any phone browser with a menu made for small screens. Add it to your Home Screen for one-tap access.

2

Is my data safe?

Yes. Your shop's data is completely separate from every other shop, protected by your login over a secure (https) connection, and backed up automatically.

3

I forgot my password

Tap 'Forgot password?' on the login page and submit your email — a reset link arrives within a minute (check spam the first time) and works for 60 minutes. Can't reach your email? Call 88722 12000 and the team will set a new one after verifying you.

4

Can my tailor see my accounts?

No. Roles control everything — counter and workshop staff never see money reports, expenses or settings.

5

My trial is ending — what happens?

Your data stays safe. Contact support to activate a plan and continue exactly where you left off.

6

Need help or more user logins?

Write to support@silaiibuddy.com — we respond quickly and can set up your shop with you on a call.