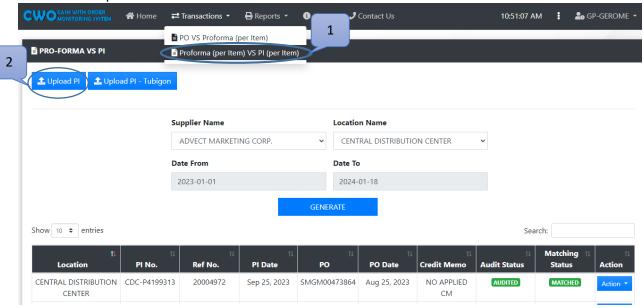# PI UPLOADING

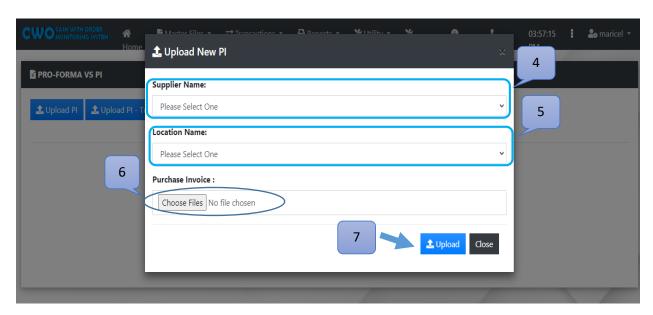> ➤ PURCHASING (GROUP 1) DEPARTMENT

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

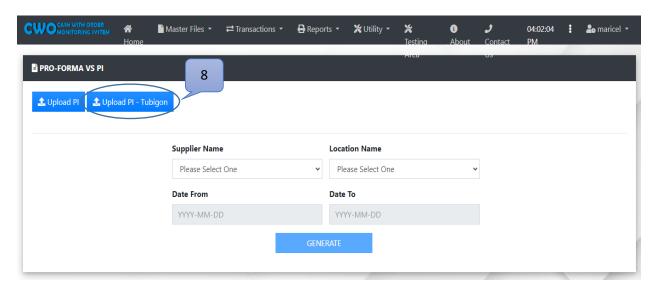

4. Select Supplier Name
5. Select Location Name
6. Click **Choose File** button to locate the Purchase Invoice (PI) exported from Navision
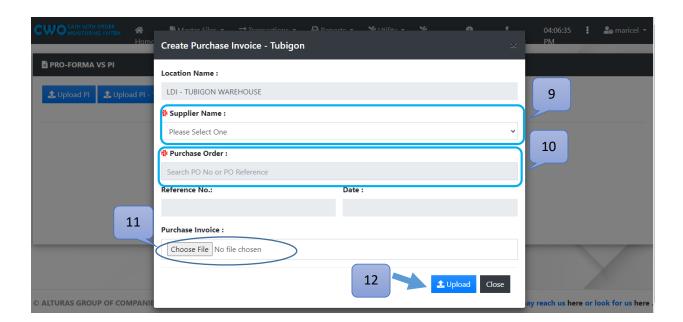7. Click **Upload** button
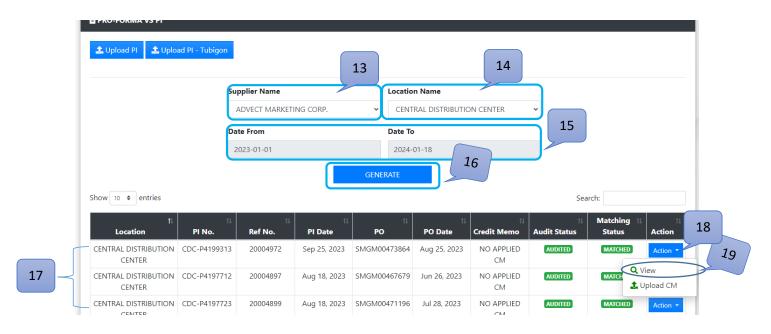
Upload PI-Tubigon

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



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
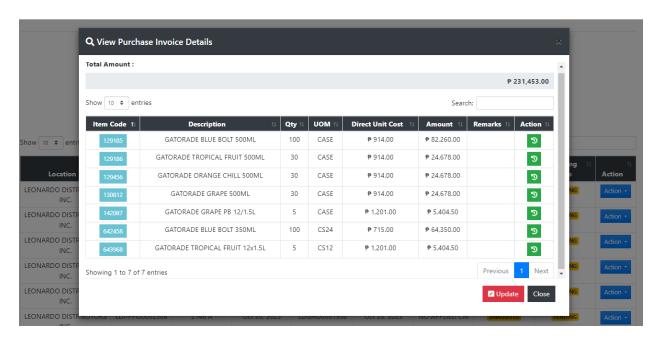12. Click **Upload** button

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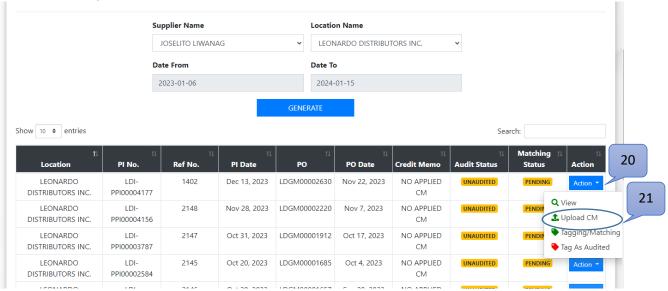18. Click **Action** button
19. Click View button to view PI details



Purchase Invoice Details

**To upload Credit Memo**

20. Click **Action** button
21. Select Upload Credit Memo



22. Click Choose File to locate Credit Memo (CM) exported from Navision
23. Click **Upload** button