



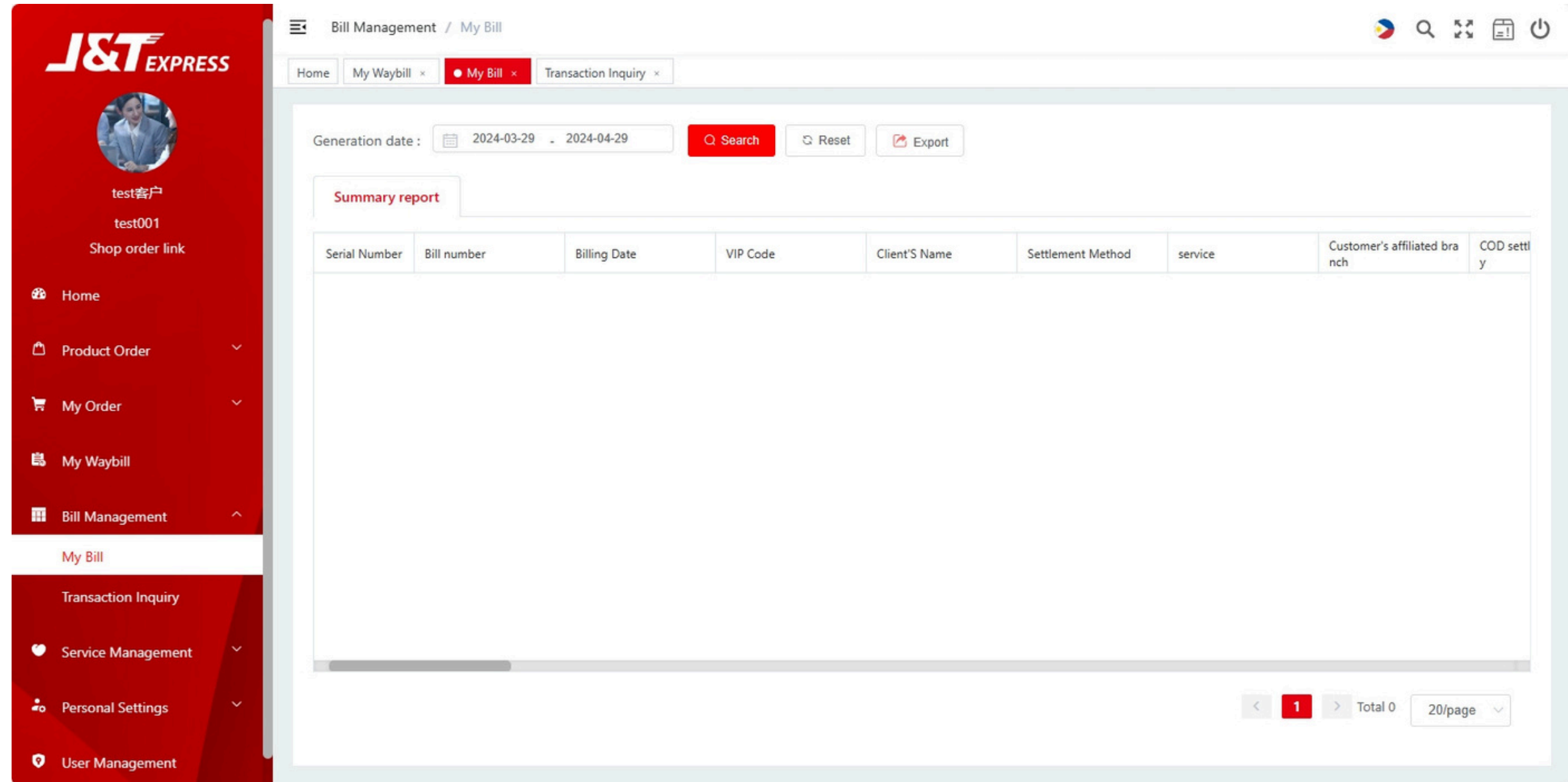
Automated SOA Sending Alignment

Automated SOA Sending Alignment

- **Discussed the new functions under VIP Dashboard**
- **Identify the difference between My Bill and Transaction Inquiry**

My Bill

- **VIP Client will be able to see the summary of SOA**
- **VIP client may generate data up to 31 days only or monthly**



Transaction Inquiry

- VIP Client will be able to see the detailed transaction per waybill such as payout and adjustments
- VIP client may generate up to 3 months

test客户
test001
Shop order link

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My Waybill

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Home My Waybill My Bill Transaction Inquiry

Generation date : 2024-04-29 2024-04-29 Current balance:0

Search Reset Export

| Number | Transaction number | VIP Code | VIP name | Customer's affiliated branch code | Customer's affiliated branch name | Customer's affiliated region name | COD settlement category | Settlement category |
|--------|--------------------|----------|----------|-----------------------------------|-----------------------------------|-----------------------------------|-------------------------|---------------------|
|--------|--------------------|----------|----------|-----------------------------------|-----------------------------------|-----------------------------------|-------------------------|---------------------|

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My Bill Functions

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Generation date : 2024-03-25 - 2024-04-25 Search Reset

Summary report

| Serial Number | Bill number | Billing Date | VIP Code | VIP name | Settlement Method | service | Customer's affiliated branch |
|---------------|----------------------|------------------------|----------|----------|-------------------|---------|------------------------------|
| 1 | SOA202404080408TE... | 2024-04-08+2024-04-... | test001 | test客户 | PP_PM | VIP | HQ |
| 2 | SOA202404150415TE... | 2024-04-15+2024-04-... | test001 | test客户 | PP_PM | VIP | HQ |
| 3 | SOA202404160416TE... | 2024-04-16+2024-04-... | test001 | test客户 | PP_PM | VIP | HQ |
| 4 | SOA202404190421TE... | 2024-04-19+2024-04-... | test001 | test客户 | PP_PM | VIP | NCR |

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- SOA Details
- VIP Client Code
- Payment Terms & DP Branch

My Bill Functions

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Generation date : 2024-03-25 - 2024-04-25 Search Reset

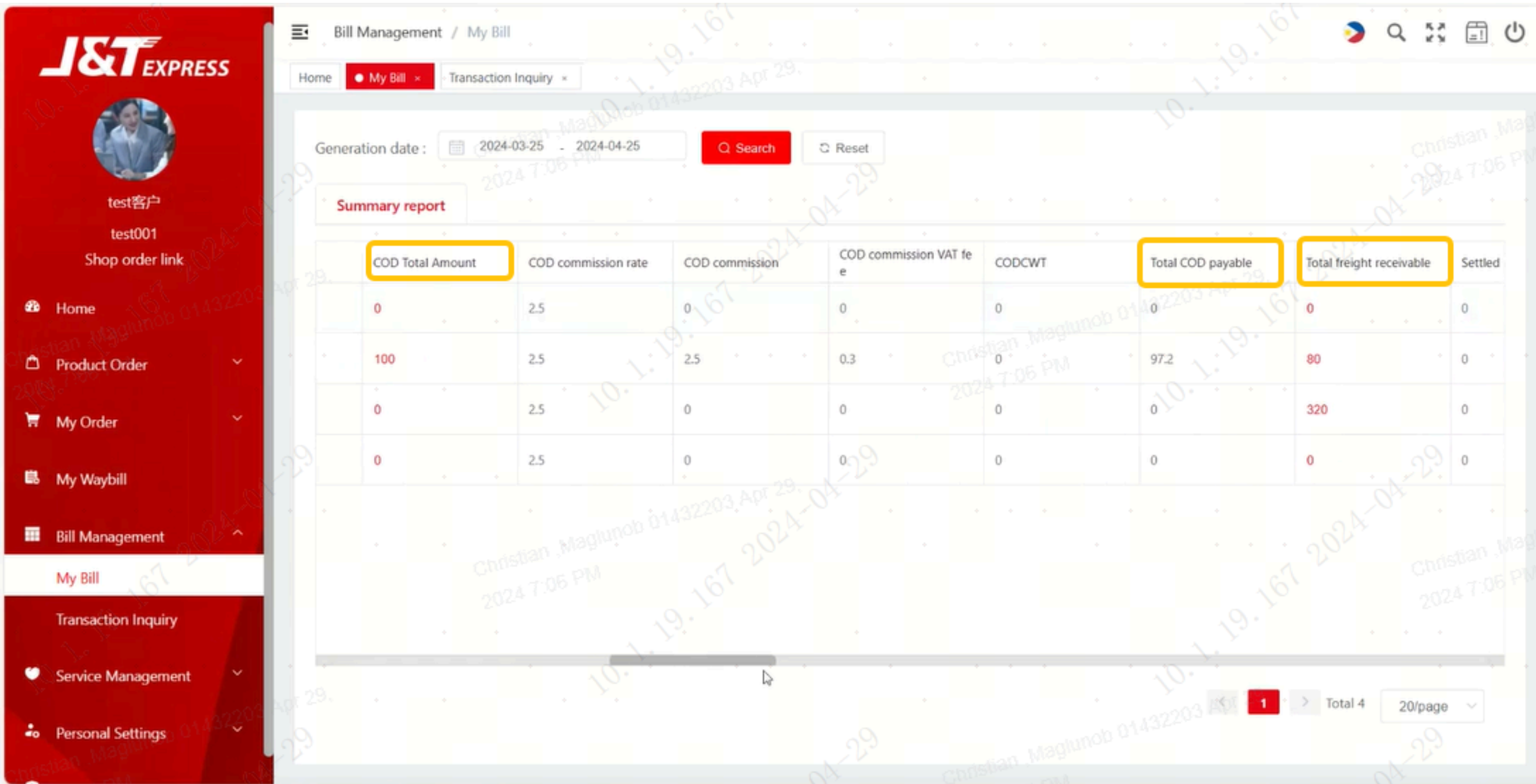
Summary report

| Opening Bank | Bank account | Payee | COD Total Amount | COD commission rate | COD commission | COD commission VAT fe | CODC |
|--------------|--------------|-------|------------------|---------------------|----------------|-----------------------|------|
| | | | 0 | 2.5 | 0 | 0 | 0 |
| | | | 100 | 2.5 | 2.5 | 0.3 | 0 |
| | | | 0 | 2.5 | 0 | 0 | 0 |
| | | | 0 | 2.5 | 0 | 0 | 0 |

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- COD VIP Clients’ bank details for payout

My Bill Functions



Bill Management / My Bill

Home • My Bill • Transaction Inquiry

Generation date: 2024-03-25 - 2024-04-25 Search Reset

Summary report

| COD Total Amount | COD commission rate | COD commission | COD commission VAT fee | CODCWT | Total COD payable | Total freight receivable | Settled |
|------------------|---------------------|----------------|------------------------|--------|-------------------|--------------------------|---------|
| 0 | 2.5 | 0 | 0 | 0 | 0 | 0 | 0 |
| 100 | 2.5 | 2.5 | 0.3 | 0 | 97.2 | 80 | 0 |
| 0 | 2.5 | 0 | 0 | 0 | 0 | 320 | 0 |
| 0 | 2.5 | 0 | 0 | 0 | 0 | 0 | 0 |

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- **COD Total Amount** - The total cash collected upon delivery of order
- **Total COD payable** - This is the amount reflected after deducting the charges.
- **Total Freight Receivable**- This is the total shipping fee

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Generation date : 2024-03-25 - 2024-04-25 Search Reset

Summary report

| ping | Return CWT | Return freight policy adjustment | COD Amount Adjustment | COD commission adjustment | COD VAT adjustment | CODCWT adjustment | Total ShippingFee Adjustment | Tc A |
|------|------------|----------------------------------|-----------------------|---------------------------|--------------------|-------------------|------------------------------|------|
| | 0 | 0 | 0 | 0 | 0 | 0 | 10 | 0 |
| | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 0 | 0 | 100 | 2.5 | 0.3 | 0 | 100 | 0 |

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- COD amount adjustment - summary of all SOA adjustment
- Click the amount to show the waybill number and reason under remarks

My Bill Functions

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Generation date : 2024-03-25 - 2024-04-25 Search Reset

Summary report

| Adjustment | CODCWT adjustment | Total ShippingFee Adjustment | Total ShippingFee CWT Adjustment | RTS ShippingFee Adjustment | RTS Total ShippingFee CWT Adjustment | Other Adjustment | Discount amount | To |
|------------|-------------------|------------------------------|----------------------------------|----------------------------|--------------------------------------|------------------|-----------------|----|
| | 0 | 10 | 0 | 0 | 0 | 0 | 0 | -1 |
| | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 0 | 100 | 0 | 100 | 12 | 1000 | 0 | 90 |

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- **RTS Shipping Fee Adjustment** - reflects the corresponding RTS Fee
- **VIP clients will have access to all waybill numbers that was returned.**

My Bill Functions

Bill Management / My Bill

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Generation date: 2024-03-25 - 2024-04-25 Search Reset

Summary report

| dy Deducted Freig | Creation time | Creator number | Creator name | Confirm the status | Confirm Time | Confirmer | Confirm outlets |
|-------------------|---------------------|----------------|-------------------|--------------------|---------------------|-------------------|-----------------|
| | 2024-04-08 16:53:07 | wangyixuan | 王奕轩 | 已确认 | 2024-04-19 10:37:20 | Xiong Wengang | HQ |
| | 2024-04-16 13:41:27 | 6300012179 | Merylle Joy Magno | 已确认 | 2024-04-19 10:37:20 | Xiong Wengang | HQ |
| | 2024-04-17 11:19:55 | 6300012179 | Merylle Joy Magno | 已确认 | 2024-04-19 10:37:20 | Xiong Wengang | HQ |
| | 2024-04-22 13:49:57 | 6300012179 | Merylle Joy Magno | 已确认 | 2024-04-23 08:43:23 | Merylle Joy Magno | HQ |

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- **Creation Time** - time when the SOA was generated.
- **Creator Name and Creator Number** - responsible for generating the SOA from finance.
- **Confirm the status - SOA validation (confirmed or not confirmed)**
 - *If not confirmed - on going validation*
- **Confirm Time** - time when the SOA has been confirmed

My Bill Functions

Bill Management / My Bill

Home • My Bill × Transaction Inquiry ×

Generation date: 2024-03-25 - 2024-04-25 Search Reset

Summary report

| Time | Confirmer | Confirm outlets | Billing status | Email sending status | Email sender | Email sending time | Reason for sending failure |
|--------------|-------------------|-----------------|----------------|----------------------|-------------------|---------------------|----------------------------|
| -19 10:37:20 | Xiong Wengang | HQ | NON-COD | 发送成功 | Merylle Joy Magno | 2024-04-24 09:25:26 | |
| -19 10:37:20 | Xiong Wengang | HQ | COD | 发送成功 | Merylle Joy Magno | 2024-04-24 09:20:54 | |
| -19 10:37:20 | Xiong Wengang | HQ | NON-COD | 发送成功 | Merylle Joy Magno | 2024-04-24 09:25:29 | |
| -23 08:43:23 | Merylle Joy Magno | HQ | COD | 发送成功 | Merylle Joy Magno | 2024-04-24 09:22:53 | |

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- **Billing Status:**
NON-COD - for client's payment (account receivable)
COD - J&T finance for payout
- **Email Sending Status -** validation if the SOA is already sent in the client's email address
- **Email Sender -** responsible for SOA sending via email
- **Email Sending Time -** actual time the SOA was sent in the clients' email address.
- **Reason for sending failure-** Ex: invalid email, no email address]


Transaction Inquiry Functions

- Current Balance

Transaction Number

- SOA - Statement of account
- PAY - Payout
- ADJ - Adjustment
- Col - Collection

J&T EXPRESS



test客户

test001

Shop order link

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生成日期: 2024-04-01 2024-04-25

当前余额: 0

Search Reset

| Number | Transaction number | VIP Code | VIP name | Customer's affiliated branch code | Customer's affiliated branch name | Customer's affiliated region name | COD settlement category |
|--------|-------------------------|----------|----------|-----------------------------------|-----------------------------------|-----------------------------------|-------------------------|
| 1 | SOAtest00120240408-... | test001 | test客户 | 908 | NCR | HQ | WEEKLY |
| 2 | SOAtest00120240415-... | test001 | test客户 | 908 | NCR | HQ | WEEKLY |
| 3 | SOAtest00120240416-... | test001 | test客户 | 908 | NCR | HQ | WEEKLY |
| 4 | PAYtest001202404000-... | test001 | test客户 | 908 | NCR | HQ | WEEKLY |
| 5 | SOAtest00120240419-... | test001 | test客户 | 908 | NCR | HQ | WEEKLY |

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Transaction Inquiry Functions

- Amount before transaction - Client's balance
- Operation Amount- This is the amount for payout to the client.
- Amount after operation - The amount reflected is the final amount after deducting the balance from the operations amount or payout.

Bill Management / Transaction Inquiry

Home My Bill Transaction Inquiry

生成日期: 2024-04-01 2024-04-25 当前余额: 0

Search Reset

| liated reg | COD settlement category | Settlement category | Operation Type | Amount before operation | Operation amount | Amount after operation | Bank account | Bank |
|------------|-------------------------|---------------------|-------------------|-------------------------|------------------|------------------------|--------------|------|
| | WEEKLY | PP_PM | vipBillingConfirm | -334 | -10 | -344 | | |
| | WEEKLY | PP_PM | vipBillingConfirm | -344 | 17.2 | -326.8 | | |
| | WEEKLY | PP_PM | vipBillingConfirm | -326.8 | -320 | -646.8 | | |
| | WEEKLY | PP_PM | Payment | 262.4 | 262.4 | 0 | 7418011081 | PH G |
| | WEEKLY | PP_PM | vipBillingConfirm | -646.8 | 909.2 | 262.4 | | |

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Transaction Inquiry Functions

- **Bank Account** - where payout is deposited.
- **Creator Time** - date and time of deposit/payout
- **Creator Name** - the person who processed the payout.
- **Creator Remark:** Finance will encode the bank reference number as a proof of payout.

Bill Management / Transaction Inquiry

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生成日期: 2024-04-01 2024-04-25 当前余额: 0

Search Reset

| Bank account | Bank name | Creation time | Creator code | Creator name | Creator branch code | Creator branch name | Creator remark |
|--------------|------------------------|---------------------|--------------|-------------------|---------------------|---------------------|----------------|
| | | 2024-04-19 10:37:20 | 6300010039 | Xiong Wengang | 630001 | HQ | |
| | | 2024-04-19 10:37:20 | 6300010039 | Xiong Wengang | 630001 | HQ | |
| | | 2024-04-19 10:37:20 | 6300010039 | Xiong Wengang | 630001 | HQ | |
| 7418011081 | PH GLOBAL JET EXPRE... | 2024-04-23 09:08:06 | 6300012179 | Merylle Joy Magno | 630001 | HQ | |
| | | 2024-04-23 08:44:14 | 6300012179 | Merylle Joy Magno | 630001 | HQ | |

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Transaction Inquiry Functions

- **Audit Time** - Date and time when the payout has been validated or reviewed.
- **Reviewer Code** - Employee number of the reviewer.
- **Reviewer Name**: The person who reviewed the process the payout.

Bill Management / Transaction Inquiry

生成日期: 2024-04-01 - 2024-04-25 当前余额: 0

Search Reset

| branch name | Creator remarks | AuditTime | Reviewer Code | Reviewer Name | Reviewer branch code | Reviewer branch name | Reviewer's remarks |
|-------------|-----------------|---------------------|---------------|-------------------|----------------------|----------------------|--------------------|
| | | 2024-04-19 10:37:20 | 6300010039 | Xiong Wengang | 630001 | HQ | |
| | | 2024-04-19 10:37:20 | 6300010039 | Xiong Wengang | 630001 | HQ | |
| | | 2024-04-19 10:37:20 | 6300010039 | Xiong Wengang | 630001 | HQ | |
| | | 2024-04-23 09:09:56 | 6300012179 | Merylle Joy Magno | 630001 | HQ | |
| | | 2024-04-23 08:43:23 | 6300012179 | Merylle Joy Magno | 630001 | HQ | |

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REMINDERS

- **VALIDITY OF SOA- up to 1 year (actual soa)**
- **My Bill- 1 month date range only**
- **Transaction Inquiry - up to 3 month transaction history**
- **-Export, all data in Bill and transaction can be exported Data history of transaction- up to 6 months only**
- **Discrepancy in transaction- kindly email respective regional finance email within 3 days of receipt.**
- **can we still send the excel file of transaction history?**
- **- No, our SOA sending is automated, thus only the PDF copy of the billing statement will be sent. Clients can export their data via their transaction.**
- **Starting May 3, 2024, Friday all transactions starting May 1, 2024 will be refelcted on the Dashboard**

Thank you!