

PI UPLOADING

➤ PURCHASING (GROUP 1) DEPARTMENT

Upload PI

1. Click Transaction Menu
2. Select **Proforma (per item) vs. PI (per item)** submenu
3. Click Upload PI button

The screenshot shows the CWO Cash With Order Monitoring System interface. The top navigation bar includes 'Home', 'Transactions', 'Reports', and 'Contact Us'. The main menu on the left shows 'PRO-FORMA VS PI' selected. The submenu 'Proforma (per Item) VS PI (per Item)' is highlighted. The 'Upload PI' button is circled. Below the menu, there are input fields for 'Supplier Name' (ADVECT MARKETING CORP.), 'Location Name' (CENTRAL DISTRIBUTION CENTER), 'Date From' (2023-01-01), and 'Date To' (2024-01-18). A 'GENERATE' button is present. Below the form, there is a table with columns: Location, PI No., Ref No., PI Date, PO, PO Date, Credit Memo, Audit Status, Matching Status, and Action. The table contains one row for 'CENTRAL DISTRIBUTION CENTER' with PI No. CDC-P4199313, Ref No. 20004972, PI Date Sep 25, 2023, PO SMGM00473864, PO Date Aug 25, 2023, Credit Memo NO APPLIED CM, Audit Status AUDITED, and Matching Status MATCHED. The Action column has a dropdown menu.

Location	PI No.	Ref No.	PI Date	PO	PO Date	Credit Memo	Audit Status	Matching Status	Action
CENTRAL DISTRIBUTION CENTER	CDC-P4199313	20004972	Sep 25, 2023	SMGM00473864	Aug 25, 2023	NO APPLIED CM	AUDITED	MATCHED	Action

4. Select Supplier Name
5. Select Location Name
6. Click **Choose File** button to locate the Purchase Invoice (PI) exported from Navision
7. Click **Upload** button

The screenshot shows the 'Upload New PI' dialog box. It has input fields for 'Supplier Name' and 'Location Name', both with a dropdown arrow. Below these is a 'Purchase Invoice' section with a 'Choose Files' button and the text 'No file chosen'. At the bottom right, there is an 'Upload' button and a 'Close' button. The background shows the same interface as the previous screenshot, but the 'Upload PI' button is now disabled.

Upload PI-Tubigon

8. Click **Upload PI – Tubigon** button

The screenshot shows the CWO Cash With Order Monitoring System interface. The top navigation bar includes the CWO logo, a home icon, and menu items: Master Files, Transactions, Reports, Utility, Testing Area, About, and Contact. The user's name 'maricel' and the time '04:02:04 PM' are displayed on the right. The main section is titled 'PRO-FORMA VS PI'. Below this title, there are two buttons: 'Upload PI' and 'Upload PI - Tubigon'. The 'Upload PI - Tubigon' button is highlighted with a blue circle and a callout bubble containing the number 8. Below the buttons, there are four input fields: 'Supplier Name' (Please Select One), 'Location Name' (Please Select One), 'Date From' (YYYY-MM-DD), and 'Date To' (YYYY-MM-DD). A blue 'GENERATE' button is located at the bottom center.

9. Select Supplier Name
10. Search Purchase Order (PO) from the list
11. Click **Choose File** button to locate the Purchase Invoice (PI) exported from Navision
12. Click **Upload** button

The screenshot shows the 'Create Purchase Invoice - Tubigon' dialog box. The dialog box has a title bar with the text 'Create Purchase Invoice - Tubigon' and a close button. The main content area contains several fields: 'Location Name' (LDI - TUBIGON WAREHOUSE), 'Supplier Name' (Please Select One), 'Purchase Order' (Search PO No or PO Reference), 'Reference No.', 'Date', and 'Purchase Invoice'. The 'Supplier Name' and 'Purchase Order' fields are highlighted with blue circles and callout bubbles containing the numbers 9 and 10 respectively. The 'Choose File' button is highlighted with a blue circle and a callout bubble containing the number 11. The 'Upload' button is highlighted with a blue circle and a callout bubble containing the number 12. The background shows the same CWO Cash With Order Monitoring System interface as the previous screenshot.

To view Uploaded PI

13. Select Supplier Name
14. Select Location Name
15. Select Date Range
16. Click **Generate** button
17. PI Uploaded
18. Click **Action** button
19. Click View button to view PI details

The screenshot shows the 'PROFORMA VS PI' interface. At the top, there are two buttons: 'Upload PI' and 'Upload PI - Tubigon'. Below these are input fields for 'Supplier Name' (13), 'Location Name' (14), 'Date From' (15), and 'Date To' (15). A 'GENERATE' button (16) is positioned below the date range. Below the form, there is a table with columns: Location, PI No., Ref No., PI Date, PO, PO Date, Credit Memo, Audit Status, Matching Status, and Action. The table contains three rows of data. The first row is highlighted. The 'Action' column for the first row has a dropdown menu with options 'View' (18) and 'Upload CM' (19). A search bar is located at the bottom right of the table area. A callout box (17) points to the table header.

Location	PI No.	Ref No.	PI Date	PO	PO Date	Credit Memo	Audit Status	Matching Status	Action
CENTRAL DISTRIBUTION CENTER	CDC-P4199313	20004972	Sep 25, 2023	SMGM00473864	Aug 25, 2023	NO APPLIED CM	AUDITED	MATCHED	Action
CENTRAL DISTRIBUTION CENTER	CDC-P4197712	20004897	Aug 18, 2023	SMGM00467679	Jun 26, 2023	NO APPLIED CM	AUDITED	MATCHED	Action
CENTRAL DISTRIBUTION CENTER	CDC-P4197723	20004899	Aug 18, 2023	SMGM00471196	Jul 28, 2023	NO APPLIED CM	AUDITED	MATCHED	Action

Purchase Invoice Details

The screenshot shows the 'View Purchase Invoice Details' modal window. It displays the 'Total Amount' as ₱ 231,453.00. Below this is a table with columns: Item Code, Description, Qty, UOM, Direct Unit Cost, Amount, Remarks, and Action. The table contains seven rows of data. The first row is highlighted. The 'Action' column for the first row has a dropdown menu with options 'View' and 'Update'. A search bar is located at the bottom right of the table area. A callout box (17) points to the table header.

Item Code	Description	Qty	UOM	Direct Unit Cost	Amount	Remarks	Action
129185	GATORADE BLUE BOLT 500ML	100	CASE	₱ 914.00	₱ 82,260.00		Action
129186	GATORADE TROPICAL FRUIT 500ML	30	CASE	₱ 914.00	₱ 24,678.00		Action
129456	GATORADE ORANGE CHILL 500ML	30	CASE	₱ 914.00	₱ 24,678.00		Action
130812	GATORADE GRAPE 500ML	30	CASE	₱ 914.00	₱ 24,678.00		Action
142087	GATORADE GRAPE PB 12/1.5L	5	CASE	₱ 1,201.00	₱ 5,404.50		Action
642458	GATORADE BLUE BOLT 350ML	100	CS24	₱ 715.00	₱ 64,350.00		Action
643968	GATORADE TROPICAL FRUIT 12x1.5L	5	CS12	₱ 1,201.00	₱ 5,404.50		Action

To upload Credit Memo

20. Click **Action** button

21. Select Upload Credit Memo

Supplier Name: JOSELITO LIWANAG Location Name: LEONARDO DISTRIBUTORS INC.

Date From: 2023-01-06 Date To: 2024-01-15

GENERATE

Show 10 entries Search:

Location	PI No.	Ref No.	PI Date	PO	PO Date	Credit Memo	Audit Status	Matching Status	Action
LEONARDO DISTRIBUTORS INC.	LDI-PPI00004177	1402	Dec 13, 2023	LDGM00002630	Nov 22, 2023	NO APPLIED CM	UNAUDITED	PENDING	Action
LEONARDO DISTRIBUTORS INC.	LDI-PPI00004156	2148	Nov 28, 2023	LDGM00002220	Nov 7, 2023	NO APPLIED CM	UNAUDITED	PENDING	Action
LEONARDO DISTRIBUTORS INC.	LDI-PPI00003787	2147	Oct 31, 2023	LDGM00001912	Oct 17, 2023	NO APPLIED CM	UNAUDITED	PENDING	Action
LEONARDO DISTRIBUTORS INC.	LDI-PPI00002584	2145	Oct 20, 2023	LDGM00001685	Oct 4, 2023	NO APPLIED CM	UNAUDITED	PENDING	Action

22. Click Choose File to locate Credit Memo (CM) exported from Navision

23. Click **Upload** button

Upload Credit Memo

Purchase Invoice(PI) ID: 5332

Purchase Invoice(PI) No: LDI-PPI00004177

Credit Memo: Choose File No file chosen

Upload Close