REINVENTING THE FUTURE TOGETHER

User Information

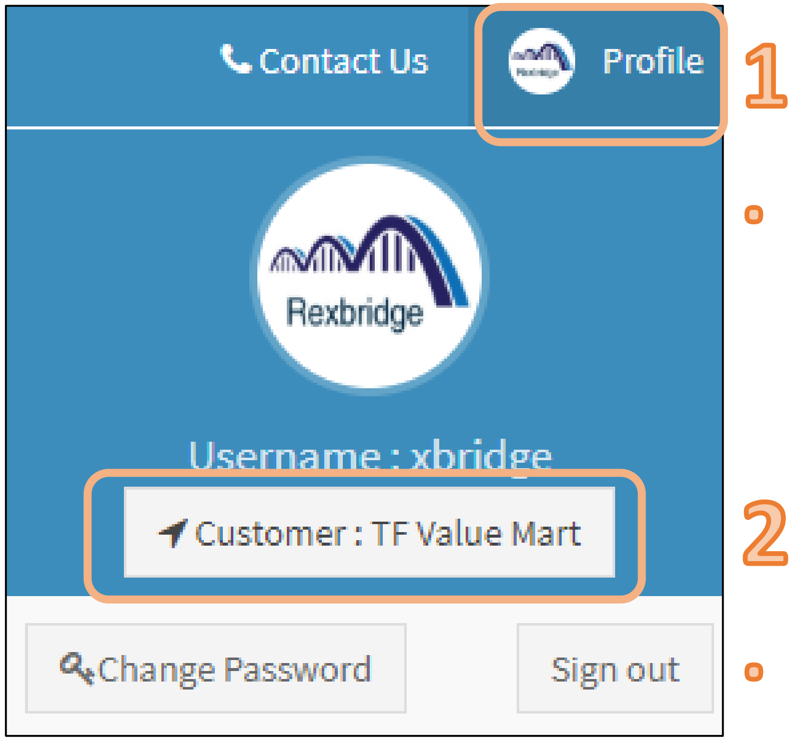
Rexbridge

This user manual guide includes:

- ✓ How to change customer ?
- ✓ Xbridge contacts and information.
- ✓ Browse thru Toolbars : Download Documents or Create Transaction
- ✓ How to download or view Monthly Billing Invoices ?

User Information - Change Customer

Step 1: Select Profile form the top right corner and click Customer : TF Value Mart



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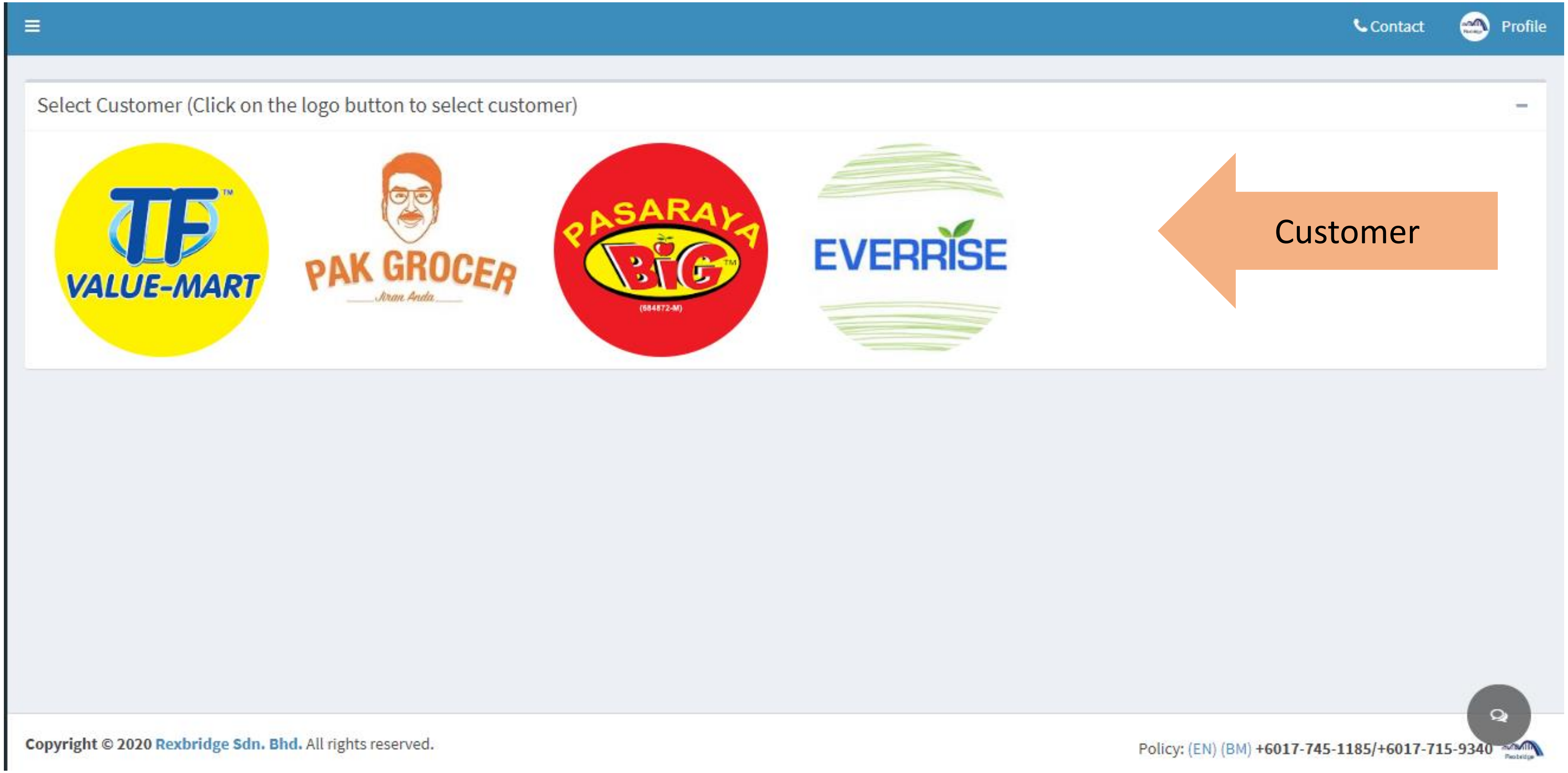
User Information - Change Customer

Rexbridge

Step 2: Select the customer you want.



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User Information - Contact Us

Rexbridge

Step 3: click Contact Us when you need to contact xBridge support team

Information

Office Hour Support (excluding Public Holiday)

Monday to Friday 9:30am to 6:00pm

Saturday 9:30am to 1:00pm

Contact

Call : +6017-745-1185/+6017-715-9340

Whatsapp : +6017-745-1185

Email : support@xbridge.my

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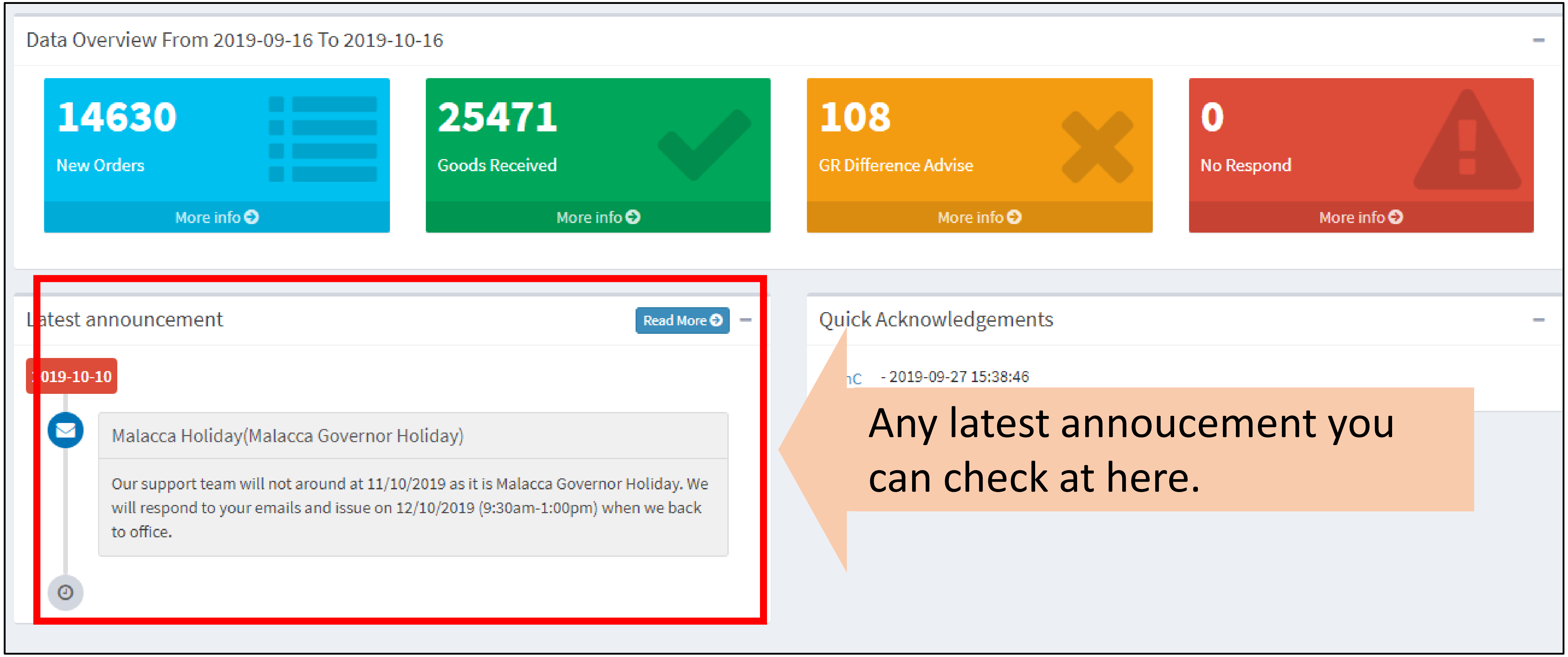
User Information (Announcement)



Any latest annoucement you can check at here.

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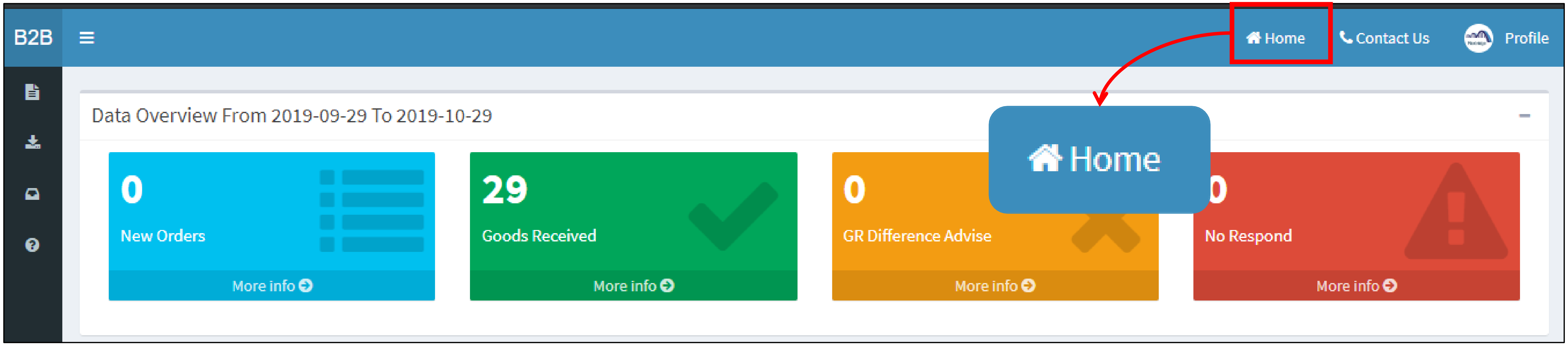
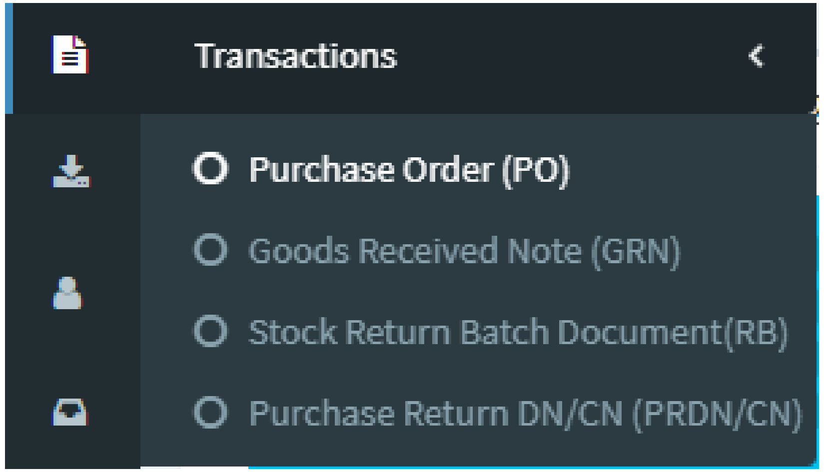
User Information - Home

Click Home when you need go back to homepage.



Toolbars - Create Transaction



Create Transaction

- ✓ **Purchase Order (PO) : Download, View, Accept, Reject, Print PO**
- ✓ **Goods Received Note (GRN) : Create e-Invoice**
- ✓ **Stock Return Batch Document (RB) : Accept or Reject Stock Return document**
- ✓ **Purchase Return Debit/Credit Note(PRDN) : Create e-Credit Note**

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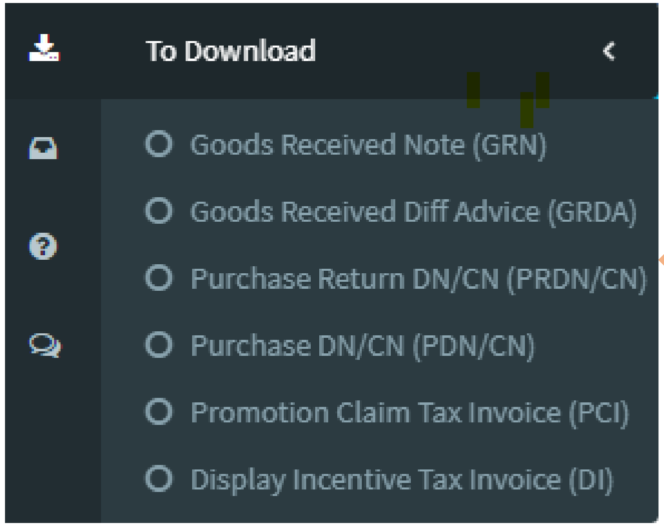
Toolbars – Download Documents

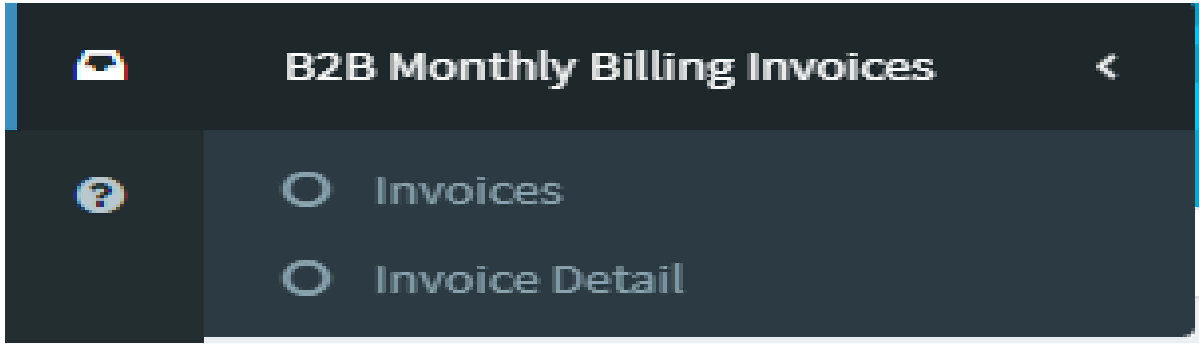
Rexbridge



Download Documents

- ✓ **Goods Received Diff Advice (GRDA)**
- ✓ **Purchase DN/CN (PDN/CN)**
- ✓ **Promotion Claim Tax Invoice (PCI)**
- ✓ **Display Incentive Tax Invoice (DI)**

Toolbars - B2B Monthly Billing Invoices



B2B monthly
Billing Invoices

- ✓ **Invoices**: *view or download monthly invoice here.*
- ✓ **Invoice Detail**: *search and view your monthly invoice detail here.*