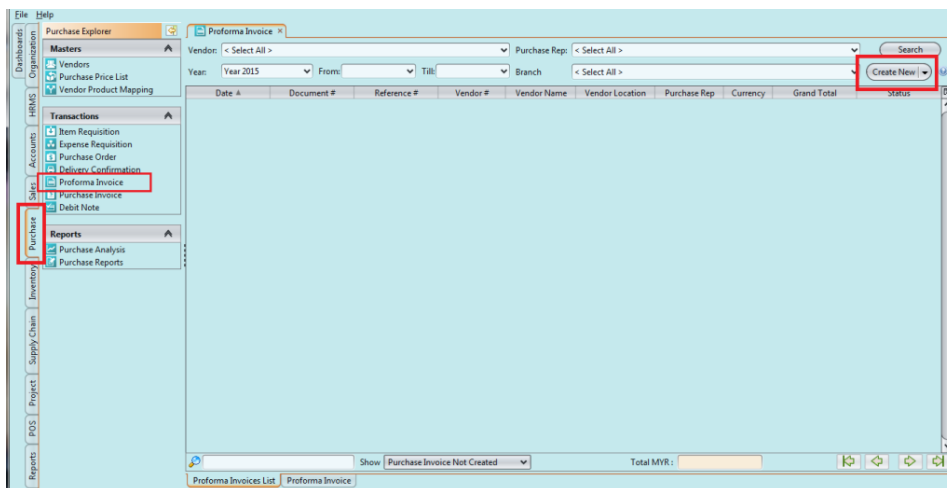


Create / Process (Purchase) Proforma Invoice

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

Vendor Location: Kuala Lumpur Contact Person: Joan Sim

Deliver To: Delivery Location: Contact Person:

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

Items / Articles Taxes / Notes / Attachments

Product Brand: BD04 - Egokawa

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

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

Generate Documents Confirm Proforma Invoice Create New Save Revert Delete

Proforma Invoices List Proforma Invoice

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

Items / Articles Taxes / Notes / Attachments

Product Brand: BD04 - Egokawa

#	Product	Description	Uom	Confirmed Qty	Unit Price	Discount	Nett Price	Total Amount	Tax Rate
1	4571330573022	Egokawa Sweetie Body Mist - Fairy	Each	1	RM32.2300		RM32.2300		Purchase Tax Account 6% TX-6

Confirm Document?

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

Yes No

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

Generate Documents Confirm Proforma Invoice Create New Save Revert Delete

Proforma Invoices List Proforma Invoice

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

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

Vendor Location: Kuala Lumpur Contact Person: Joan Sim

Deliver To: Delivery Location: Contact Person:

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

Items / Articles Taxes / Notes / Attachments

Product Brand: BD04 - Egokawa

#	Product	Description	Uom	Confirmed Qty	Unit Price	Discount	Nett Price	Total Amount	Tax Rate
1	4571330573022	Egokawa Sweetie Body Mist - Fairy	Each	1	RM32.2300		RM32.2300		Purchase Tax Account 6% TX-6

Approve Document?

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

Yes No

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

Generate Documents Approve Proforma Invoice Create New Save Revert Delete

Proforma Invoices List Proforma Invoice

