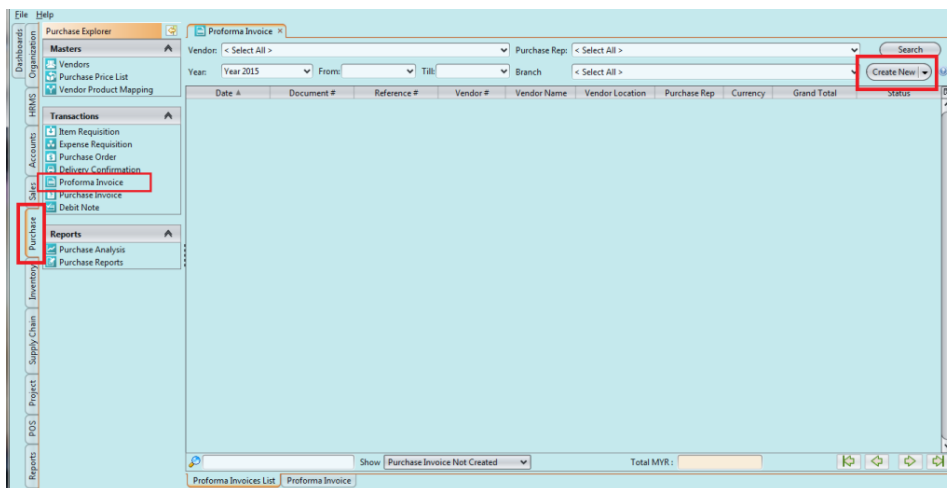


Create / Process (Purchase) Proforma Invoice

The purpose of Proforma Invoice is to allow the user to create a Purchase Order and process it immediately e.g. locally purchase items.

1. Click on Purchase tab / Transactions / Proforma Invoice
2. A Proforma Invoice would be automatically created from Purchase Order process with **"Immediate"** Invoice rule
3. Click **"Create New"** button or select from the list of invoices



4. Fill in the information. Textfields marked with "x" are mandatory
5. Click **"Save"** button to save progress

Proforma Invoice

Document Date: 03/03/2015 | Document Number: PPI-15-030002 | Reference Number: | Branch: HQ - Head Office

Vendor: 202001/EG0001 - Egokawa Sdn Bhd | Currency: MYR | Deliver To: | Delivery Location: | Contact Person: |

Vendor Location: Kuala Lumpur | Contact Person: Joan Sim

Additional Details:

Ship To: WH01 - Kepong Warehouse | Receive Via: Sea | Representative: | Promised Date: |

Payment Term: 60 - Net 60 Days | Inco Terms: EXW - Ex Works | Invoice Rule: Immediate

Analytical Group: | Tax: Price Excludes Tax

#	Product #	Description	Uom	Confirmed Qty	Unit Price	Discount	Nett Price	Total Amount	Tax Rate
1	4571330573022	Egokawa Sweetie B...	Each		RM32.2300		RM32.2300		Purchase Tax Acco...

Total [Qty: 0, Amount: RM0.00 - Discount: | + Tax: RM0.00] = Grand Total:

Buttons: Generate Documents, Confirm Proforma Invoice, Create New, Save, Revert, Delete

6. Click **“Confirm Proforma Invoice”** then click **“Yes”** button to confirm the invoice

Confirm Document?

Do you really wish to Confirm the selected Proforma Purchase Invoice(s)?

Buttons: Yes, No

Confirm Proforma Invoice

7. Click **“Approve Proforma Invoice”** then click **“Yes”** button to approve the invoice

Confirmed

Approve Document?

Please note that the approved document can not be re opened!

Buttons: Yes, No

Approve Proforma Invoice

