

Commercial Note

Additional invoice note used for sales customers. This note will show up at the footer of invoice for selected customer. Below actions are available under **“Commercial Note”**:

- Create new commercial note; update, delete, view and search for commercial note details

Field Names	Explanations	Mandatory Information
Commercial Note Name	Name of the commercial note	Y
Commercial Note Code	Custom code for the commercial note	Y
Description	Show the commercial note description that were entered in textfields Line 1-8	Y

Create New Commercial Note

1. Click on **“Create New”** at the bottom right of screen, it will create new form for the note
2. Fill up commercial note’s information. The **“Description”** textfield will show the commercial note description that were entered in textfields **“Line**

1-8"

3. Click on **"Save"** button at the bottom right of screen when completed

The screenshot shows a form for creating a Commercial Note. On the left, there are eight lines for text entry. Line 1 contains the text: "The products that are sold are for Export Purposes and shall not be sold in Singapore." On the right, there is a larger description field with the same text. At the bottom right, there are four buttons: "Create New", "Save", "Revert", and "Delete". The "Save" button is highlighted with a red box.

4. The commercial note is now available for use in **"Account - (Masters) Customers"** under **"Commercial Note"** drop-down list. This note will show up at the footer of invoice for the selected customer.

The screenshot shows the "Customer Details" form for a customer named "Sephora". The "Commercial Note" dropdown menu is open, showing two options: "Export - Product for Export Only" and "Price List Type". The "Export - Product for Export Only" option is highlighted with a red box. The "Customers" tab in the Accounts Explorer is also highlighted with a red box.

Example of Report to show the Commercial Note:



Proforma Invoice

Date : 27-Oct-2015 Invoice : SI-0050
Customer : 4110.011/SE001 Currency : SGD

ROC No : 362380H GST Registration No : 001013104640

Invoice Address

Sephora
Ngee Ann City
Orchard Road, 391

Delivery address

Sephora
Ngee Ann City
Orchard Road, 391

Contact : Sanny Wirianto

Contact : Sanny Wirianto

Payment Terms : 60 Days End Of Month

Inco Terms : Ex Works

Ref Num : SO-15-100090

Shipment Mode :

Representative :

#	Ref Num	Description	Alt Code	UOM	Qty	Price	Disc	Amount
1	BD06-006621	Purele Thermale 3in1 One-Step Milk Lotion (France)		Each	1	18.17		18.17

Remarks :	Tax SR	Taxable Amount	Tax Amount	Total Amount	18.17
		18.17	1.27	Discount	0.00
				Total Tax	1.27
				Grand Total	19.44

The products that are sold are for Export Purposes and shall not be sold in Singapore.

Commercial Note

Authorised Signatory : Total Tax in SGD = 1.27
Total Quantity = 1
Samooha Demo Distribution Pte Ltd
AZ @ Paya Lebar, 140 Paya Lebar Road #08-07, Singapore 409015
Tel : +65 8493 7315



Update Commercial Note Details

1. Double click on commercial note to be updated, it will bring up the details on the screen for the selected note
2. Make change(s) on the commercial note information
3. Click on **“Save”** button at the bottom right of screen when done
4. Click on **“Revert”** button at the bottom right of screen to roll back the changes

Delete Commercial Note

1. Double click on commercial note to be deleted, it will bring up the details on the screen for the selected note
2. Click on **“Delete”** button at the bottom right side of screen
3. Click on **“Yes”** button on the pop-up window to confirm note deletion



View and Search for Commercial Note Details

1. Enter search parameter to filter the result, i.e. type in name of the commercial note to search for in the search text field box on top left of screen
2. Result can be sorted alphabetically by clicking the fields' columns



3. Double click on commercial note to view full details of the memo, it will bring up the details on the screen for the selected note