Largo store

USER GUIDE

# Store App

Largo for Stores is where you receive orders, run your menu and see your sales. Follow the setup steps in order the first time, then use the rest of the guide as a reference.

November 2026

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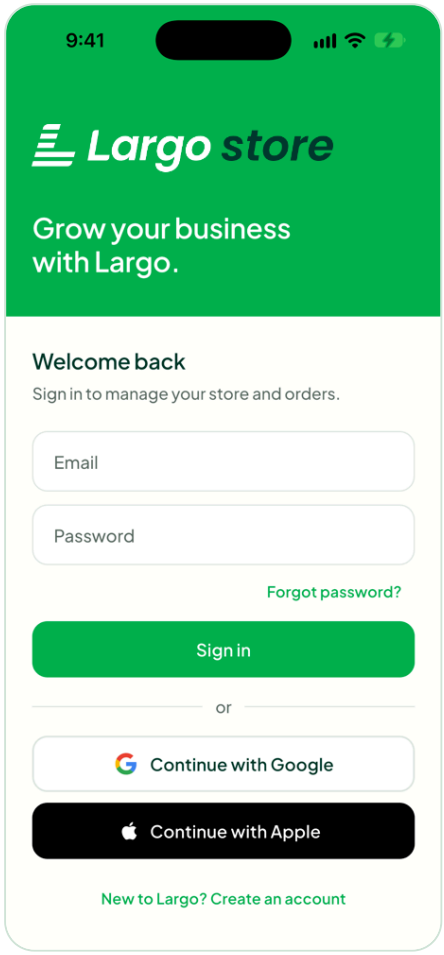
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# 1. Create your account and apply

## Step 1: Download the app

1. Download **Largo for Stores** from the App Store (iPhone) or Google Play (Android).
2. Open the app.
3. Tap **New to Largo? Create an account**, or sign in with your email, Google or Apple.




The sign-in screen

## Step 2: Send your application

Do this while you are at your store, so the map pin is in the right place.

1. Tap **Apply now**.
2. Choose what your store sells: **Restaurant** or **Shop**.
3. Type your **Store name** and **Store phone number**.
4. Choose your **City** and type your **Street address** (street, barangay, landmark).
5. Tap **Pin my store here (use current location)**. If the pin is a little off, tap **Adjust the pin on the map** and move the map until the pin sits on your store.

6. Optional: add your business documents (permit, BIR, DTI or SEC). They help Largo approve you faster.
7. Tap **Submit application**.

You can also apply on the website at largo.ph/sell-on-largo.

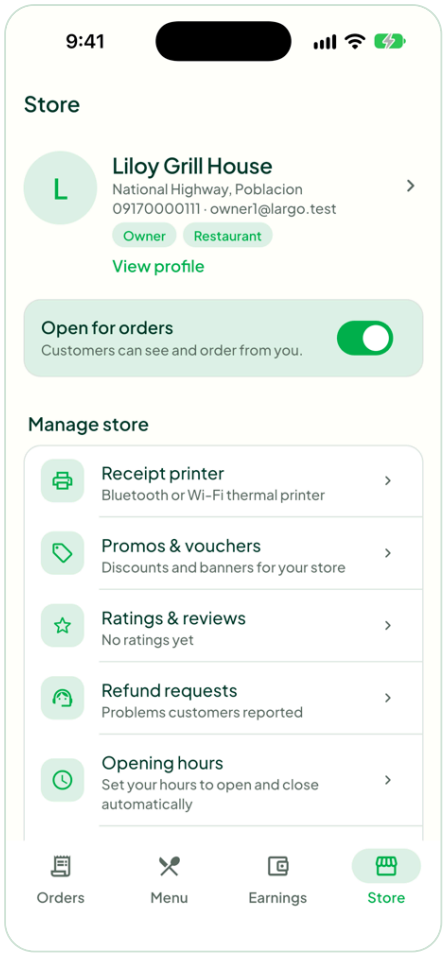
### Step 3: Wait for approval

Largo reviews your application, usually within 1 to 2 days. Open the app and tap **Check again** to see if you are approved. Once approved, your store opens in the app with four tabs at the bottom: **Orders**, **Menu**, **Earnings** and **Store**.

## 2. Set up your store profile

Only the store owner can change these settings.

1. Open the **Store** tab and tap **View profile**.
2. **Photos:** tap **Logo** and add a square logo (at least 400 × 400 pixels). Tap **Add cover photo** for the big picture customers see in the store list. Choose **Take a photo** or **Choose from gallery**.
3. **Store details:** check your store name, phone, address and description. Set your **Minimum order** (optional) and your **Usual prep time** in minutes.
4. Tap **Save details**.
5. **Location:** tap **Pin on map**. Tap **Where I am now** or move the map so the pin is on your store, then tap **Pin my store here**.
6. **Business documents:** tap it to upload your permit, BIR or DTI/SEC papers (optional). Only you and Largo can see them.




The Store tab: open switch and store tools

## 3. Set your opening hours

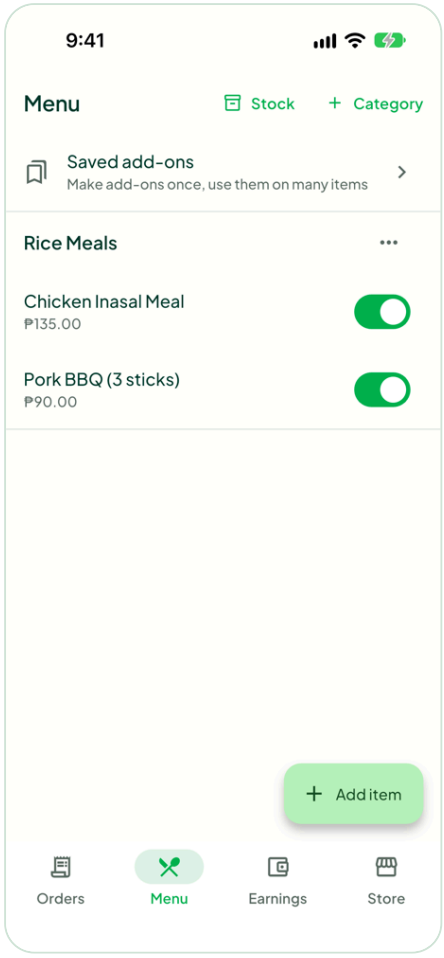
With opening hours set, Largo opens and closes your store for you each day.

1. On the **Store** tab, tap **Opening hours**.
2. Turn on **Open and close automatically**.
3. For each day, set **Opens at** and **Closes at**. Mark the days you do not open as **Closed**.
4. Open past midnight? Set a closing time earlier than the opening time (for example 6:00 PM to 2:00 AM).
5. Tap **Save hours**.

You can still close by hand anytime, for example when you run out of food: turn off **Open for orders** at the top of the **Store** tab (the same switch is on the **Orders** tab).

# 4. Set up your menu

Open the **Menu** tab. Your items are listed by category.




The Menu tab

## Step 1: Make your categories

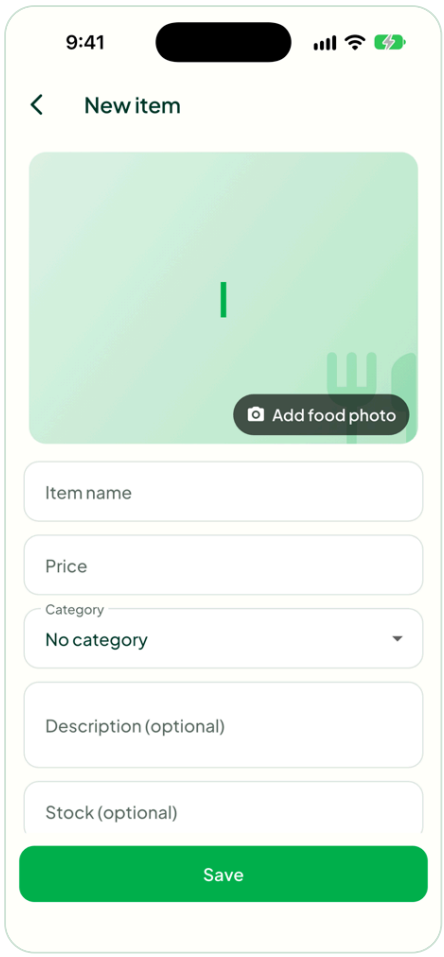
1. Tap **Category** at the top right.
2. Type a name, for example **Rice Meals** or **Drinks**, and save.
3. Repeat for each category.

To rename or delete a category, tap the menu next to its name. Items in a deleted category move to **Other items**; they are not deleted.

## Step 2: Add an item

1. Tap **Add item**.
2. Tap **Add food photo**, then **Take a photo** or **Choose from gallery**. A clear, bright photo sells better.
3. Type the **Item name** (for example Chicken Inasal Meal) and the **Price** (for example 135).

4. Pick a **Category**.
5. Optional: add a **Description** and your **Stock** (how many you have; the item shows sold out at 0).
6. Tap **Save**.




Adding a new item

## Step 3: Add choices (add-ons)

Add-ons are choices the customer picks, like size, flavor or extra rice.

1. Open the item and tap **Add add-on group**.
2. Type the **Group name**, for example **Size** or **Extras**.
3. Tap **Add choice** for each option. Type the choice (for example **Large**) and its **Extra price** (leave 0 if free).
4. Tick **Required** if the customer must pick one (like Size). Leave it off for optional extras.
5. Using the same group on many items? Turn on **Save for other items too**.
6. Tap **Save**.

### Step 4: Reuse saved add-ons

Make an add-on group once, like **Drinks** or **Extra rice**, and put it on many items.

1. On the **Menu** tab, tap **Saved add-ons**.
2. Tap **New group**, add the choices, then under **Use on these items** tick the items (or **Select all**).
3. Tap **Save**.

A change to a saved group updates every item that uses it. On a single item you can also tap **Use a saved add-on group**.

### Step 5: Sold out and stock

- **Item sold out:** turn off the item's **Available** switch. Turn it back on when you have it again.
- **One choice sold out** (for example no more Large): tap the **Turn add-ons on or off** button on the item and turn that choice off.
- **Count your stock:** tap **Stock** at the top of the Menu tab, type how many you have of each item, and tap **Save**. Leave it blank if you do not count.
- **Remove an item for good:** open it and tap **Delete**. Past orders keep their details.

## 5. Set up a receipt printer

The app prints order slips on most thermal receipt printers sold in the Philippines (58 mm or 80 mm, ESC/POS), such as Xprinter and GOOJPRT. Printing works in the phone app, not the website. The printer is saved on each phone, so set it up on the phone next to the printer.

### Option A: Bluetooth printer

1. Turn the printer on and load paper.
2. **Android:** open your phone's **Settings > Bluetooth** and pair the printer first. The PIN is usually **0000** or **1234**.
3. **iPhone:** no pairing needed, but iPhones only find Bluetooth Low Energy (BLE) printers. If yours does not show up, use Wi-Fi/LAN or an Android phone.
4. In the app, open the **Store** tab and tap **Receipt printer**.
5. Choose **Bluetooth**, then tap **Find printers**.
6. Tap your printer in the list.

### Option B: Wi-Fi or LAN printer

1. Connect the printer to the same Wi-Fi or router as your phone.

2. Find the printer's IP address: turn the printer off, hold the **feed** button while turning it on, and it prints a self-test page with the IP (for example 192.168.1.100).
3. In the app, open the **Store** tab and tap **Receipt printer**.
4. Choose **Wi-Fi / LAN**, type the **Printer IP address**, and leave **Port** at **9100**.

### Finish the setup

1. Choose the **Paper width**: **58 mm** (small) or **80 mm** (wide). Check the paper roll if you are not sure.
2. Tap **Print a test page**. If it prints, you are done.
3. Turn on **Print automatically** to print the slip each time you accept an order.

### Design your receipt (optional)

Tap **Receipt design** on the printer page.

1. **Logo:** turn on **Print a logo at the top**, then choose **Store logo** or **Other logo**. Simple black-and-white logos print clearest.
2. **Text:** add **Lines under the store name** (for example your address and phone) and a **Message at the bottom** (for example "Salamat!").
3. **Show on the receipt:** choose prices and food total, customer phone number, delivery address and customer notes. Turn prices off for a kitchen copy.
4. **Copies per order: 1 copy**, or **2 copies (store + rider)**.
5. Tap **Print a sample** to check it.

**Printer not working?** Check that the printer is on and has paper, Bluetooth or Wi-Fi is on, and the phone is near the printer. Then tap **Print a test page** again. You can always print an order by hand with the print button on the order.

## 6. Get ready for orders

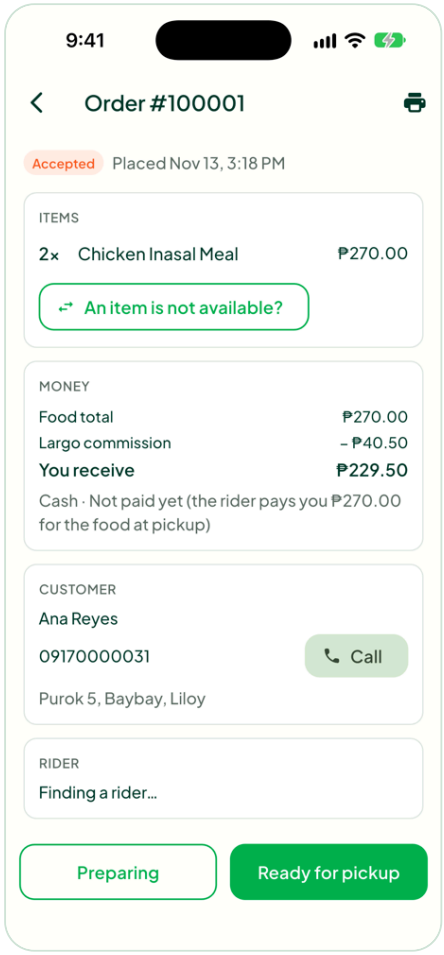
Before your first day:

1. **Allow notifications** when the app asks. New orders ring with the Largo sound.
2. Keep the phone's volume up and the app open during opening hours.
3. Keep the phone charged, and on Wi-Fi or mobile data.
4. Add your payout account: open the **Earnings** tab and add your **GCash**, **Maya** or bank account under **Where Largo sends your money**.
5. Optional: create a voucher or banner (see section 9).

# 7. Handle orders

New orders appear in the **Orders** tab with a sound alert.

1. Tap the new order to see the items, notes and the customer's address.
2. Tap **Accept order**, or **Reject** and choose why. If **Print automatically** is on, the slip prints now.
3. Tap **Preparing** when you start cooking.
4. Tap **Ready for pickup** when it is packed.
5. **Delivery:** the rider comes to pick it up. **Pick-up:** hand it to the customer, then tap **Customer picked it up**.




An accepted order: items, money, customer, and the Preparing and Ready buttons

**Cash orders:** the rider pays you in cash for the food when picking up. The order shows **Cash – NOT PAID** until then.

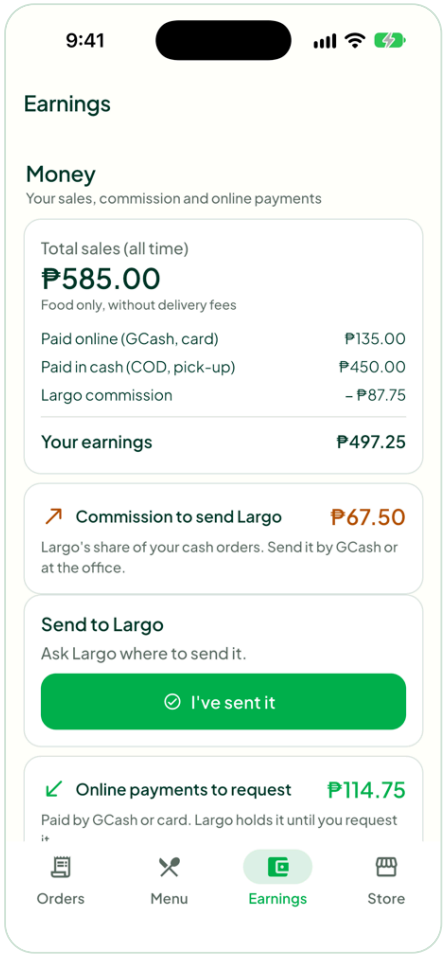
**Item not available?** Tap **An item is not available?**, tick the missing items and suggest a replacement. The customer approves the change in their app. You can also tap **Call** to ask the customer.

**Print by hand:** tap the print button at the top of the order (**Print order slip**).

# 8. Earnings and payments

The **Earnings** tab has three parts:

| Part | What it shows |
|---|---|
| **Money** | Your total sales, the commission you send to Largo, online payments Largo owes you, and every payment between you and Largo |
| **Earnings** | What your store made in the period you choose |
| **Sales** | Your orders day by day, and your best sellers |




The Earnings tab: sales, commission and online payments

## Send Largo its commission (cash orders)

For cash orders you keep the food money and send Largo only its commission.

1. On the **Earnings** tab, see **Commission to send Largo**.
2. Send that amount by GCash, Maya, bank, or as **Cash at the Largo office**.

3. Tap **I've sent it**, type the **Reference number** from your receipt, and attach a screenshot (optional).
4. Tap **Send to Largo for checking**. Largo confirms it and your balance updates.

### Request online payments

For orders paid by GCash or card, Largo holds the money until you ask for it.

1. Check that your payout account is set (**Where Largo sends your money**).
2. Under **Online payments to request**, tap **Request**.
3. Largo sends it to your GCash, Maya or bank account. Your requests are listed with their status.

## 9. Promos, ratings and refunds

All on the **Store** tab.

### Create a voucher

1. Tap **Promos & vouchers**, then **New voucher**.
2. Type the **Code customers type** (3 to 20 letters or numbers, for example GRILL40).
3. Choose the discount: **₱ off**, **% off** or **Free delivery**, and the amount.
4. Optional: **Minimum order**, **Maximum discount**, **Total uses**, **Each customer can use it once**, and the **Last day of the voucher**.
5. Tap **Create voucher**.

Voucher discounts come out of your earnings, and Largo's commission is on the discounted food total. Turn a voucher off anytime.

### Create a banner

1. In **Promos & vouchers**, tap **New banner**.
2. Type the **Title** (for example "₱40 off Inasal this week") and optional text.
3. Pick a color, a voucher to add when tapped (optional) and the last day.
4. Tap **Create banner**. Customers see it in the app; tapping it opens your store.

### Ratings and refunds

- **Ratings & reviews:** what customers say after each delivered order. Reviews they make public show on your store page.

- **Refund requests:** when a customer reports a problem, Largo checks it and decides. Tap the request and **Add your side** so the decision is fair.

Largo store

**Need help?**

Email partner@largo.ph or visit largo.ph.