Fil-United Mfg. Corp. **Fumaco** (acific ightech Corporation

MEMO 2018-06 Rev. 1

TO	:	SALES, CS AND PRODUCTION DEPARTMENT
FROM	:	MANAGEMENT
RE	:	SALES ORDER MODIFICATION
DATE	:	October 1, 2018

Please be advised of the following process in modifying sales order:

SUBMITTED AND APPROVED SALES ORDERS

CHANGE ITEM, QTY, RATE - No DR/SI transaction):
1. In the Sales Order, click item code to be edited, select "Change Item"
2. Input the correct quantity, item code and/or price.
3. Click "Update Box" to update the sales order for the changes made.
4. Notify Production and CS Department via email.

CHANGE ITEM, QTY, RATE - with DR/SI but not delivered
1. Request for cancellation of DR and/or SI from Hani or Ens.
2. Once DR/SI is cancelled, change line item entry. (Follow procedure in changing line item entry w/ no transactions)
3. Notify Production and CS Department via email and/or fax.

CHANGE ITEM, QTY, RATE - with transactions (partial DR and/or SI)
1. Request for cancellation of DR and/or SI to Hanilyn Vizcayno or Enrilyn Libiano.
2. Request to close SO from Hani and Ens (Plant 2); and Fritz and Honey (Sales Office
3. Make new SO for the whole revised PO.
4. Reissue all DR/Si with the same issued numbers.

ADD ITEMS:
1. Create new Sales Order for additional items under the same PO.
2. Input the same details like PO Number, Project Name, etc. to be issued with one Sales Invoice for multiple SO.
3. Resend revised PO to CS via fax or via email for approval of SO and notify Production for additional items via email.

SUBMITTED BUT NOT APPROVED SALES ORDERS
Adding, deleting and changing of items in Sales Orders are still possible if it is not yet approved.

Noted by:

FREDERICK CHUA
Director for Operations

Kani 10/6/18   Mylene 10/6/18
AE . 10/5/18   Alin 10/6/2016
Jebonim 10/06/18   marielle 10/6/18
Angeline 10/11/18
Rey 10/06/18