STOKITO

REF · SP-GUIDE · EN

USER GUIDE

Manage your stock, quotes, delivery notes and invoices, step by step.

Stock | Quotes | Delivery notes | Invoices | Stock take

ÉTIQUETTE · SP-DOC

stokito.com

November 2026 edition

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01 WELCOME TO STOKITO

SP-01

> Stokito is online software for stock, quotes and invoices, for shops, wholesalers and small businesses in France, Morocco and other French-speaking countries. It runs in your browser (computer, tablet or phone): nothing to install.

With Stokito you can:

- record your products, prices and stock;
- make quotes, delivery notes and invoices as PDF with your logo;
- send them to your customers by email, with the PDF, without leaving Stokito;
- track what your customers owe you and remind them on WhatsApp or by email;
- order from your suppliers and bring the goods into stock;
- count your stock (stock take) and see your monthly figures.

THE PATH OF A SALE

QUOTE → DELIVERY NOTE → INVOICE → PAYMENT

THE PATH OF A PURCHASE

SUPPLIER ORDER → MARK AS RECEIVED → STOCK GOES UP → SUPPLIER PAYMENT

TIP In this guide, words in grey such as `Enregistrer` are the buttons exactly as they appear on screen. The app screens are shown in French; just click the button with the same name.

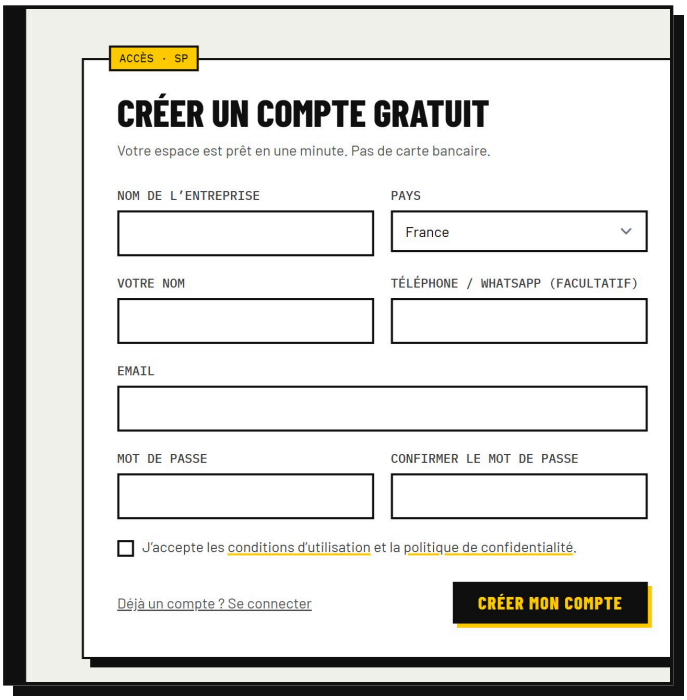
02 CREATING AN ACCOUNT AND LOGGING IN

SP-02

> Your company creates its account for free, in one minute. Then each employee logs in with their own email and password.

CREATE YOUR COMPANY ACCOUNT

1. Open **stokito.com** and click **Créer un compte gratuit** (create a free account).
2. Type the **company name** and choose the **country**: currency, VAT rate and company identifiers (SIRET, ICE…) follow automatically.
3. Type your name, your email, a password and, if you like, your WhatsApp phone number.
4. Tick the box to accept the terms, then click **Créer mon compte**. Your workspace is ready and you receive a welcome email.



The sign-up page.

LOGGING IN

1. Open your browser (Chrome, Safari, Edge…) and type **stokito.com**.
2. Click **Se connecter** at the top right.
3. Type your **Email** and **Mot de passe** (password), then click **SE CONNECTER**.
4. Tick **Se souvenir de moi** (remember me) on your own computer so you do not retype the password every time.



The login page.

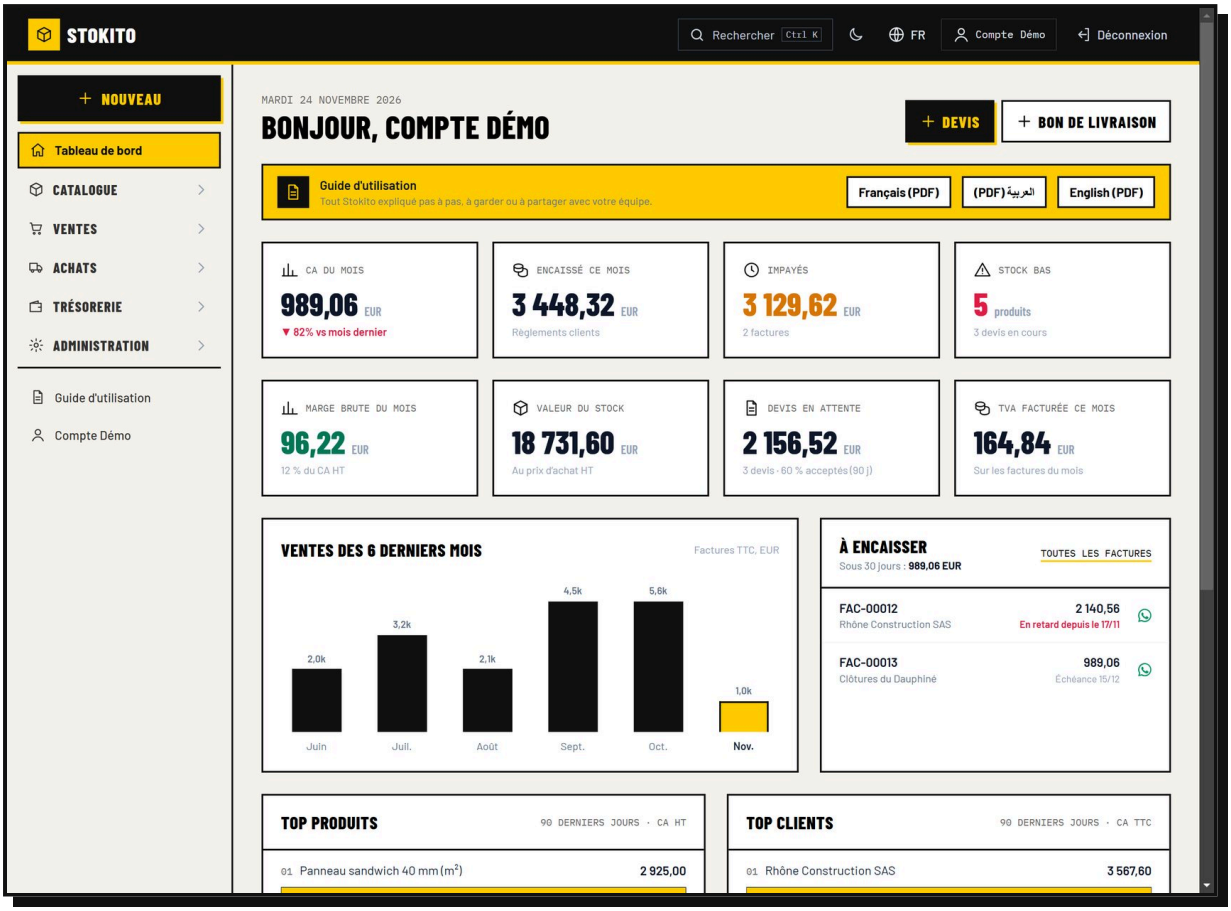
IMPORTANT Forgot your password? Click **`Mot de passe oublié ?`**: you receive a link by email to choose a new one. Your company's administrator can also set one for you in **Administration › Utilisateurs**.

TIP You can try Stokito without an account: on the website, click **`Tester la démo`**. Demo data is fictitious and reset every night.

03 THE MAIN SCREEN

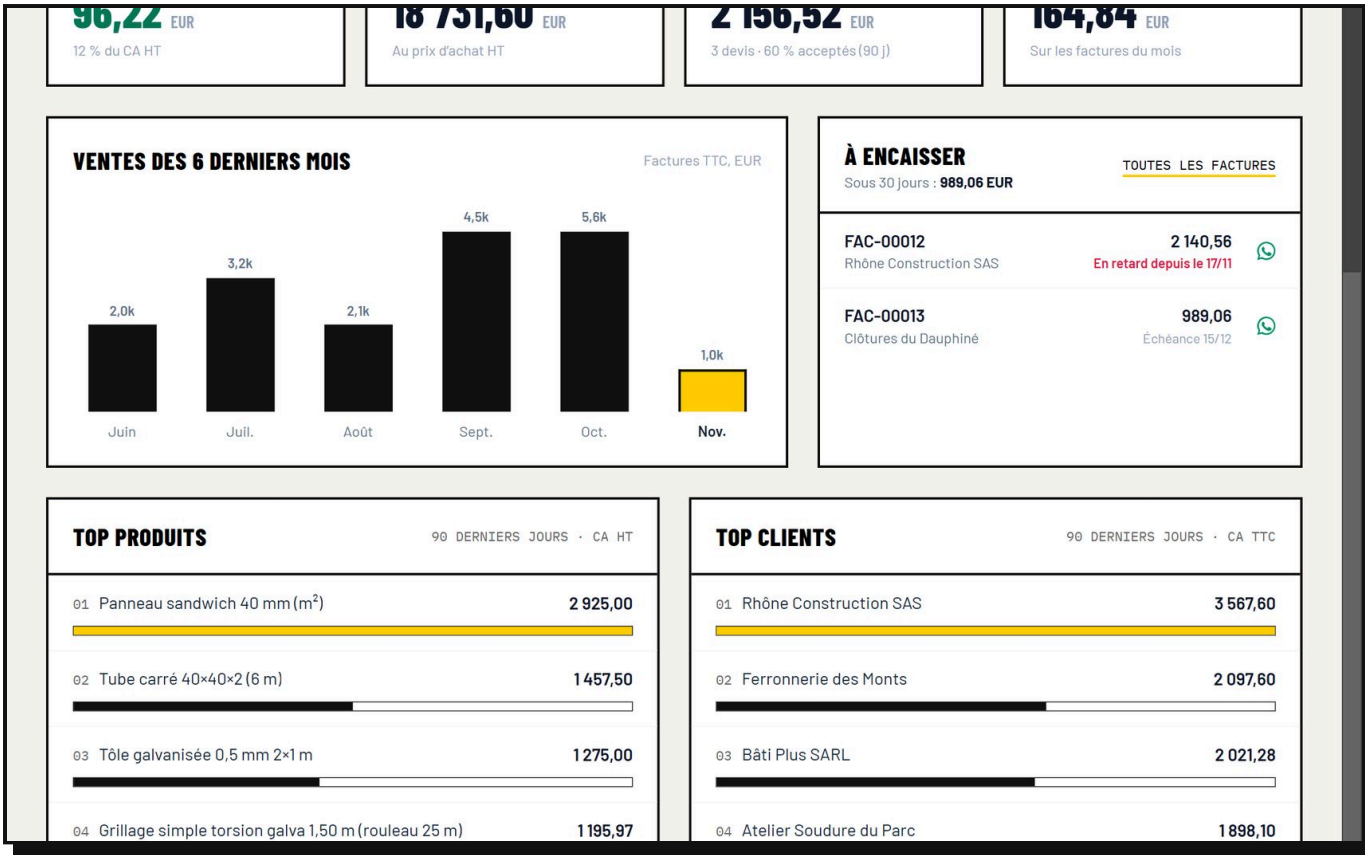
SP-03

After logging in, you land on the dashboard. It sums up your activity for the month.



The dashboard: menu on the left, monthly figures in the middle.

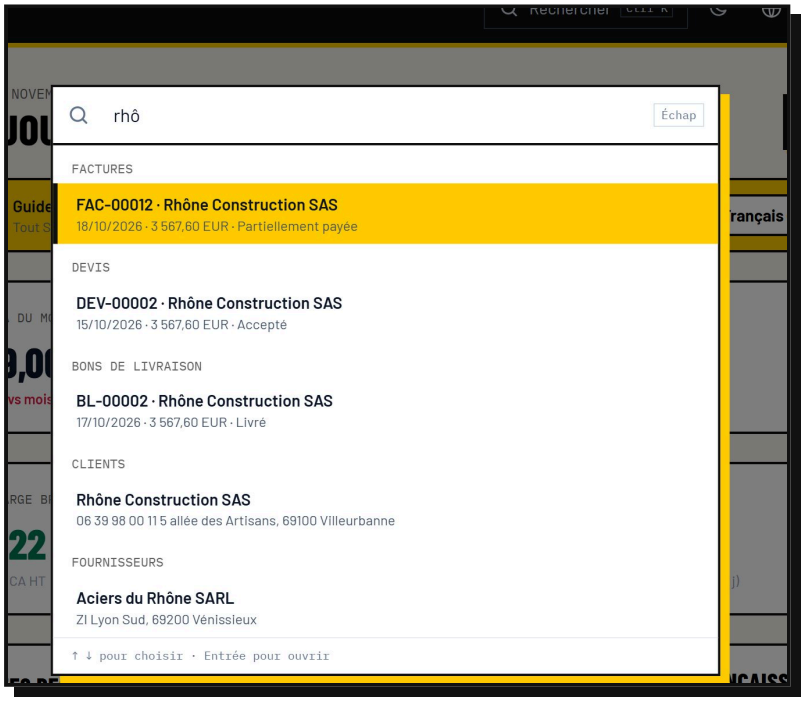
CA du mois (sales this month)	Total of this month's invoices including VAT, compared with last month.
Encaissé ce mois (collected)	The money received from your customers this month.
Impayés (unpaid)	What customers still owe you. Click to see the invoices.
Stock bas (low stock)	Products that have fallen below their alert threshold.
Gross margin this month	This month's revenue excluding VAT minus the purchase price of the products sold. Only shown with the « Voir marges » permission.
Stock value	Your stock at purchase price excluding VAT. Products not sold for 90 days are flagged.
Pending quotes	The amount of draft or sent quotes, and the share of quotes accepted over 90 days.
VAT invoiced this month	The VAT on this month's invoices.
À encaisser (to collect)	Invoices to be paid, late ones in red, and the total expected in the next 30 days. The green button opens WhatsApp to send a reminder.



Further down: the 5 products and the 5 customers that brought in the most over the last 90 days.

SEARCH EVERYWHERE

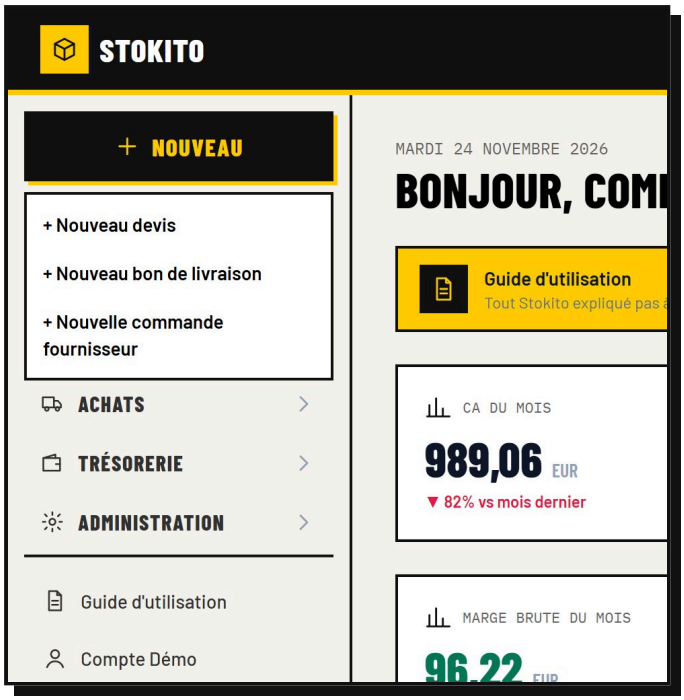
Click **Rechercher** at the top, or press **Ctrl + K** (⌘ + **K** on a Mac) or the **/** key. Type a customer name, a product, a reference or an invoice or quote number: results are grouped. Pick one with the ↑ ↓ arrows, then Enter.



Search: invoices, quotes, delivery notes, customers and suppliers at once.

THE MENU

The left menu is organised in groups: **Catalogue** (products), **Ventes** (sales), **Achats** (purchases), **Trésorerie** (cash) and **Administration**. Click a group to open it.



The **Nouveau** button creates a quote, a delivery note or a supplier order in one click.

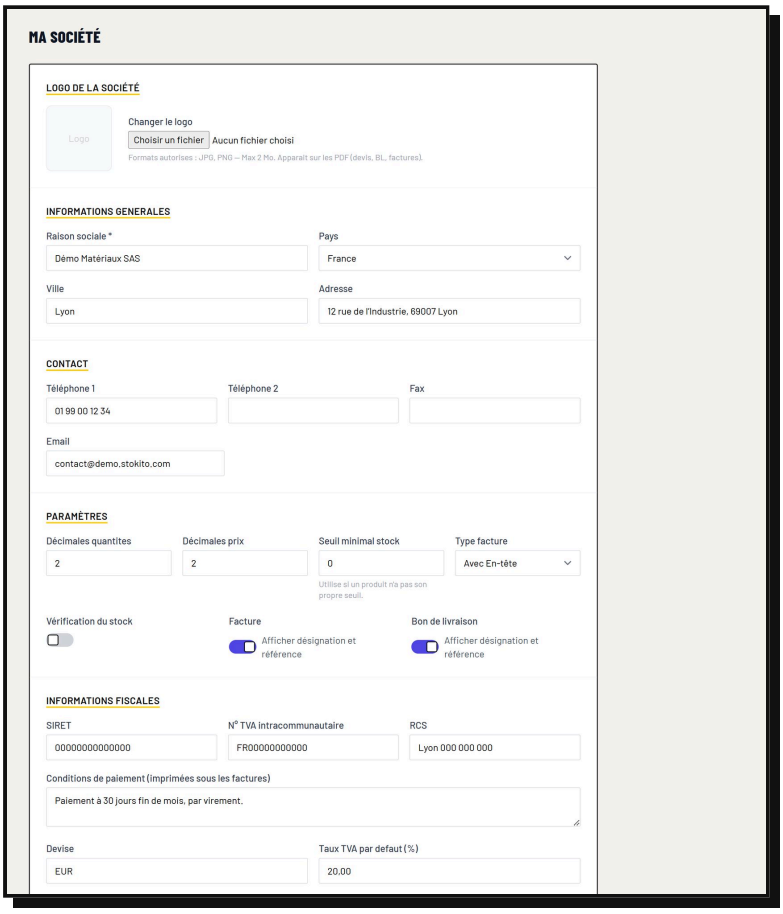
- At the top right: the moon switches to **dark mode**, the globe changes the **language** (Français, English, العربية), and **Déconnexion** logs you out.
- On a phone the menu is hidden: tap the ☰ button at the top left to open it.

04 FIRST SETUP: MA SOCIÉTÉ (YOUR COMPANY)

SP-04

> Done once, by the administrator. This information appears on all your PDFs.

1. Open **Administration › Ma société**.
2. **Logo**: click `Choisir un fichier` and choose your logo (JPG or PNG, 2 MB maximum).
3. Fill in the company name, city, address, phone numbers and email.
4. Choose the **Pays** (country): currency, VAT rate and identifier names follow. Fill in the **Informations fiscales** (SIRET, VAT number and RCS in France; ICE, IF, RC, Patente and CNSS in Morocco…): they are printed on your invoices.
5. **Payment terms**: for example “Payment within 30 days by bank transfer”. They are printed under every invoice.
6. Check the **default VAT rate** (usually 20%) then click `Enregistrer`.



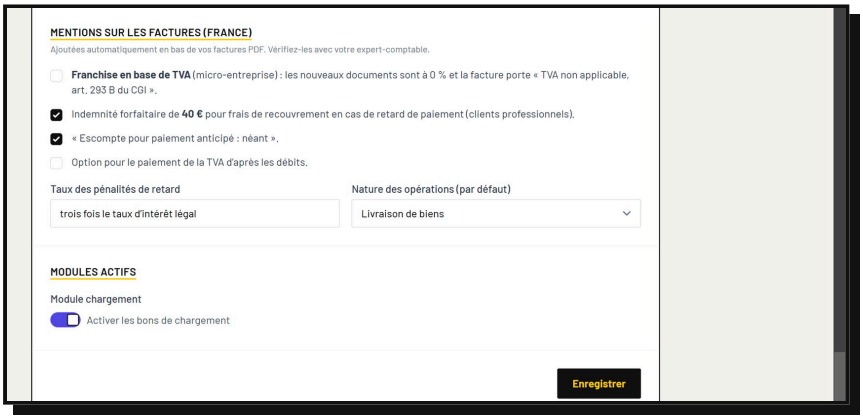
The Ma Société page.

Type facture (invoice type)	**Avec En-tête**: Stokito prints your logo and details. **Sans En-tête**: for paper already printed with your letterhead.
Vérification du stock	When on, Stokito refuses a delivery note or an invoice if there is not enough stock.
Seuil minimal stock	Alert threshold used for products that have no threshold of their own.
Décimales	Number of digits after the decimal point for quantities and prices.
Validité des devis (quote validity, days)	Default length used for « Valable jusqu'au » (valid until) on each new quote (30 days to start with).
Relances automatiques par email (automatic reminders)	Off at first. Once ticked, Stokito reminds customers who pay late (see the « Collecting payments and reminders » chapter).
Menu latéral (side menu)	At the bottom of the page: rename or reorder the menu links for your team.

MENTIONS ON INVOICES (FRANCE)

For a French company, an extra section appears. What you tick is printed automatically at the bottom of every invoice:

- **Franchise en base de TVA** (VAT exemption for micro-businesses): new documents are at 0 % and the invoice says « TVA non applicable, art. 293 B du CGI ».
- the **late-payment penalty rate** and the **€40 fixed recovery fee** (business customers);
- « Escompte pour paiement anticipé : néant » (no early-payment discount), the option to pay VAT on debits, and the default **nature of operations** (goods, services or both).



The French mentions in Ma Société.

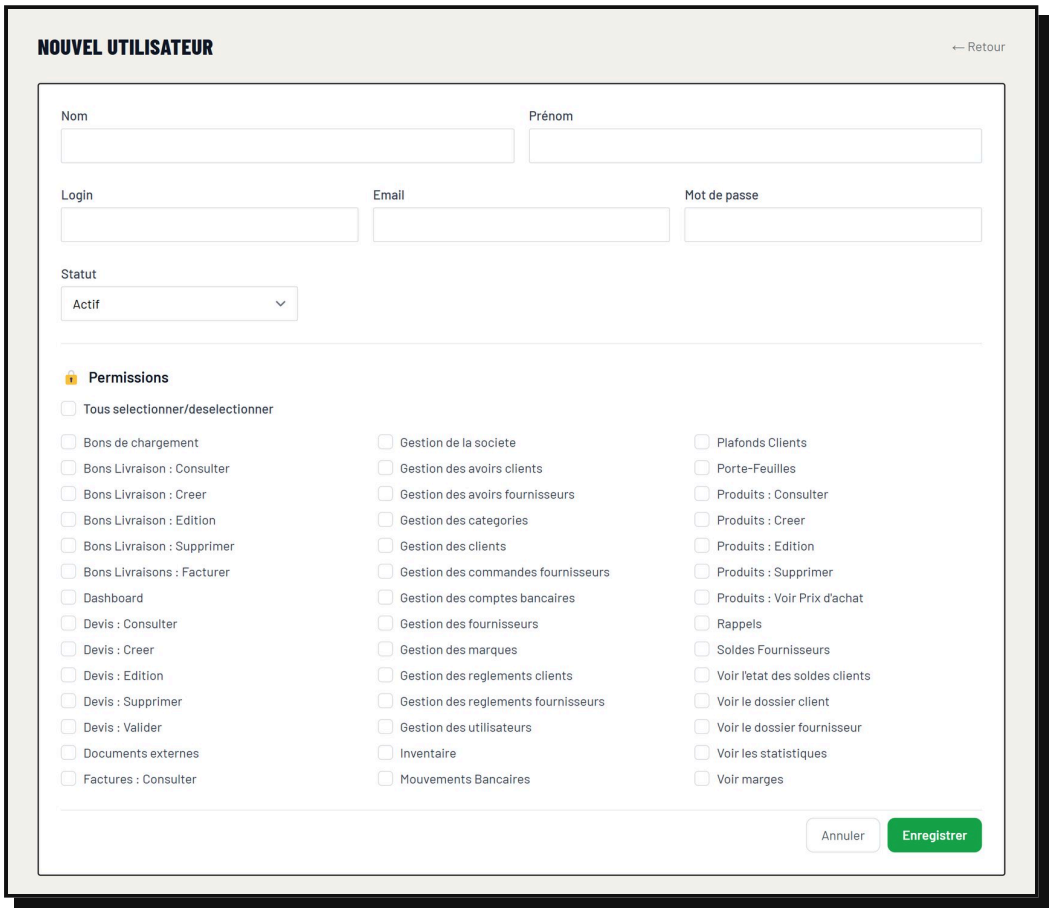
IMPORTANT These mentions depend on your situation: check them with your accountant.

05 ADDING YOUR EMPLOYEES

SP-05

> Each employee has their own account. You choose exactly what they can see and do.

1. Open **Administration › Utilisateurs** then click `+ Nouvel Utilisateur`.
2. Type the last name, first name, a login, the email and a password.
3. Leave **Statut** on **Actif** (choose **Inactif** to block a former employee without deleting them).
4. Tick the **permissions** they need, then `Enregistrer`.



The new user form and its permissions.

`Salesperson`	Devis (Consulter, Créer), Bons Livraison (Consulter, Créer), Produits : Consulter, Gestion des clients.
`Storekeeper`	Produits (Consulter, Créer, Edition), Inventaire, Gestion des commandes fournisseurs.
`Accountant`	Factures : Consulter, Gestion des règlements clients et fournisseurs, Mouvements bancaires, Voir les statistiques.

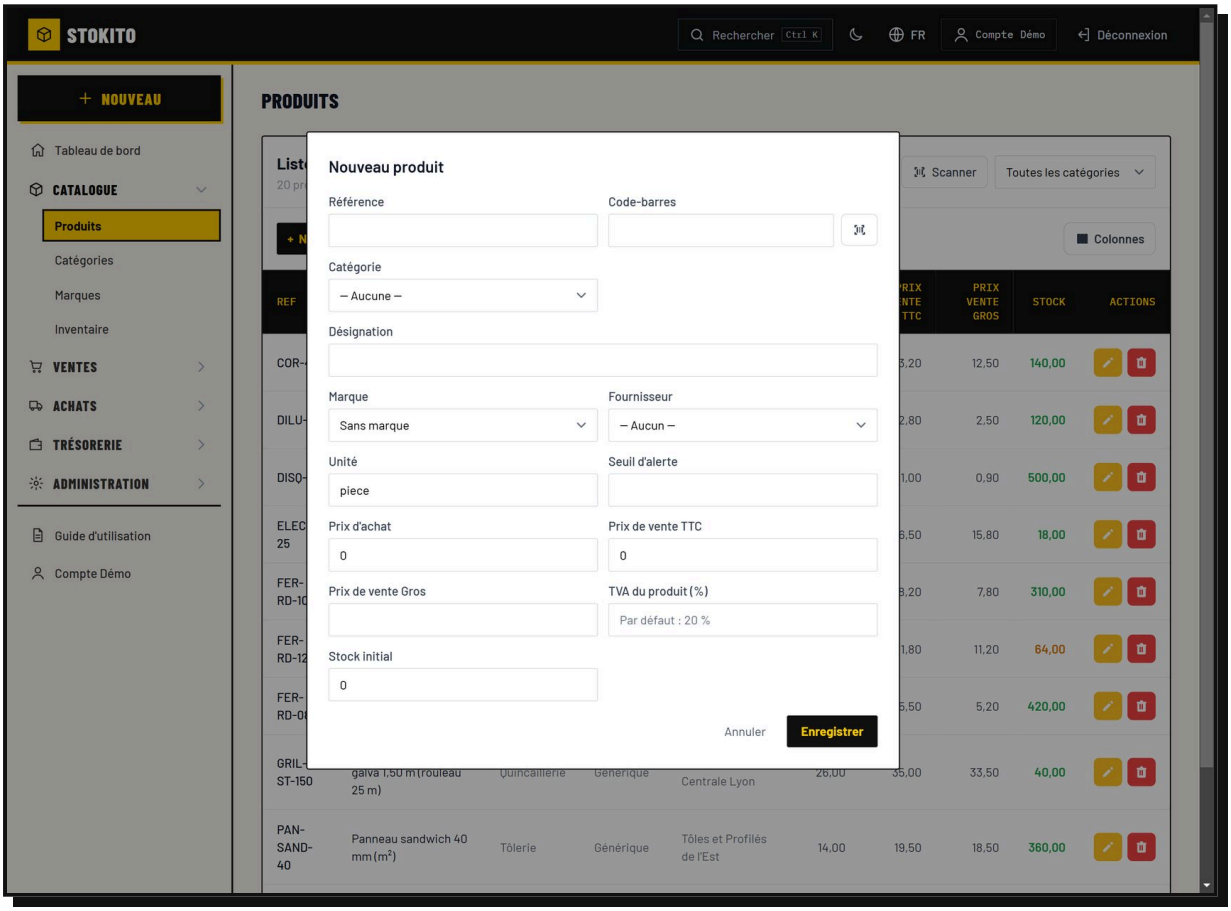
TIP To keep your margins private, do not tick **Produits : Voir Prix d'achat** or **Voir marges** for salespeople.

06 YOUR PRODUCTS

SP-06

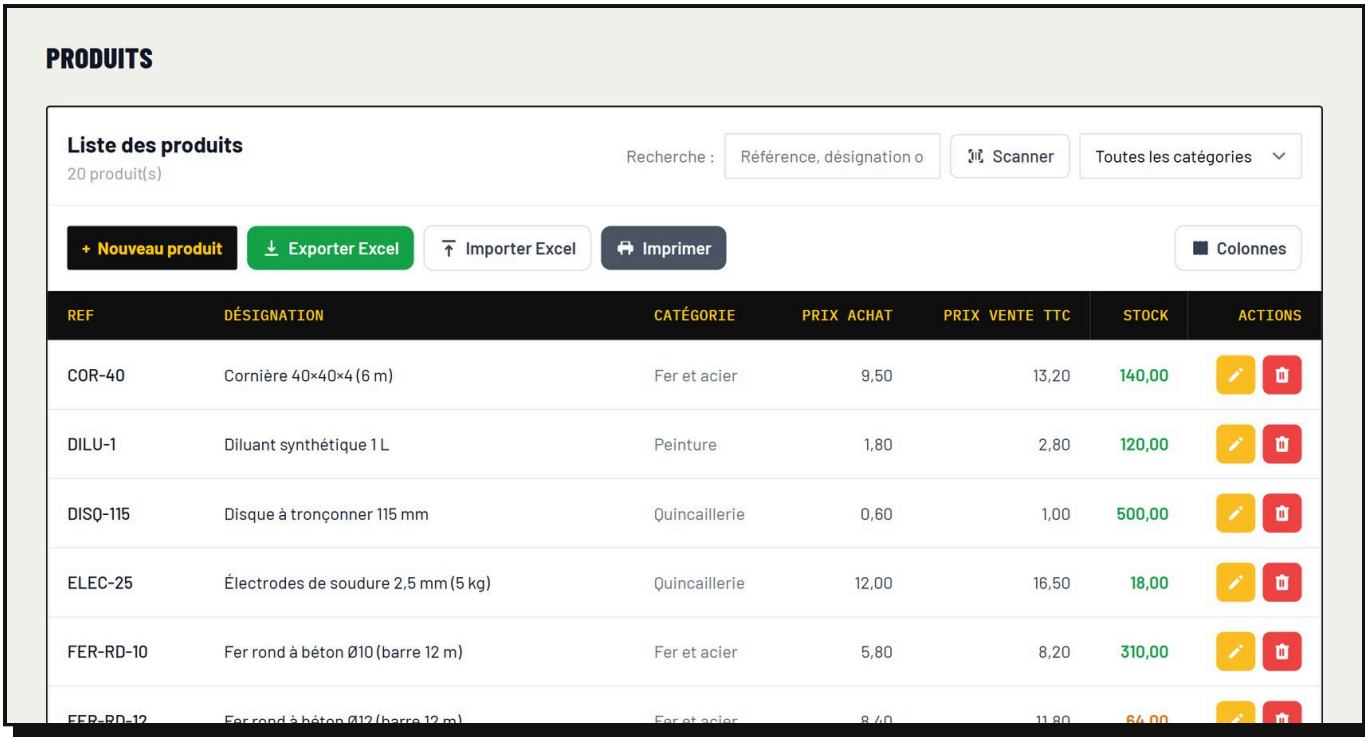
> Start by creating your categories (Catalogue › Catégories), then add your products.

1. Open **Catalogue › Produits** then click `+ Nouveau produit`.
2. Fill in the **Référence** (a unique code, for example FER-10) and the **Désignation** (the product name).
3. Choose the category, brand, supplier and unit (piece, bar, m², box…).
4. Enter the **Prix d'achat** (purchase price), the **Prix de vente TTC** (selling price including VAT) and, if you sell wholesale, the **Prix de vente Gros** (also including VAT).
5. **TVA du produit** (product VAT, optional): leave it empty for the default rate, or type another rate (for example 5.5 % or 10 %). It is used automatically in quotes and invoices.
6. Enter the **Stock initial** and the **Seuil d'alerte** (the minimum stock before you are warned), then `Enregistrer`.



The new product form.

IMPORTANT Selling prices are entered **including VAT (TTC)**. In quotes and invoices Stokito works out the price before VAT and adds the VAT: the customer's total matches your catalogue price.



The product list: stock in green, orange when it gets low, red at zero.

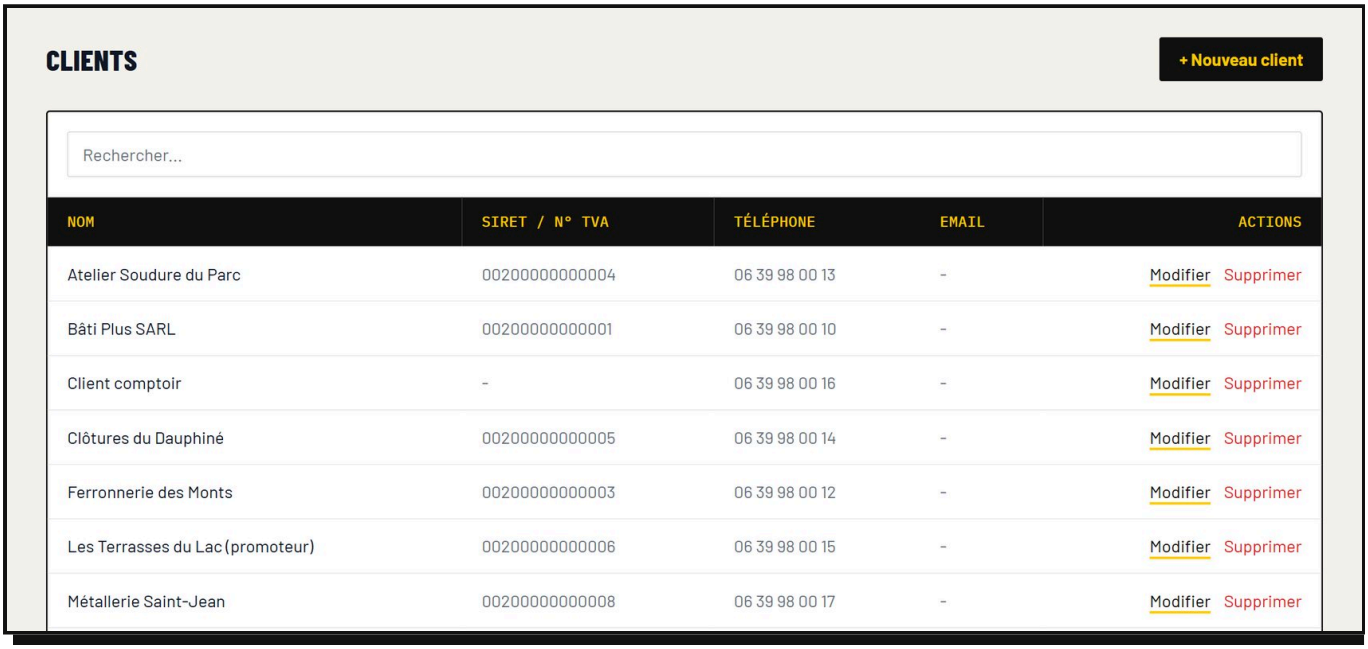
- **Scanner**: find a product by its barcode (phone camera or scanner).
- **Exporter Excel**: downloads the list. **Importer Excel**: adds many products at once. Export first to get the right file template, fill it in, then import it.
- **Colonnes**: show or hide columns (brand, supplier, wholesale price).

07 CUSTOMERS AND SUPPLIERS

SP-07

> A complete customer record means a complete invoice and a one-click WhatsApp reminder.

1. Open **Ventes › Clients** then `+ Nouveau client`.
2. Type the name, the company identifier (**SIRET** in France, **ICE** in Morocco…), the **phone**, the **email** (to send quotes and invoices) and the address.
3. **Plafond de crédit** (credit limit, optional): the maximum amount a customer may owe you.
4. Click `Enregistrer`.



The customer list.

TIP Type the customer's mobile number the way you dial it (06…, 07…): Stokito adds your country code (+33, +212…) for the WhatsApp `Relancer` button.

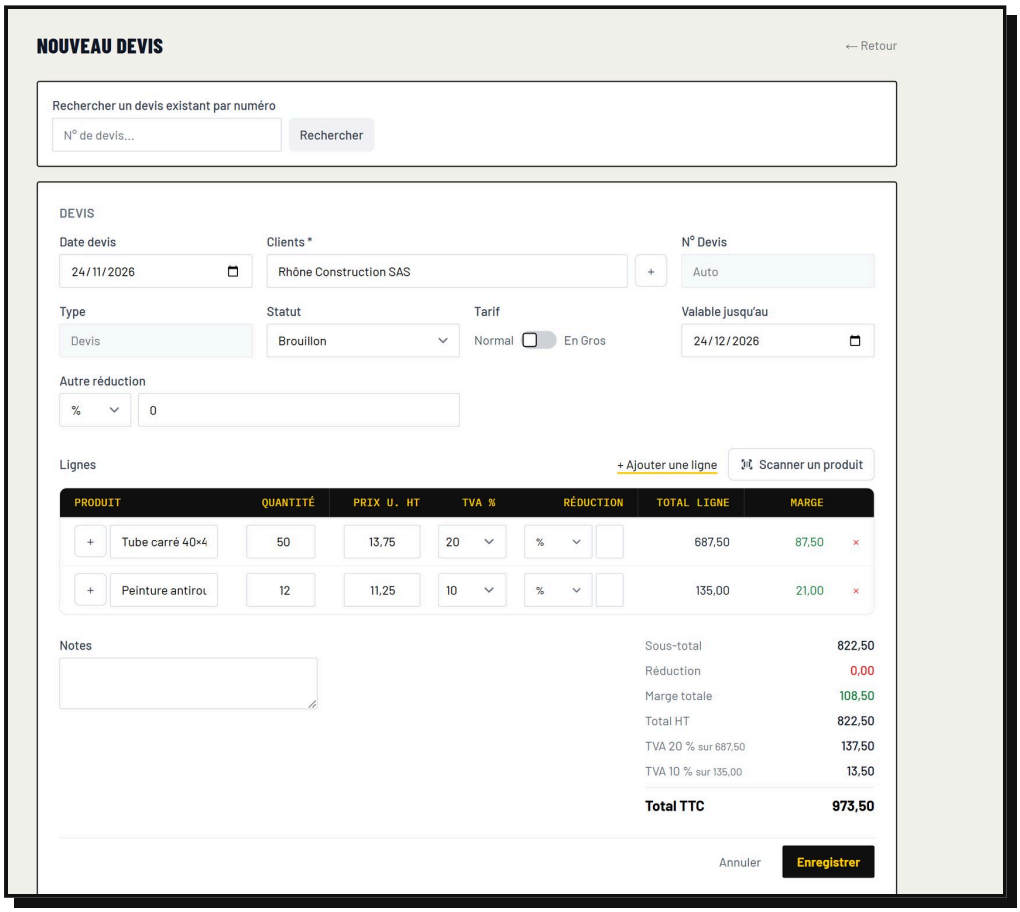
Suppliers are created the same way in **Achats › Fournisseurs**. In **Soldes clients** and **Soldes fournisseurs** you see who owes what; a customer's **file** gathers all their documents.

08 MAKING A QUOTE

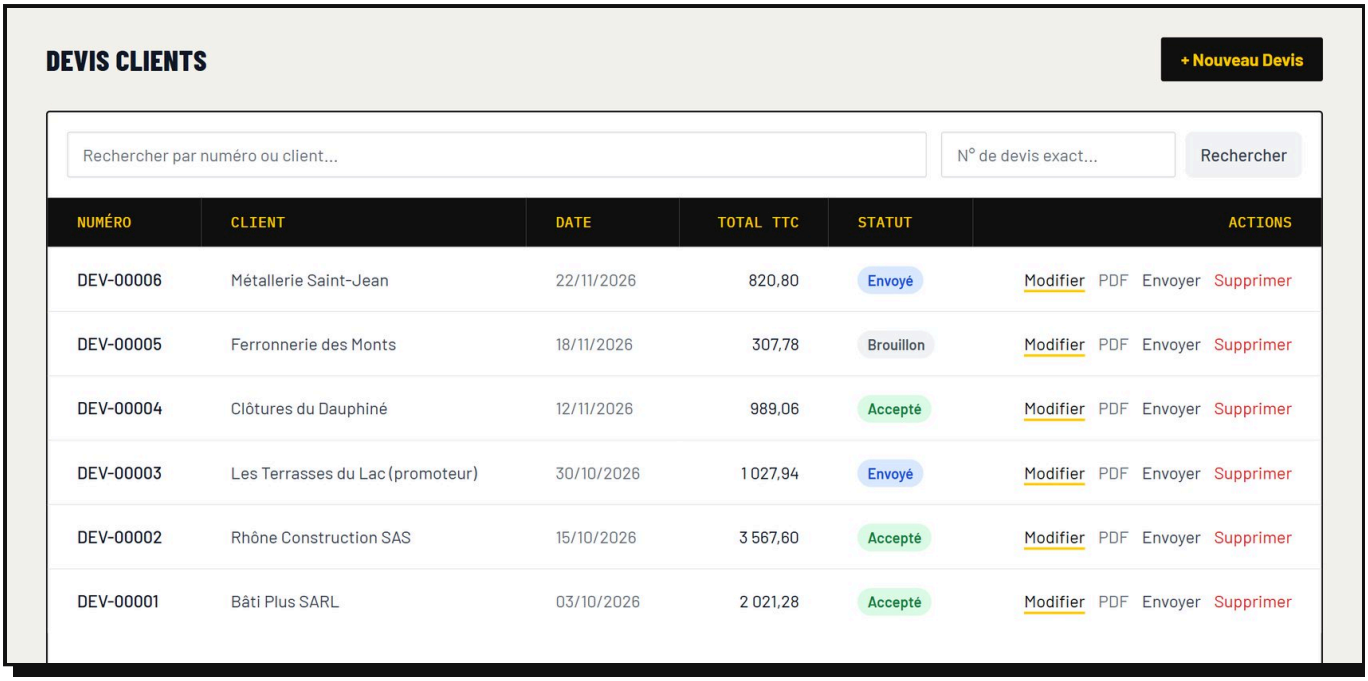
SP-08

> A quote is the price proposal sent to the customer. It does not touch the stock.

1. Click **Nouveau** then **Nouveau devis** (or **Ventes › Devis › + Nouveau Devis**).
2. Choose the **customer** by typing their name. New customer? Click the **+** button next to it.
3. In **Lignes**, type the product name or reference, pick it with the ↑ ↓ arrows then Enter (or with the mouse).
4. Type the **quantity**. The **prix U. HT** (unit price before VAT) fills in by itself; you can change it and add a line **discount** (% or amount).
5. **TVA %** (VAT %): each line has its own rate (the product's, otherwise the default rate). One quote can mix 20 %, 10 % and 5.5 %: the totals show one VAT line per rate.
6. **+ Ajouter une ligne** for another product. **Tarif : En Gros** applies your wholesale prices to every line.
7. **Valable jusqu'au** (valid until): the end date of your offer. It is filled in automatically (30 days by default, set in Ma Société).
8. Check the total then click **Enregistrer**.

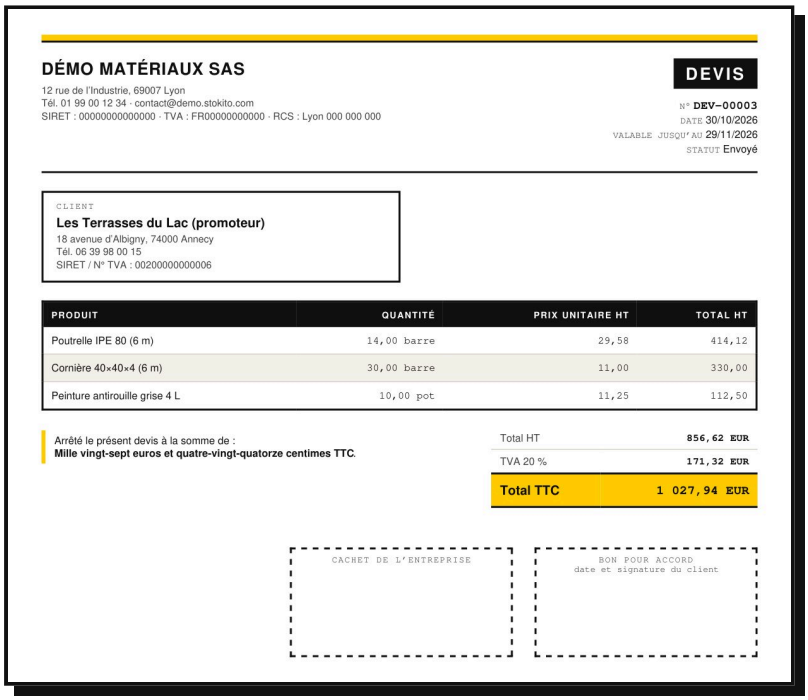


A quote with two VAT rates (20 % and 10 %): one VAT line per rate, then the total including VAT.



The quote list: **PDF** to print it, **Envoyer** to send it by email.

- **Statut** (status): Brouillon, Envoyé, Accepté or Refusé (draft, sent, accepted, refused), so you know where each quote stands. A quote past its validity date shows an **Expiré** (expired) badge.
- **Envoyer** (send): the quote goes to the customer by email, with the PDF. The status changes to **Envoyé** on its own.
- Customer accepts? Two choices: **Convertir en BL** if you deliver goods, or **Facturer** to make the invoice right away (service, sale without delivery). Lines, discounts and VAT are carried over.



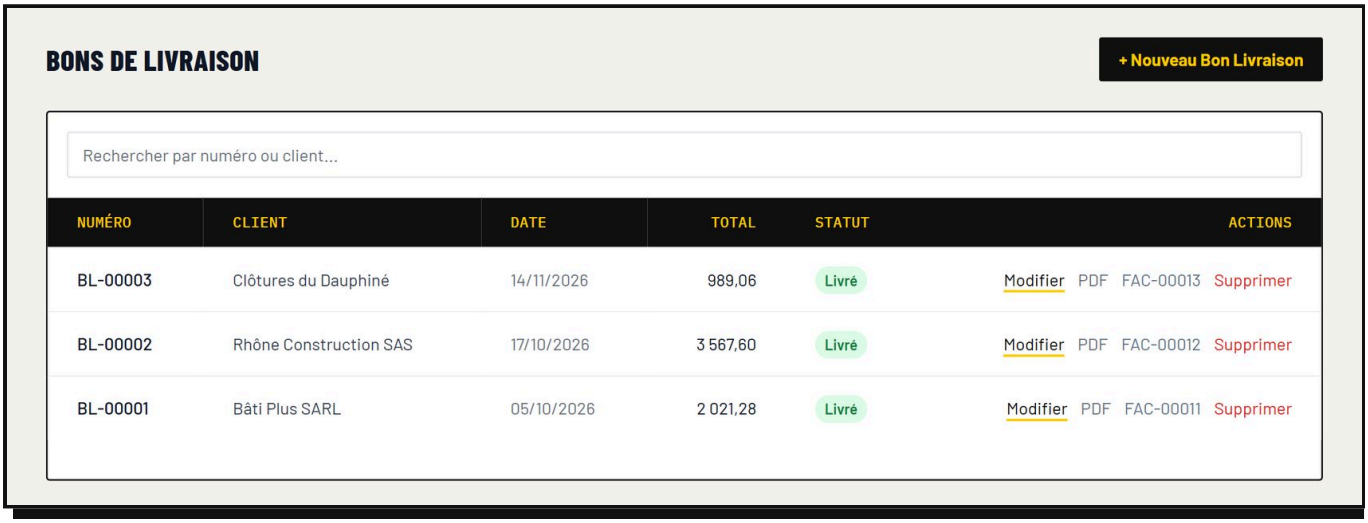
The quote PDF: validity date, then the « Cachet de l'entreprise » (company stamp) and « Bon pour accord » (approved) boxes for the customer's signature.

09 DELIVERING: THE DELIVERY NOTE

SP-09

> The delivery note (BL) travels with the goods. It is what takes products out of stock.

1. Create the delivery note from a quote (`Convertir en BL`: the quote's lines, discounts and VAT are carried over) or with **Ventes › Bons de livraison › + Nouveau Bon Livraison**.
2. Check the lines. Untick **Afficher les prix sur le bon de livraison** if the driver must not see the prices.
3. `Enregistrer`, then print with `PDF`.
4. When the goods leave, click `Marquer livré`: the quantities come out of stock.



Delivery notes and their actions.

IMPORTANT Stock goes down when the BL becomes **Livré** (delivered). If you edit or delete a delivered BL, Stokito corrects the stock automatically.

TIP **Bons de chargement** (loading slips, in Ventes): group several BLs in the same truck. This module is switched on or off in Ma Société.

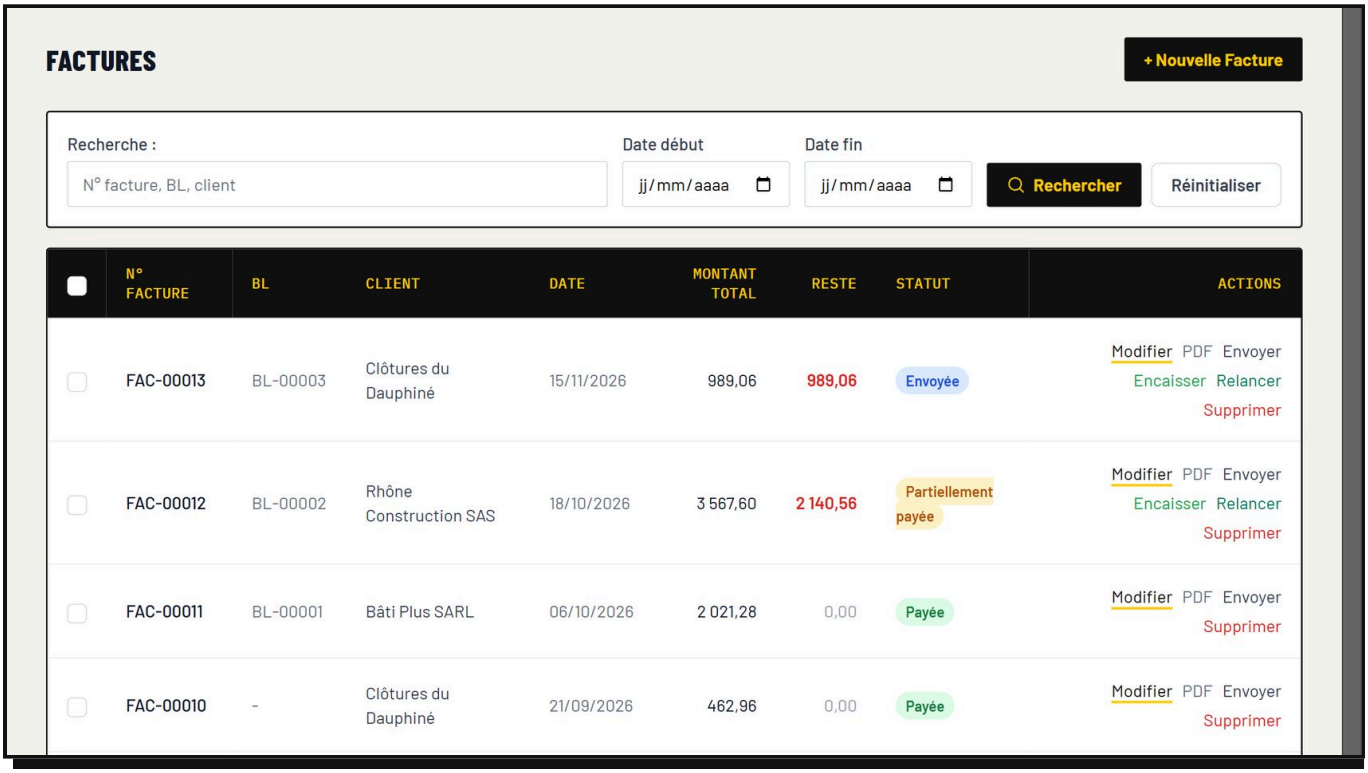
10 INVOICING

SP-10

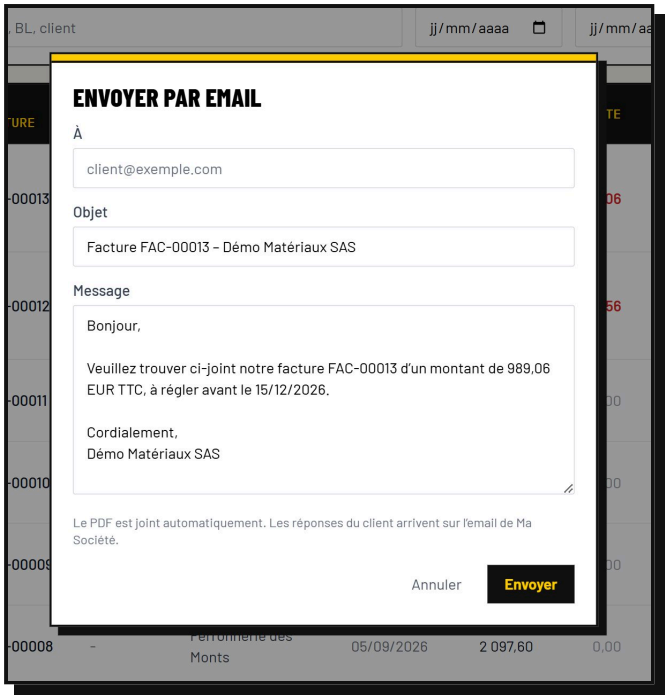
> The invoice is the official document for your customer and your accountant.

1. In **Bons de livraison**, on a delivered BL, click **Facturer**: the invoice is filled with the BL lines.
2. Check the date and the **due date** (payment deadline), then **Enregistrer**.
3. French company: choose the **Nature des opérations** (nature of operations) and, if the goods go somewhere other than the customer's address, type the **Adresse de livraison** (delivery address). Both are printed on the invoice.
4. Click **PDF** to print it, or **Envoyer** to email it to the customer with the PDF.

You can also invoice an accepted quote directly, without a delivery note: **Facturer** button in the quote list. The invoice opens already filled in; check it, then save.

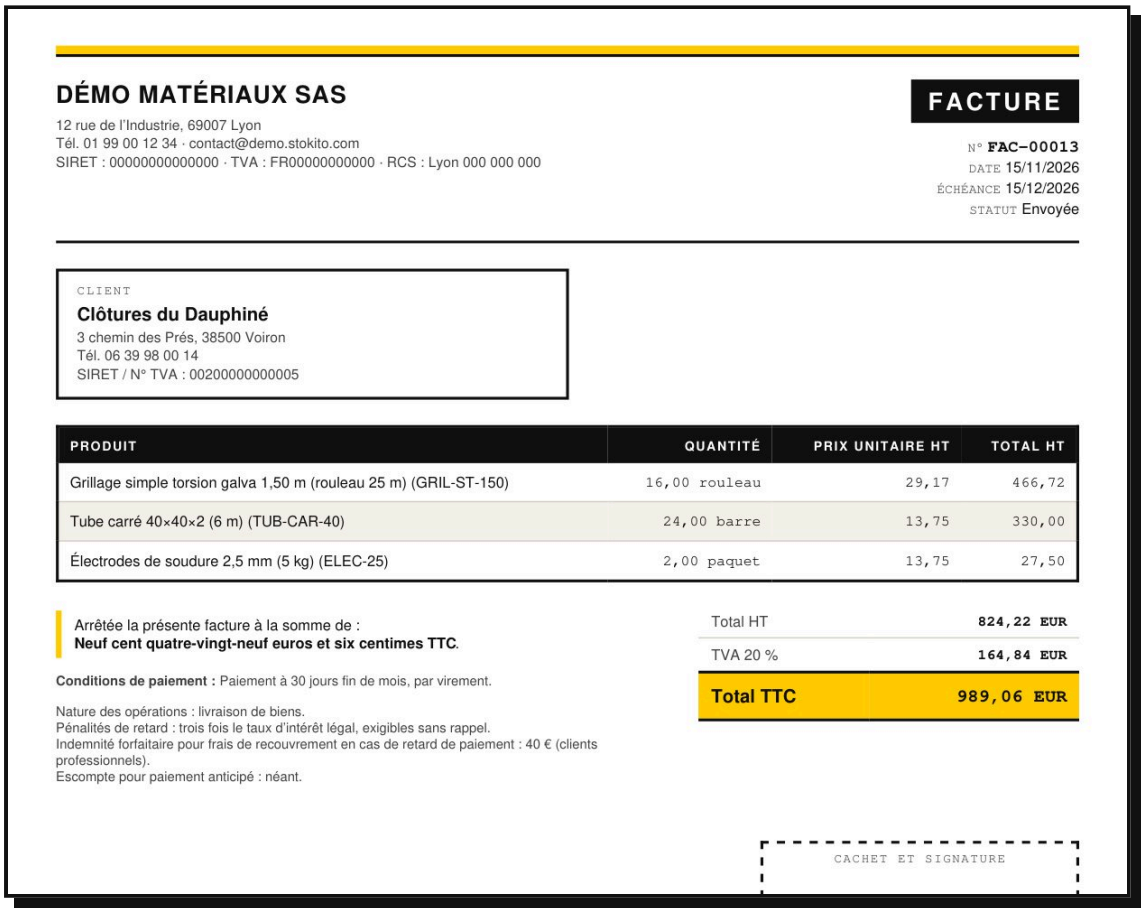


The invoice list: the amount still due is in red.



Envoyer: subject and message are already written, the PDF is attached. The customer's replies go to the email in Ma Société.

Direct sale without a delivery note? Use **+ Nouvelle Facture**. In that case products come out of stock when the invoice is saved. An invoice made from a BL does not take stock out a second time.



DÉMO MATÉRIAUX SAS
12 rue de l'Industrie, 69007 Lyon
Tél. 01 99 00 12 34 · contact@demo.stokito.com
SIRET : 00000000000000 · TVA : FR00000000000 · RCS : Lyon 000 000 000

FACTURE
N° FAC-00013
DATE 15/11/2026
ÉCHÉANCE 15/12/2026
STATUT Envoyée

CLIENT
Clôtures du Dauphiné
3 chemin des Prés, 38500 Voiron
Tél. 06 39 98 00 14
SIRET / N° TVA : 00200000000005

PRODUIT	QUANTITÉ	PRIX UNITAIRE HT	TOTAL HT
Grillage simple torsion galva 1,50 m (rouleau 25 m) (GRIL-ST-150)	16,00 rouleau	29,17	466,72
Tube carré 40×40×2 (6 m) (TUB-CAR-40)	24,00 barre	13,75	330,00
Électrodes de soudure 2,5 mm (5 kg) (ELEC-25)	2,00 paquet	13,75	27,50

Arrêtée la présente facture à la somme de :
Neuf cent quatre-vingt-neuf euros et six centimes TTC.

Total HT	824,22 EUR
TVA 20 %	164,84 EUR
Total TTC	**989,06 EUR**

Conditions de paiement : Paiement à 30 jours fin de mois, par virement.

Nature des opérations : livraison de biens.
Pénalités de retard : trois fois le taux d'intérêt légal, exigibles sans rappel.
Indemnité forfaitaire pour frais de recouvrement en cas de retard de paiement : 40 € (clients professionnels).
Escompte pour paiement anticipé : néant.

CACHET ET SIGNATURE

The invoice PDF: company identifiers, one VAT line per rate, total in words and, in France, the mandatory mentions.

IMPORTANT E-invoicing in France: every company must be able to receive electronic invoices since 1 September 2026, and small and medium businesses must issue them from 1 September 2027, through an approved platform. Stokito produces PDF invoices and is not an approved platform.

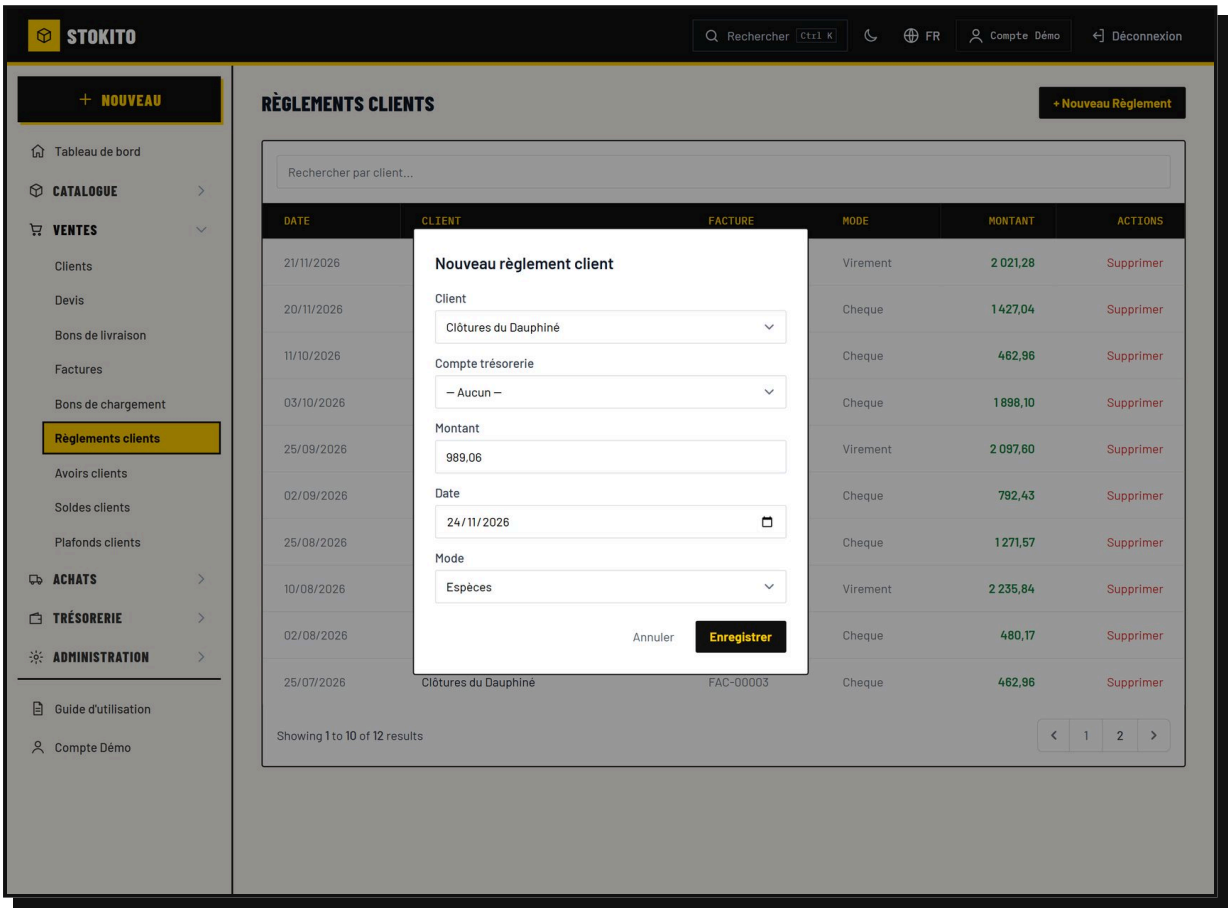
Brouillon / Envoyée (draft / sent)	The invoice is made, nothing has been paid yet.
Partiellement payée (partly paid)	The customer has paid part of it.
Payée (paid)	Everything is settled.
En retard (late)	The due date has passed and money is still owed.

11 COLLECTING PAYMENTS AND REMINDERS

SP-11

> Every customer payment is recorded: you always know who owes you how much.

1. In **Factures**, click `Encaisser` next to the invoice.
2. Choose the **account** (cash box or bank), the **amount** received, the **date** and the **method**: cash, cheque, transfer or card.
3. For a cheque, type its number. Click `Enregistrer`: the invoice status updates.



Recording a customer payment.

REMINDERS ON WHATSAPP

On an unpaid invoice, click `Relancer` (or the green icon on the dashboard). WhatsApp opens with a polite message already written: invoice number, amount, amount due and due date. You read it and send it.

AUTOMATIC EMAIL REMINDERS

Tick **Relances automatiques par email** in Ma Société. Then Stokito takes care of it every morning:

- **7 days after the due date**: a polite reminder, with the invoice as PDF;
- **30 days after the due date**: a second, firmer reminder (with your penalties and the €40 fee if you switched them on);
- only for unpaid invoices whose customer has an email, and only once per level. Replies go to the email in Ma Société.

TIP On a late invoice, the **Envoyer** button suggests the reminder text right away: you can also send a reminder by hand whenever you like.

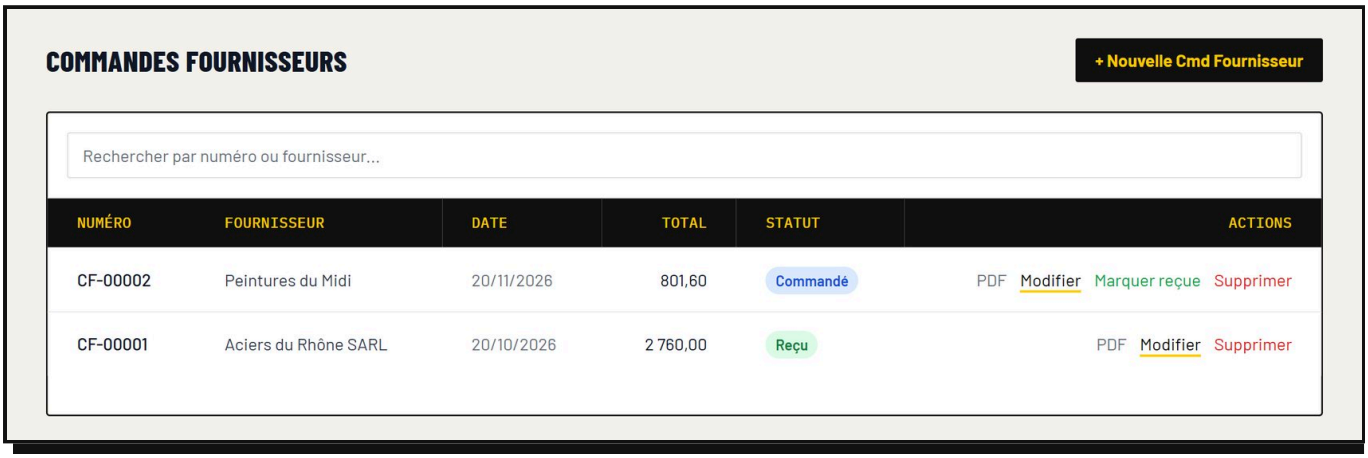
TIP **Avoirs clients** (credit notes): for returned goods or a discount after invoicing. **Plafonds clients**: see the customers who are over their credit limit.

12 BUYING FROM YOUR SUPPLIERS

SP-12

> The supplier order brings goods into your stock when you receive them.

1. Open **Achats › Commandes fournisseurs** then `+ Nouvelle Cmd Fournisseur`.
2. Choose the supplier, add the products, quantities and purchase prices, then `Enregistrer`.
3. When the goods arrive and you have checked them, click `Marquer reçu`: the stock goes up by itself.



Supplier orders.

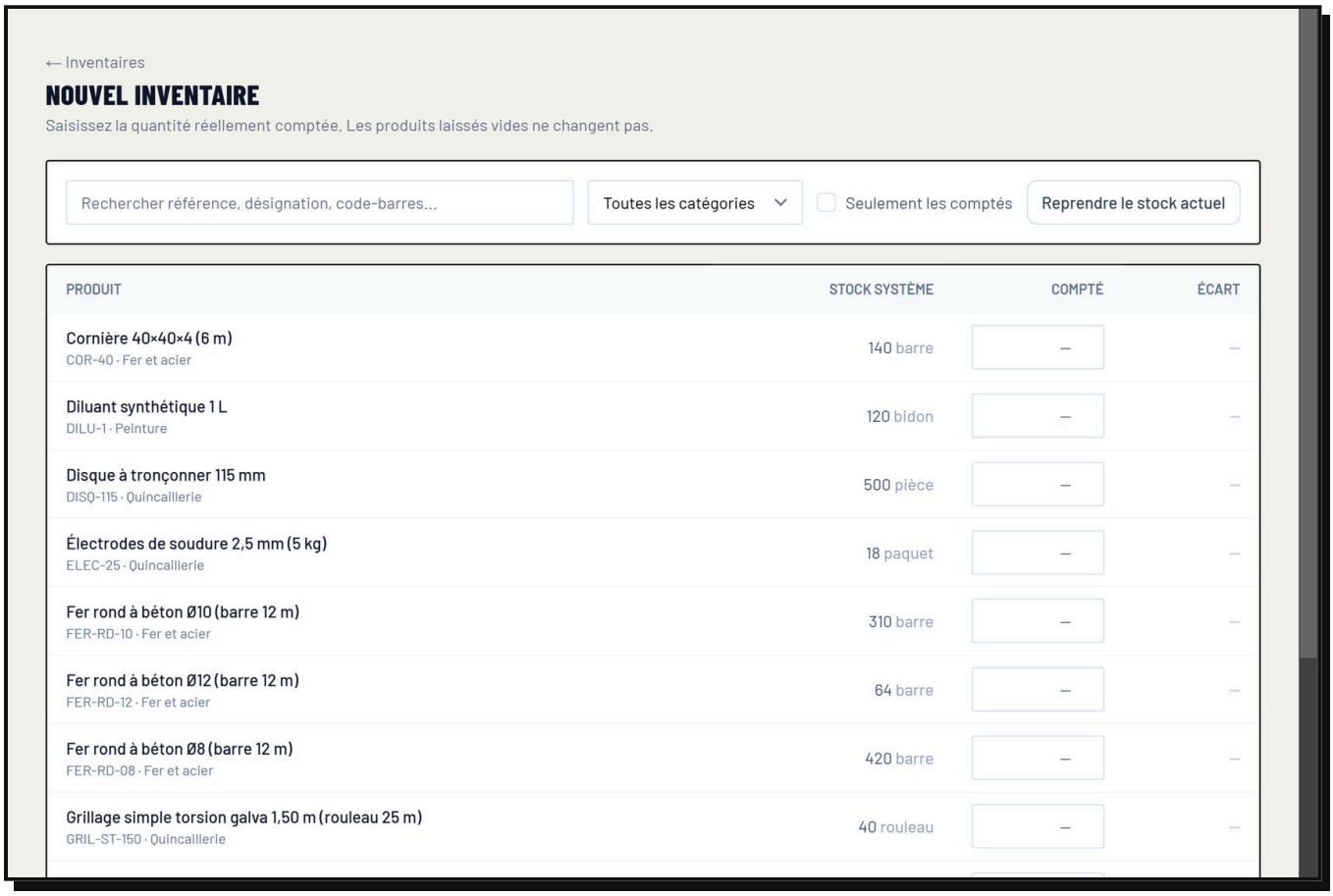
To pay a supplier: **Règlements fournisseurs**. To follow your cheques and bills to pay with their due dates: **Trésorerie › Chèques / effets fournisseurs**.

13 DOING A STOCK TAKE

SP-13

> Count what is really in your store; Stokito fixes the differences.

1. Open **Catalogue › Inventaire** then `+ Nouvel inventaire`.
2. Filter by category or search for a product. In the **Compté** (counted) column, type the quantity you actually found.
3. The **gap** appears: OK in green, red if products are missing, blue if there are extra.
4. Products left empty do not change. `Reprendre le stock actuel` fills the empty boxes with the stock in the program.
5. Click `Valider l'inventaire`: the stock becomes the counted quantity and the stock take is kept in the history.



A stock take in progress: the bottom bar sums up the gaps.

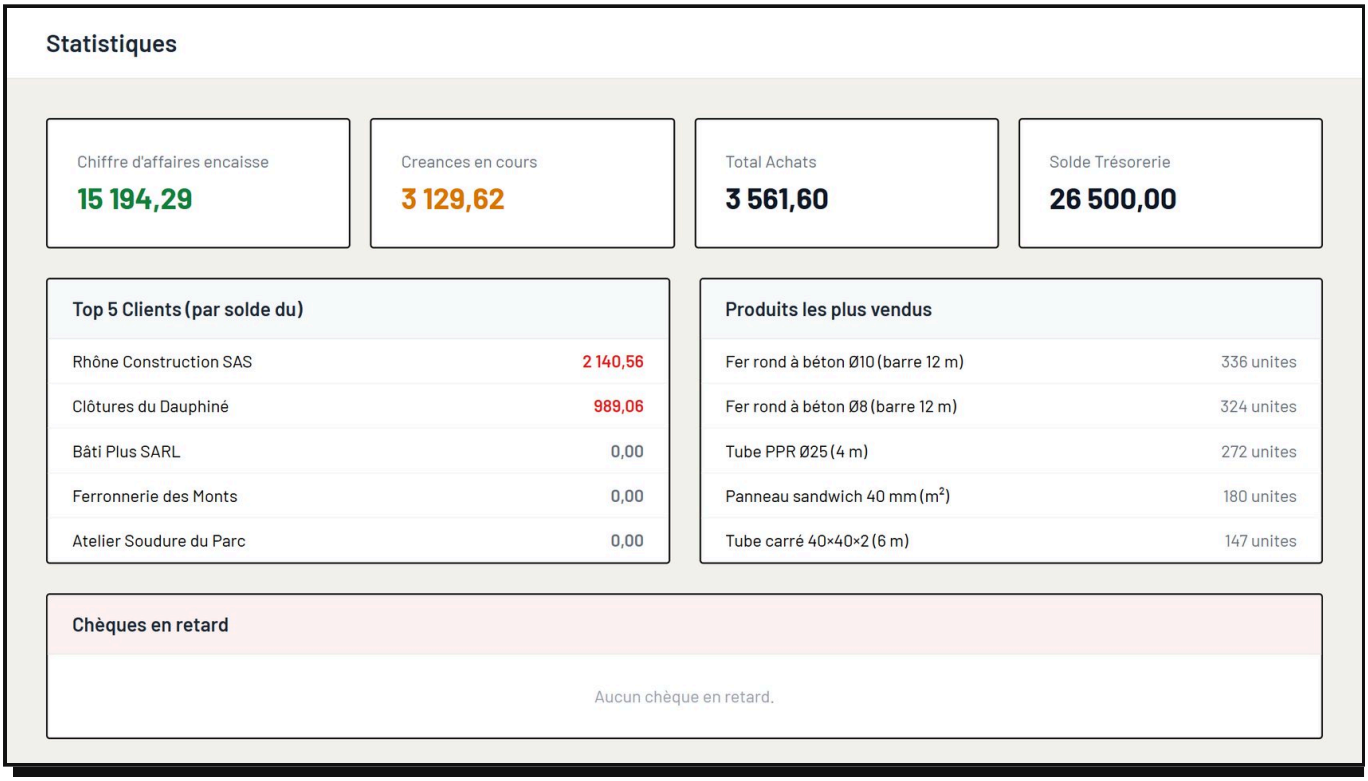
TIP Count category by category, at a quiet time (before opening or in the evening).

14 CASH, STATISTICS AND TOOLS

SP-14

> Follow your money and your figures at a glance.

Comptes bancaires (bank accounts)	Your bank accounts and their balance.
Portefeuilles (cash boxes)	Your cash boxes (cash money).
Mouvements bancaires	All money in and out, in one place.
Statistiques	Best customers, best-selling products, purchases and late cheques.
Rappels (reminders)	Note a task with a date so you do not forget it.
Documents externes	Keep your contracts, received invoices and receipts online.



The Statistics page.

15 FREQUENTLY ASKED QUESTIONS

SP-15

Q01 **Stock did not go down after a sale.**

The BL must be **Livré**: click `Marquer livré`. An invoice made from a BL does not lower the stock a second time.

Q02 **"Suppression impossible" (cannot delete) appears.**

The product or customer is used in a quote, a BL or an invoice. Delete or edit those documents first. This protects your history.

Q03 **Why is the price in the quote different from the product price?**

The quote shows the price **before VAT (HT)**; VAT is added in the total. The total including VAT matches your selling price (give or take a few centimes because of rounding).

Q04 **Can I work on my phone?**

Yes. Open stokito.com in your phone's browser and tap ☰ for the menu.

Q05 **Can several employees work at the same time?**

Yes, each with their own account. Each company only sees its own data.

Q06 **Is my data backed up?**

Yes. Every night a full copy is made and sent, encrypted, outside the server. It is kept 30 days, plus one copy a month for a year.

Q07 **Can one invoice have several VAT rates?**

Yes. Choose each line's rate in the **TVA %** column. The PDF shows one VAT line per rate and a VAT column in the table.

Q08 **I am a micro-entrepreneur without VAT.**

In Ma Société, tick **Franchise en base de TVA**: your new documents are at 0 % and your invoices say « TVA non applicable, art. 293 B du CGI ».

Q09 **Does Stokito handle mandatory e-invoicing in France?**

Not yet. Stokito produces PDF invoices and is not an approved platform. Small and medium businesses must issue e-invoices from 1 September 2027.

NEED HELP?

Email us at **contact@stokito.com** or message us on WhatsApp at **+212 676 035 777**, or visit **stokito.com**.