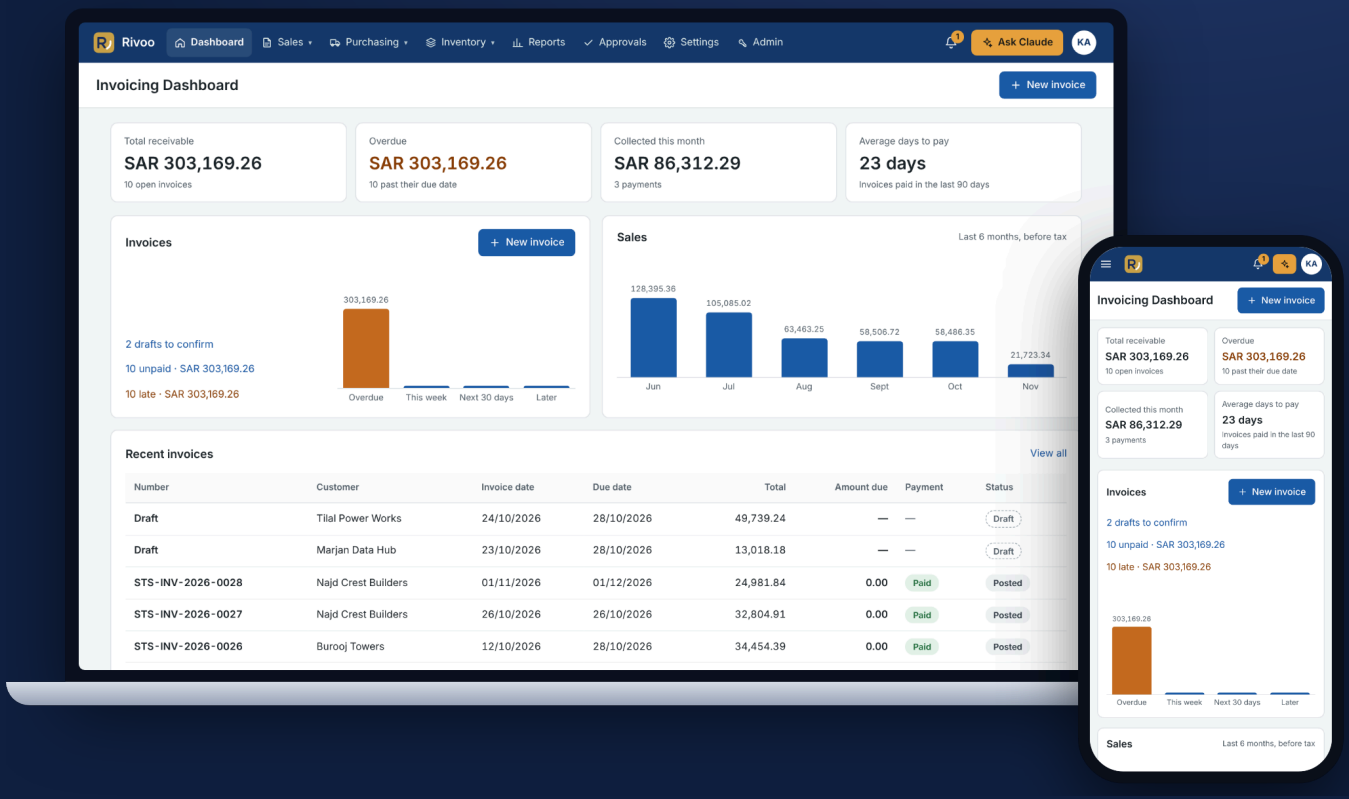
Rivoo

Product Guide

Quotations, invoices & stock — one app

Bilingual business software for Saudi Arabia and the Gulf — from BOQ to ZATCA tax invoice, delivery, payment and stock.



LICENSED SOFTWARE Licence, installation and prices: **info@dukkandaily.com**

What is Rivoo?

Rivoo is a complete sales, invoicing, purchasing and inventory system built for companies in Saudi Arabia and the Gulf. It takes a job from the customer's BOQ to a priced quotation, an advance payment, partial deliveries, ZATCA-ready tax invoices, collection and stock — in English and Arabic.

It is designed for trading, contracting, engineering and supply companies that quote from BOQs, deliver in parts and need every document in both languages.

Highlights

Bilingual everything

Every screen in English or Arabic; every printed document in both.

ZATCA tax invoices

Bilingual tax invoices with the ZATCA QR code, VAT on every line.

BOQ to quotation

Upload a customer BOQ in Excel and get a priced quotation in minutes.

Supplier quote to sales quote

Any supplier quotation — PDF, photo or Excel — becomes your own quotation.

Deliver in parts

Delivery notes with only what is on the truck, and a tax invoice for exactly that.

Advance payments

Proforma invoices for 30%, 50% or any amount; advances deducted automatically.

Inventory with real cost

Weighted-average landed cost, stock value and margin on every product.

Customer documents

Create customers from their CR, VAT and national address; expiry alerts.

AI assistant

Ask Claude who owes you, what is running low, or to prepare reminders.

How a sale flows through Rivoo

Quotation › Approval › Proforma › Delivery note › **Tax invoice** › Payment

Every document links to the one before and after it — click from an invoice back to its delivery note, proforma and quotation.

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★ Frequently asked questions

★ Licensing

LICENSED SOFTWARE

Rivoo is licensed software. Each installation needs a licence key.

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1 Getting started

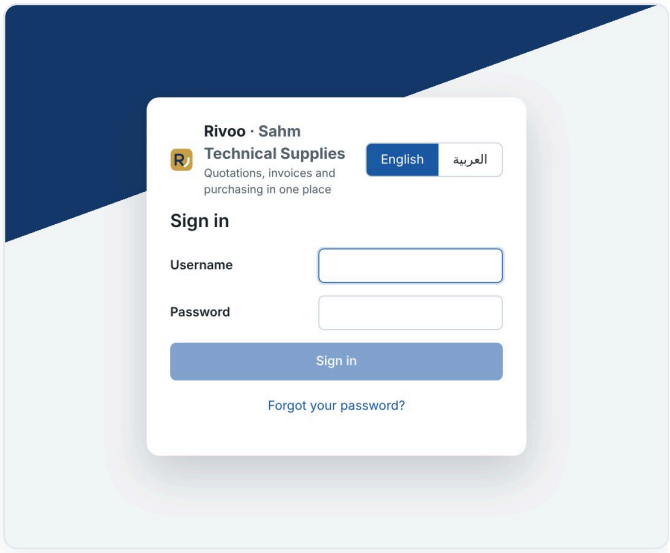
Rivoo runs in a web browser on your own server, or as a Windows program. Each person signs in with their own username and password.

Sign in

1. Choose **English** or **العربية** on the sign-in card.
2. Enter your username and password and press Sign in.
3. On first sign-in Rivoo asks you to choose your own password.

Forgot your password?

1. Click **Forgot your password?** and enter your email.
2. Type the 6-digit code from the email (valid 15 minutes).
3. Enter the new password twice — you are signed in straight away.



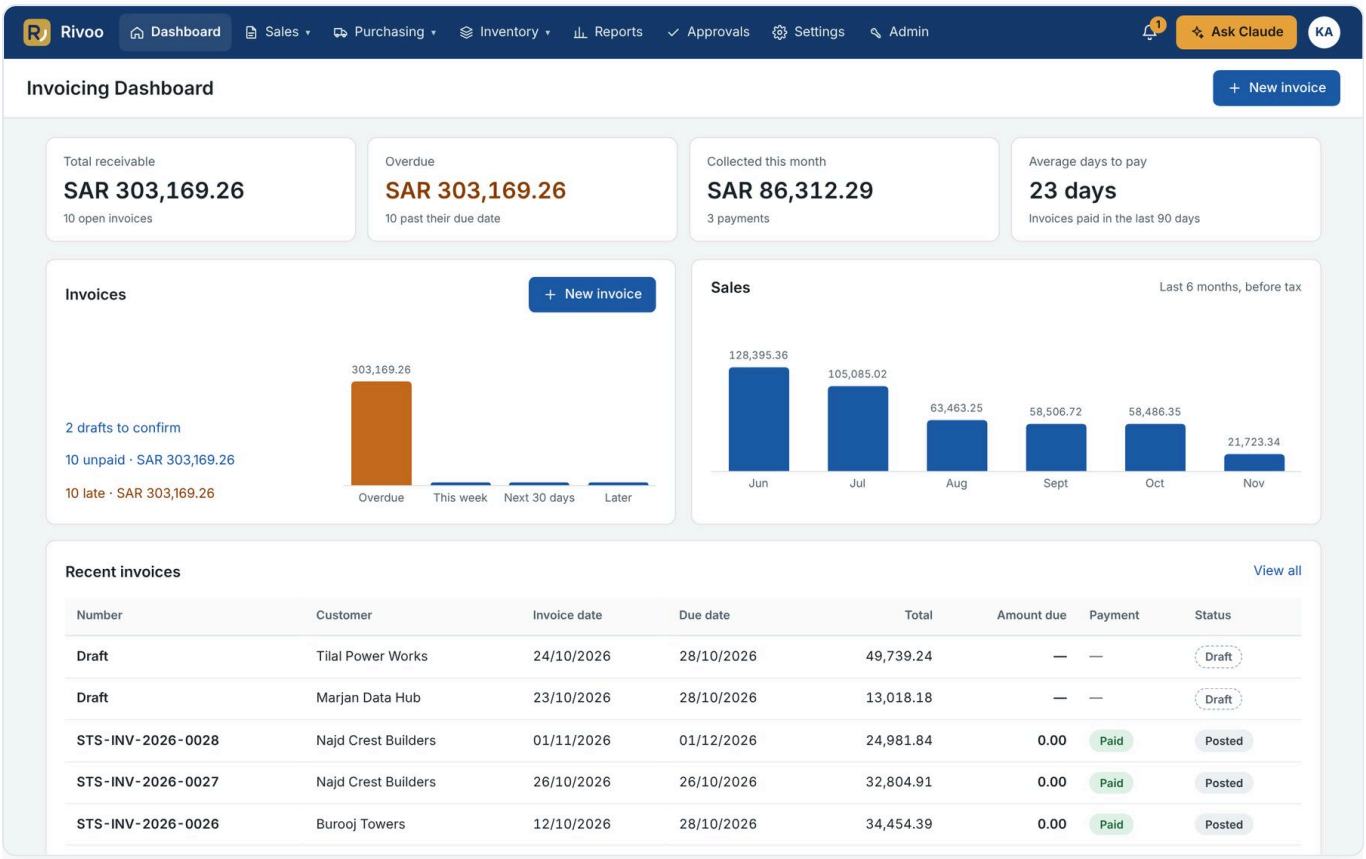
The sign-in page, in English or Arabic.

The menu

- **Sales** — quotations, proforma invoices, invoices, delivery notes, credit notes, payments, customers.
- **Purchasing** — purchase orders, suppliers, expenses.
- **Inventory** — products and price list, stock, receiving goods, shipments.
- **Reports**, **Approvals**, **Settings** and **Admin** — shown only to users allowed to use them.

2 Dashboard

The first page after sign-in shows what needs attention today.

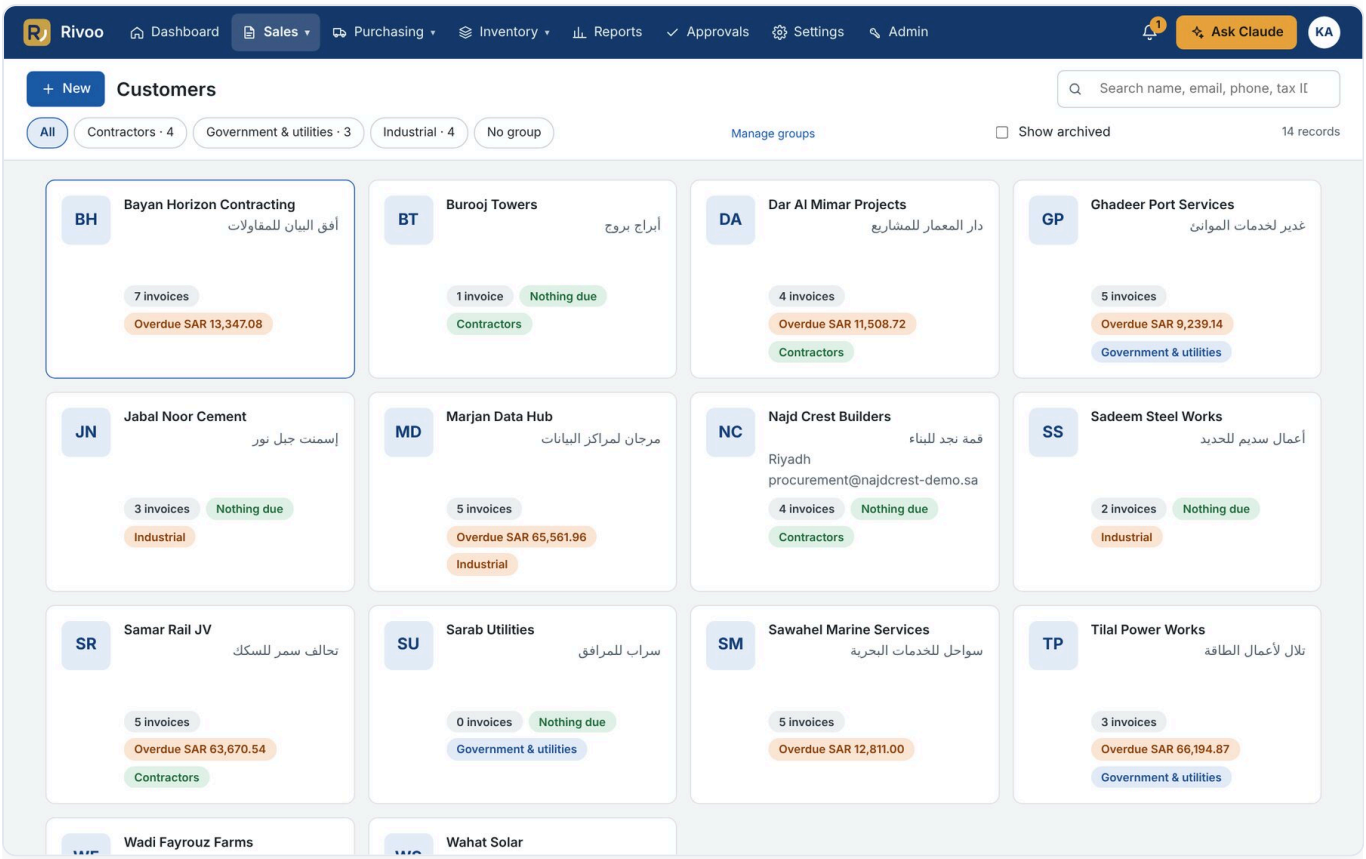


Receivables, overdue amounts, money collected this month and average days to pay.

- Click *unpaid* or *late* to open exactly those invoices.
- Invoices due this week and in the next 30 days, and sales for the last six months.
- Drafts waiting to be confirmed, and the latest invoices.

3 Customers

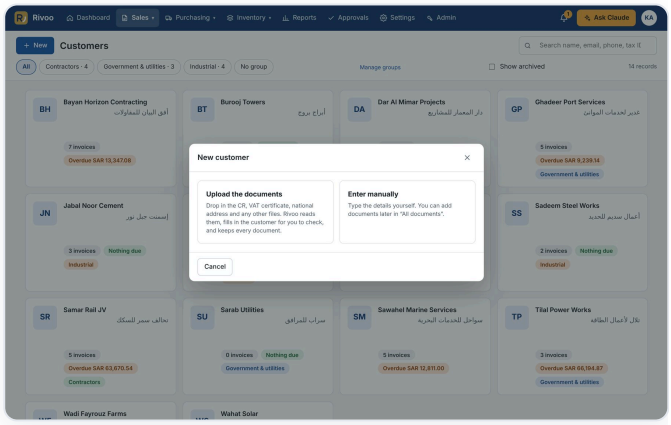
Every customer card shows invoices, what is due or overdue, and the customer group.



Filter by group — Contractors, Government & utilities, Industrial, or your own groups.

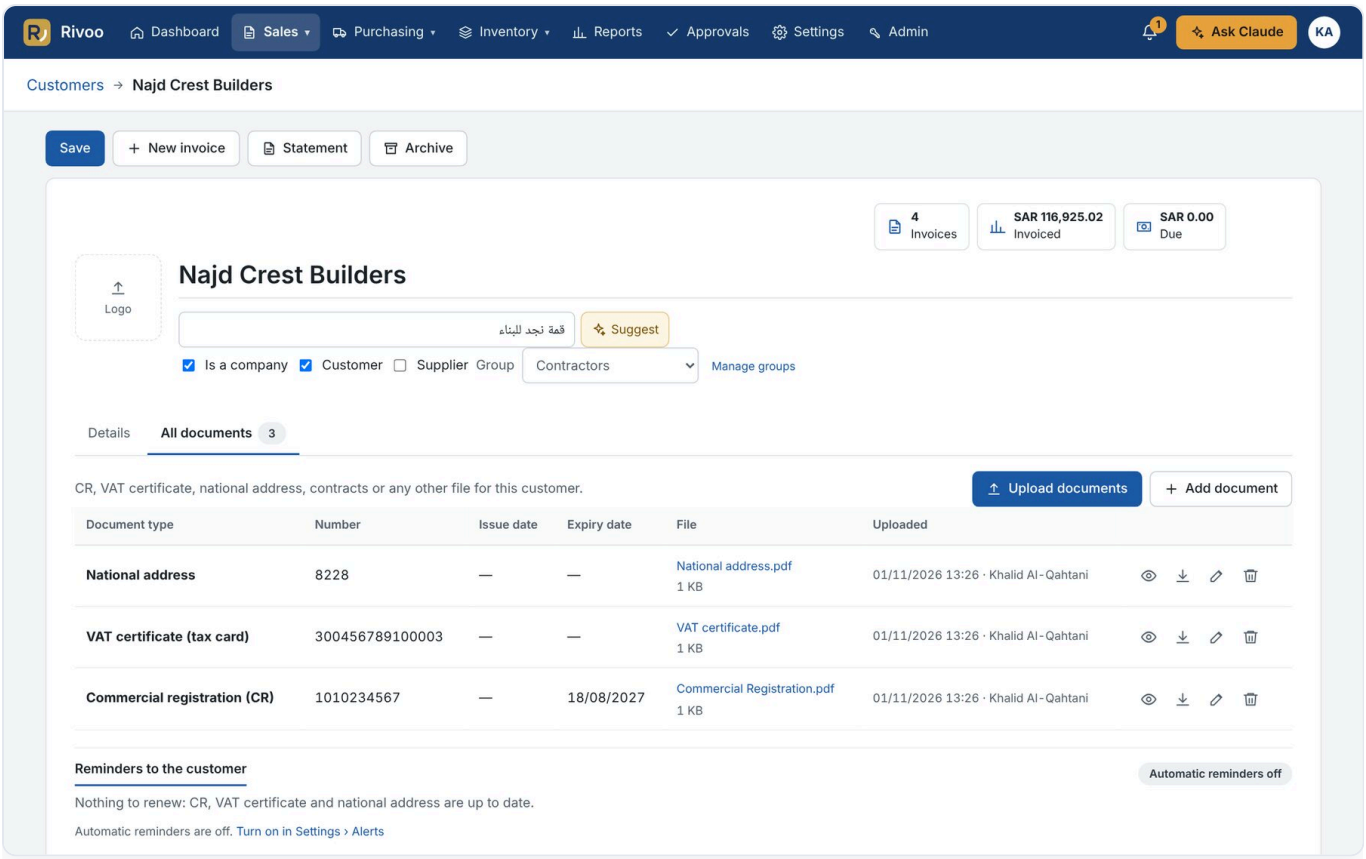
New customer from documents

1. Click **+ New** and choose **Upload the documents**.
2. Drop in the CR, VAT certificate and national address — PDF or photo.
3. Rivoo reads them and fills the name in English and Arabic, VAT and CR numbers, CR expiry and full address.
4. Check and save. The files are kept under **All documents**.



Upload the documents, or enter manually.

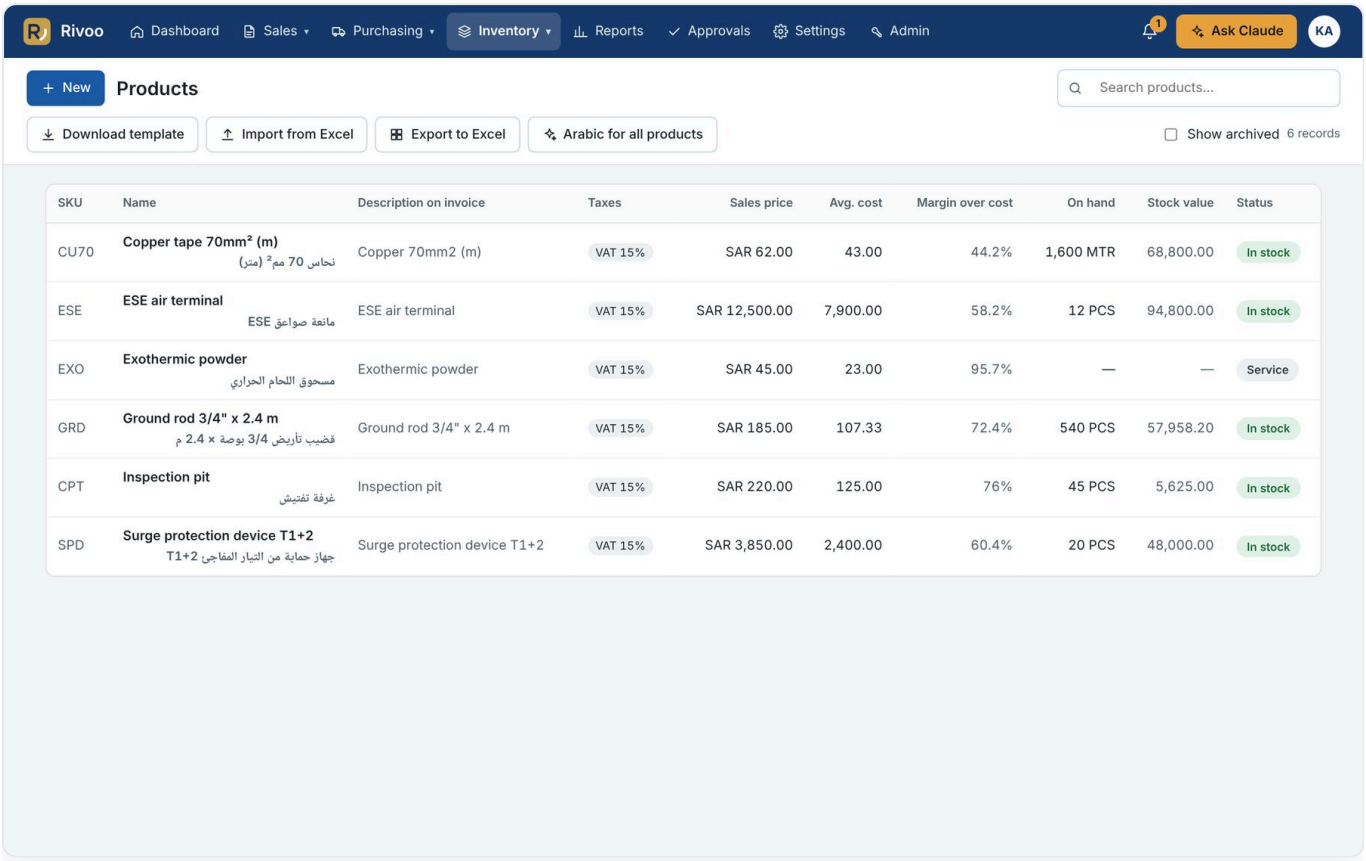
CR expiry protection: if a customer's Commercial Registration has expired, Rivoo blocks new quotations until a new CR is uploaded. Customers can also receive automatic email reminders to send their new CR, VAT certificate or national address.



All documents: CR, VAT certificate, national address and more, with expiry dates.

4 Products and price list

The price list shows the sales price, the average cost, the margin over cost, quantity on hand and stock value for every product.

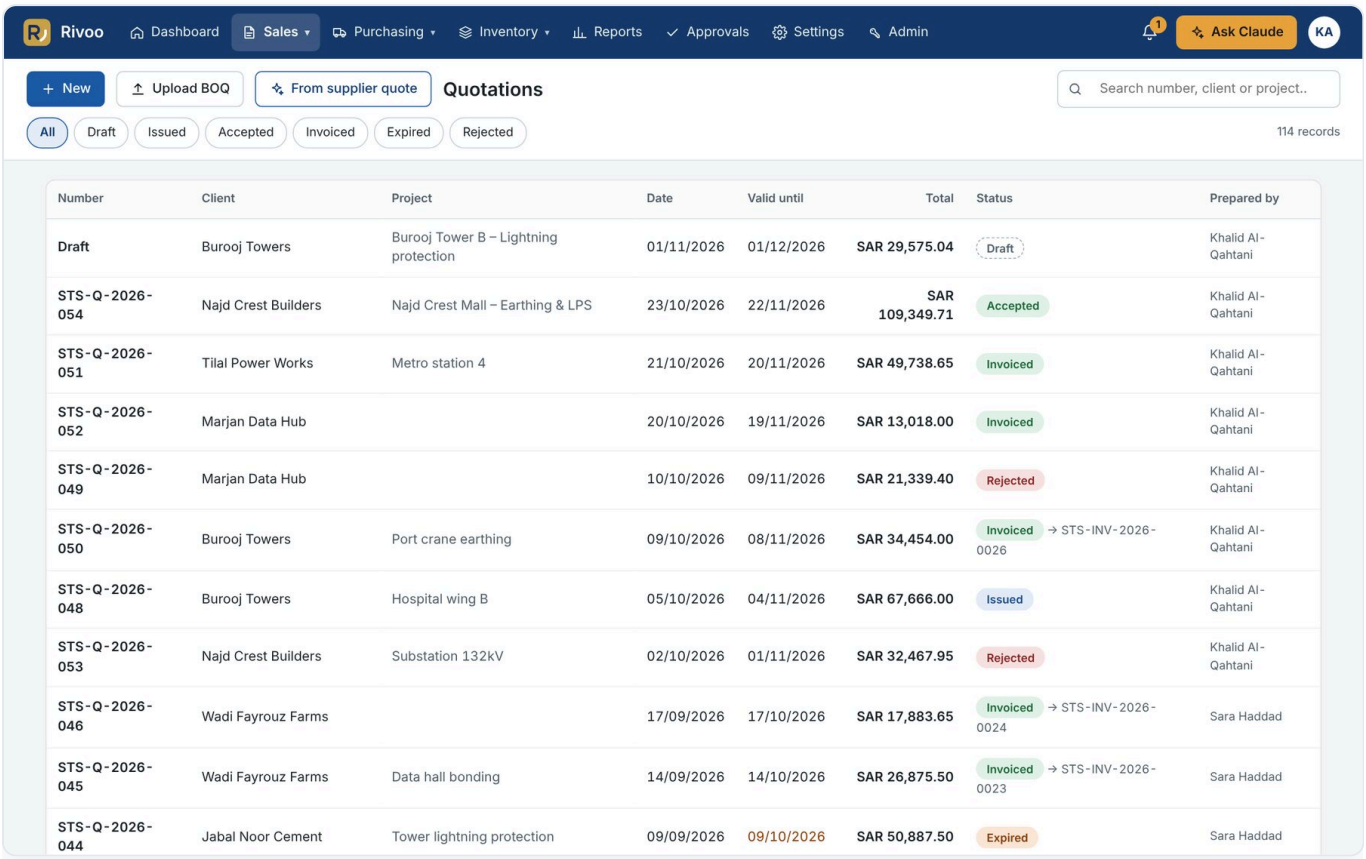


A red margin warns that a product is selling below cost.

- Add products one by one, or import hundreds at once from Excel.
- **Arabic for all products** translates every product name in one review screen.
- Cost is never typed by hand — it comes from the goods you receive, including shipping and customs.

5 Quotations

Three ways to start a quotation: by hand, from a customer BOQ, or from a supplier quotation.

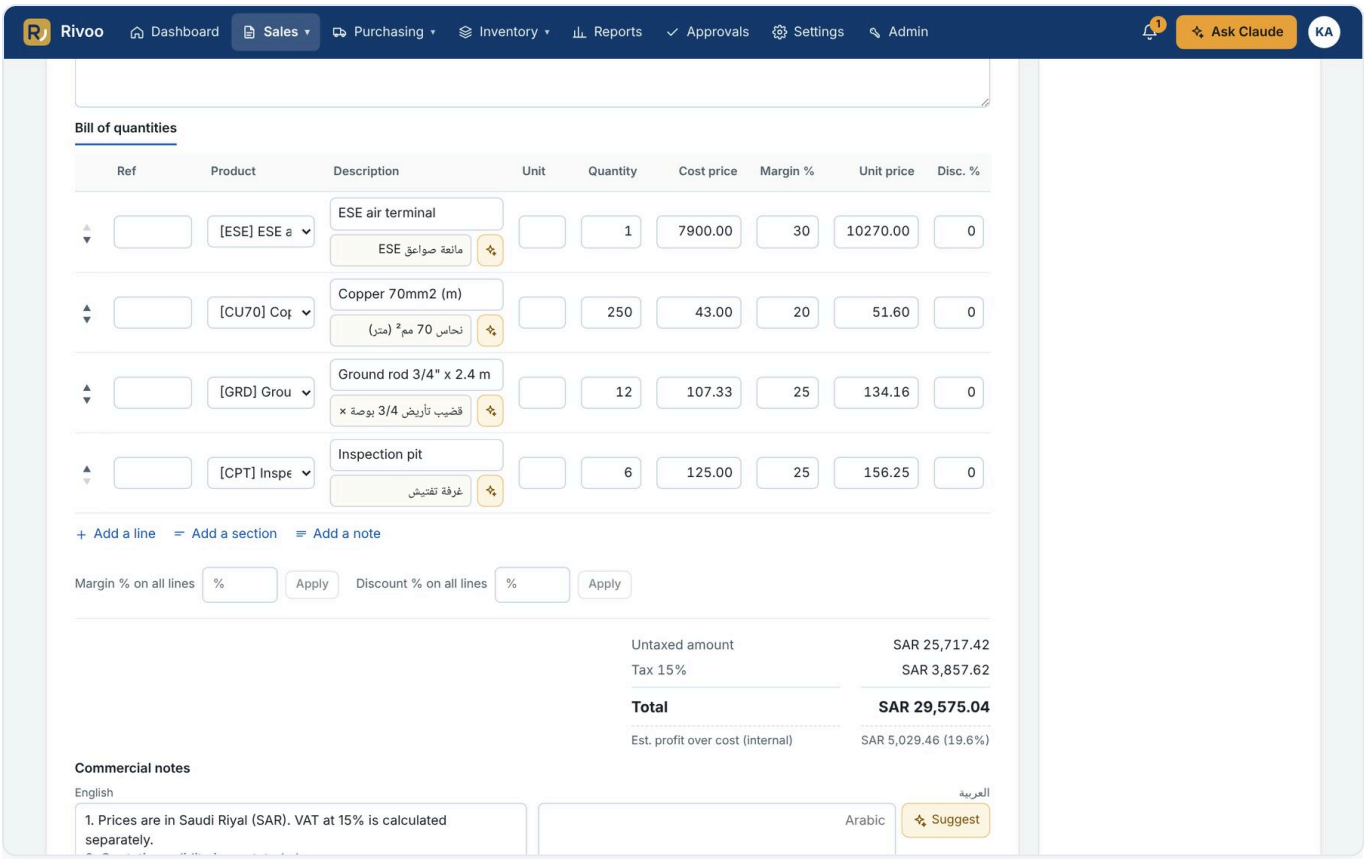


Number	Client	Project	Date	Valid until	Total	Status	Prepared by
Draft	Burooj Towers	Burooj Tower B – Lightning protection	01/11/2026	01/12/2026	SAR 29,575.04	Draft	Khalid Al-Qahtani
STS-Q-2026-054	Najd Crest Builders	Najd Crest Mall – Earthing & LPS	23/10/2026	22/11/2026	SAR 109,349.71	Accepted	Khalid Al-Qahtani
STS-Q-2026-051	Tilal Power Works	Metro station 4	21/10/2026	20/11/2026	SAR 49,738.65	Invoiced	Khalid Al-Qahtani
STS-Q-2026-052	Marjan Data Hub		20/10/2026	19/11/2026	SAR 13,018.00	Invoiced	Khalid Al-Qahtani
STS-Q-2026-049	Marjan Data Hub		10/10/2026	09/11/2026	SAR 21,339.40	Rejected	Khalid Al-Qahtani
STS-Q-2026-050	Burooj Towers	Port crane earthing	09/10/2026	08/11/2026	SAR 34,454.00	Invoiced → STS-INV-2026-0026	Khalid Al-Qahtani
STS-Q-2026-048	Burooj Towers	Hospital wing B	05/10/2026	04/11/2026	SAR 67,666.00	Issued	Khalid Al-Qahtani
STS-Q-2026-053	Najd Crest Builders	Substation 132kV	02/10/2026	01/11/2026	SAR 32,467.95	Rejected	Khalid Al-Qahtani
STS-Q-2026-046	Wadi Fayrouz Farms		17/09/2026	17/10/2026	SAR 17,883.65	Invoiced → STS-INV-2026-0024	Sara Haddad
STS-Q-2026-045	Wadi Fayrouz Farms	Data hall bonding	14/09/2026	14/10/2026	SAR 26,875.50	Invoiced → STS-INV-2026-0023	Sara Haddad
STS-Q-2026-044	Jabal Noor Cement	Tower lightning protection	09/09/2026	09/10/2026	SAR 50,887.50	Expired	Sara Haddad

Quotations by status: draft, issued, accepted, invoiced, expired, rejected.

Cost price + margin = your price

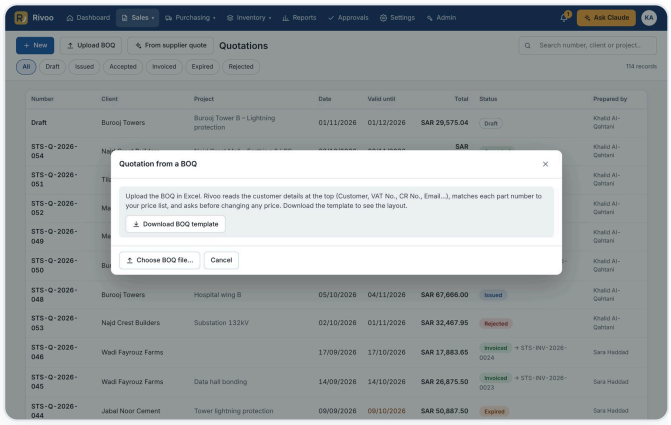
1. Choose the client, project, validity and payment terms.
2. Pick each product — the **Cost price** fills in from inventory.
3. Type a **Margin %** and the **Unit price** is calculated, or type the price and see the margin.
4. Press **Issue quotation** and send it by email or WhatsApp.



Every line in English and Arabic, with cost, margin, price and discount; estimated profit shown internally.

From a customer BOQ

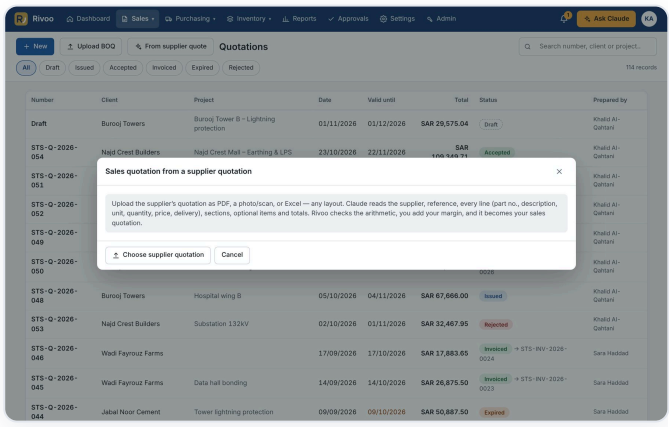
- Click **Upload BOQ** and choose the Excel file.
- The customer is found from the header; every part number is matched to your price list.
- Apply your margin over cost and choose which prices update the price list.



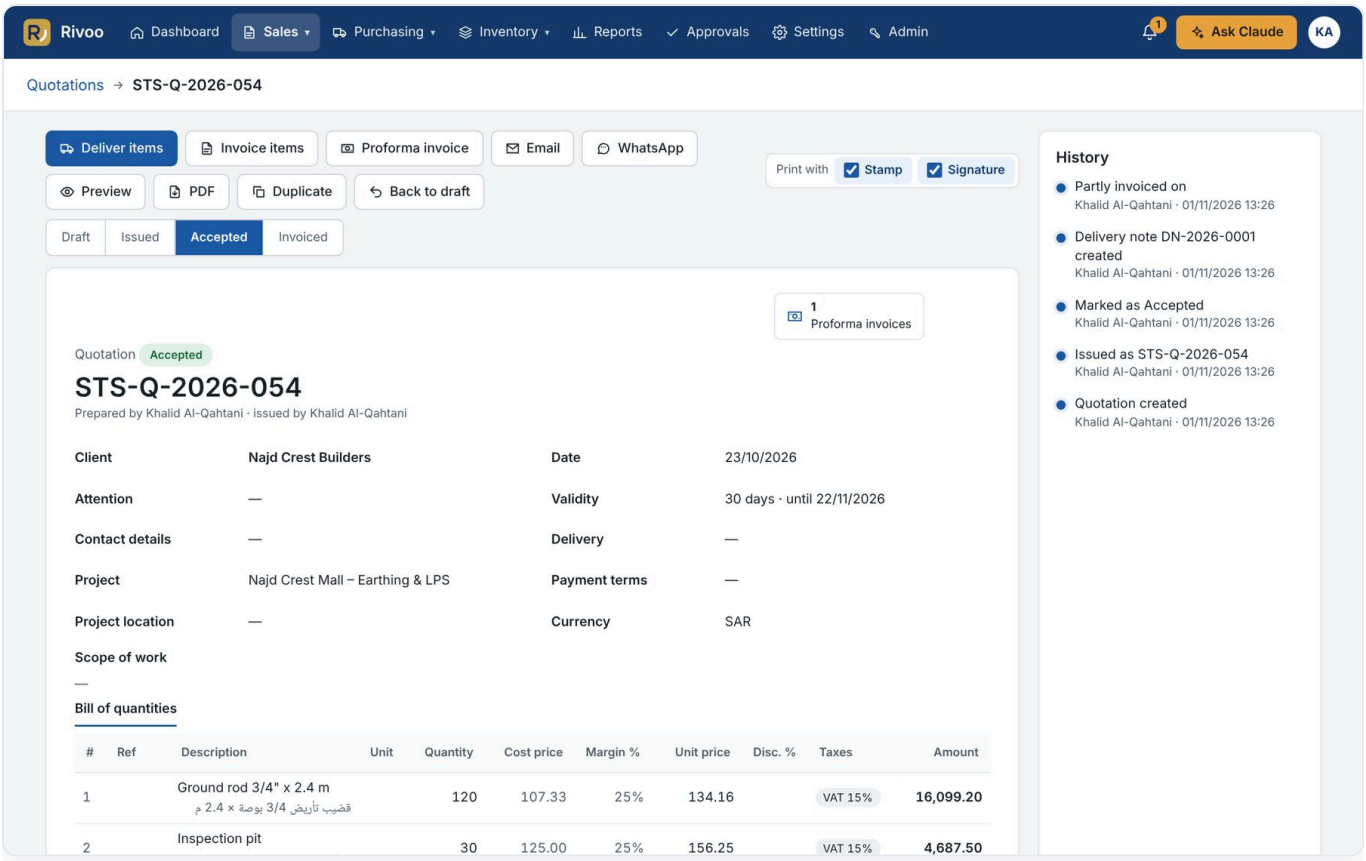
Upload a BOQ.

From a supplier quotation

- Upload the supplier's quotation — PDF, photo or Excel, any layout.
- The AI reads every line, quantity and price and checks the totals.
- Add your margin; it becomes your own sales quotation.



Any supplier format.

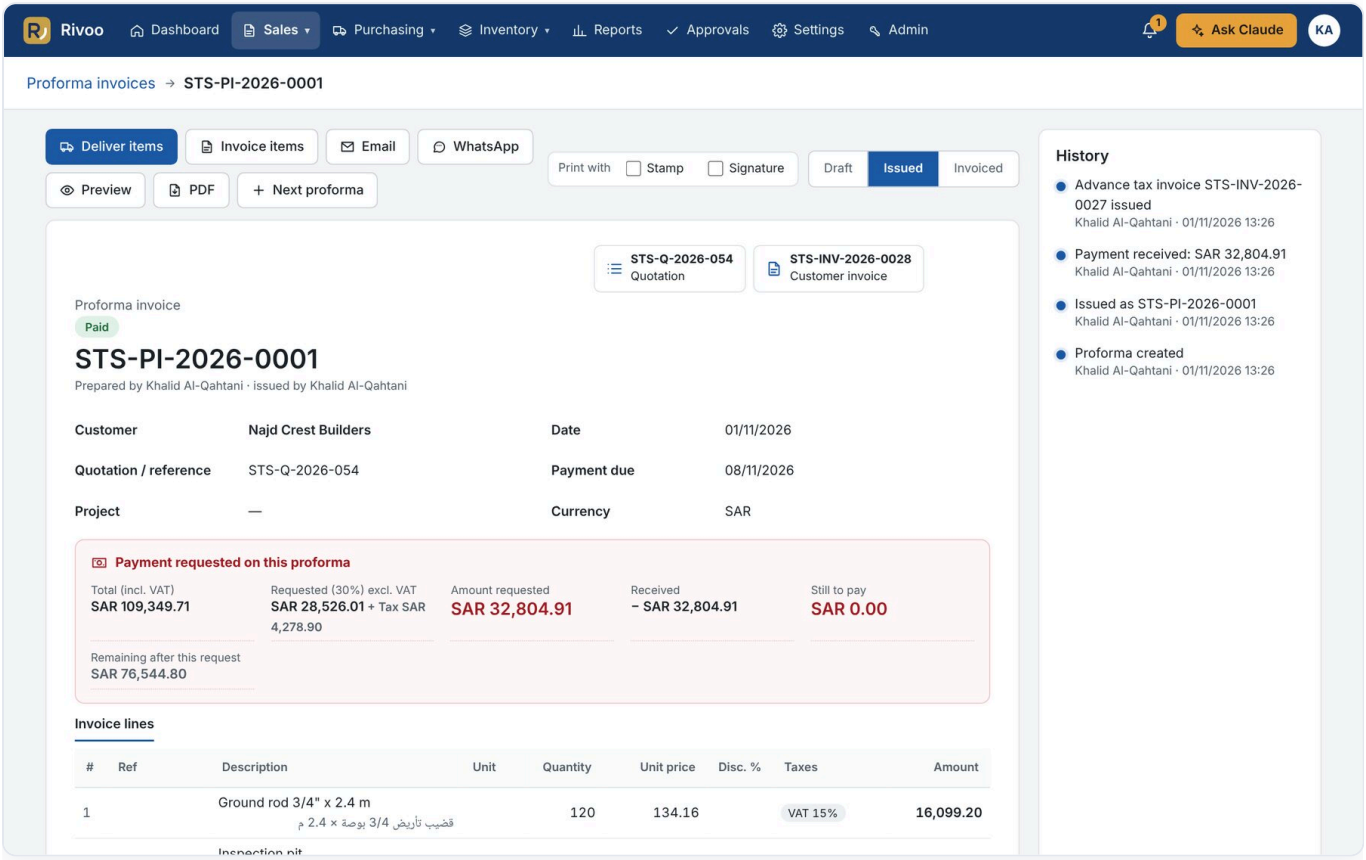


An accepted quotation: deliver items, invoice items or ask for an advance; full history on the right.

6 Proforma invoices and advance payments

Ask the customer for a payment before delivery — a percentage, a fixed amount or the balance.

1. On an issued quotation press **Proforma invoice**.
2. Choose full payment, 10/20/30/50%, a fixed amount or the remaining balance.
3. When money arrives press **Record payment received**; the advance tax invoice is issued.
4. Ask for the rest later with **Next proforma**.

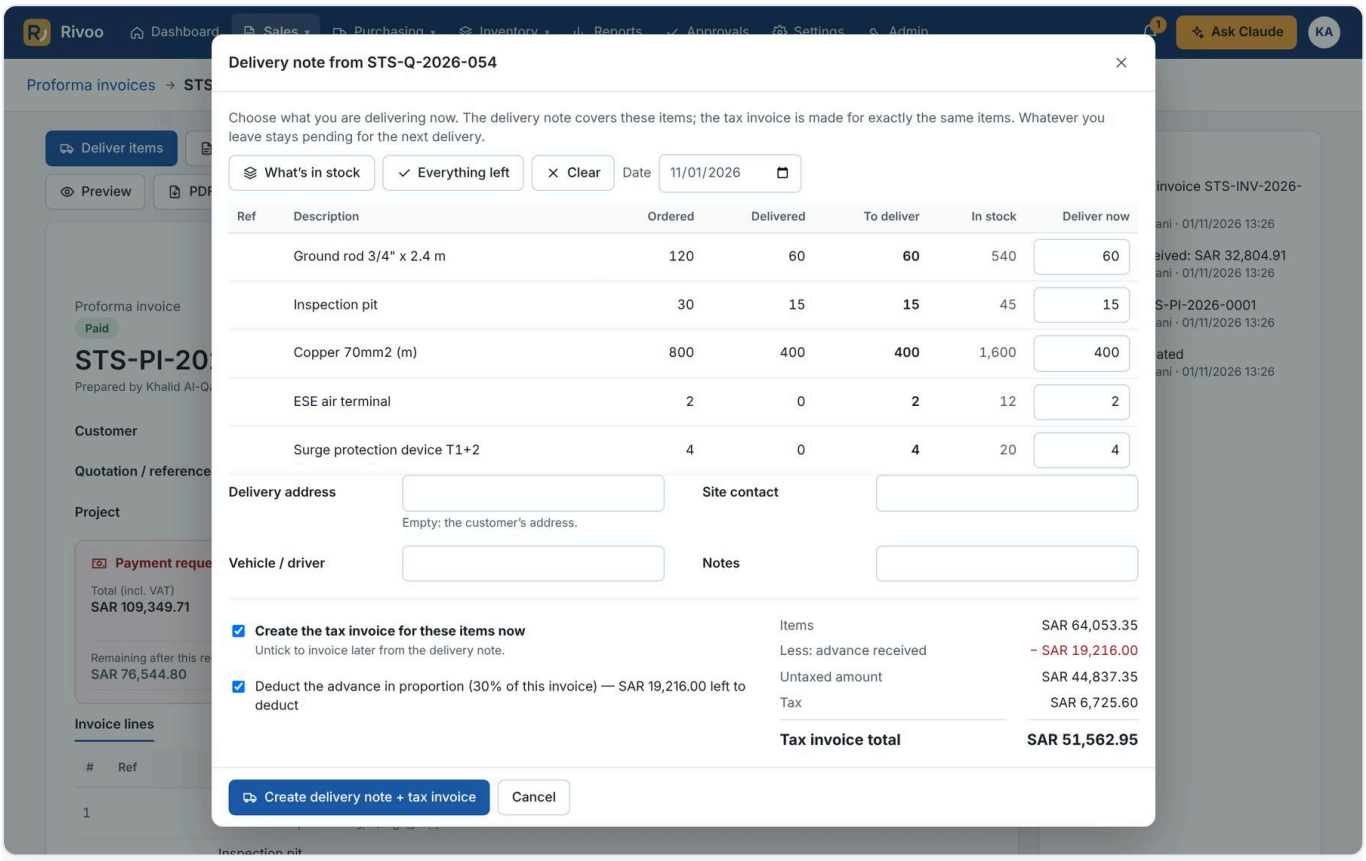


Total, amount requested, received and still to pay — at a glance.

7 Delivery notes and tax invoices

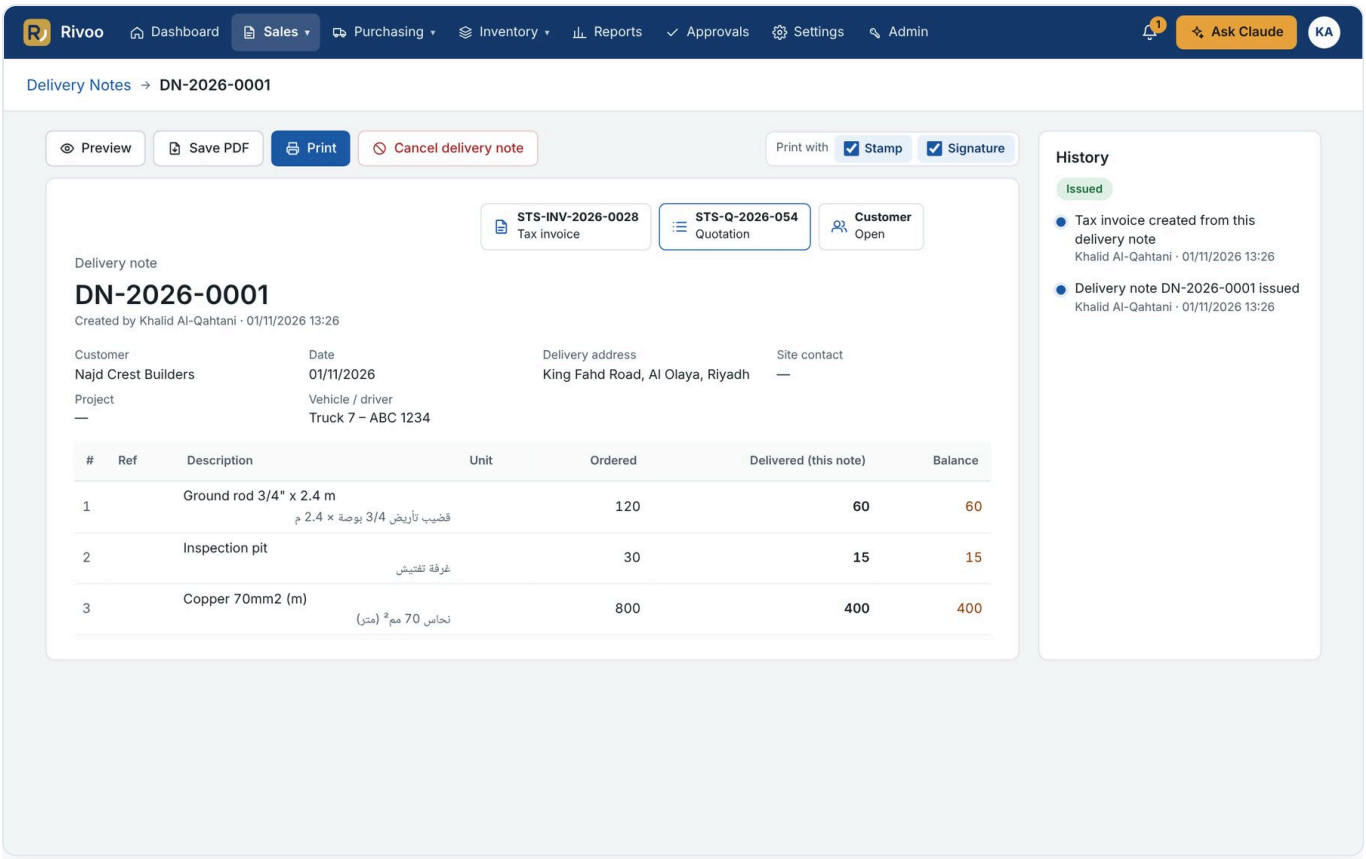
Deliver in as many parts as you need. Each delivery note can create the tax invoice for exactly the items delivered.

1. Press **Deliver items** on the proforma or quotation.
2. See ordered, delivered, to deliver and in stock for every line; type what is going now.
3. Add the vehicle, driver and delivery address.
4. Press **Create delivery note + tax invoice**; any advance is deducted in proportion.

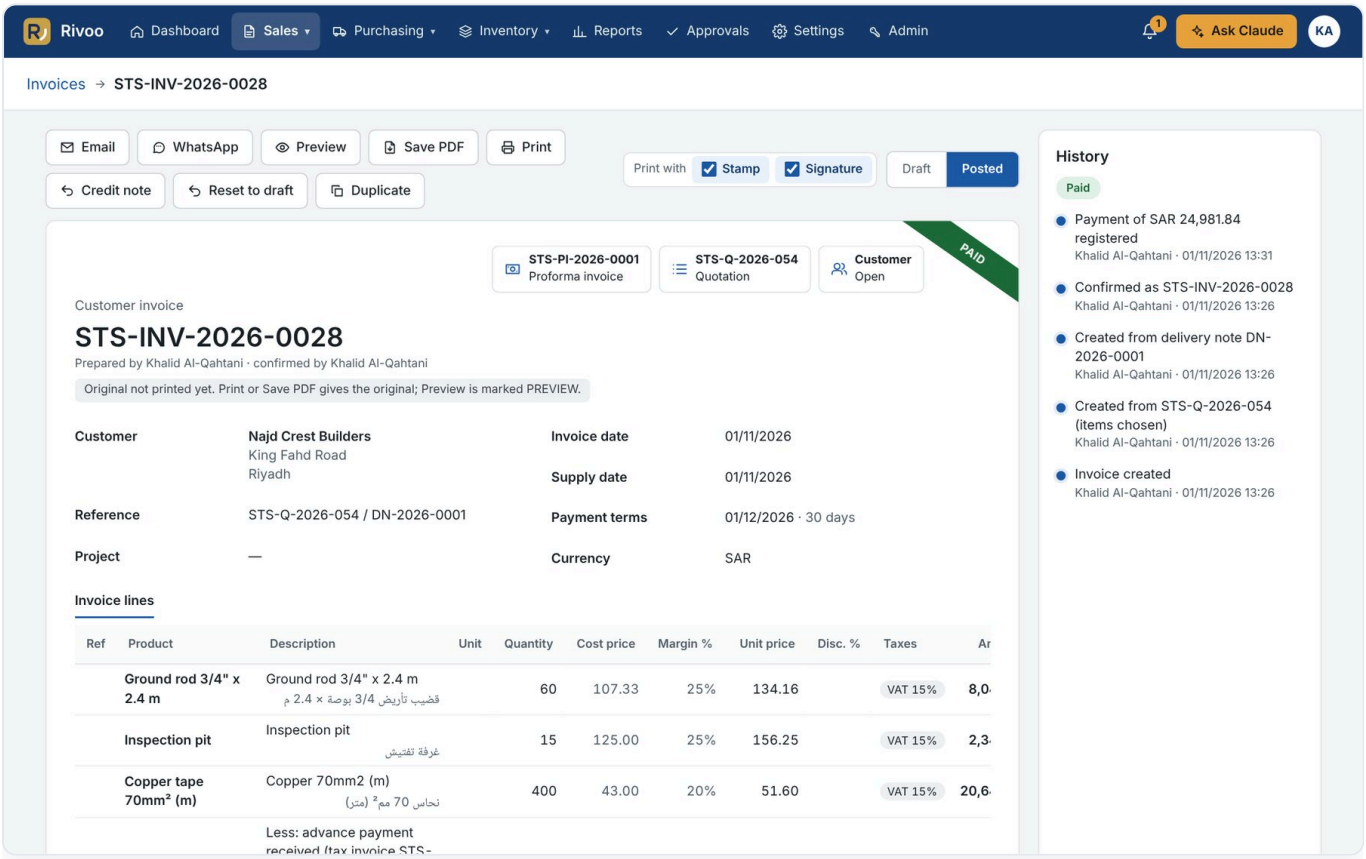


Choose the items on the truck; totals, advance deduction and VAT are calculated live.

> **Pending items** stay open: the next time you press Deliver items, only the remaining quantities are offered.



The delivery note, linked to its tax invoice and quotation.



The tax invoice: register payment, email, WhatsApp, PDF, print or credit note. Reprints are marked COPY.

8 Professional printed documents

Quotations, tax invoices, delivery notes, purchase orders and statements are printed in English and Arabic with your logo, stamp and signature.

Tax invoice with ZATCA QR

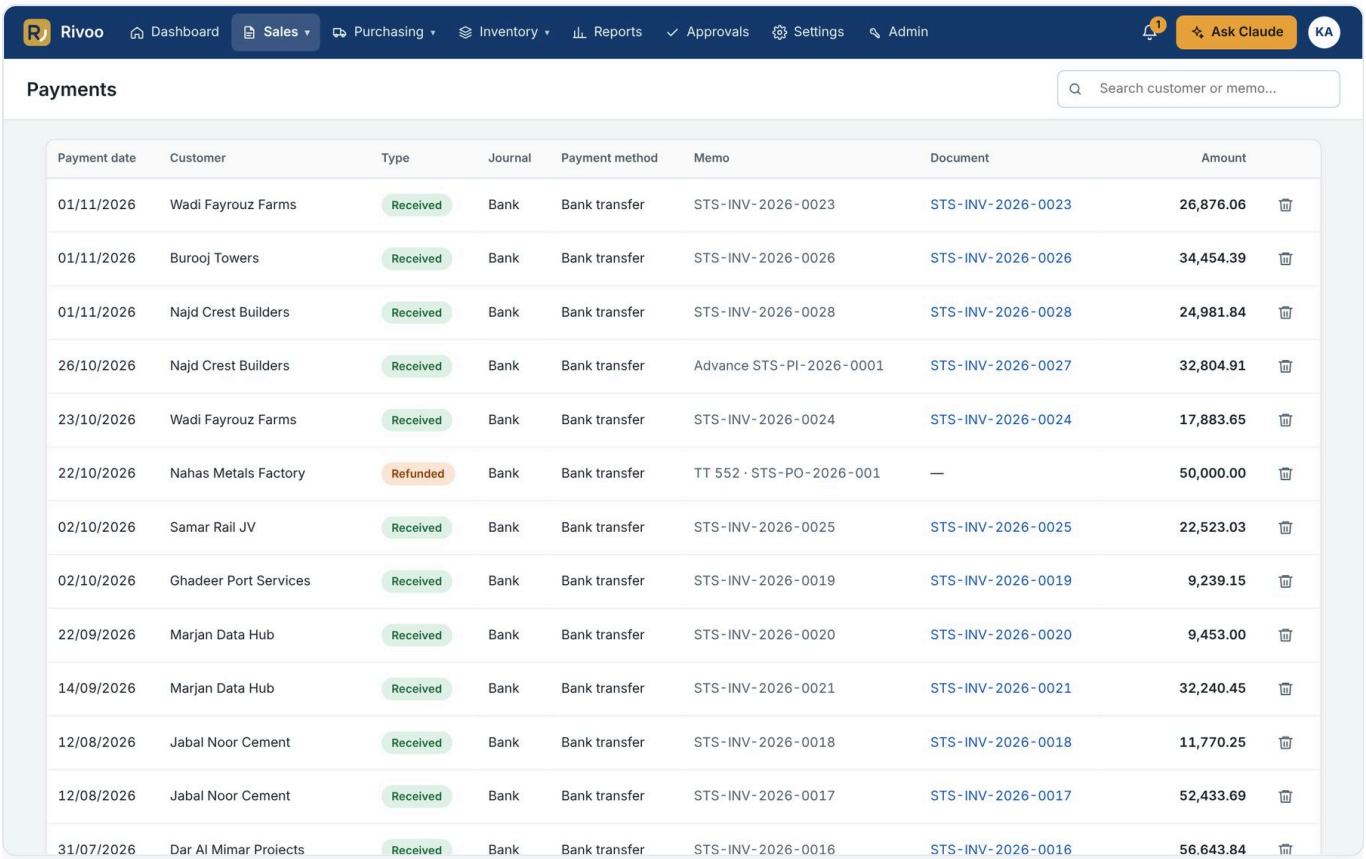
Sales quotation

Delivery note

- Tax invoices carry the ZATCA QR code, seller and buyer VAT numbers and national addresses.
- Tick or untick stamp and signature for each print.
- Send by email or WhatsApp directly from Rivoo.

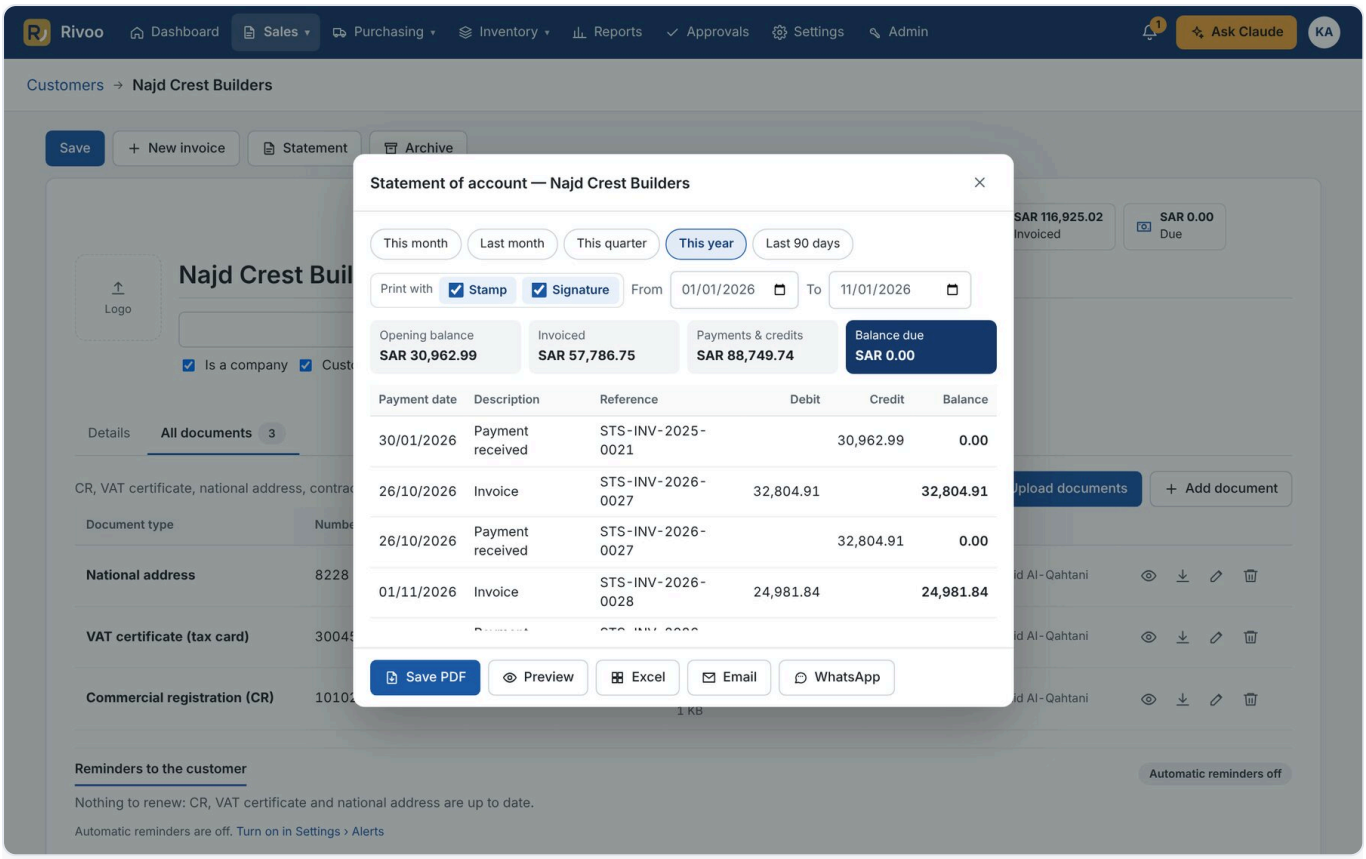
9 Payments and statements

Every receipt is linked to its invoice. A statement of account takes seconds.



Payments received and paid, by date, customer and document.

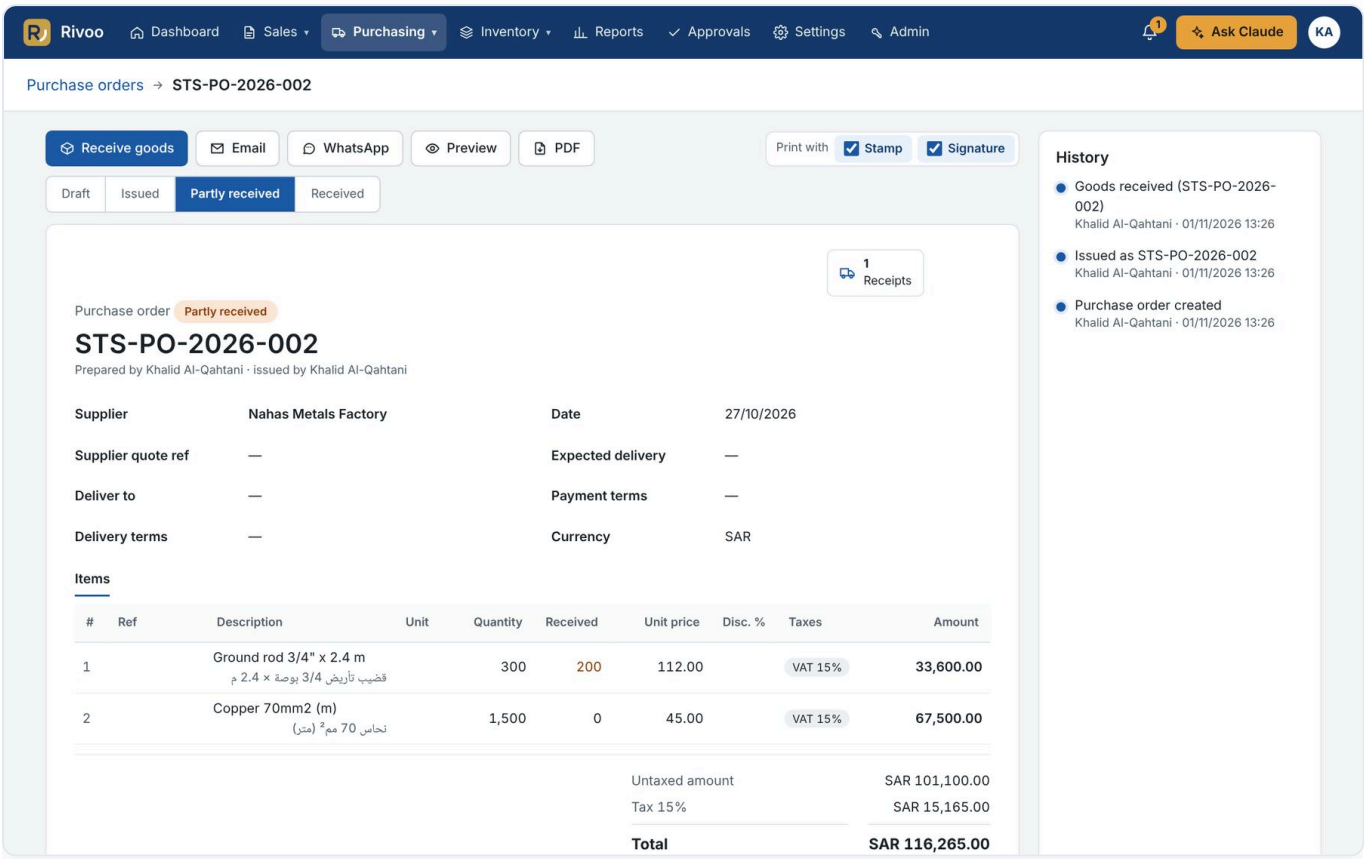
1. Open a customer and press **Statement**.
2. Choose this month, quarter, year or any dates; tick stamp and signature.
3. Save as PDF or Excel, or send by email or WhatsApp.



Opening balance, invoiced, payments and balance due.

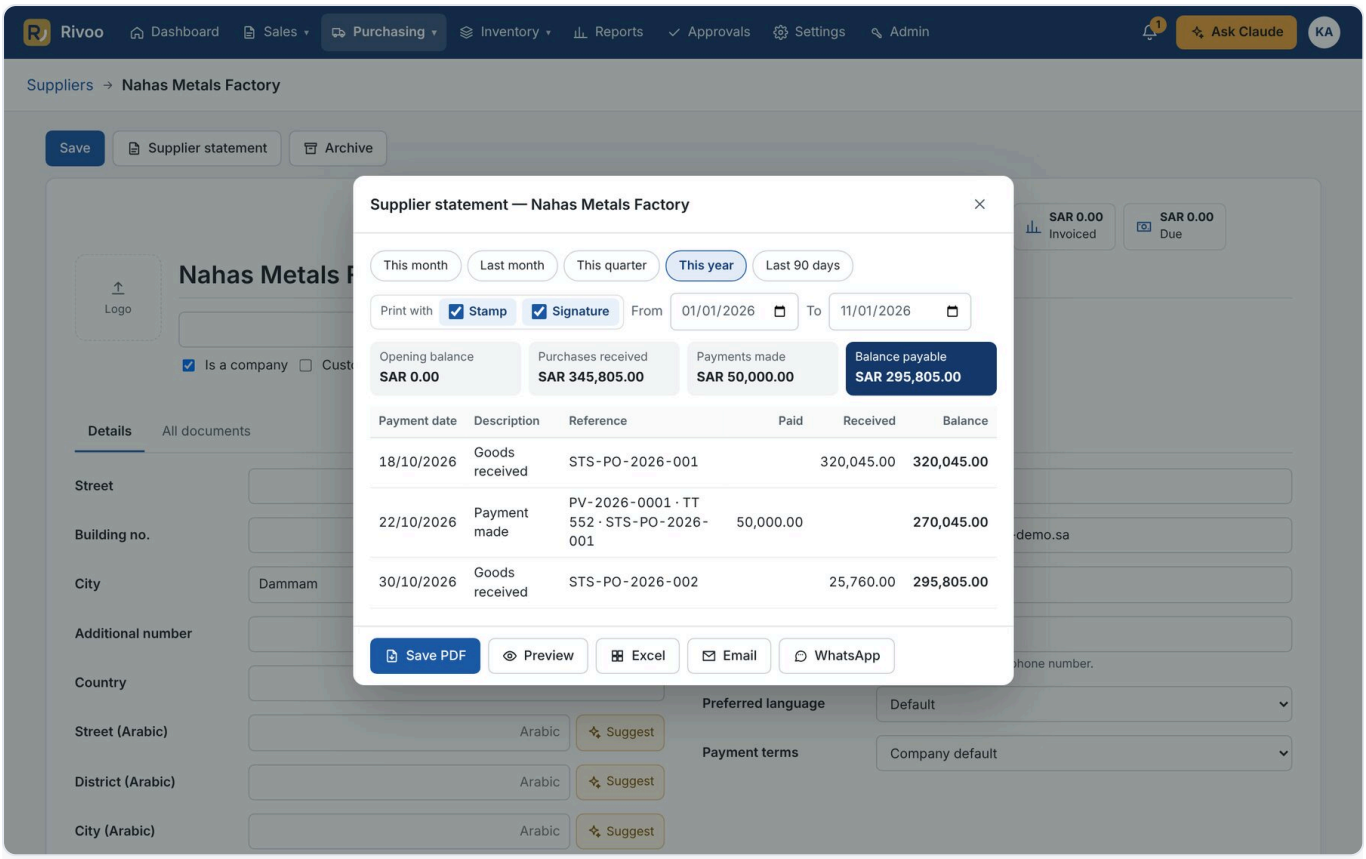
10 Purchasing and suppliers

Order from suppliers in any currency, receive in parts and always know what you owe.



A partly received purchase order: received quantity per line.

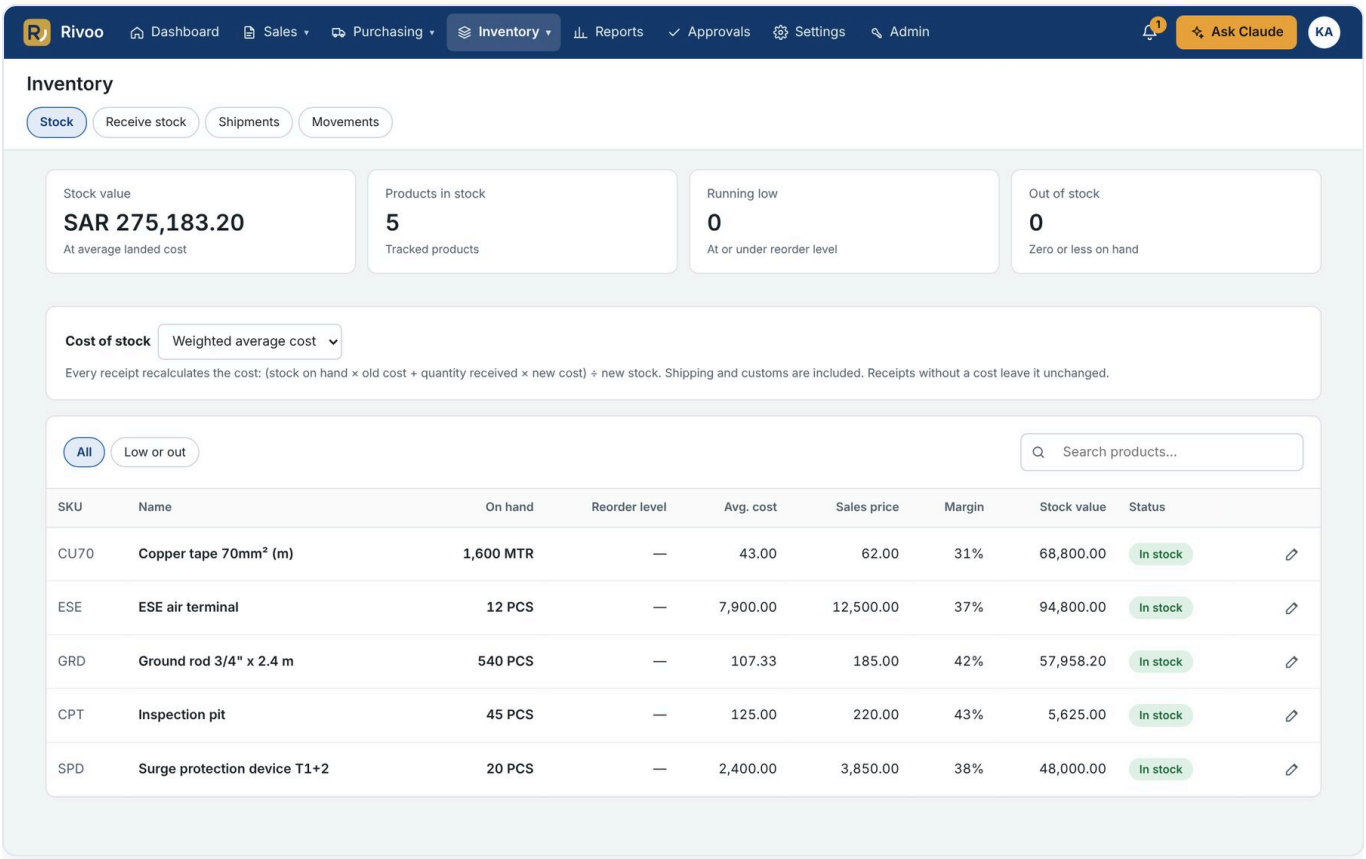
- Issue the purchase order and send it by email or WhatsApp.
- **Receive goods** as they arrive — shipping and customs are spread over the items.
- Record supplier payments with numbered payment vouchers.



Supplier statement: goods received, payments made, balance payable.

11 Inventory

Stock value, low stock and out-of-stock items, with the cost method of your choice.

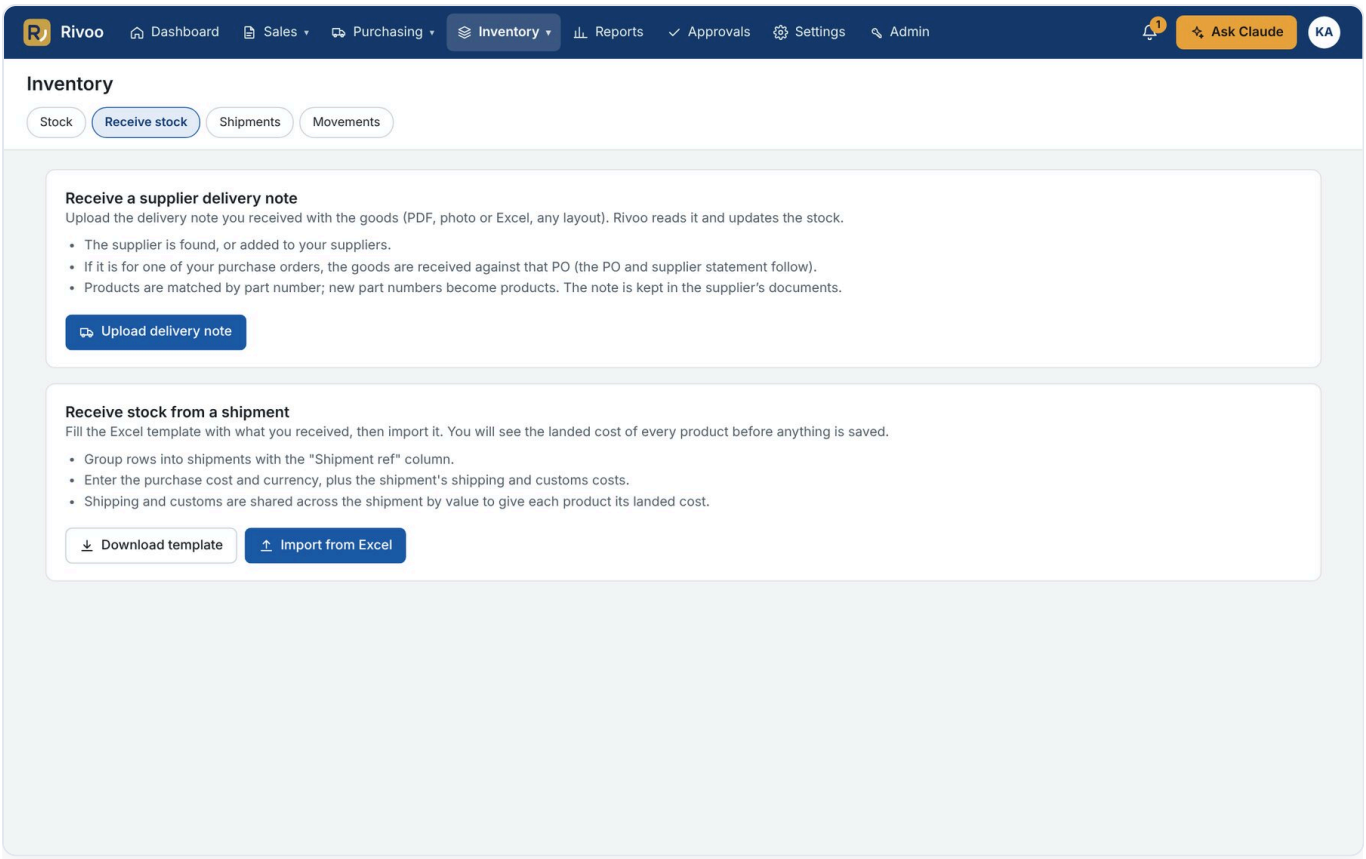


Average cost, sales price, margin and stock value per product.

- **Weighted average cost** (recommended) or **last purchase cost**.
- The cost flows into every quotation as the cost price.

Upload a supplier delivery note

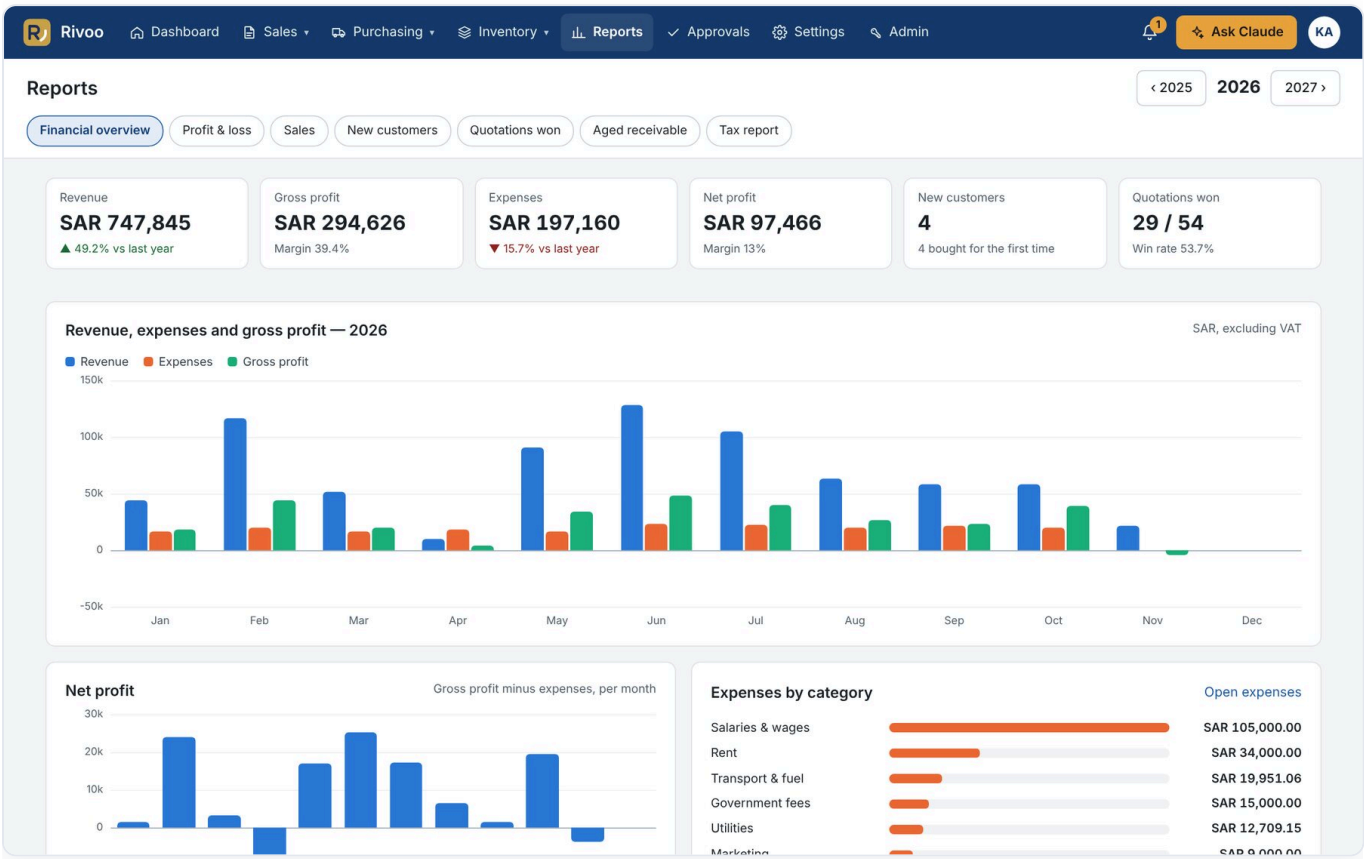
1. Press **Upload delivery note** and choose the supplier's note — any layout.
2. Rivoo reads the supplier, PO number and every line; a new supplier is added with one tick.
3. Goods are received against the purchase order and stock is updated instantly.



Receive stock from a supplier delivery note or an Excel shipment.

12 Reports

A financial overview for any year, compared with the year before.



Revenue, gross profit, expenses, net profit, new customers and quotations won.

- Profit & loss, sales, new customers, quotations won.
- Aged receivables — who owes what and how late.
- Tax report for your VAT return.

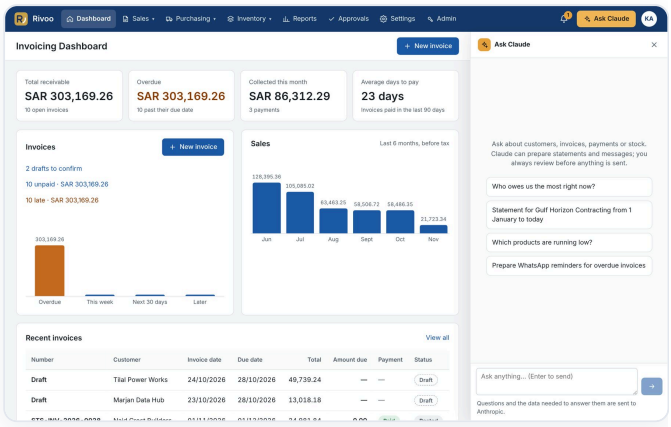
13 AI assistant, users and control

Ask questions in plain English or Arabic, and decide exactly who can do what.

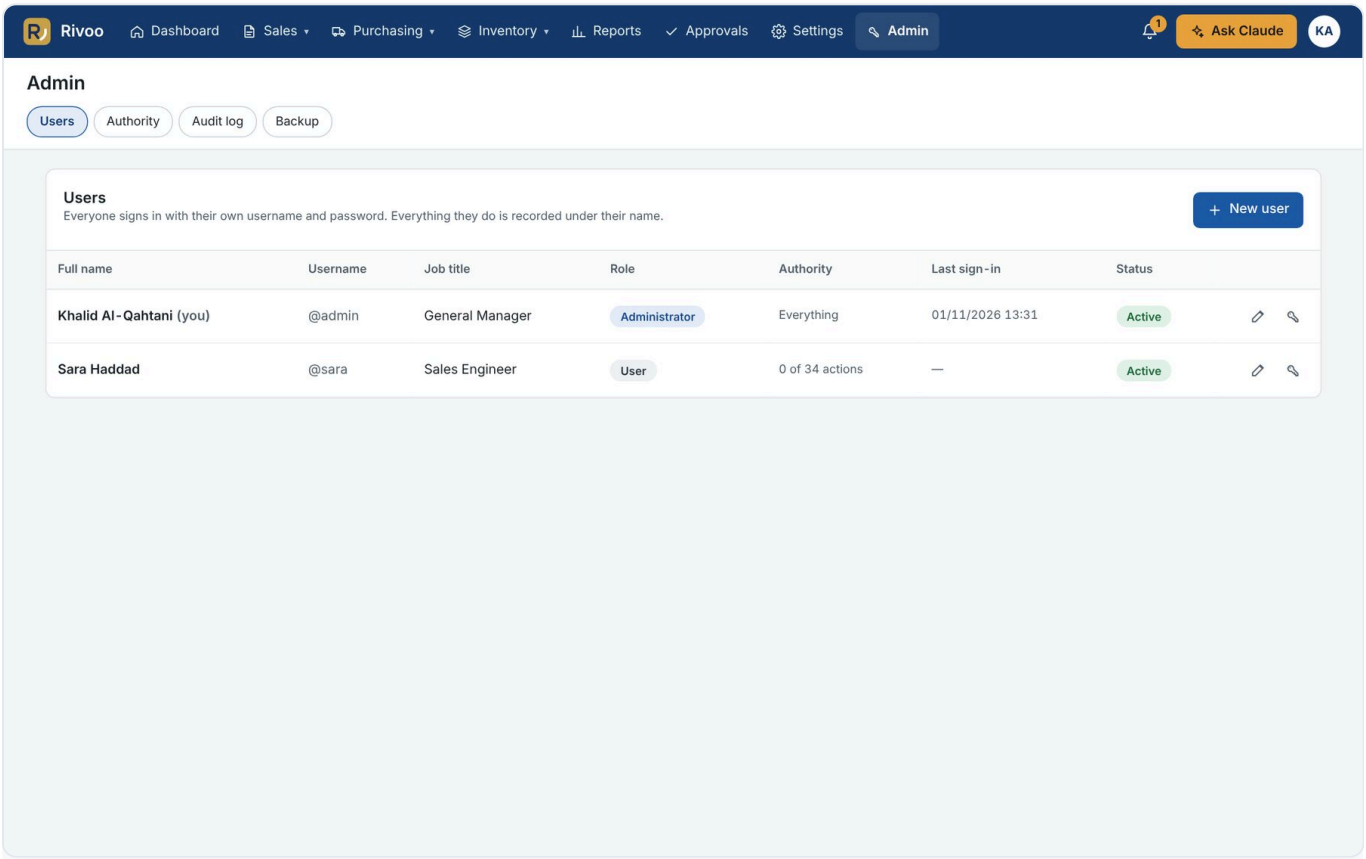
Ask Claude

- “Who owes us the most right now?”
- “Which products are running low?”
- “Prepare WhatsApp reminders for overdue invoices.”

You always review before anything is sent.



The assistant opens beside your work.

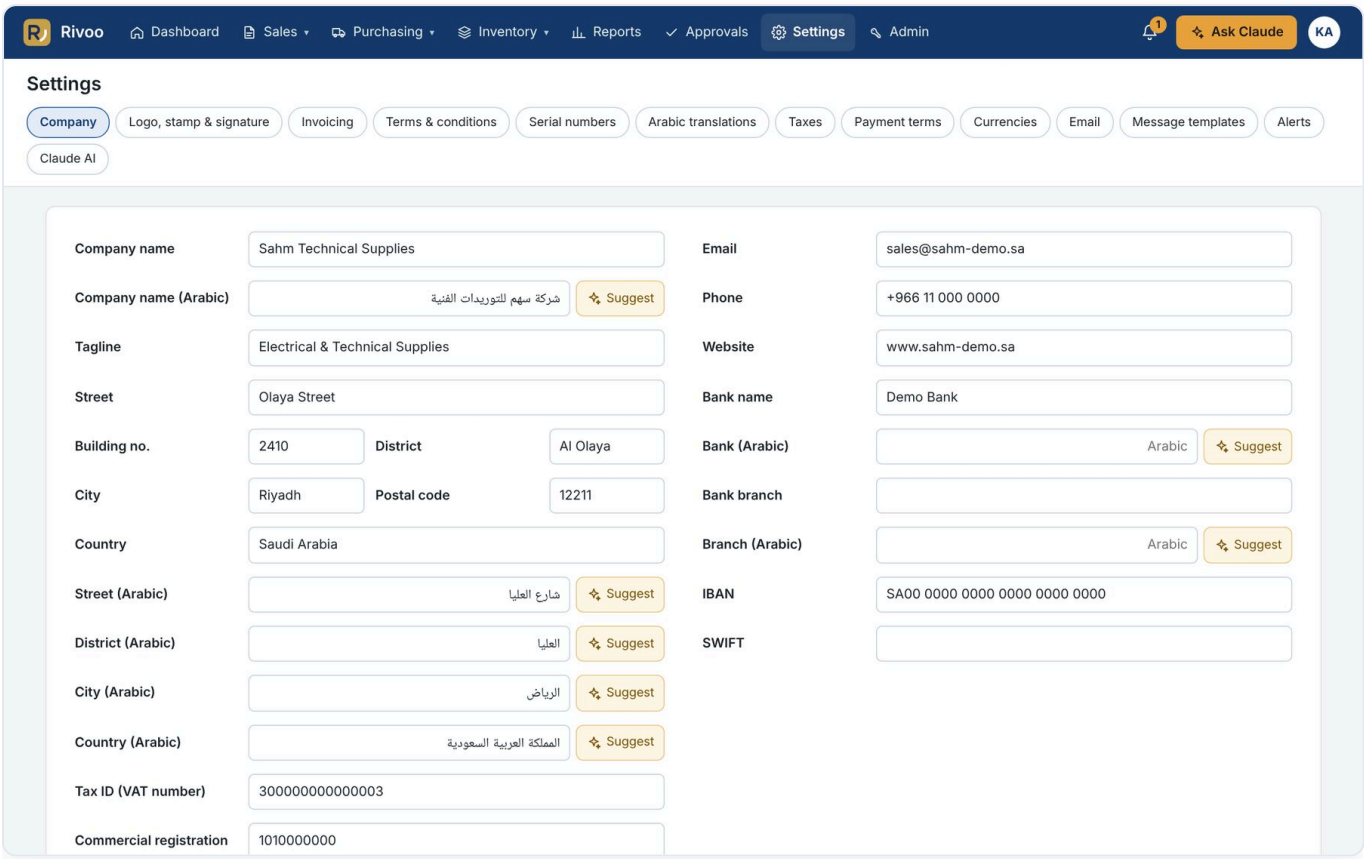


Users, authority matrix, audit log and backup.

- Decide who can issue, confirm, give discounts, print, pay suppliers and more.
- Users without permission can request approval; managers approve with one click.
- Every action is recorded in the audit log.

14 Settings, Arabic and mobile

Your company details, logo, stamp, signature and numbering appear on every document.

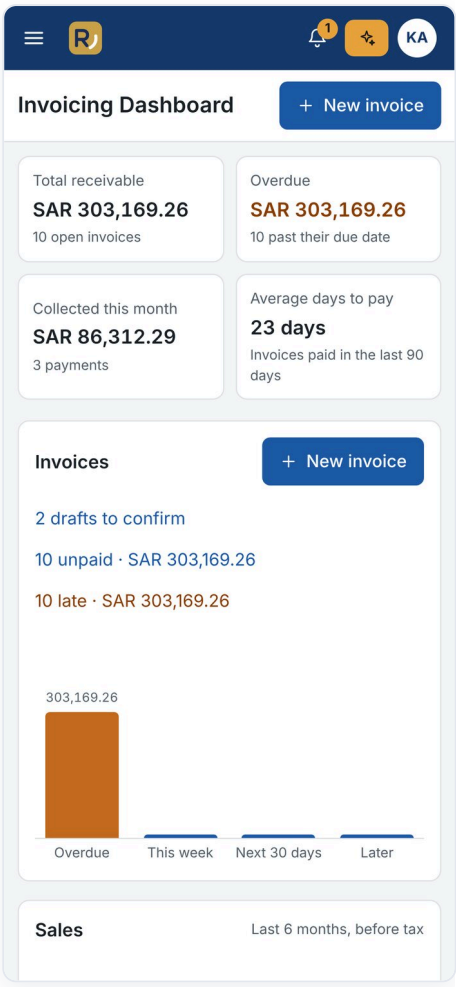


Company details in English and Arabic, bank, VAT and CR numbers; one-click Arabic suggestions.

iPhone and iPad

1. Open your Rivoo address in Safari.
2. Tap Share, then **Add to Home Screen**.
3. Rivoo opens full screen like an app.

Create quotations, record payments, send invoices and receive goods from your phone.



Rivoo on an iPhone.

★ Installation and requirements

Web server

Install on your own Windows or Linux server or cloud; your team uses it from any browser, in the office or remotely.

Windows program

A ready installer for single-computer use.

iPhone and iPad

Works in Safari and can be added to the home screen.

Your data stays yours

Data is stored on your server; one-click backup from Admin.

Security

Encrypted passwords, automatic sign-out, account lock after wrong attempts, encrypted email and AI keys.

Email and AI

Sends from your own company mailbox. AI features (document reading, assistant, translation) use your Anthropic API key.

? Frequently asked questions

Is Rivoo ZATCA compliant?

Tax invoices meet the ZATCA Phase 1 (generation) requirements: bilingual tax invoice, VAT numbers, VAT breakdown and QR code. Phase 2 (integration with the Fatoora platform) is not included in the current version — ask us about your needs.

Can I use it in other currencies?

Yes. Purchase orders support any currency, converted to your company currency at landed cost.

How many users can I have?

Each person has their own account and permissions. The number of users depends on your licence.

Do I need the internet?

Rivoo runs on your own server or computer. Internet is only needed for email, WhatsApp and AI features.

Can you install it for us?

Yes. Contact info@dukkandaily.com for installation, the licence key and prices.

Licensing

Rivoo is licensed software. Each installation needs a licence key.

Contact us

- More information and a demo
- Installation on your server or computer
- Your licence key
- Prices and licence options

info@dukkandaily.com dukkandaily.com

Screens show a demo company with sample data.

Rivoo

Quotations, invoices and purchasing in one place