

Panduan manual pengguna ini termasuk:

- ✓ Carta aliran dan langkah-langkah PO.
- ✓ Bagaimana untuk mencari PO baharu atau sebelum ?
- ✓ Bagaimana untuk menerima atau menolak PO?
- ✓ Bagaimana untuk memuat turun, mencetak, dan menyimpan PO dalam csv atau dalam format pdf?

Purchase Order (PO)

1

PO akan diterbitkan @ B2B sebaik sahaja dokumen dihantar @ Panda

2

Peruncit meningkatkan PO@ Panda Backend System

3

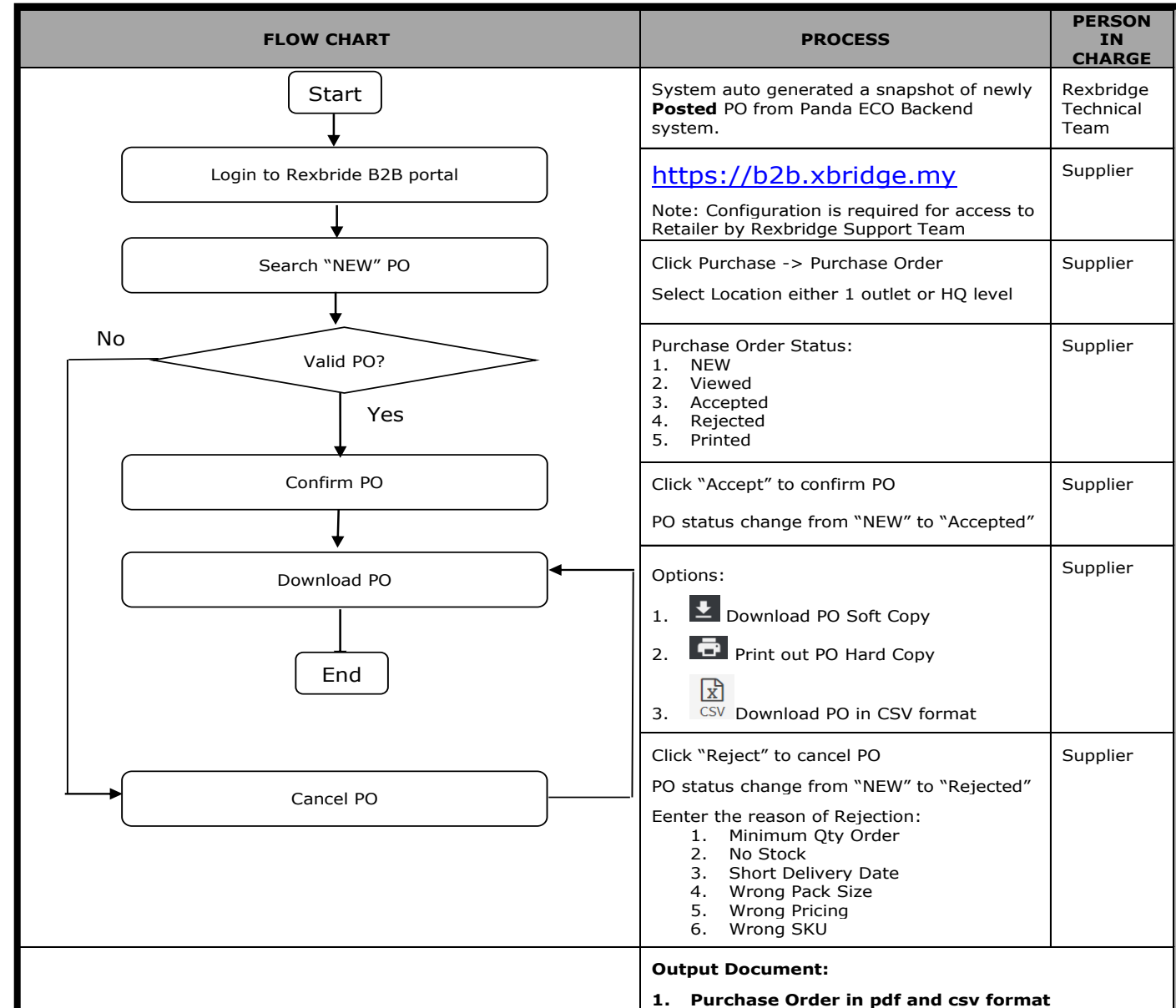
Vendor mengesahkan penerimaan PO dan muat turun dalam hardcopy atau softcopy

4

Penjual dibenarkan untuk menolak PO dengan sebab yang sah

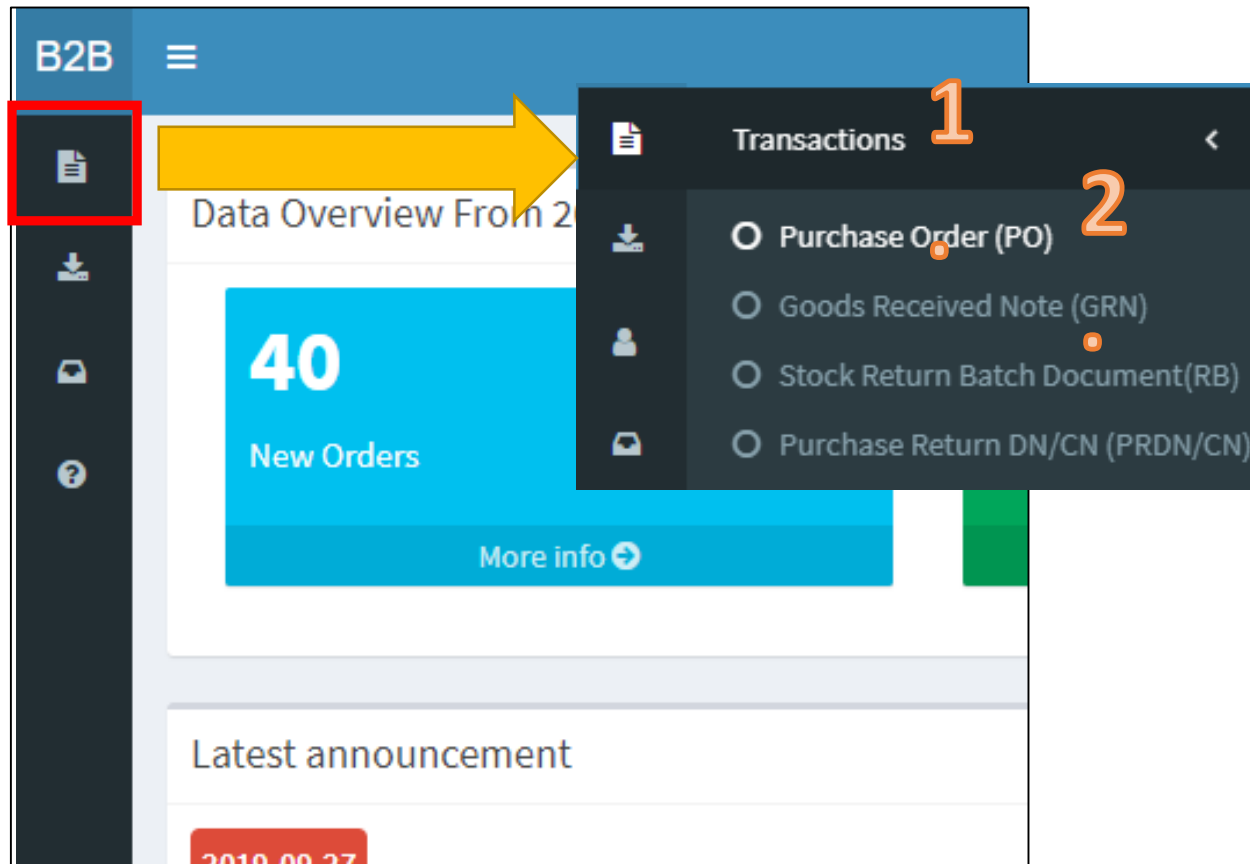
5

PIC akan dimaklumkan mengenai PO ditolak melalui e-mel



Transactions - Purchase Order (PO)

Langkah 1: Klik “TRANSACTIONS” -> “PURCHASE ORDER(PO)”



Langkah 2: Pilih lokasi anda. (outlet).

Please Choose a Location

TF VALUE-MART SDN BHD
TF VALUE-MART SDN BHD
TF VALUE-MART SDN BHD-AST
TF VALUE-MART SDN BHD-BER- Bera
TF VALUE-MART SDN BHD-BGJ- Batu Gajah
TF VALUE-MART SDN BHD-BLP- Bukit Mertajam
TF VALUE-MART SDN BHD-BT1- Bentong 1
TF VALUE-MART SDN BHD-BT2- Bentong 2
TF VALUE-MART SDN BHD-GMS- Gemas
TF VALUE-MART SDN BHD-GRK- Gerik
TF VALUE-MART SDN BHD-IBN- Ipoh Botani
TF VALUE-MART SDN BHD-JRT- Jerantut
TF VALUE-MART SDN BHD-KJW- Kajang Warehouse
TF VALUE-MART SDN BHD-KKD- Kuala Kedah
TF VALUE-MART SDN BHD-KLM- Kulim
TF VALUE-MART SDN BHD-KLP- Kuala Lipis
TF VALUE-MART SDN BHD-MR- Muar
TF VALUE-MART SDN BHD-MTK- Mentakab
TF VALUE-MART SDN BHD-NSB- Nusa Bestari
TF VALUE-MART SDN BHD-PDS- Port Dickson
TF VALUE-MART SDN BHD-PLJ- Pulau Utama

Lokasi(outlet)

Langkah 3: Di bahagian “Filter By”, anda perlu memilih kod vendor status "New" dan klik

 Search

Filter By

Ref No

PO Status

NEW

Pilih “New”

PO Date Range
(YYYY-MM-DD)

Clear


Expired Date From
(YYYY-MM-DD)

Expired Date To
(YYYY-MM-DD)

Clear

Filter by Period Code
(YYYY-MM)

None

 Search

Klick “search”


Langkah 4: Klik  pada grid PO dengan kod vendor terpilih.

PO Refno	GRN Refno	Qatist	Code	Name	Pr Date	Expiry Date	Amount	Tax	Total Inc Tax	Status	Action
BERPO19051421		BER			2019-05-23 Mon	2019-12-22 Sun	90.90	0.00	90.90	NEW	






Klik

Menerima "New" PO

Langkah 5: PO akan ditunjukkan dalam format pdf, anda boleh baca dan semak.

PO Refno	GRN Refno	Outlet	Code	Name	Po Date	Expiry Date	Amount	Tax	Total Incl Tax	Status	Action	
BERPO19091421		BER			2019-09-23 Mon	2019-12-22 Sun	60.90	0.00	60.90	NEW		

Purchase Order
Ref No: BERPO19010122 - Pending

 Browse
  Outlet
  Accept
  Reject
  CSV

Purchase Order Issued by
TF VALUE-MART SDN BHD
25101
NO 2 JALAN SENTRAL TRIANG, SENTRAL TRIANG, 26300 TRIANG,
PAHANG
Tel: 09-2561007 Fax:

Delivery To: B Term: 45
Remark:

Purchase from Registered GST Supplier

Tel: 09-5674766 Fax: 09-5651298

PO Date: 09/01/19 Exp: 09/01/19

Supplier Copy Page 1 of 1

Purchase Order

Please Present This PO upon Delivery of Goods

BERPO19010122

No	Barcode / Article No	Product	Description	Packs (Unit)	Unit Price	Base Price	BS Price	Unit Price After Discount	Unit Tax Amount	Unit Price Including Tax	Quantity	Total Amount Package Tax	Total Tax Amount	Total Amount Including Tax
1	3890141101 9556318012002	PREMIER SPRINGROLL PASTRY 550GM 7.5' 50%		1/20	3.8000			3.8000	0.0000	3.8000	100 pack (5 cm)	380.00	0.00	380.00

1. Goods are to be delivered Monday to Saturday 10:00am to 2:00pm & 5:00pm to 9:00pm.
2. Kindly advise to the PO delivery date, time, which we will schedule the goods.
3. One PO is valid for one delivery only. Under no circumstances in the same PO will not be accepted for delivery anymore.
4. Penalty charges of 3 times the PO cost will be imposed for return supplies of goods.

5. All goods supplied are to be used within 30 days from the date of order pack size and all purchases are on returnable basis.
6. Should you disagree with the Cost of Trade, for standard PO please obtain an amended PO from us prior to delivery, failure which we will debit you the difference between invoice amount and PO cost for price overcharged.

Tax @ 0% Tax @ 0%

380.00 0.00

Document Summary

Total before GST & Discount 380.00

Discount GST Amount 0.00

Discharge GST Amount 0.00

Total Amount Including GST 380.00

Menerima "New" PO

Langkah 6: Klik pada  untuk muat turun PO dalam PDF format.

PO_V034_BERPO19010140.pdf 1/2

Muat turun

Purchase Order Issued by
TE VALUE MART SDN BHD

**NO 2 JALAN SENTRAL TRIANG, SENTRAL TRIANG, 28300 TRIANG,
SEHAT TRIANG,
28300 TRIANG,
PAHANG**

Tel: 09-2561007 Fax:

Purchase from Registered GST Supplier


Tel: Fax:

PO Refno ->

Supplier Copy Page 1 of 2

Purchase Order

Kindly Present This PO upon
Delivery of Goods


BERPO19010140

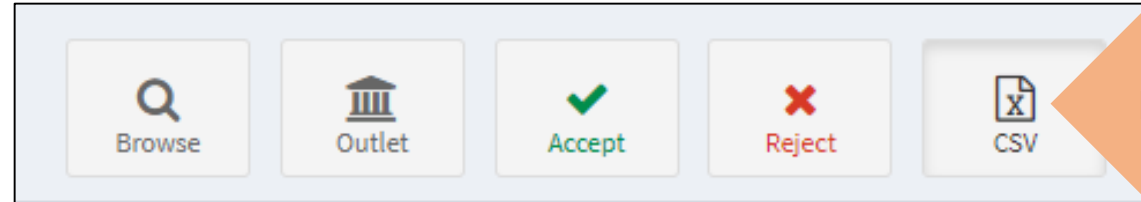
No	Itemcode / Article No / Product Basecode	Description	Package (qty)	Unit Price Before Disc	Disc Disc Amount	Disc Disc Percent	Unit Price After Discount	Unit Tax Amount	Unit Price Include Tax	Quantity	Total Amount Exclude Tax	Total Tax Amount	Total Amount Include Tax
1	3150066901 9955021105121	PETPET DAYPANTS JUMBO L46	1/4	24.1000			24.1000	0.0000	24.1000	8 pcs (12 cm)	192.80	0.00	192.80
2	3150067001 9955021105143	PETPET DAYPANTS JUMBO XL40	1/4	24.1000			24.1000	0.0000	24.1000	8 pcs (12 cm)	192.80	0.00	192.80
3	3150067101 9955021105155	PETPET DAYPANTS JUMBO XXL32	1/4	24.1000			24.1000	0.0000	24.1000	4 pcs (12 cm)	96.40	0.00	96.40
4	3250000401 9955021106329	PETPET DAYNIGHT PANIS JUMBO L46X2 P	1/2	46.6300			46.6300	0.0000	46.6300	40 ea (12 cm)	1,865.20	0.00	1,865.20
5	3250000301 9955021106312	PETPET DAYNIGHT PANIS JUMBO M54X2 P	1/2	46.6300			46.6300	0.0000	46.6300	20 ea (10 cm)	932.60	0.00	932.60
6	3250000501 9955021106335	PETPET DAYNIGHT PANIS JUMBO XL40X2 P	1/2	46.6300			46.6300	0.0000	46.6300	40 ea (12 cm)	1,865.20	0.00	1,865.20
7	3250000601 9955021106343	PETPET DAYNIGHT PANIS JUMBO XXL32X2 P	1/2	46.6300			46.6300	0.0000	46.6300	20 ea (12 cm)	1,398.90	0.00	1,398.90
8	3150011601 9955021101254	PETPET MEGA NEWBORN 62	1/4	24.9000			24.9000	0.0000	24.9000	20 pcs (5 cm)	498.00	0.00	498.00
9	3150034601 9955021101454	PETPET MEGA 584	1/3	31.5000			31.5000	0.0000	31.5000	30 pcs (10 cm)	945.00	0.00	945.00
10	3150012101 9955021101348	PETPET MEGA 116	1/3	31.5000			31.5000	0.0000	31.5000	30 pcs (10 cm)	945.00	0.00	945.00
11	3150013001 9955021101339	PETPET BASIC CONVENIENT M22	1/8	10.3000			10.3000	0.0000	10.3000	8 pcs (1 cm)	82.40	0.00	82.40

Menerima "New" PO

Langkah 7: Klik pada



untuk muat turun data dalam CSV format.

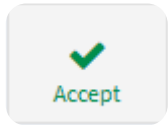


Butang CSV

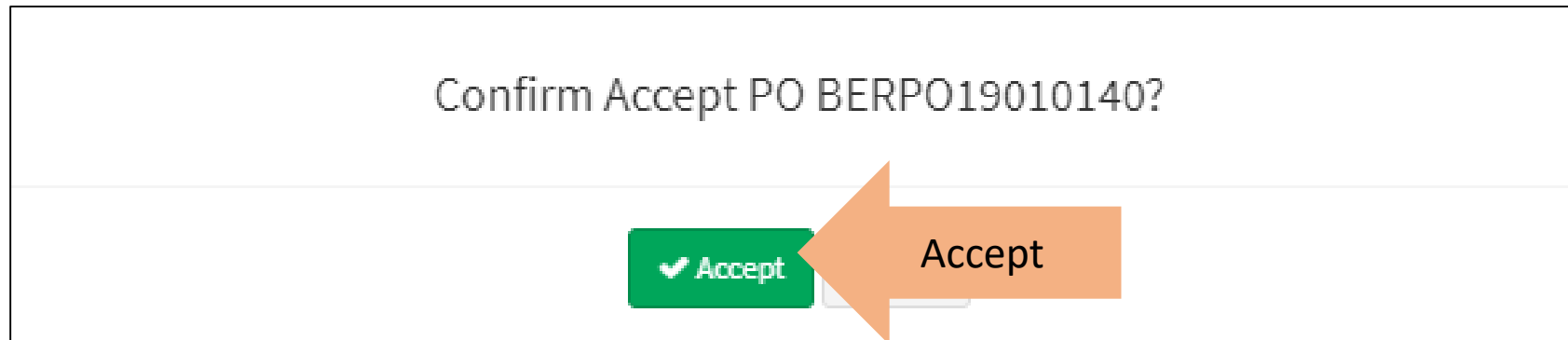
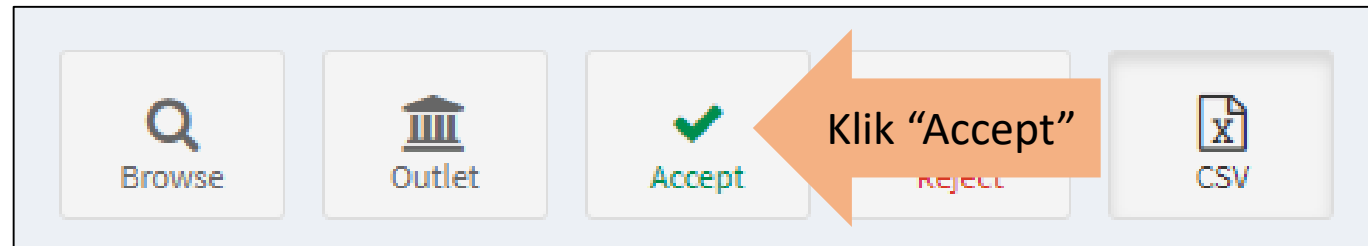
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
refno	podate	deliverdate	itemcode	description	barcode	articleno	qty	um	netunitpric	gst_tax_coc	gst_tax_rat	gst_tax_am	totalprice	location	scode	sname	line	
BERPO1901	1/3/2019	1/3/2019	3.15E+09	PETPET DAY	9.555E+12		8	PKT	24.1			0	0	192.8	BER	V034	VITAL SCOR	1
BERPO1901	1/3/2019	1/3/2019	3.15E+09	PETPET DAY	9.555E+12		8	PKT	24.1			0	0	192.8	BER	V034	VITAL SCOR	2
BERPO1901	1/3/2019	1/3/2019	3.15E+09	PETPET DAY	9.555E+12		4	PKT	24.1			0	0	96.4	BER	V034	VITAL SCOR	3
BERPO1901	1/3/2019	1/3/2019	3.25E+09	PETPET DAY	9.555E+12		40	EA	46.63			0	0	1865.2	BER	V034	VITAL SCOR	4
BERPO1901	1/3/2019	1/3/2019	3.25E+09	PETPET DAY	9.555E+12		20	EA	46.63			0	0	932.6	BER	V034	VITAL SCOR	5
BERPO1901	1/3/2019	1/3/2019	3.25E+09	PETPET DAY	9.555E+12		40	EA	46.63			0	0	1865.2	BER	V034	VITAL SCOR	6
BERPO1901	1/3/2019	1/3/2019	3.25E+09	PETPET DAY	9.555E+12		30	EA	46.63			0	0	1398.9	BER	V034	VITAL SCOR	7
BERPO1901	1/3/2019	1/3/2019	3.15E+09	PETPET ME	9.555E+12		20	PCS	24.9			0	0	498	BER	V034	VITAL SCOR	8
BERPO1901	1/3/2019	1/3/2019	3.15E+09	PETPET ME	9.555E+12		30	UNIT	31.5			0	0	945	BER	V034	VITAL SCOR	9
BERPO1901	1/3/2019	1/3/2019	3.15E+09	PETPET ME	9.555E+12		30	PCS	31.5			0	0	945	BER	V034	VITAL SCOR	10
BERPO1901	1/3/2019	1/3/2019	3.15E+09	FITTI BASIC	9.555E+12		8	PKT	10.3			0	0	82.4	BER	V034	VITAL SCOR	11
BERPO1901	1/3/2019	1/3/2019	3.15E+09	FITTI BASIC	9.555E+12		8	PKT	10.3			0	0	82.4	BER	V034	VITAL SCOR	12
BERPO1901	1/3/2019	1/3/2019	3.15E+09	FITTI BASIC	9.555E+12		4	PKT	19.59			0	0	78.36	BER	V034	VITAL SCOR	13
BERPO1901	1/3/2019	1/3/2019	3.15E+09	FITTI BASIC	9.555E+12		15	UNIT	24.5			0	0	367.5	BER	V034	VITAL SCOR	14
BERPO1901	1/3/2019	1/3/2019	3.15E+09	FITTI BASIC	9.555E+12		30	PKT	24.5			0	0	735	BER	V034	VITAL SCOR	15
BERPO1901	1/3/2019	1/3/2019	3.15E+09	FITTI BASIC	9.555E+12		30	PKT	24.5			0	0	735	BER	V034	VITAL SCOR	16
BERPO1901	1/3/2019	1/3/2019	3.15E+09	CERTAINTY	8.997E+12		40	PACK	12.27			0	0	490.8	BER	V034	VITAL SCOR	17
BERPO1901	1/3/2019	1/3/2019	3.15E+09	CERTAINTY	8.997E+12		40	PACK	15.67			0	0	626.8	BER	V034	VITAL SCOR	18
BERPO1901	1/3/2019	1/3/2019	3.15E+09	CERTAINTY	8.851E+12		24	PCS	15.38			0	0	369.12	BER	V034	VITAL SCOR	19
BERPO1901	1/3/2019	1/3/2019	3.15E+09	CERTAINTY	8.851E+12		24	PKT	15.38			0	0	369.12	BER	V034	VITAL SCOR	20

CSV format

Langkah 8: Klik pada



untuk terima PO.



Menerima "New" PO

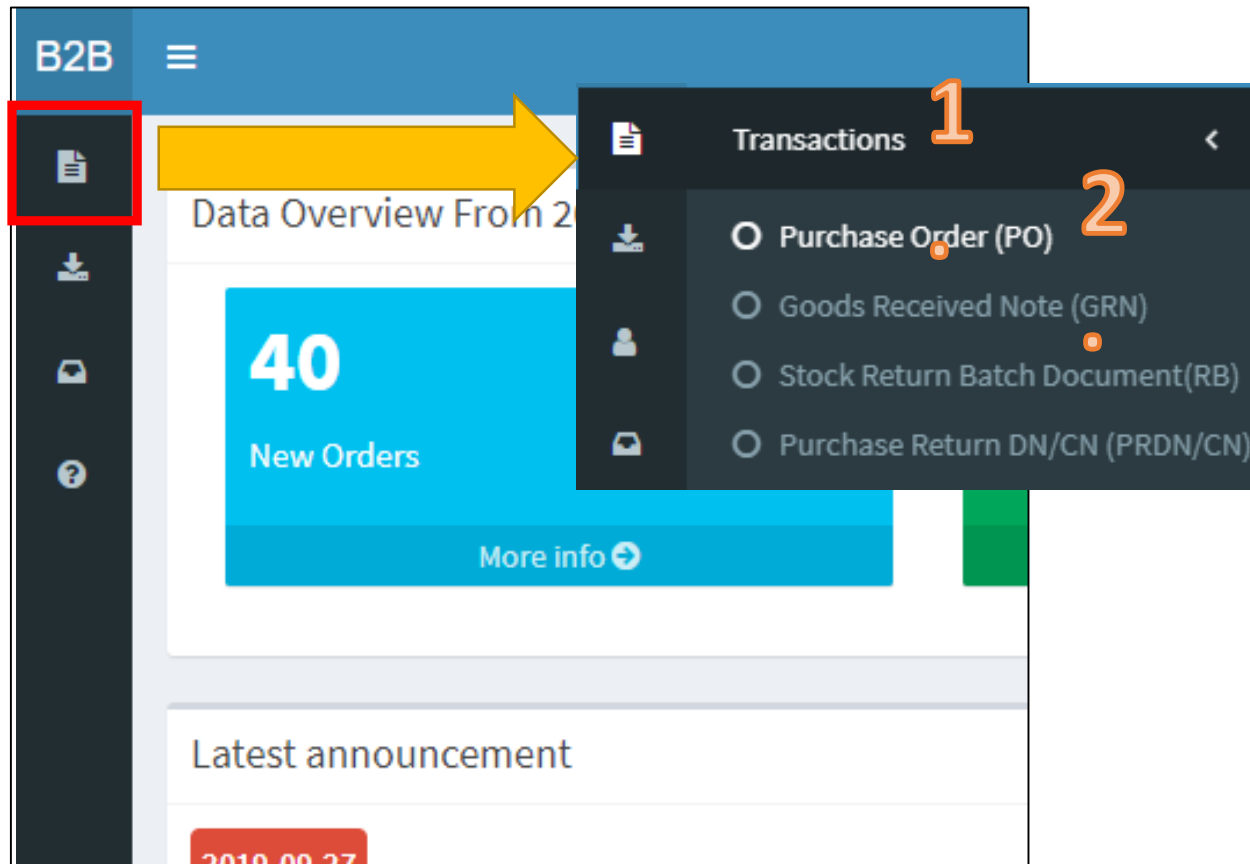
Langkah 9: Sahkan status berubah dari "New" ke "Accepted" dalam grid PO

PO Refs	CON Refs	Outlet	Code	Name	Pt. Date	Expiry Date	Amount	Tax	Total Incl Tax	Status	Action
BERPO1506072		BER			2019-06-14 Fri	2019-07-08 Fri	1,875.90	0.00	1,875.90	Accepted	

Status=
"Accepted"

Transactions - Purchase Order (PO)

Langkah 1: Klik “TRANSACTIONS” -> “PURCHASE ORDER(PO)”



Langkah 2: Pilih lokasi anda (outlet).

Please Choose a Location

TF VALUE-MART SDN BHD
TF VALUE-MART SDN BHD
TF VALUE-MART SDN BHD-AST
TF VALUE-MART SDN BHD-BER- Bera
TF VALUE-MART SDN BHD-BGJ- Batu Gajah
TF VALUE-MART SDN BHD-BEP- Bekoh Melayu
TF VALUE-MART SDN BHD-BT1- Bentong 1
TF VALUE-MART SDN BHD-BT2- Bentong 2
TF VALUE-MART SDN BHD-GMS- Gemas
TF VALUE-MART SDN BHD-GRK- Gerik
TF VALUE-MART SDN BHD-IBN- Ipoh Rotani
TF VALUE-MART SDN BHD-JRT- Jerantut
TF VALUE-MART SDN BHD-KJW- Kajang Warehouse
TF VALUE-MART SDN BHD-KKD- Kuala Kedah
TF VALUE-MART SDN BHD-KLM- Kulim
TF VALUE-MART SDN BHD-KLP- Kuala Lipis
TF VALUE-MART SDN BHD-MR- Muar
TF VALUE-MART SDN BHD-MTK- Mantakak
TF VALUE-MART SDN BHD-NSB- Nusa Bestari
TF VALUE-MART SDN BHD-PDS- Port Dickson
TF VALUE-MART SDN BHD-PLU- Pulau Utama

Location (outlet)

Langkah 3: Pada “Filter By”seksyen pilih kod vendor dengan status "NEW" dan klik

Search

Filter By

Ref No

PO Status

NEW

Pilih “New”

PO Date Range
(YYYY-MM-DD)

Clear

Expired Date From
(YYYY-MM-DD)

Expired Date To
(YYYY-MM-DD)

Clear

Filter by Period Code
(YYYY-MM)


None

Search

Klik “search”

Menolak “New” PO

Langkah 4: Klik pada  pada grid PO dengan kod vendor terpilih.






PO Refno	PO Refno	Qatist	Code	Name	PO Date	Expiry Date	Amount	Tax	Total Incl Tax	Status	Action
BZRPC19091421		BEP			2019-08-23 Mon	2019-12-22 Sun	90.00	0.00	90.00	NEW	

Klik

Menolak "New" PO

Langkah 5: PO akan ditunjukkan dalam format pdf, anda boleh baca dan semak.

PO Refno	GRN Refno	Outlet	Code	Name	PO Date	Expiry Date	Amount	Tax	Total Inc Tax	Status	Action
BERPO1901021		BER			2019-05-23 Mon	2019-12-22 Sun	90.00	0.00	90.00	NEW	

 Browse
  Outlet
  Accept
  Reject
  CSV

Purchase Order
 Ref No : BERPO1901022 - Pending

Purchase Order Issued by
TE VALU-MART SDN BHD
 25103
NO 2 JALAN SENTRAL TRIANG, SENTRAL TRIANG, 28300 TRIANG, PAHANG.
 Tel: 09-2561002 Fax:

Purchase from Registered GST Supplier
 Tel: 09-5674766 Fax: 09-5651799
 BHD
 PO Date 05/01/19 Due Date 05/01/19 Expiry on 22/01/19

Supplier Copy
 Page 1 of 1
Purchase Order
 Kindly present this PO upon Delivery of Goods
 BERPO1901022

Deliver To: **E** Team: **45**
 Remark:

No	Itemcode / Article No / Product Barcode	Description	Packs to Qty	Unit Price (RM)	Base Price Amount	BS Price (RM)	Unit Price After Discount	Unit Tax Amount	Unit Price Including Tax	Quantity	Total Amount (Package Tax)	Total Tax Amount	Total Amount (Include Tax)
1	2820141101 8516318012002	PREMIER SPRINGROLL PASTRY 550GM 1.5 502	1/20	3.8000		3.8000	3.8000	0.0000	3.8000	100 pack (500g)	380.00	0.00	380.00

1. Goods received from Monday to Saturday 10.00am - 5.00pm & 2.00pm - 5.00pm
 2. Kindly adhere to the PO delivery date, failure which we will not receive the goods
 3. One PO is valid for one delivery only. Under no circumstances in the same PO will not be accepted for delivery anymore
 4. Penalty charged for 3 times the PO cost will be imposed for shops supplies of goods

5. All goods supplied must be within 3 days of receipt and must order pack size and all purchases are on returnable basis
 6. Should you disagree with the Cost of Trade, Year standard our PO please obtain an amended PO from us prior to delivery failure which we will debit you the difference between invoice amount and PO cost for price overcharged

TAX @ 0%	TAX @ 6%
380.00	0.00



Document Summary
 Total Store GST Amount: 380.00
 Non GST Amount: 0.00
 Surcharge GST Amount: 0.00
 Total Amount (Include GST): 380.00

Menolak "New" PO

Langkah 6: Klik pada  untuk muat turun PO dalam PDF format.

PO_V034_BERPO19010140.pdf

1/2

Download

Purchase Order Issued by
TE VALUE MART SDN BHD

NO 2 JALAN SENTRAL TRIANG, SENTRAL TRIANG, 28300 TRIANG,
 SENTRAL TRIANG,
 PAHANG
 Tel: 09-2561007 Fax:

Purchase from Registered GST Supplier

Tel: Fax: PO Refno: >


Supplier Code

P.O. Date 03/01/19 Thu Del. Date on 03/01/19 Thu Expiry on 17/01/19 Thu

Supplier Copy Page 1 of 2

Purchase Order

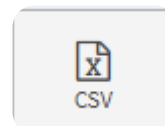
Kindly Present This PO upon
 Delivery of Goods


 BERPO19010140

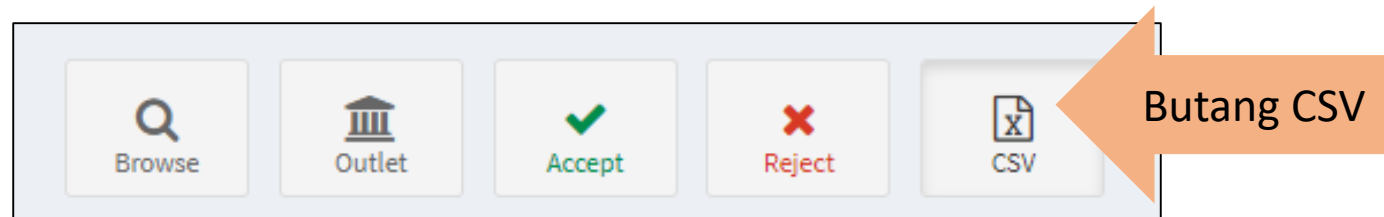
No	Itemcode / Article No / Basecode	Product	Description	Package (Qty)	Unit Price Before Disc	Disc Amount	Disc Percent	Unit Price After Discount	Unit Tax Amount	Unit Price Include Tax	Quantity	Total Amount Exclude Tax	Total Tax Amount	Total Amount Include Tax
1	3150066901 9955021101121	PETPET DAYPANTS JUMBO L46		1/4	24.1000			24.1000	0.0000	24.1000	8 pkr (12 cm)	192.80	0.00	192.80
2	3150067001 9955021101143	PETPET DAYPANTS JUMBO XL40		1/4	24.1000			24.1000	0.0000	24.1000	8 pkr (12 cm)	192.80	0.00	192.80
3	3150067101 9955021101153	PETPET DAYPANTS JUMBO XXL32		1/4	24.1000			24.1000	0.0000	24.1000	4 pkr (11 cm)	96.40	0.00	96.40
4	3250000401 9955021106329	PETPET DAYNIGHT PANIS JUMBO L46X2 P		1/2	46.6300			46.6300	0.0000	46.6300	40 ea (20 cm)	1,865.20	0.00	1,865.20
5	3250000301 9955021106312	PETPET DAYNIGHT PANIS JUMBO M54X2 P		1/2	46.6300			46.6300	0.0000	46.6300	20 ea (10 cm)	932.60	0.00	932.60
6	3250000501 9955021106335	PETPET DAYNIGHT PANIS JUMBO XL40X2 P		1/2	46.6300			46.6300	0.0000	46.6300	40 ea (20 cm)	1,865.20	0.00	1,865.20
7	3250000601 9955021106343	PETPET DAYNIGHT PANIS JUMBO XXL32X2 P		1/2	46.6300			46.6300	0.0000	46.6300	20 ea (10 cm)	932.60	0.00	932.60
8	3150011601 9955021101254	PETPET MEGA NEWBORN 62		1/4	24.9000			24.9000	0.0000	24.9000	20 pcs (15 cm)	498.00	0.00	498.00
9	3150034601 9955021101454	PETPET MEGA S54		1/3	31.5000			31.5000	0.0000	31.5000	30 pcs (10 cm)	945.00	0.00	945.00
10	3150012101 9955021101348	PETPET MEGA M56		1/3	31.5000			31.5000	0.0000	31.5000	30 pcs (10 cm)	945.00	0.00	945.00
11	3150013001 9955021101329	FIT7 BASIC CONVENIENT M42		1/8	10.3000			10.3000	0.0000	10.3000	8 pkr (1 cm)	82.40	0.00	82.40

Menolak "New" PO

Langkah 7: Klik pada



untuk muat turun data dalam CSV format.

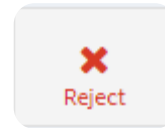


idno	gdate	delivdate	itemcode	description	barcode	artidno	qty	um	netunitprice	gst	congst	tax	rat	gst	tax	amt	totalprice	ilid	on	scode	sn	line	s
BERPO1901	1/3/2019	1/10/2019	1.21E+09	HOGOMAS	9.555E+12		12	PCS	3.9			0		0		46.8	BER			S083	BER		
BERPO1901	1/3/2019	1/10/2019	1.21E+09	HOGOMAS	9.555E+12		24	PCS	6.35			0		0		152.4	BER			S083	BER		
BERPO1901	1/3/2019	1/10/2019	1.21E+09	HOGOMAS	9.555E+12		12	PCS	3.85			0		0		46.2	BER			S083	BER		
BERPO1901	1/3/2019	1/10/2019	1.21E+09	HOGOMAS	9.555E+12		18	PACK	3			0		0		48	BER			S083	BER		
BERPO1901	1/3/2019	1/10/2019	1.21E+09	JERAM MAS	9.555E+12		30	PCS	1.1			0		0		33	BER			S083	BER		
BERPO1901	1/3/2019	1/10/2019	1.21E+09	JERAM MAS	9.555E+12		10	PKT	1.1			0		0		33	BER			S083	BER		

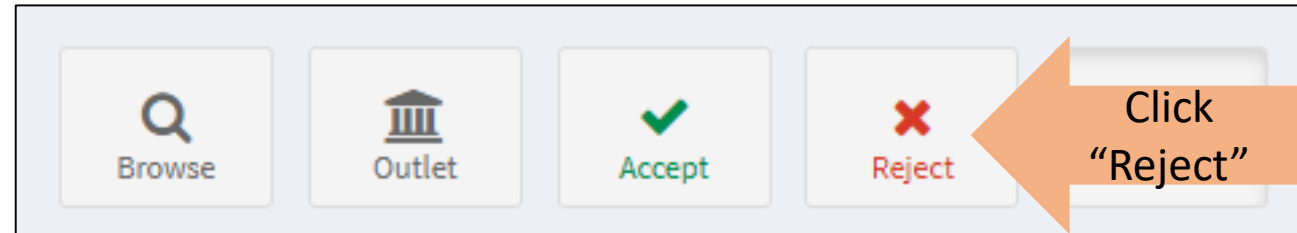
CSV format

Menolak “New” PO

Langkah 8: Klik



untuk menolak PO dan memilih sebab yang berkaitan.



Confirm Reject PO BERPO19010157?

Reason *

- Minimum Qty Order
- Minimum Qty Order
- No Stock
- Short Delivery Date
- Wrong Pack Size
- Wrong Pricing
- Wrong SKU

Reason

Confirm Reject PO BERPO19010157?

Reason *

Minimum Qty Order

Reject

Menolak "New" PO

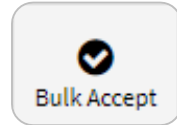
Langkah 9: Sahkan status berubah daripada "NEW" kepada "REJECTED" dalam grid PO.

PO Refno	SRN Refno	Outlet	Code	Name	PO Date	Expiry Date	Amount	Tax	Total Incl Tax	Status	Action
BT2PO19120360					2019-12-09 Mon	2020-01-01 Wed	1,721.01	0.00	1,721.01	rejected	

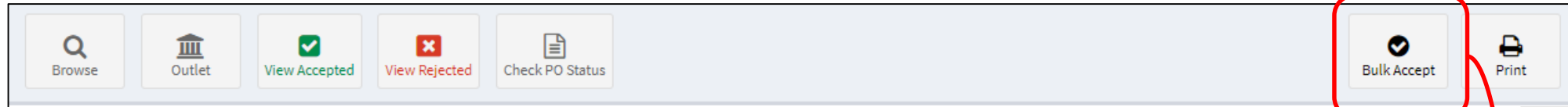
Status=
"Rejected"

Bulk Accept PO

✓ Klik



untuk “Accept” berganda PO sekaligus










PO Refno	GRN Refno	Outlet	Code	Name	Po Date	Expiry Date	Amount	Tax	Total Incl Tax	Status	Action	
BERPO19091421		BER			2019-09-23 Mon	2019-12-22 Sun	60.90	0.00	60.90	NEW		<input checked="" type="checkbox"/>
BERPO19091550		BER			2019-09-25 Wed	2019-12-24 Tue	60.90	0.00	60.90	NEW		<input checked="" type="checkbox"/>
BERPO19091815		BER			2019-09-30 Mon	2019-12-29 Sun	60.90	0.00	60.90	NEW		<input checked="" type="checkbox"/>
BERPO19100912		BER			2019-10-16 Wed	2020-01-14 Tue	174.30	0.00	174.30	NEW		<input checked="" type="checkbox"/>
BERPO19110861		BER			2019-12-01 Sun	2019-12-19 Thu	511.90	0.00	511.90	NEW		<input checked="" type="checkbox"/>
BERPO19110899		BER			2019-11-15 Fri	2019-12-21 Sat	23,490.00	0.00	23,490.00	NEW		<input checked="" type="checkbox"/>
BERPO19111418		BER			2019-12-12 Thu	2019-12-26 Thu	686.14	0.00	686.14	NEW		<input checked="" type="checkbox"/>
BERPO19111421		BER			2019-12-12 Thu	2019-12-26 Thu	182.16	0.00	182.16	NEW		<input checked="" type="checkbox"/>
BERPO19111443		BER			2019-11-25 Mon	2019-12-17 Tue	1,935.00	0.00	1,935.00	NEW		<input checked="" type="checkbox"/>
BERPO19111444		BER			2019-11-25 Mon	2019-12-17 Tue	554.40	0.00	554.40	NEW		<input checked="" type="checkbox"/>

2. Klik “Bulk Accept” untuk menerima semua PO.

1. Tandakan semua PO yang anda mahu “Accept”

✓ Kalau anda klik  untuk mencetak PO, status akan berubah ke **PRINTED**

 Browse
  Outlet
  View Accepted
  View Rejected
  Check PO Status
  Bulk Accept
  Print

Filter By

Ref No

PO Status NEW

PO Date Range (YYYY-MM-DD) Clear

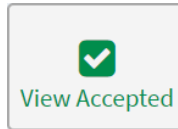
Expired Date From (YYYY-MM-DD)
 Expired Date To (YYYY-MM-DD) Clear

Filter by Period Code (YYYY-MM) None

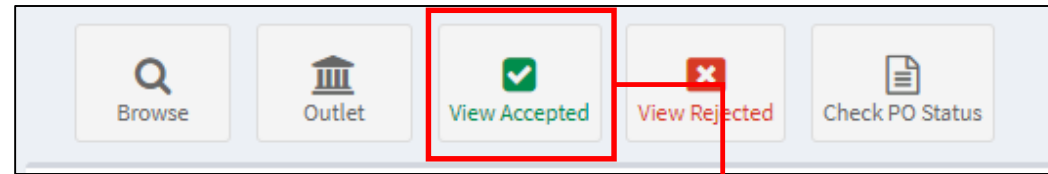
Search Reset











PO Refno	SRN Refno	Outlet	Code	Name	PO Date	Expiry Date	Amount	Tax	Total Incl Tax	Status	Action
BER-019311244		BER			2010-11-21 Thu	2010-12-13 Fri	1,898.84	0.00	1,898.84	printed	

Klik

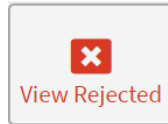


dan anda akan nampak semua PO yang telah “Accepted”

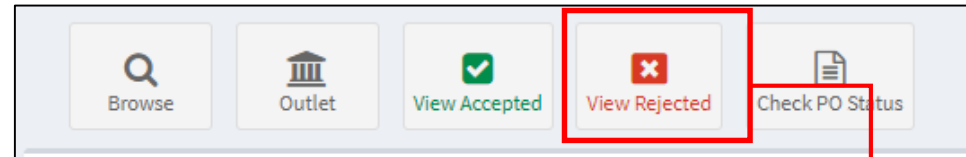











PO Refno	GRN Refno	Outlet	Code	Name	Po Date	Expiry Date	Amount	Tax	Total Incl Tax	Status	Action
BERPO19060724		BER			2019-06-14 Fri	2019-07-05 Fri	1,875.30	0.00	1,875.30	Accepted	
BERPO19060889		BER			2019-06-15 Sat	2019-07-04 Thu	1,111.20	0.00	1,111.20	Accepted	
BERPO19060892		BER			2019-06-15 Sat	2019-07-04 Thu	620.40	0.00	620.40	Accepted	
BERPO19060893		BER			2019-06-15 Sat	2019-06-29 Sat	789.00	0.00	789.00	Accepted	
BERPO19060894		BER			2019-06-15 Sat	2019-07-04 Thu	259.20	0.00	259.20	Accepted	
BERPO19061104		BER			2019-06-18 Tue	2019-07-02 Tue	7,716.00	0.00	7,716.00	Accepted	
BERPO19061240		BER			2019-06-20 Thu	2019-07-04 Thu	6,375.00	0.00	6,375.00	Accepted	
BERPO19061641		BER			2019-06-27 Thu	2019-07-11 Thu	8,115.00	0.00	8,115.00	Accepted	
BERPO19061642		BER			2019-06-27 Thu	2019-07-11 Thu	793.80	0.00	793.80	Accepted	
BERPO19061643		BER			2019-06-27 Thu	2019-07-11 Thu	261.60	0.00	261.60	Accepted	


Klik

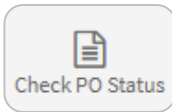


dan anda akan nampak PO yang telah “Rejected”



PO Refno	GRN Refno	Outlet	Code	Name	Po Date	Expiry Date	Amount	Tax	Total Incl Tax	Status	Action
BERPO18100881		BER			2019-06-26 Wed	2019-07-10 Wed	327.80	0.00	327.80	rejected	
BERPO19091401		BER			2019-09-22 Sun	2019-10-06 Sun	2,394.18	0.00	2,394.18	rejected	
BERPO19100599		BER			2019-10-10 Thu	2019-10-24 Thu	3,702.99	0.00	3,702.99	rejected	
BERPO19100656		BER			2019-10-11 Fri	2019-10-25 Fri	699.00	0.00	699.00	rejected	
BERPO19101119		BER			2019-10-19 Sat	2019-11-02 Sat	803.88	0.00	803.88	rejected	
BERPO19101121		BER			2019-10-19 Sat	2019-11-02 Sat	1,621.56	0.00	1,621.56	rejected	
BERPO19110387		BER			2019-11-07 Thu	2019-12-11 Wed	1,781.60	0.00	1,781.60	rejected	
BGJFO19091353		BGJ			2019-09-23 Mon	2019-10-10 Thu	14,240.00	0.00	14,240.00	rejected	
BGJFO19091423		BGJ			2019-09-24 Tue	2019-10-10 Thu	4,930.00	0.00	4,930.00	rejected	
BGJFO19091656		BGJ			2019-09-28 Sat	2019-10-16 Wed	1,050.00	0.00	1,050.00	rejected	

Klik  dan masukkan nombor PO ,di situ akan menunjukkan status GRN .



Browse

Outlet

View Accepted

View Rejected

Check PO Status

Filter By

Ref No

PO Status

NEW

PO Date Range (YYYY-MM-DD)

Clear

Expired Date From (YYYY-MM-DD)

Expired Date To (YYYY-MM-DD)

Clear

Filter by Period Code (YYYY-MM)

None

Search

Reset

Check PO Status

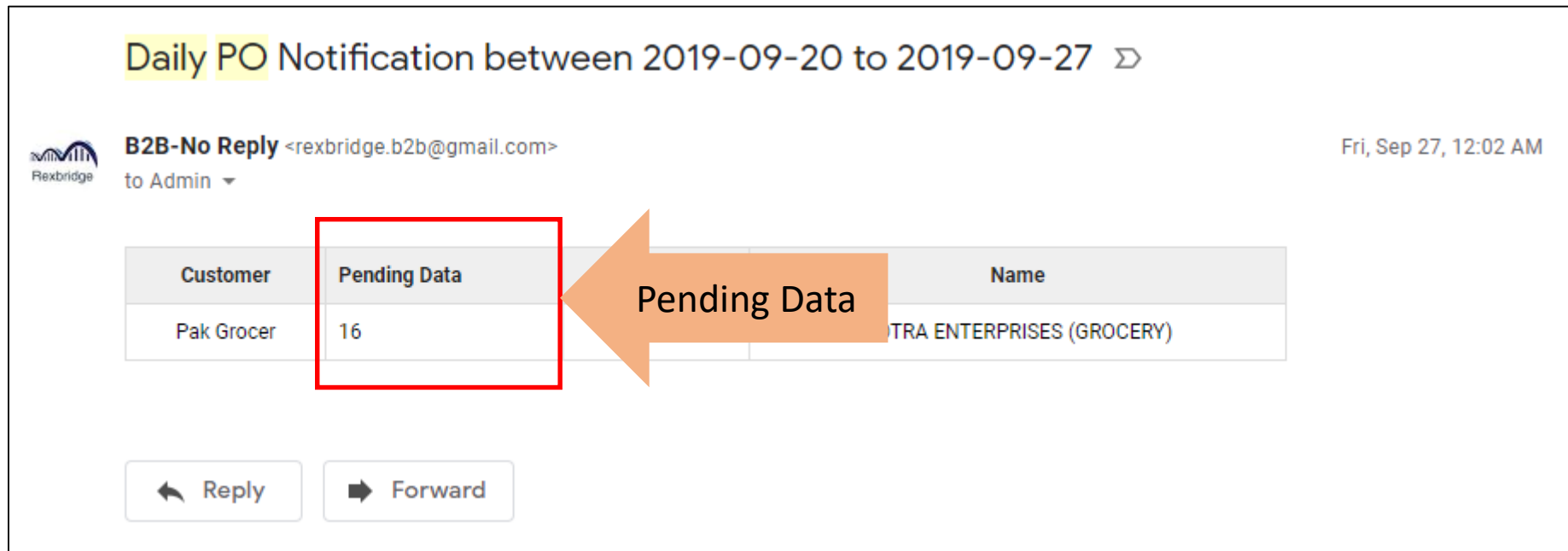
BERPO19091396

Document will not be uploaded. Outlet already finish GRN process

GRN No is BERGR19091371

Close


- Setiap pengguna akan menerima "Daily PO Notification" untuk mengingatkan pengguna untuk membuat tindakan "Accept"/ "Reject".
- "Pending data" bermaksud anda ada PO dengan status "NEW".




- Status PO akan berubah selepas tindakan yang dibuat (*printed/accepted/rejected/viewed*)
- Setiap kali anda masuk ke skrin PO status PO adalah “NEW” .

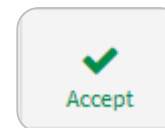
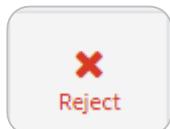
✓ Status akan berubah dari **NEW** ke **VIEWED** selepas anda klik



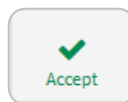
PO Refno	GRN Refno	Outlet	Code	Name	PO Date	Expiry Date	Amount	Tax	Total Incl Tax	Status	Action
BERPO19091421		BER			2019-09-23 Mon	2019-12-22 Sun	60.90	0.00	60.90	NEW	


Refno	Outlet	Code	Name	PO Date	Expiry Date	Amount	Tax	Total Incl Tax	Status	Action
MRPO19091208	MR			2019-09-23 Mon	2019-12-22 Sun	7,888.50	0.00	7,888.50	viewed	

- ✓ Status akan berubah dari **VIEWED/NEW** ke **ACCEPT/REJECTED** selepas anda klik atau

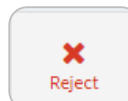



Status PO "Accepted" apabila anda klik




PO Refno	GRN Refno	Outlet	Code	Name	PO Date	Expiry Date	Amount	Tax	Total Incl Tax	Status	Action
TPHPO19110989	1F9GR19120378	TPH			2019-11-20 Wed	2019-12-10 Tue	1,705.08	0.00	1,705.08	Accepted	

Status PO "Rejected" apabila anda klik




PO Refno	GRN Refno	Outlet	Code	Name	PO Date	Expiry Date	Amount	Tax	Total Incl Tax	Status	Action
BT2PO19120360		BT2			2019-12-09 Mon	2020-01-01 Wed	1,721.01	0.00	1,721.01	rejected	













- ✓ Kalau anda tidak membuat tindakan (Accept / Reject) pada PO hingga PO **expiry date**, status akan berubah ke **Expired**

PO Refno	GRN Refno	Outlet	Code	Name	Po Date	Expiry Date	Amount	Tax	Total Incl Tax	Status	Action
GRKPO19101042		GRK			2019-12-04 Wed	2019-12-25 Wed	4,462.50	0.00	4,462.50	expired	

- ✓ Anda akan nampak status **GR_Completed** apabila proses menerima stock di outlet sudah selesai.

PO Refno	GRN Refno	Outlet	Code	Name	Po Date	Expiry Date	Amount	Tax	Total Incl Tax	Status	Action
TPHPO19120369	TPHGR19120530	TPH			2019-12-09 Mon	2019-12-25 Wed	9,928.00	0.00	9,928.00	gr_completed	

- ✓ Sekiranya terdapat nombor rujukan di grid "GRN RefNo", ini bermakna anda sudah melengkapkan proses GRN untuk PO yang dipilih.

PO Refno	GRN Refno	Outlet	Code	Name	Po Date	Expiry Date	Amount	Tax	Total Incl Tax	Status	Action	
TPHPO19120230	TPHGR19120684	TPH			2019-12-05 Thu	2019-12-23 Mon	1,396.50	0.00	1,396.50	gr_completed		
TPHPO19120231	TPHGR19120683	TPH			2019-12-05 Thu	2019-12-23 Mon	548.08	0.00	548.08	gr_completed		
TPHPO19120107	TPHGR19120682	TPH			2019-12-03 Tue	2019-12-31 Tue	23,734.15	0.00	23,734.15	gr_completed		
TPHPO19120460	TPHGR19120681	TPH			2019-12-10 Tue	2019-12-31 Tue	69,664.18	0.00	69,664.18	gr_completed		
HQDC19120054TPH	TPHGR19120680	TPH			2019-12-04 Wed	2020-01-02 Thu	1,640.00	0.00	1,640.00	gr_completed		
HQDC19120053TPH	TPHGR19120679	TPH			2019-12-04 Wed	2020-01-02 Thu	2,638.80	0.00	2,638.80	gr_completed		

GRN reference
number