SALES AND STOCK CONTROL (SSC)

WEB USER GUIDE

SYSTEM MAINTENANCE

inverze business software

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Table of Contents

ITEM MAINTENANCE 4

Products 4

Create Products 4

Edit Products 16

Import Items (Excel Template) 17

Download Item Master List 17

Update Item Status 24

Add New Item 25

Services 29

Create Services 29

Edit Services 31

CUSTOMER MAINTENANCE 32

Create New Customer 32

Edit New Customer 35

Import Customer (Excel Template) 36

Download Customer Master List 36

Update Customer Status 44

Add New Customer 45

GST MAINTENANCE 49

GST Tax Codes 49

- Create GST Tax Code 49
- View Tax Code 53
- Edit Tax Code 54
- Delete Tax Code 55

Import GST Tax Code & GST Registration Number 56

a) Import GST Tax Code by Customer 57

b) Import GST Tax Code by Items 63

c) Import GST Tax Code by Item Group 69

d) Import GST Tax Code by Vendors 75

ROUTE PLAN 81

Create Route Plan (Excel Template) 81

Upload Route Plan (Excel Template) 85

View Route Plan 88

MOBILE BULLETIN 90

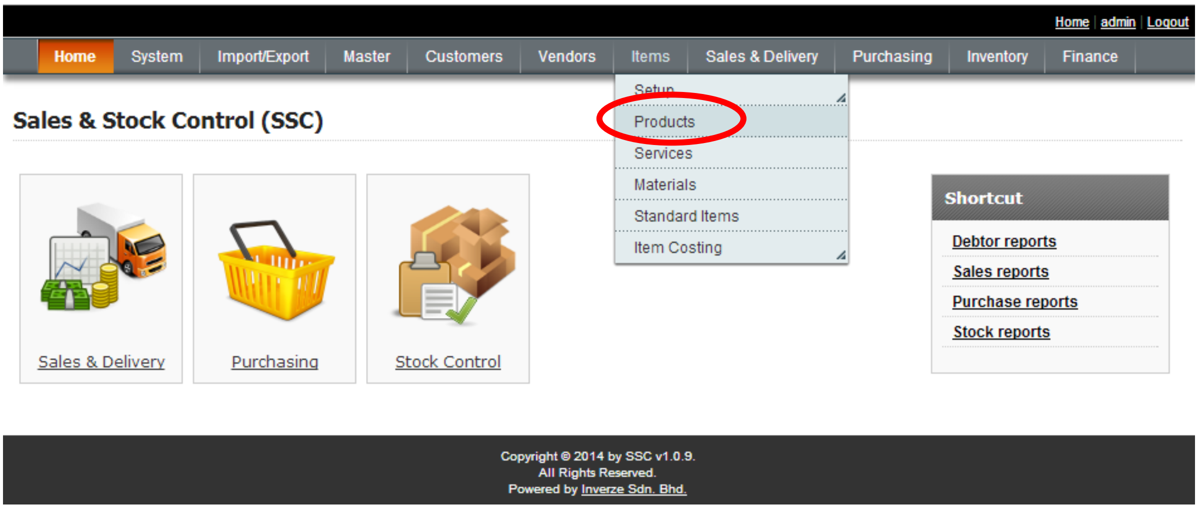
PROMOTION & OFFER 92

Go to Promotion Section 92
Create Promotion....................93
A. Create New Promotion 94
B. Create Promotion Lines 96
C. Update Promotion Details....................99
D. Grouping Promotion Lines....................104
Basket....................106
Example: 106
NPD....................108
Example: 108
Flexi Discount....................109
Example: 109
Search Promotion 111
Upload Promotion 112
Download Promotion 119
DOCUMENT NUMBER RESET BY MONTH OR YEAR 121

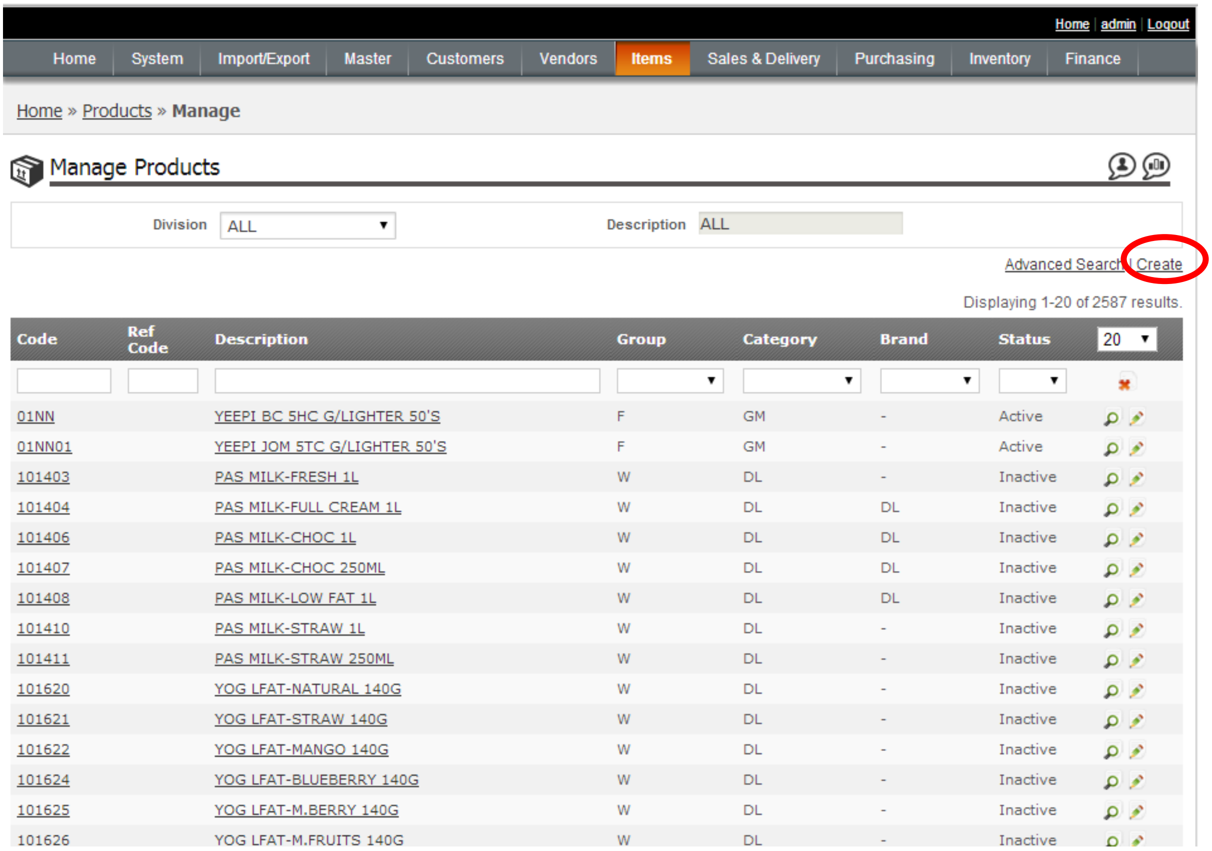
ITEM MAINTENANCE

Products

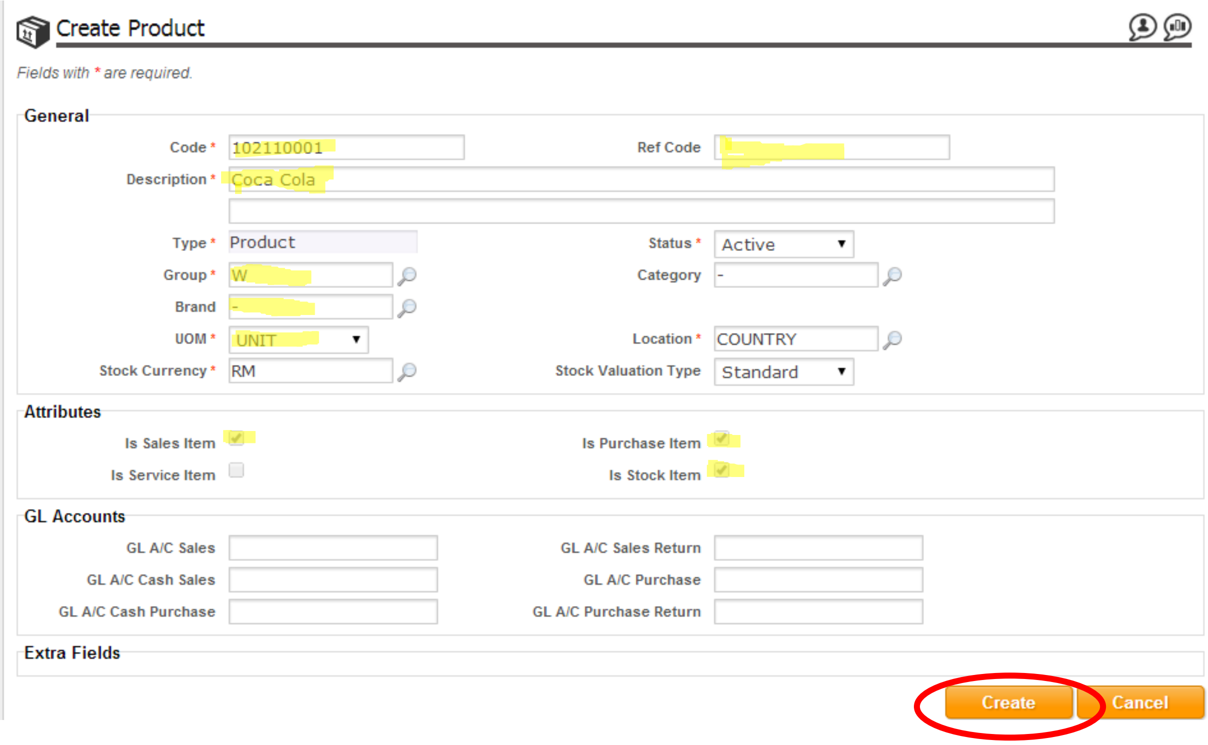
Create Products



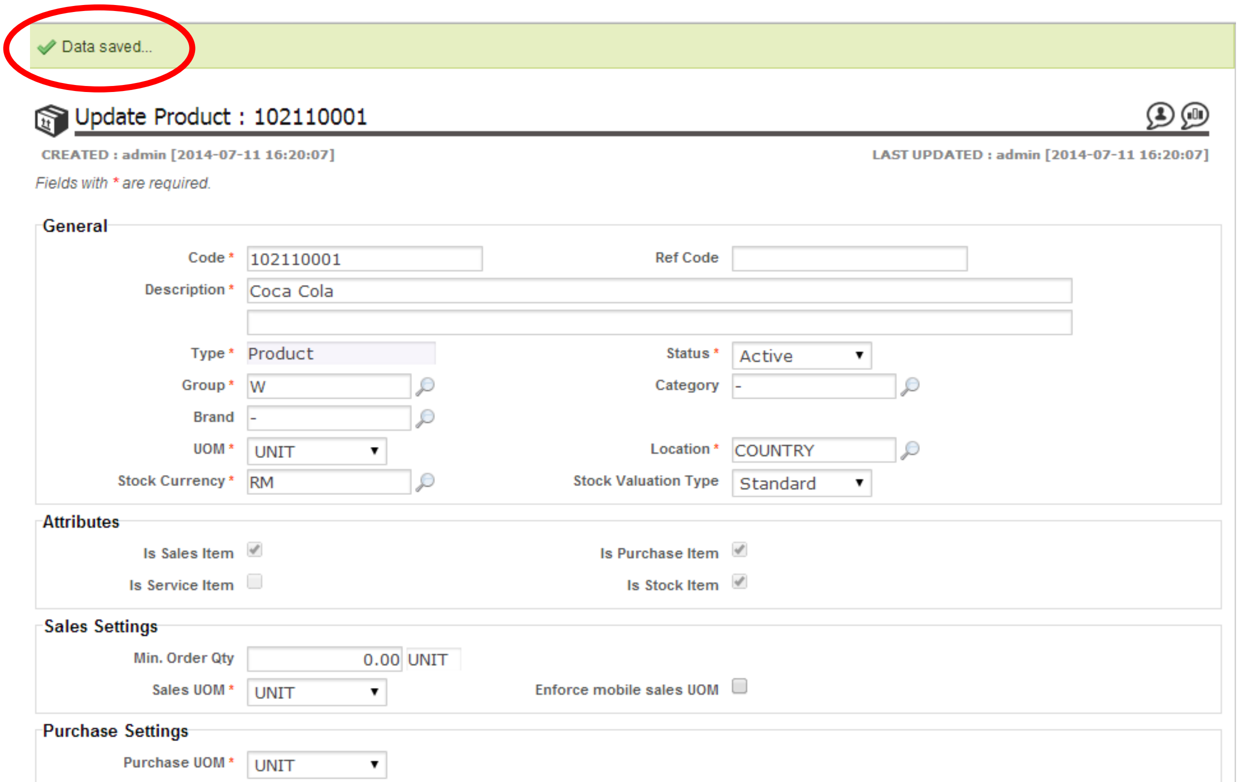
1. Click Products.



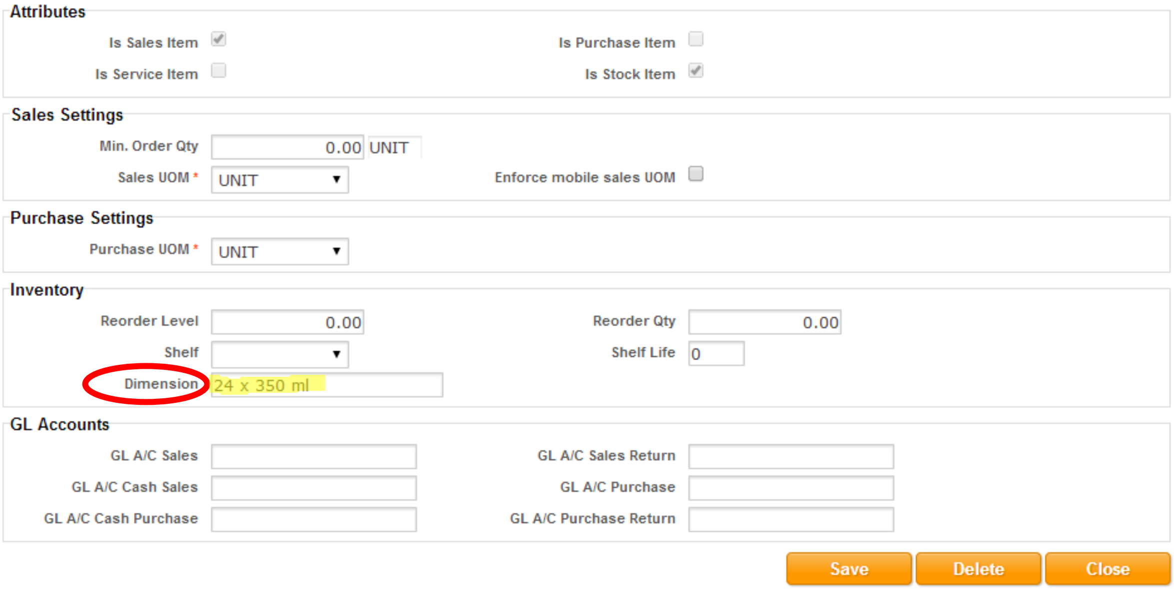
2. Click Create.



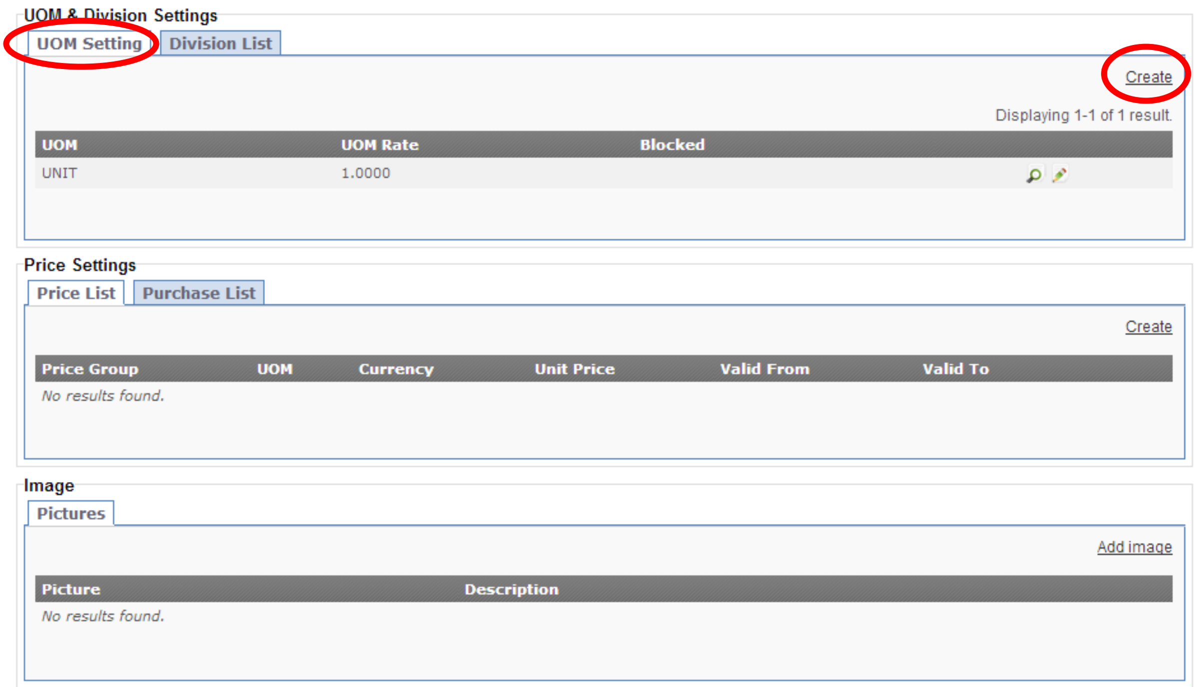
3. Fill in the relevant information of the item.
4. Click Create.



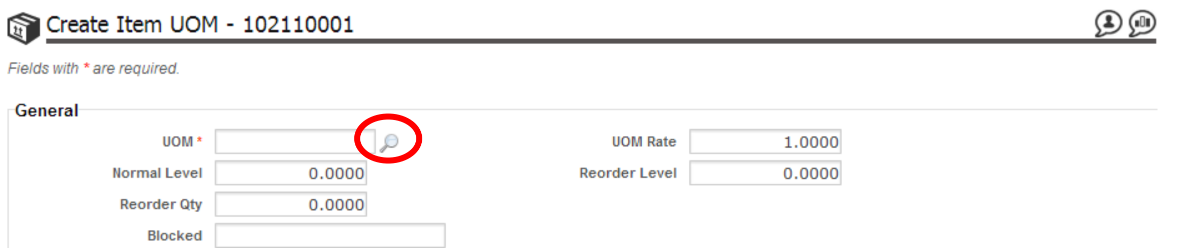
5. A message will show the Item created.

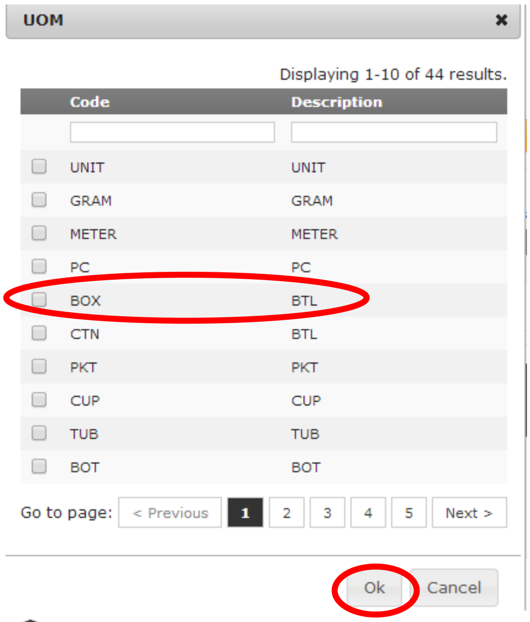


6. Fill in the packing size info in the Dimension box.

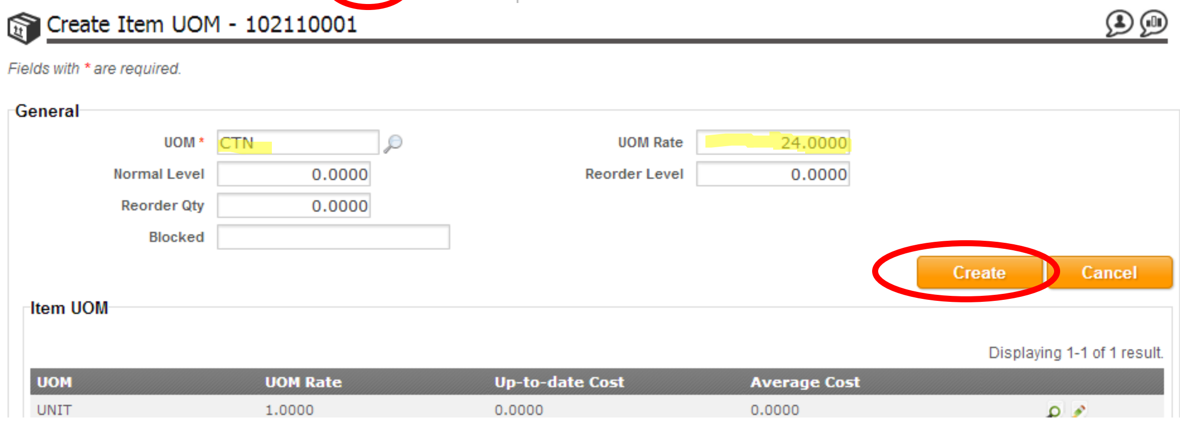


7. UOM Setting – click Create.

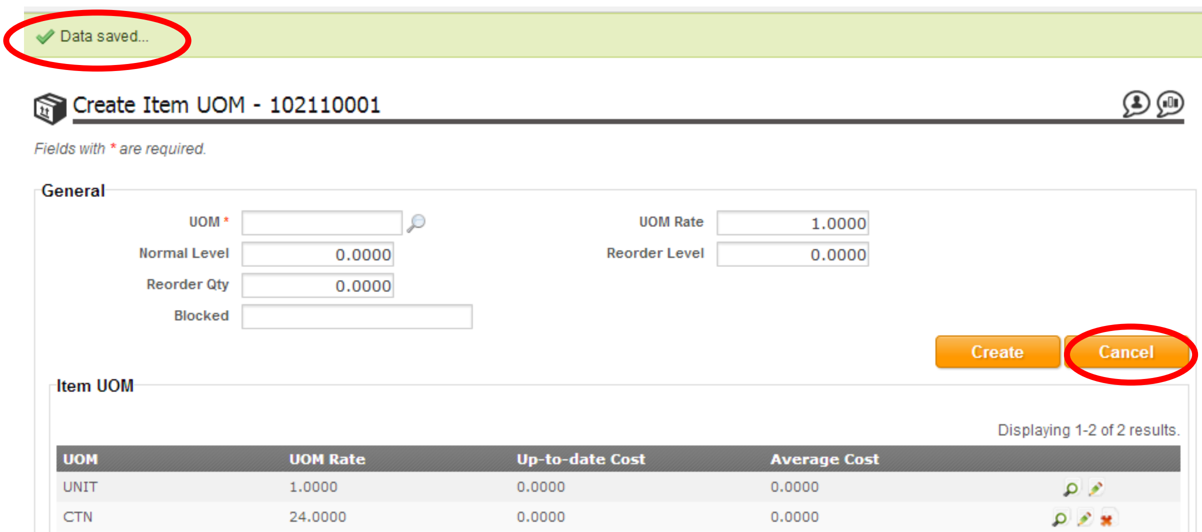




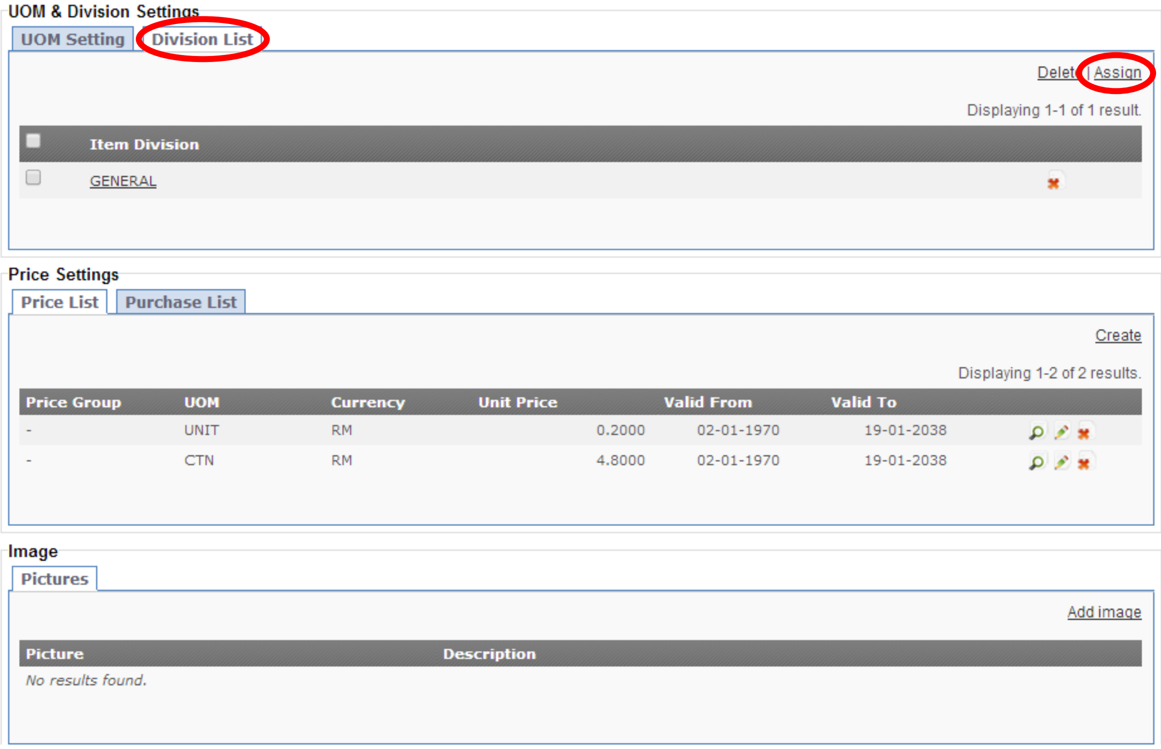
8. Click on the magnifying glass to choose the UOM.
9. Tick on the UOM and click OK.



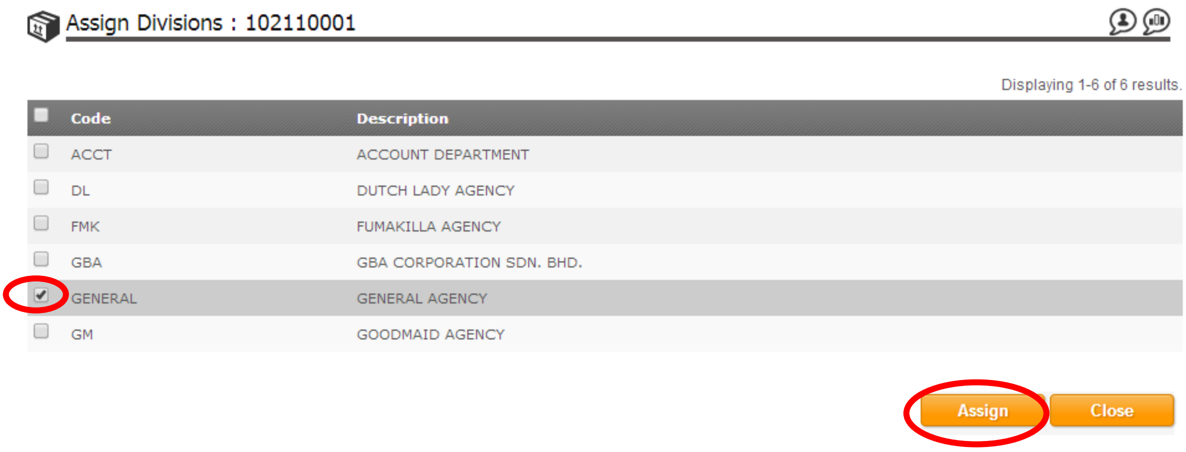
10. Fill in the UOM rate. Then, click Create.



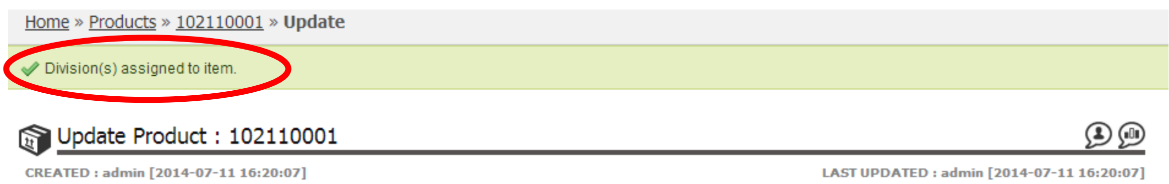
11. A message will show the Data saved. Click Cancel.



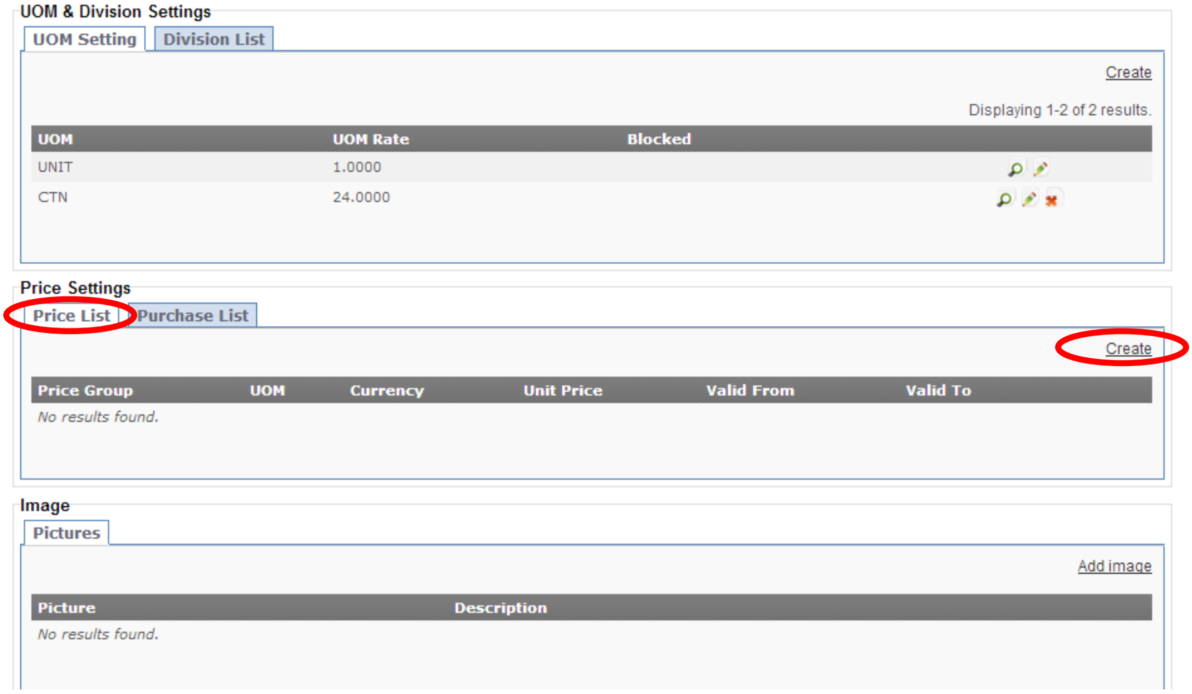
12. Division List – assign the item to division.
13. Click Assign.



14. Tick the division and click Assign.

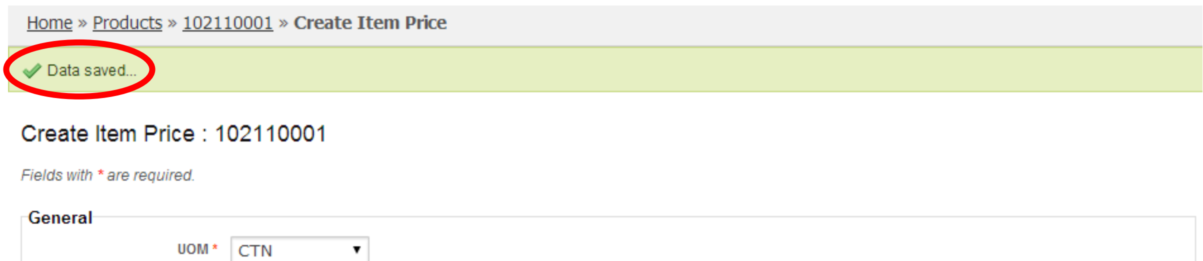


15. A message will show the Division(s) assigned to item.

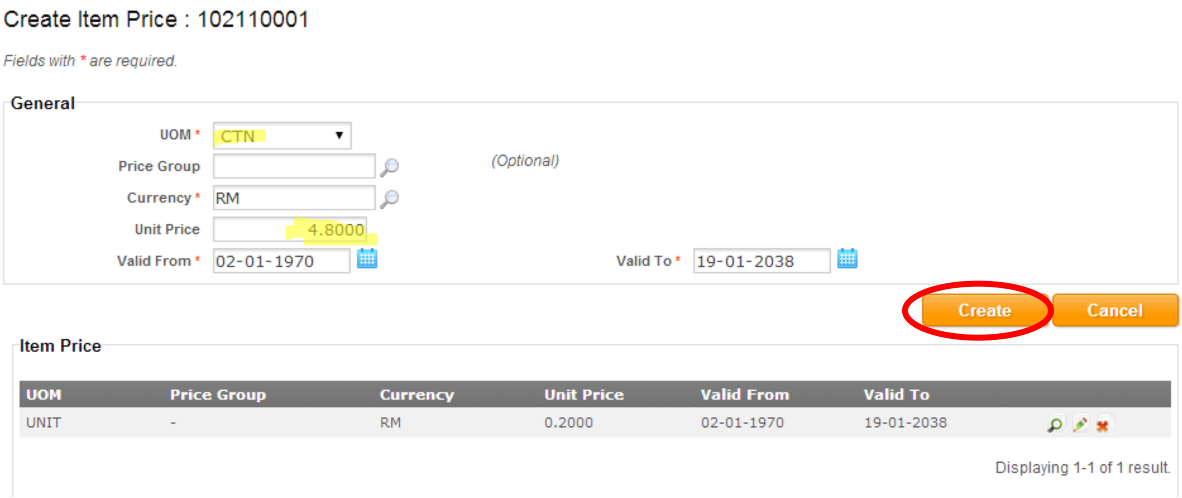


16. Price Settings – click Create.

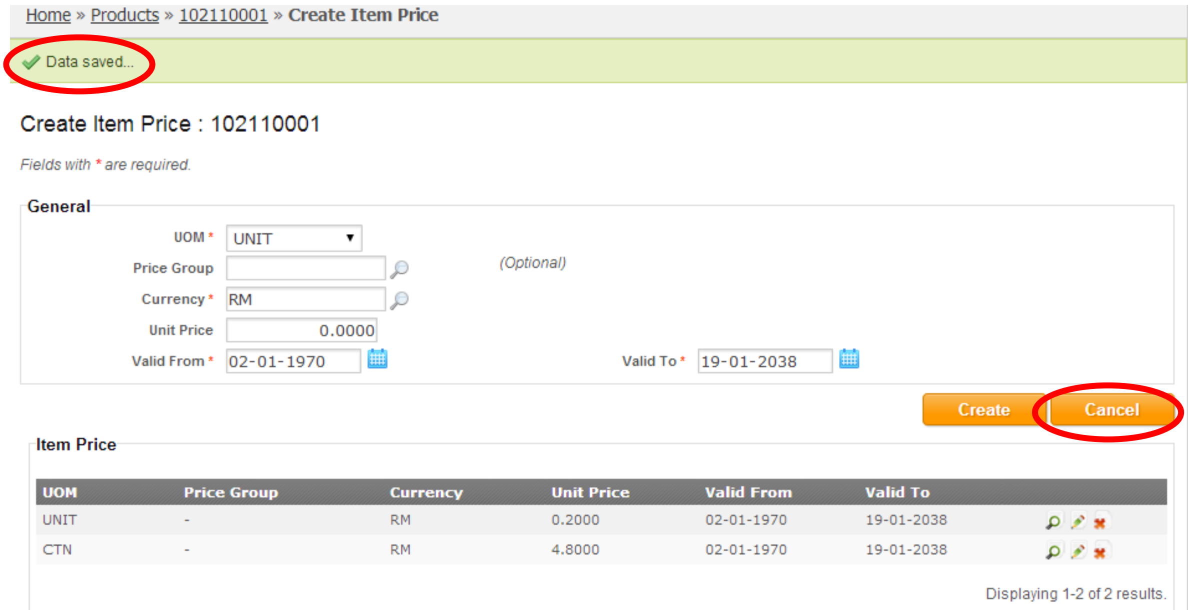
17. Fill in the unit price, then click Create.



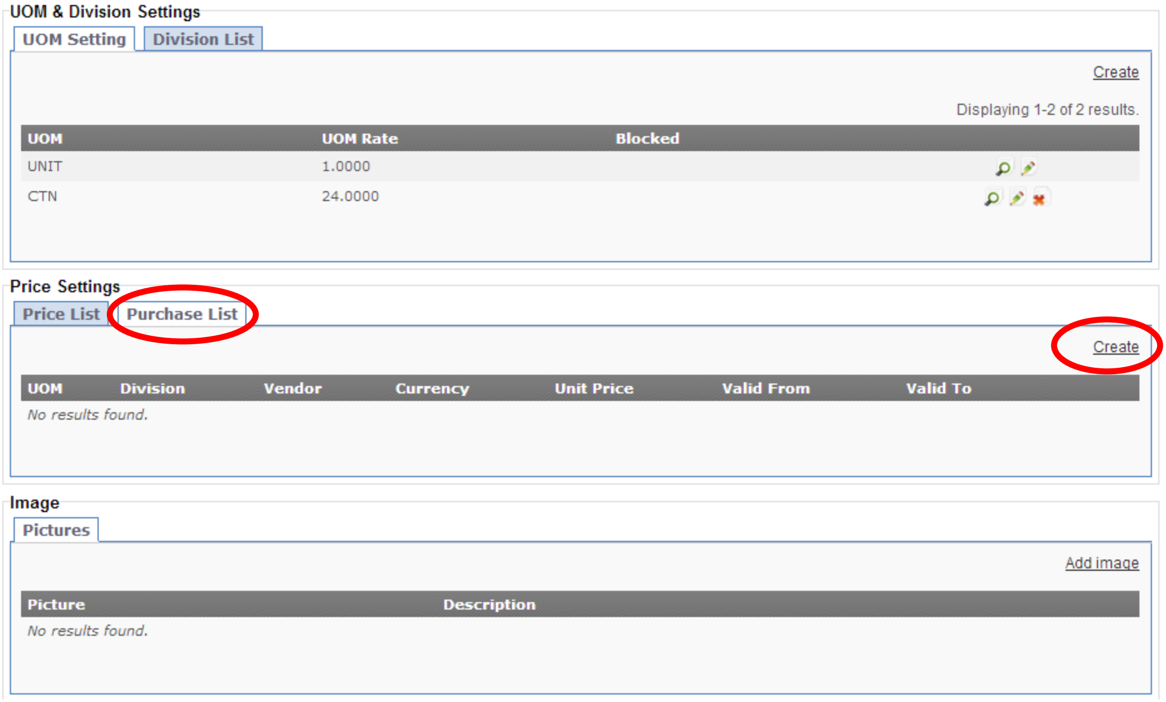
18. A message will show the data saved.



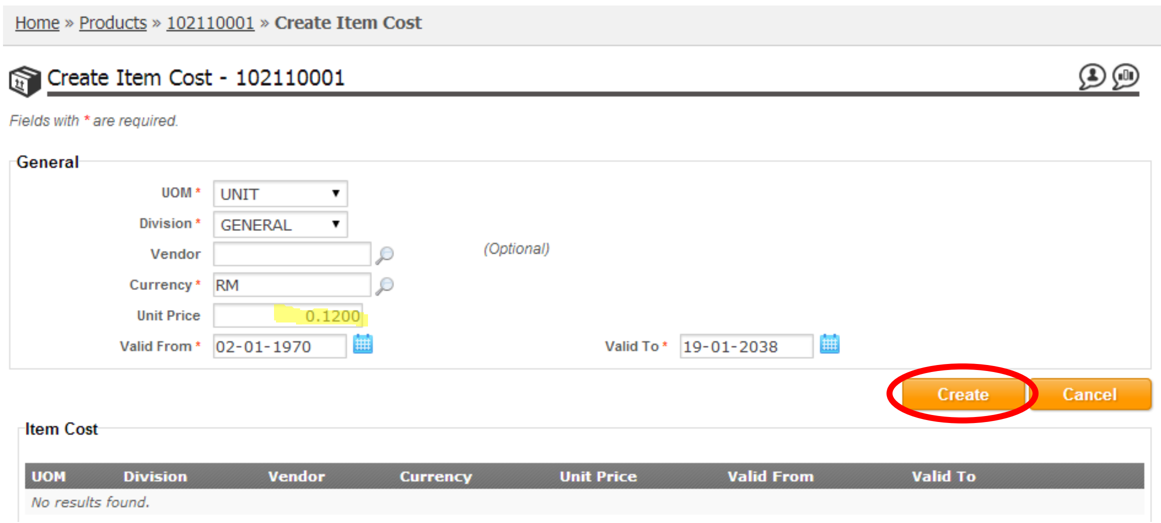
19. Create item price for second UOM.
20. Click Create.



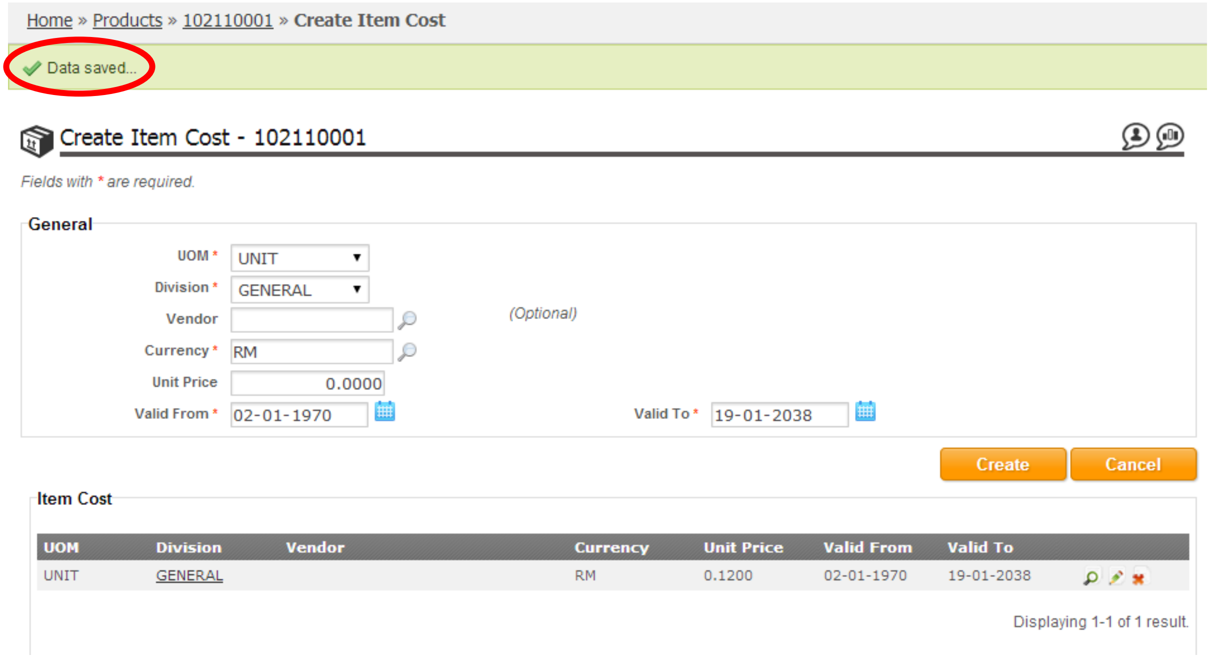
21. A message will show the data saved.
22. Click Cancel.



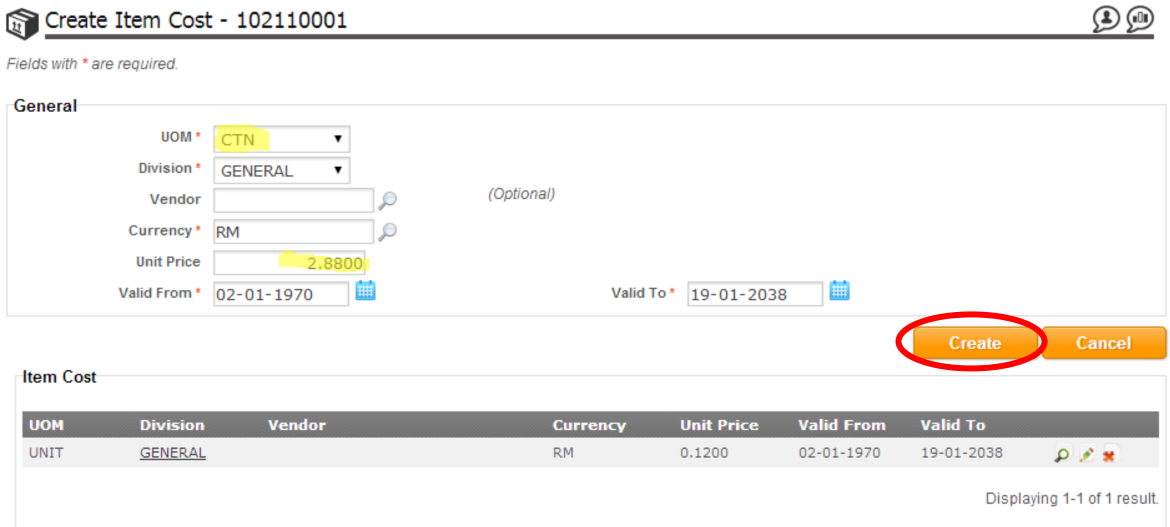
23. Purchase List – create the item purchase price.
24. Click Create.



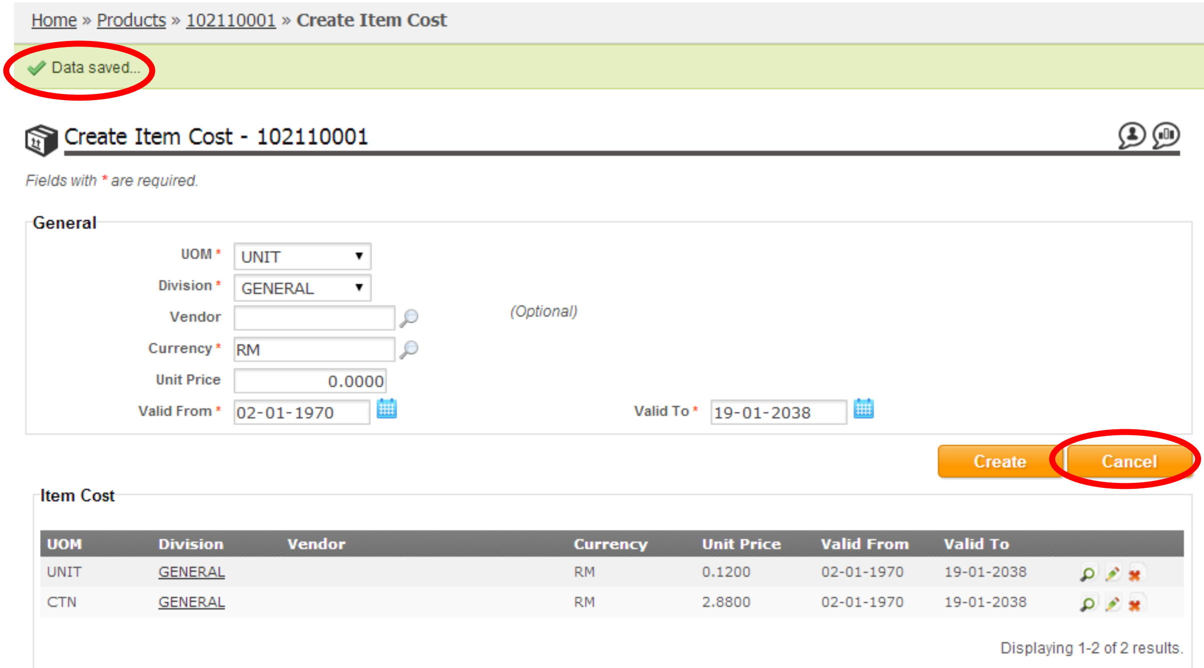
25. Fill in the purchase price, then click Create.



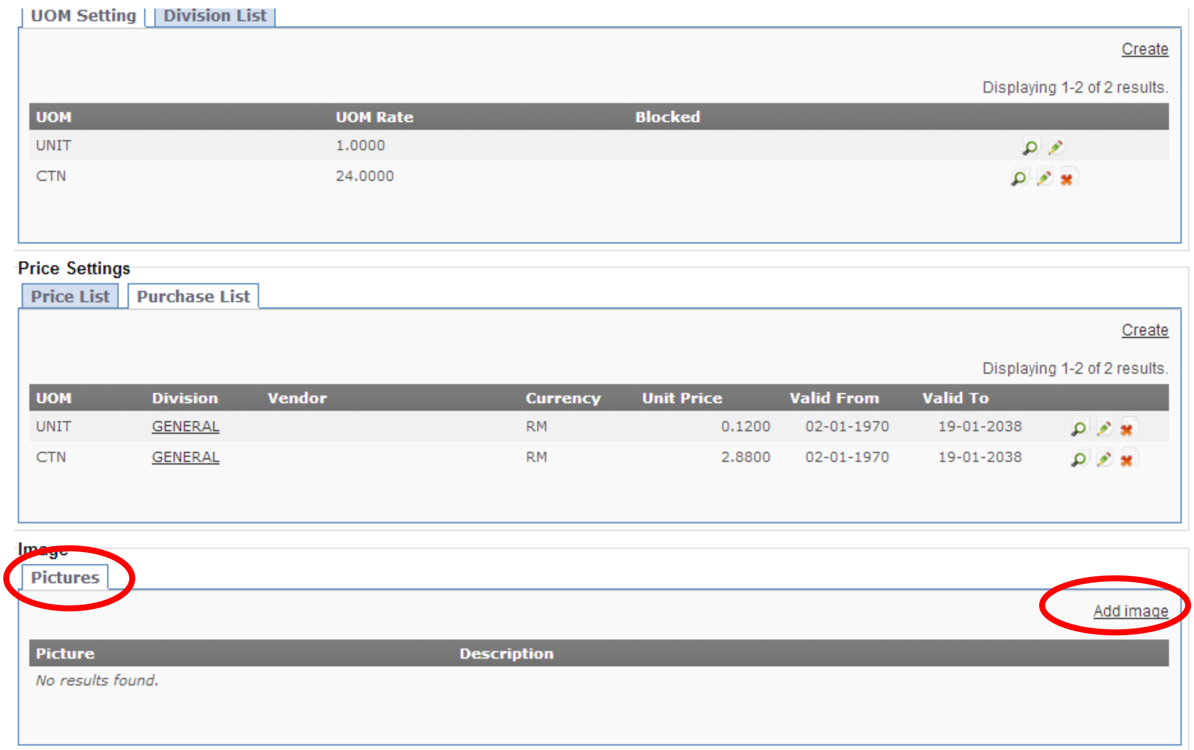
26. A message will show the data saved.



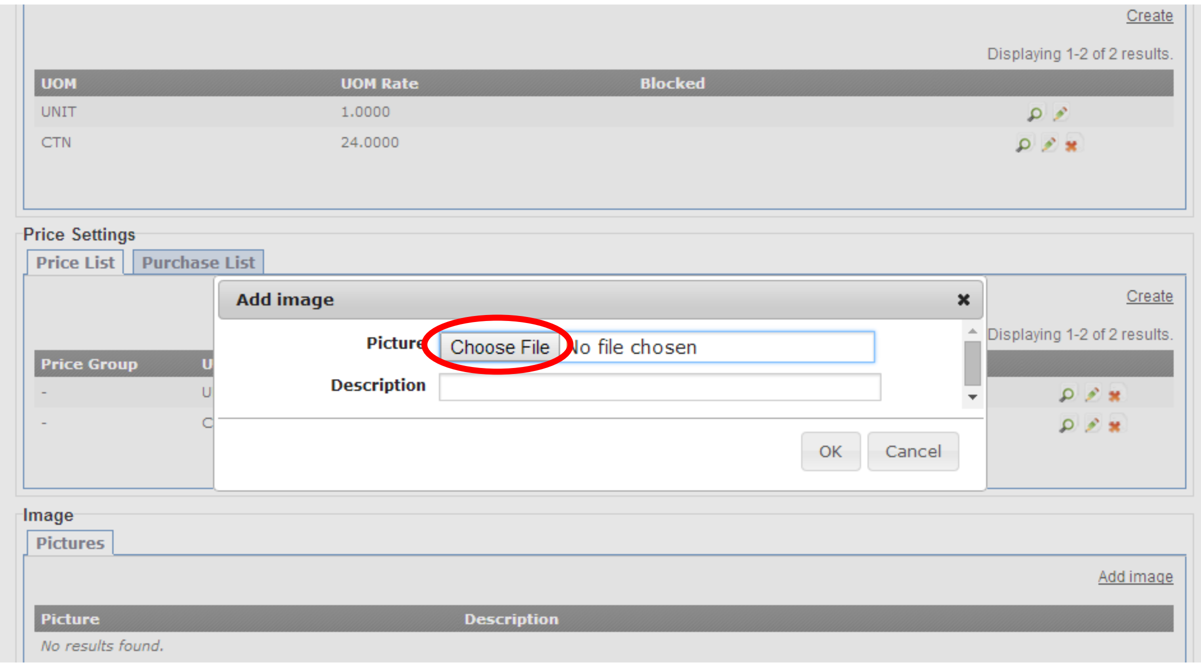
27. Fill in the purchase price for second UOM.
28. Click Create.



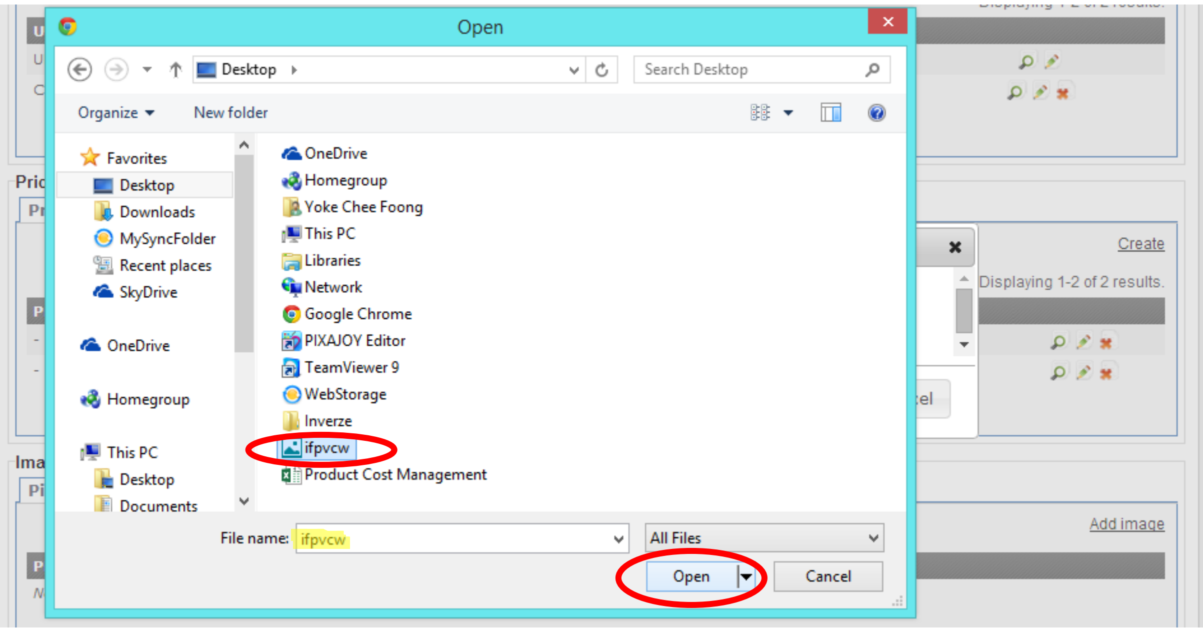
29. A message will show the data saved.
30. Click Cancel once done.



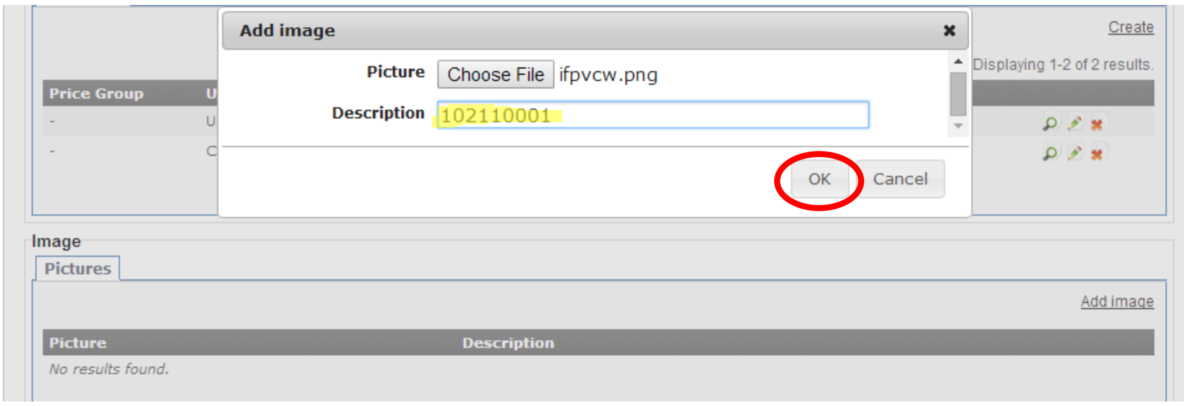
31. Pictures – click Add Image to upload picture for the item.



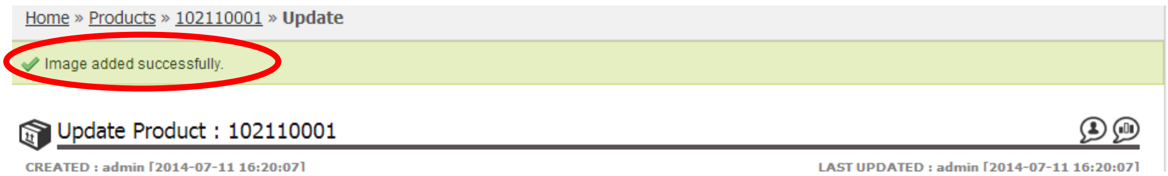
32. Click Choose File.



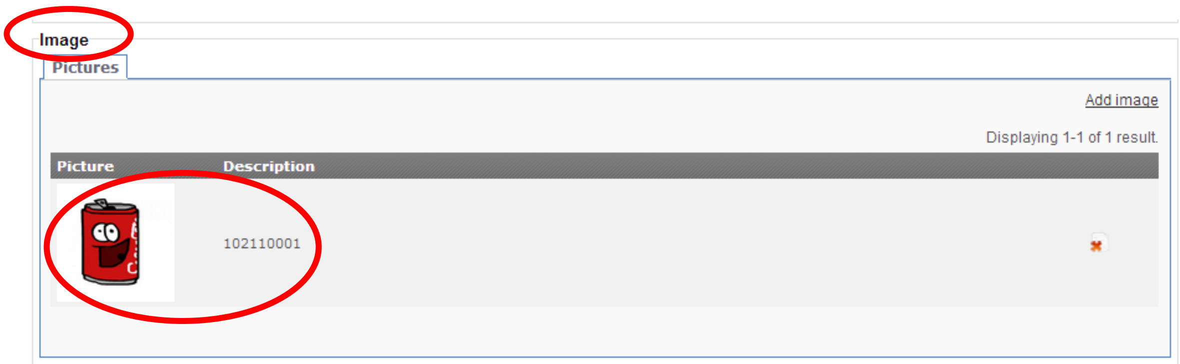
33. Select the image file to upload.
34. Click Open.



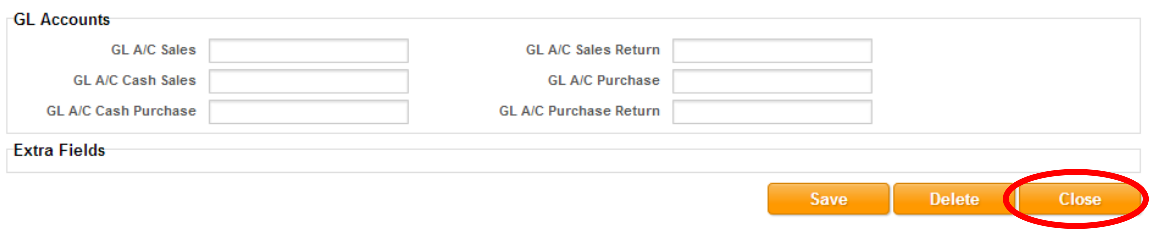
35. Fill in the Description, then click OK.



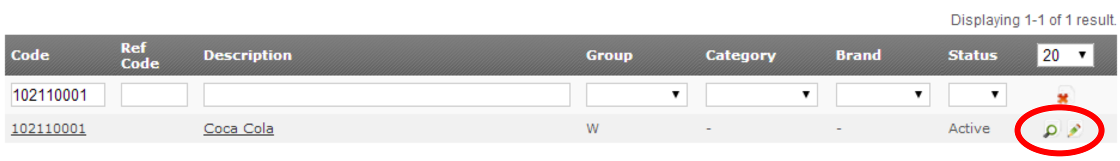
36. A message will show the image added successfully.



37. Scroll down to Image section to view the image uploaded.



38. Click Close.



39. Click the glass to view or click pencil to edit.

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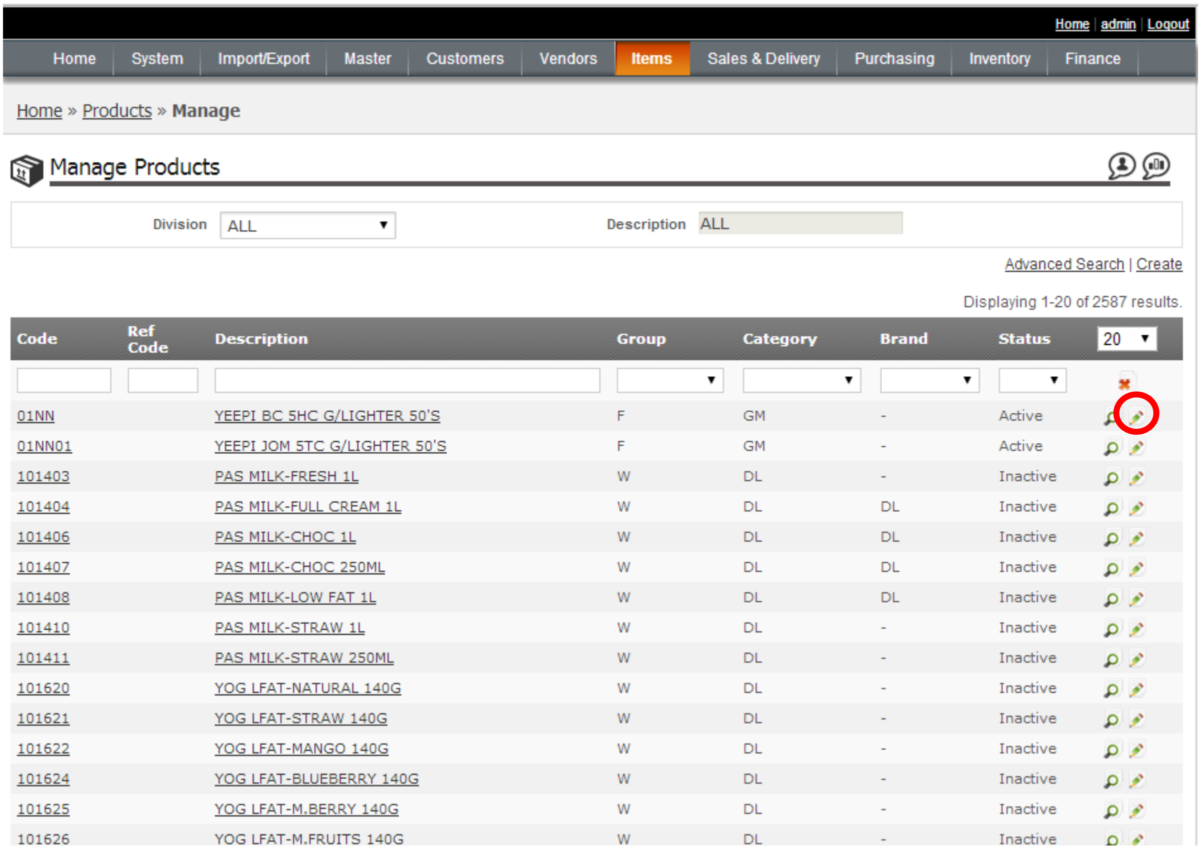
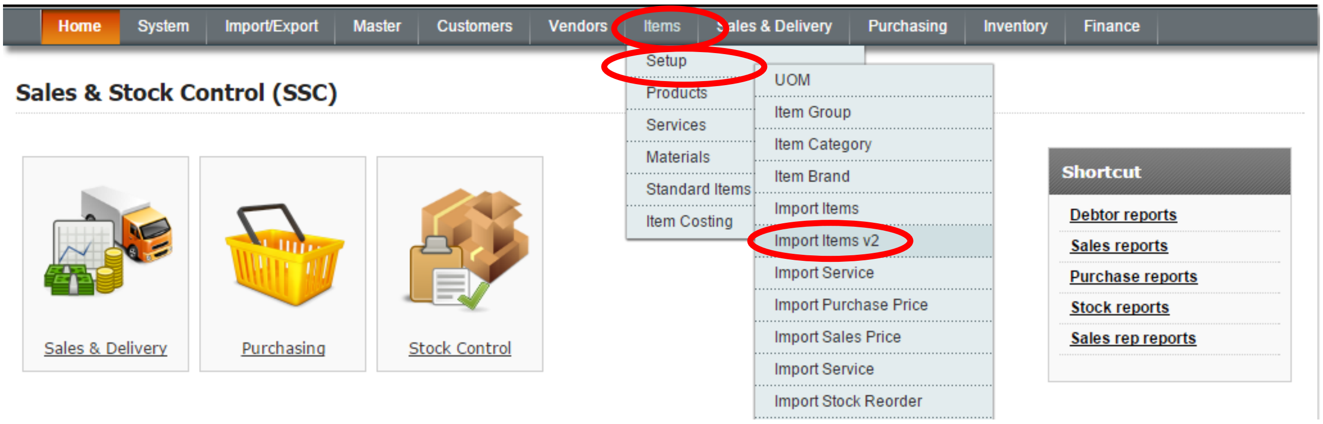
Edit Products



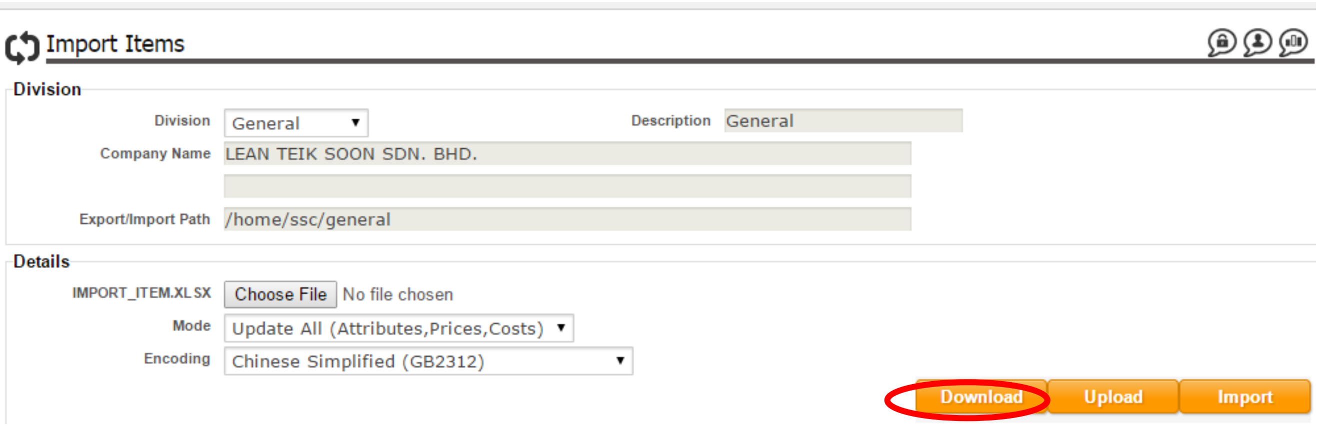
1. Click on the pencil to edit a product details.

Import Items (Excel Template)

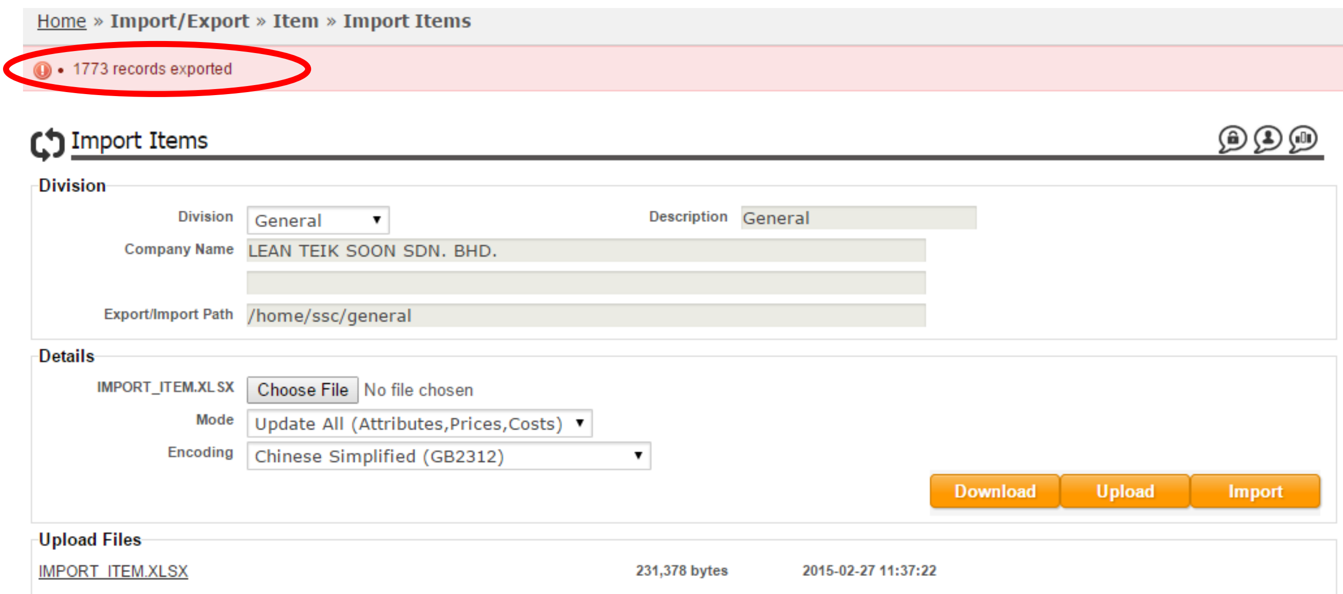
Download Item Master List



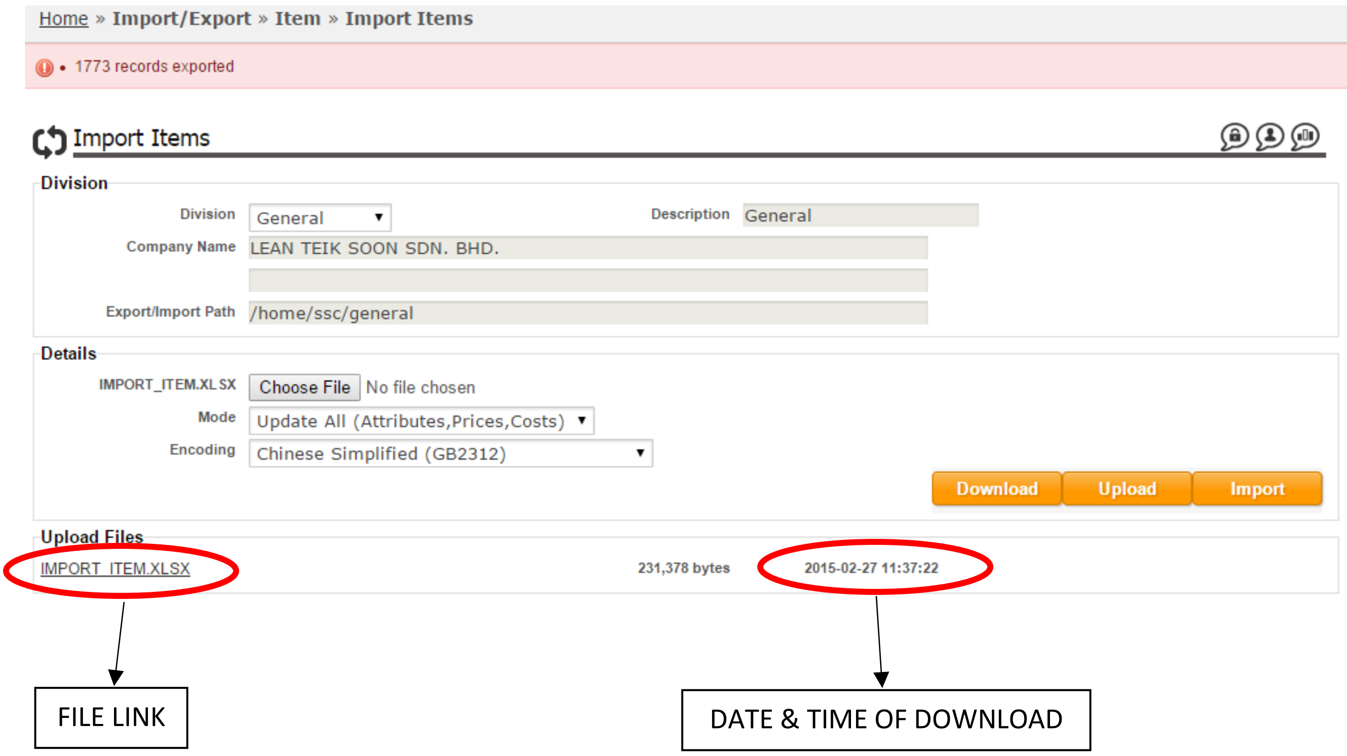
1. Go to ITEMS.
2. Select Setup.
3. Click Import Items v2.



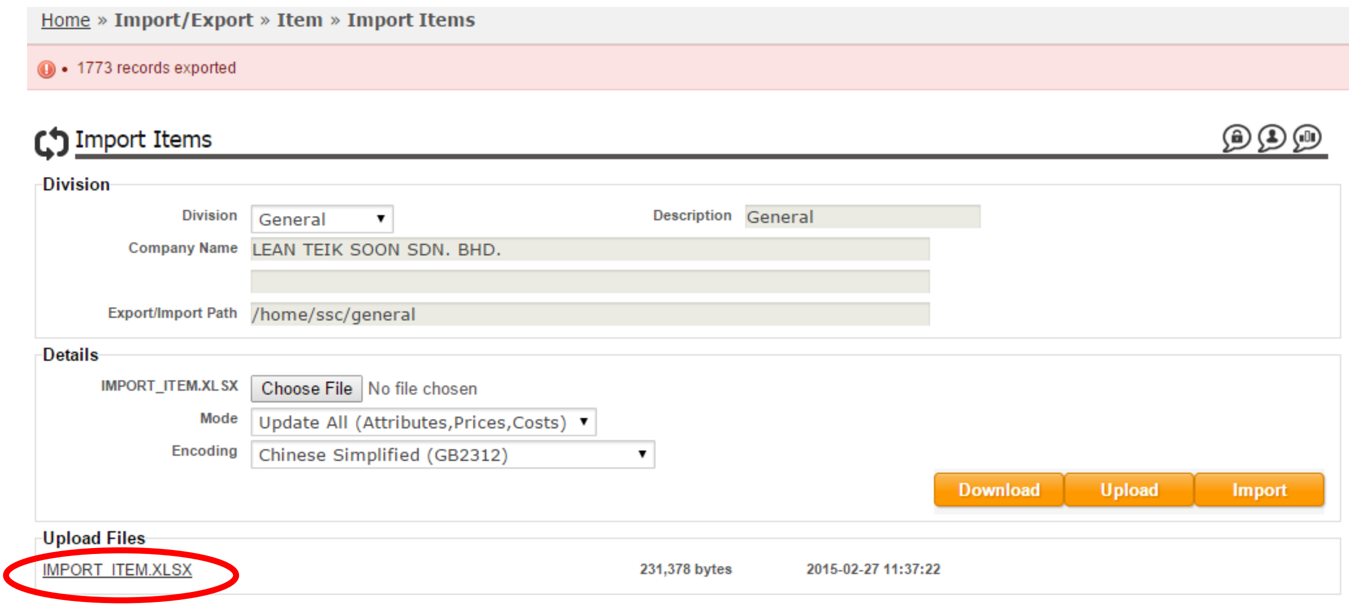
4. Click DOWNLOAD.



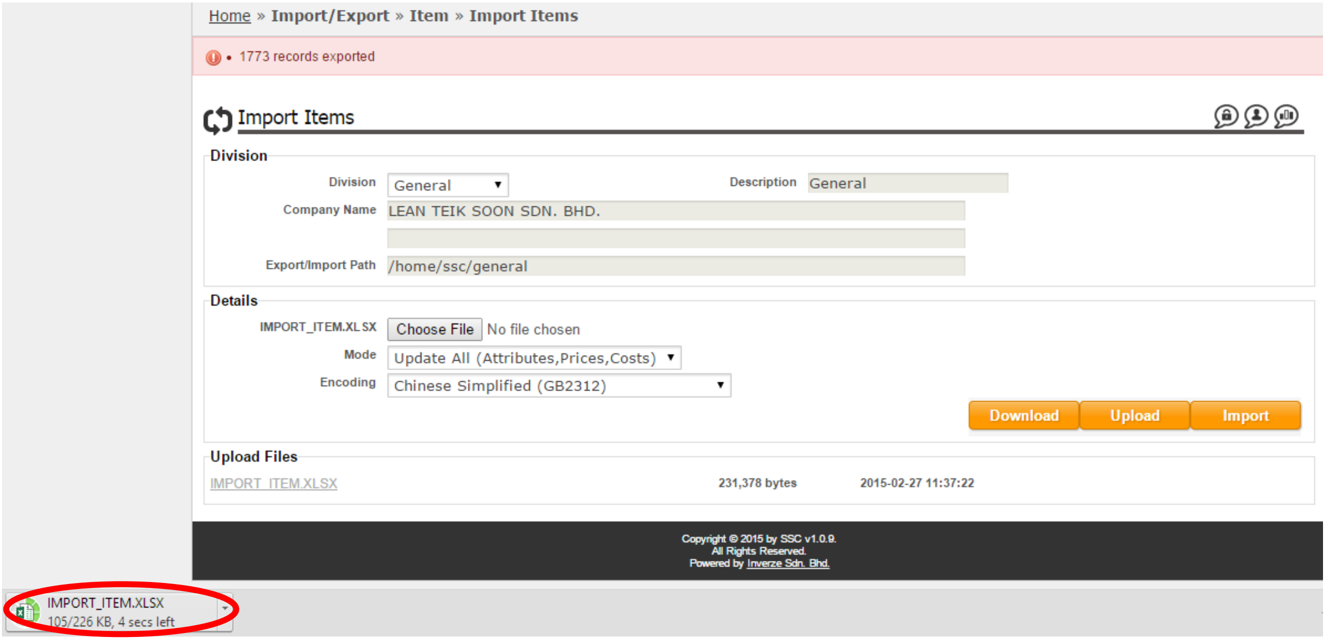
5. A message in red will inform numbers of items already exported.



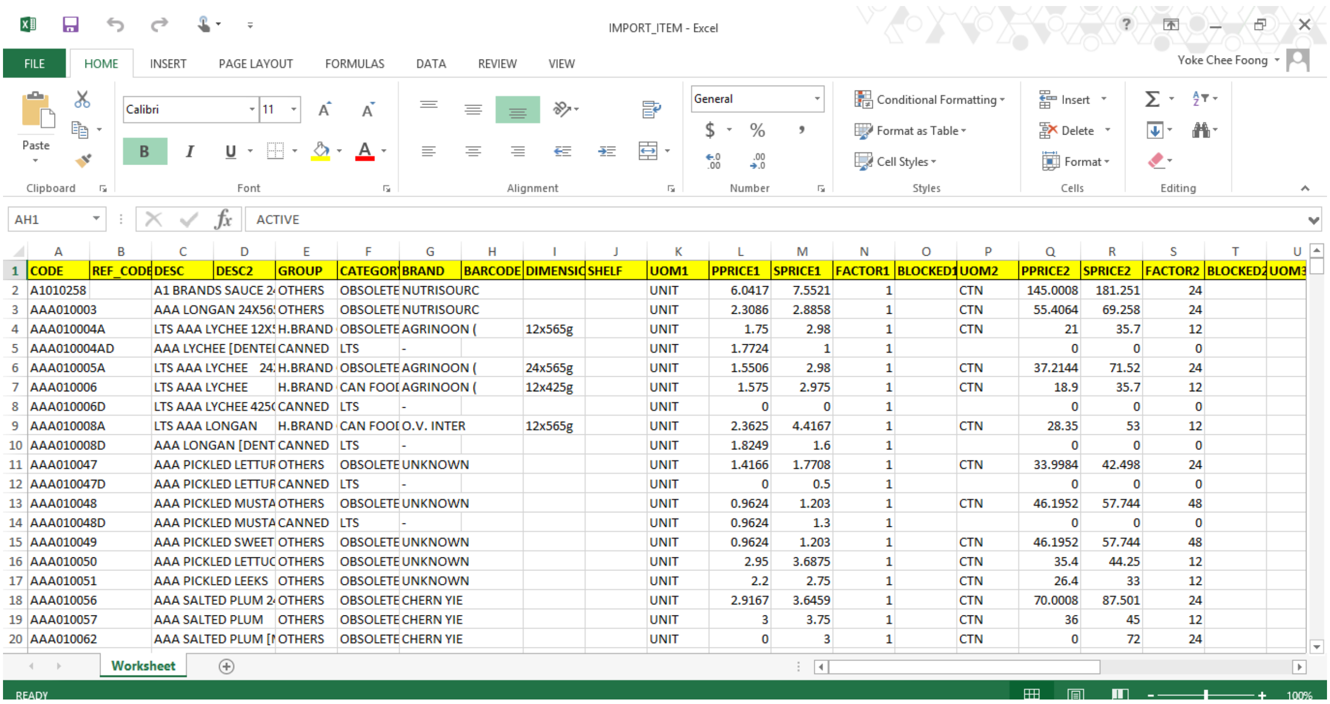
6. A file link will appear.
7. Ensure the date & time of download is correct.



8. Click on the FILE LINK to download the Item Master List.

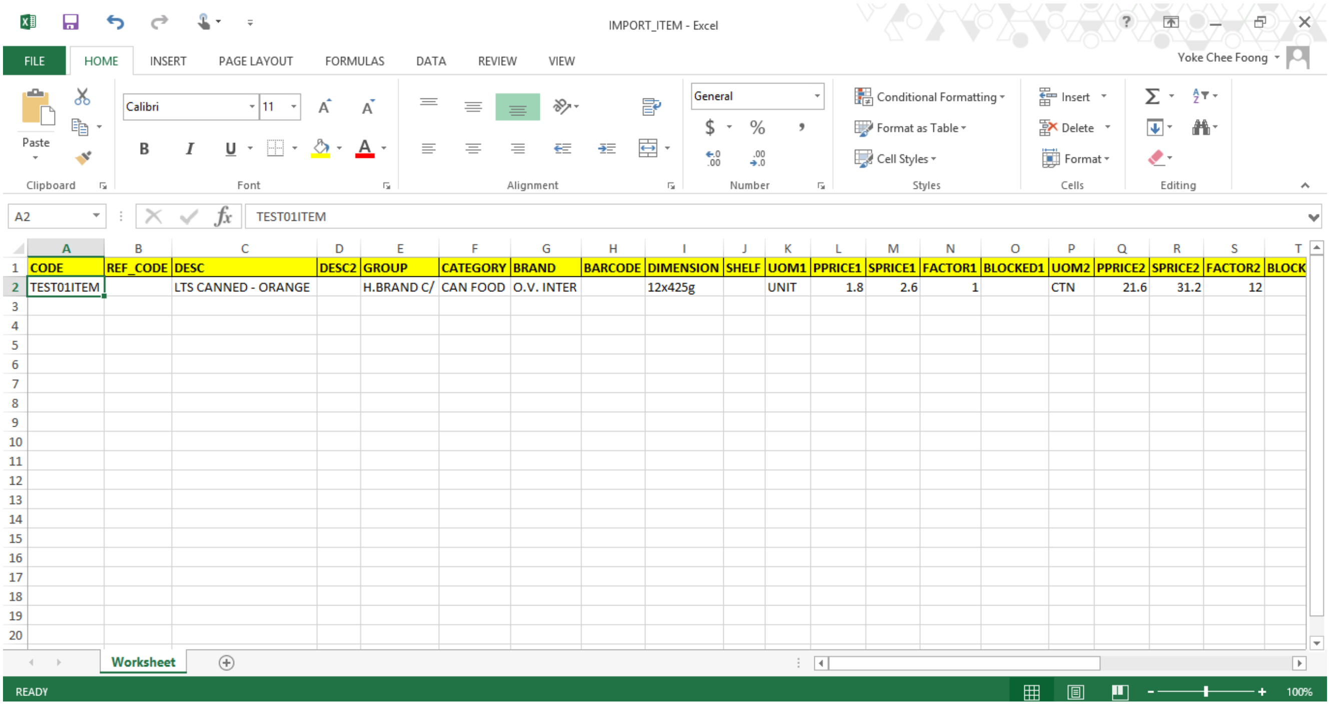


9. Open the item master list in excel format.

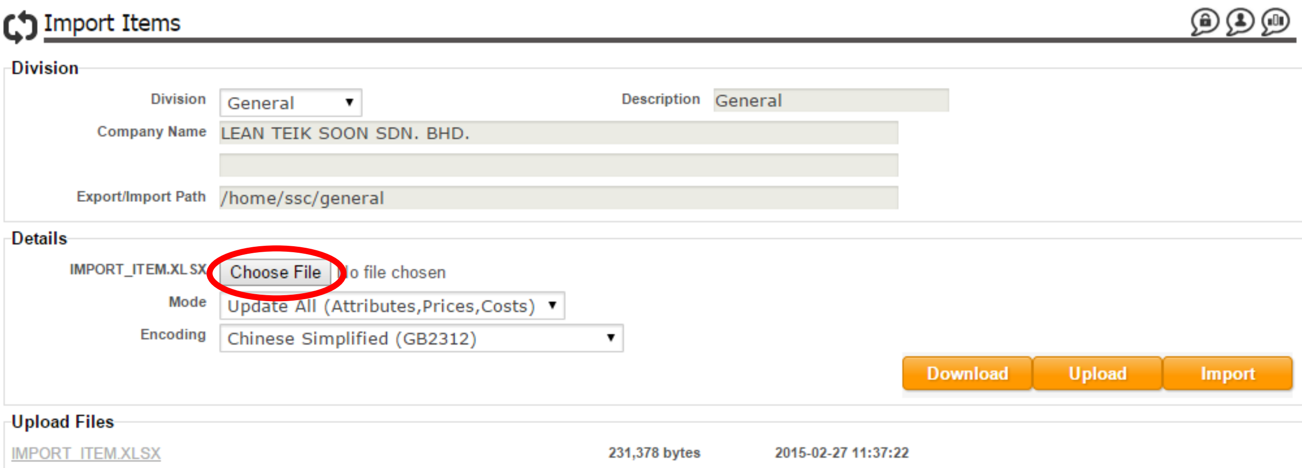


10. Edit item details in the excel file.

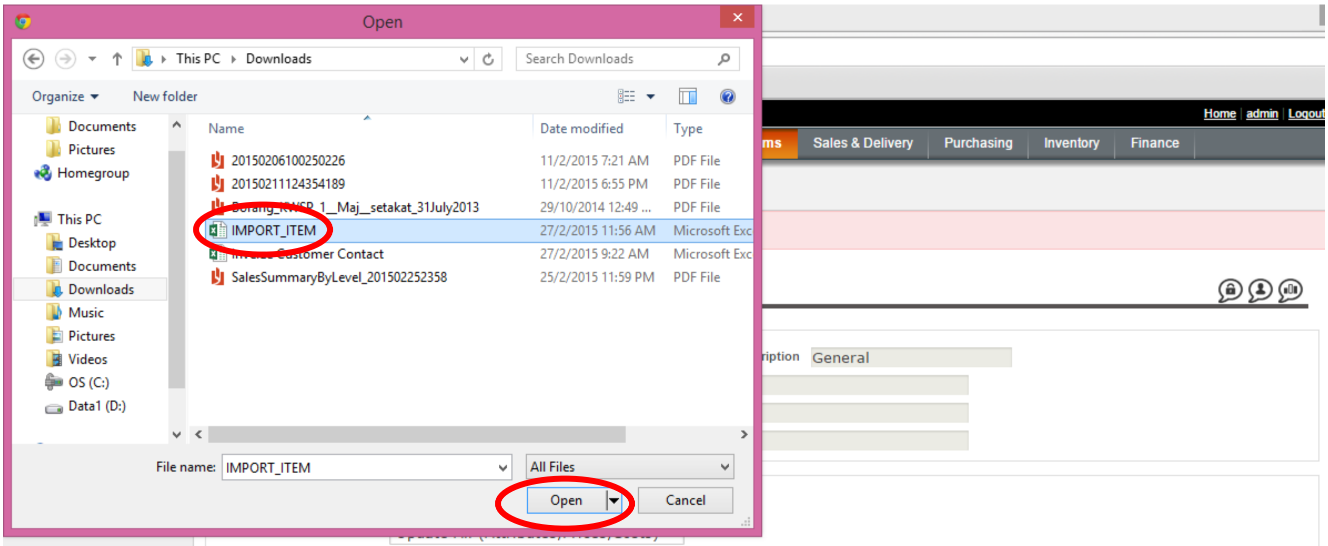
Update Details Of Existing Items



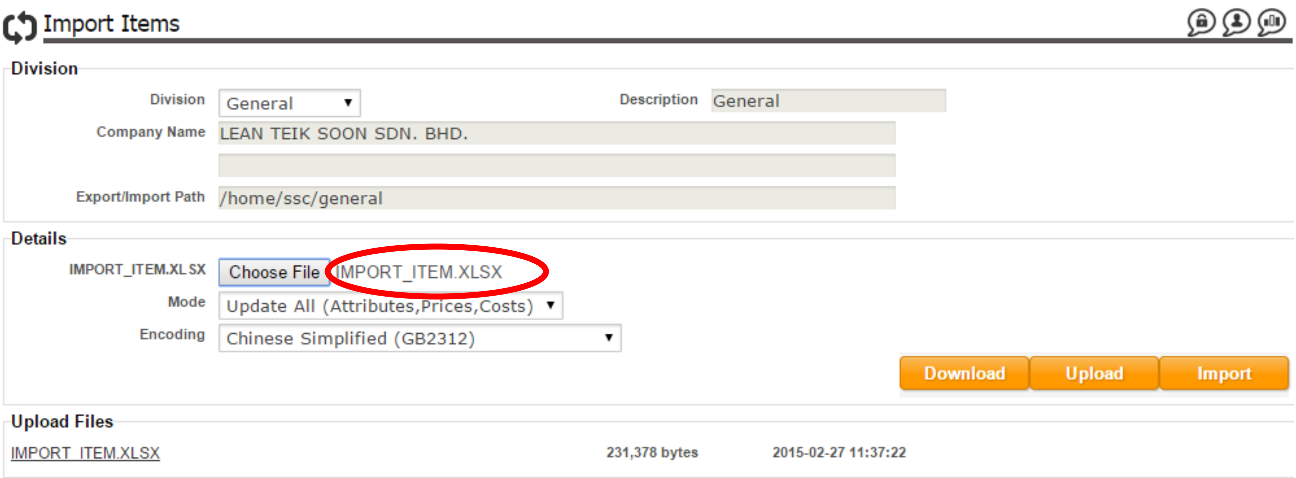
1. Delete all irrelevant items and keep only the items that need to be updated.
2. Update the details of item.
3. Save and close the excel file.



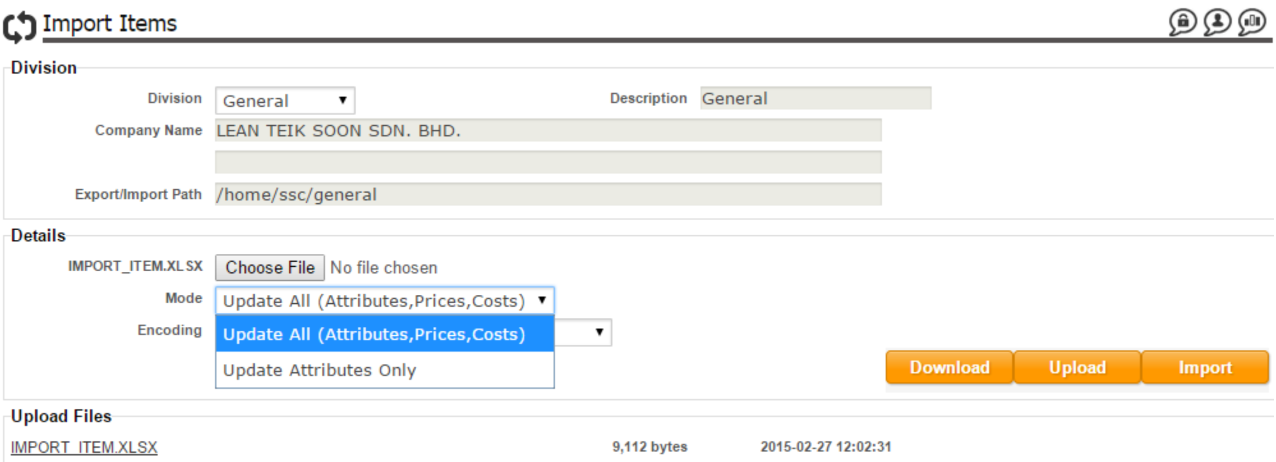
4. Click Choose File.



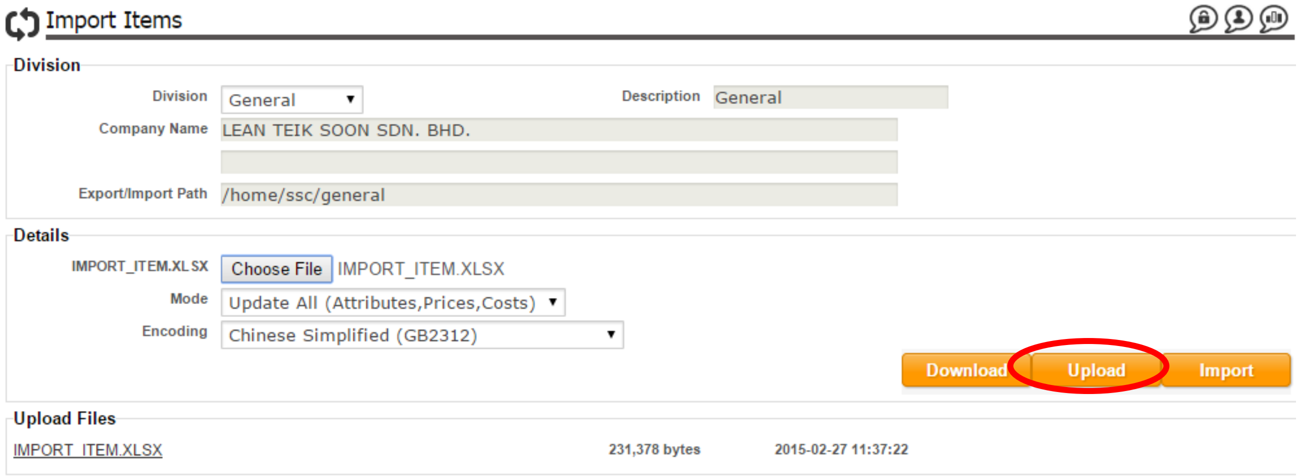
5. Browse to the Item Master List file location.
6. Select the Item Master List file.
7. Click Open.



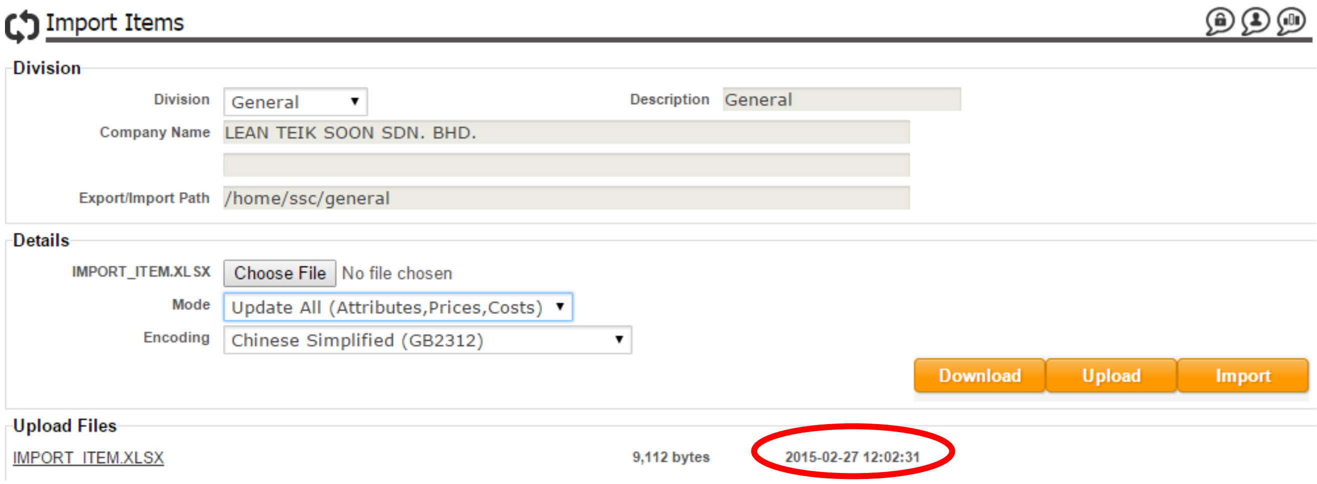
8. The file name will appear beside the Choose File button.



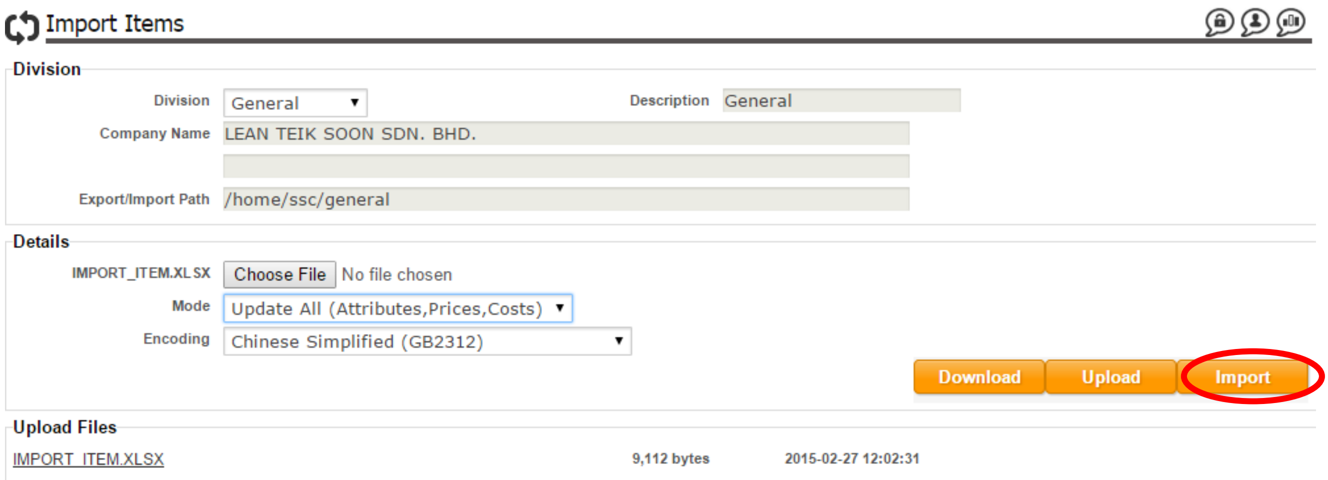
9. Choose the Update Mode:
    a. Update All
    b. Update Attributes Only – update all except UOM price, costs and UOM rate.



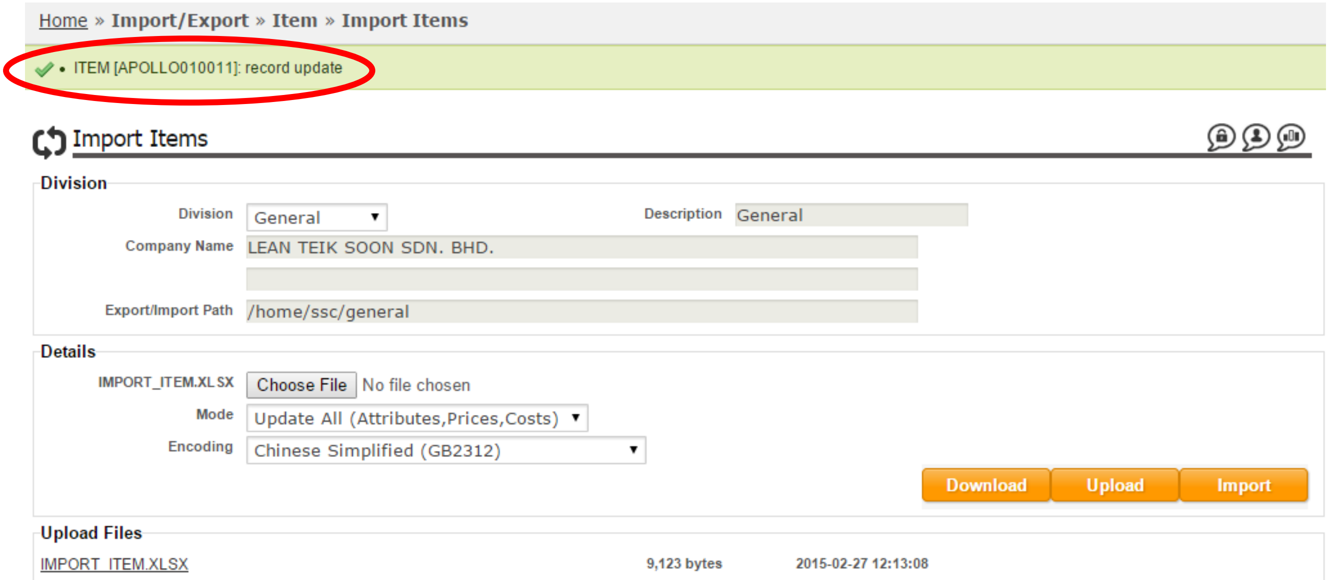
10. Click UPLOAD.



11. Ensure the Date & Time of upload is correct.

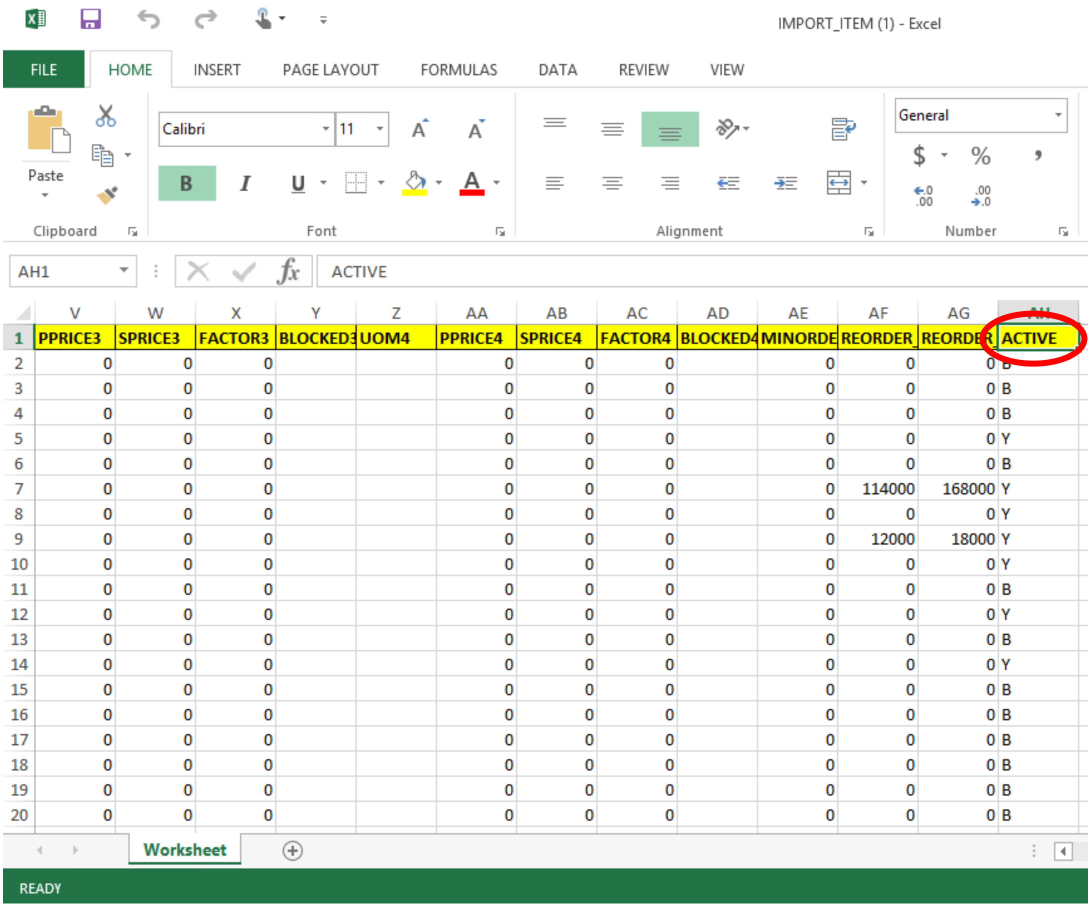


12. Click IMPORT.



13. A message in green will show the item code updated.

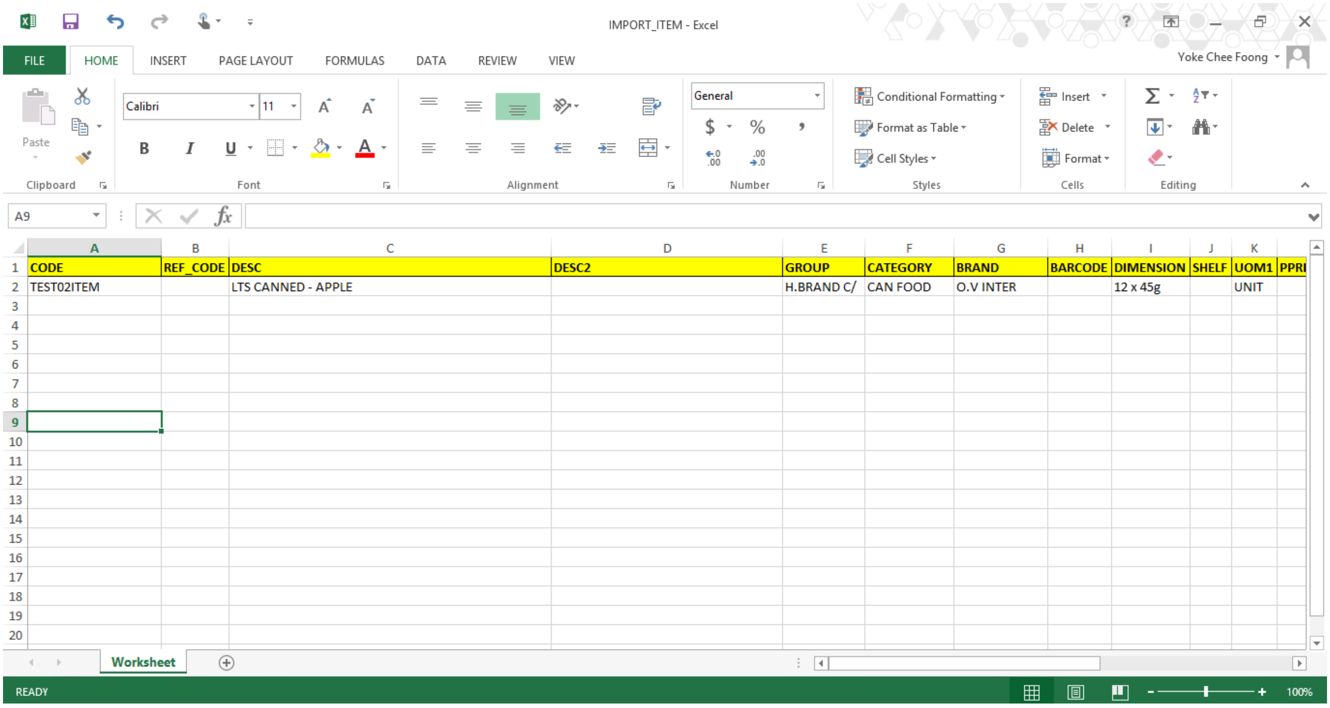
Update Item Status



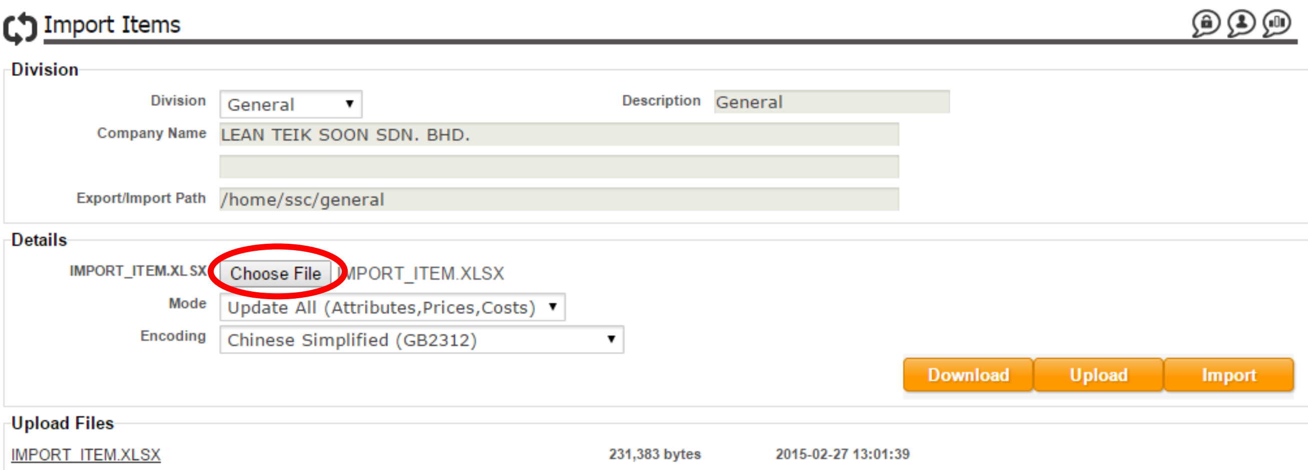
	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH
1	PPRICE3	SPRICE3	FACTOR3	BLOCKED3	UOM4	PPRICE4	SPRICE4	FACTOR4	BLOCKED4	MINORDE	REORDER	REORDER	ACTIVE
2	0	0	0			0	0	0		0	0	0	B
3	0	0	0			0	0	0		0	0	0	B
4	0	0	0			0	0	0		0	0	0	B
5	0	0	0			0	0	0		0	0	0	Y
6	0	0	0			0	0	0		0	0	0	B
7	0	0	0			0	0	0		0	114000	168000	Y
8	0	0	0			0	0	0		0	0	0	Y
9	0	0	0			0	0	0		0	12000	18000	Y
10	0	0	0			0	0	0		0	0	0	Y
11	0	0	0			0	0	0		0	0	0	B
12	0	0	0			0	0	0		0	0	0	Y
13	0	0	0			0	0	0		0	0	0	B
14	0	0	0			0	0	0		0	0	0	Y
15	0	0	0			0	0	0		0	0	0	B
16	0	0	0			0	0	0		0	0	0	B
17	0	0	0			0	0	0		0	0	0	B
18	0	0	0			0	0	0		0	0	0	B
19	0	0	0			0	0	0		0	0	0	B
20	0	0	0			0	0	0		0	0	0	B

1. Looks for header field called Active.
2. Change the item status:
    a. Y = Active
    b. N = Inactive
    c. B = Blocked
    d. D = Deleted
3. Once done, save and close the file.
4. Upload the file. (Refer to section Update Details of Existing Items)

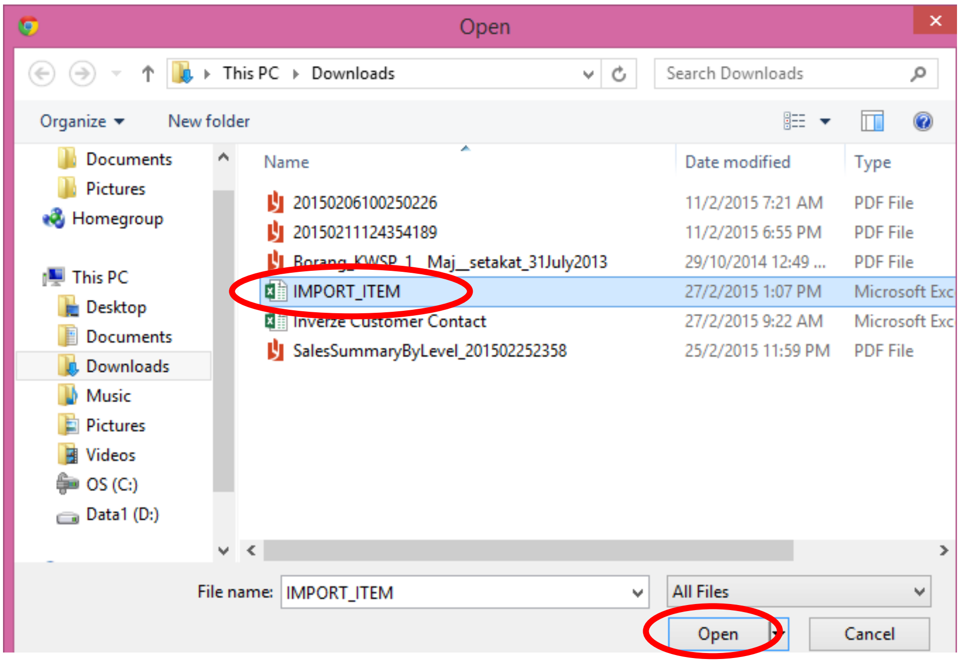
Add New Item



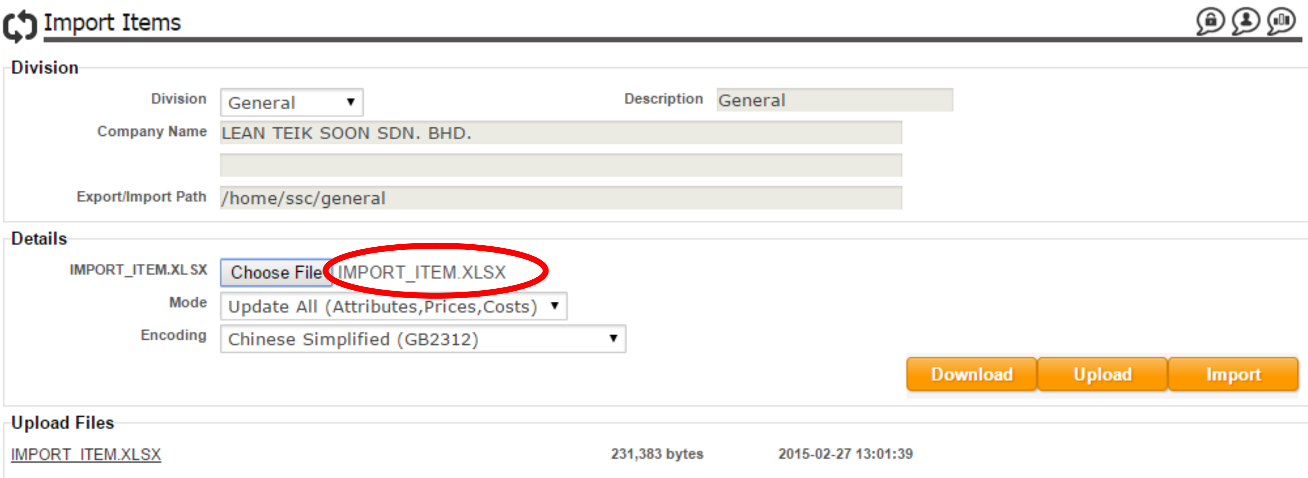
1. Use the Item Master List excel template.
2. Fill in the details of new item.
3. Save and close the excel file



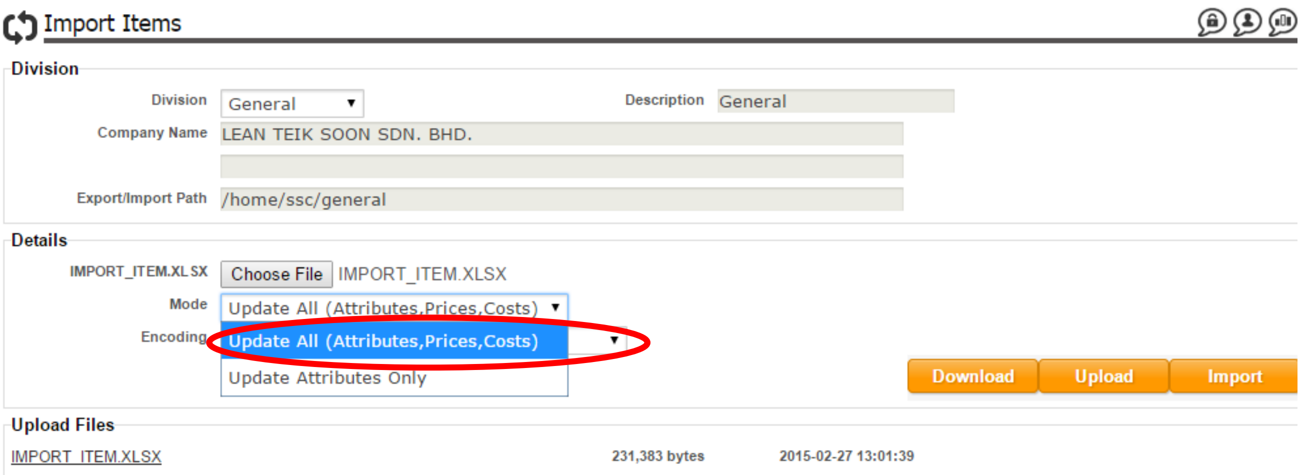
4. Click Choose File.



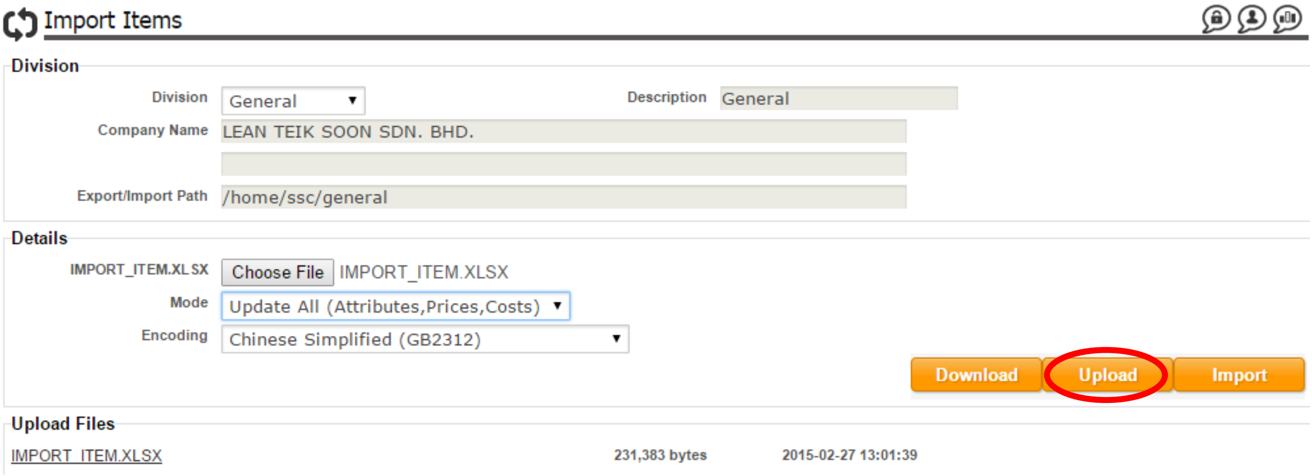
5. Browse to the file location.
6. Select the Item master file.
7. Click Open.



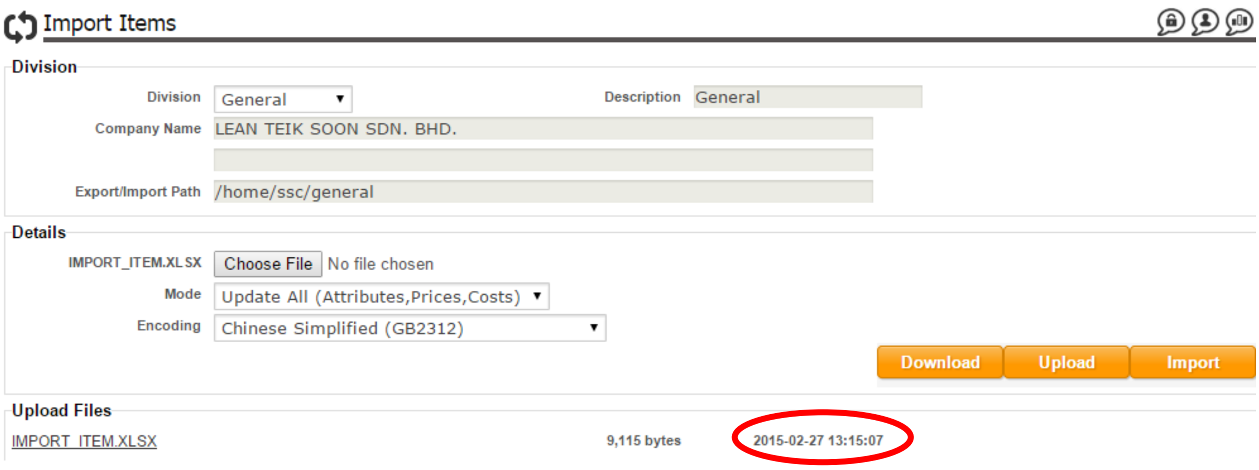
8. The file name will appear beside the Choose File button.



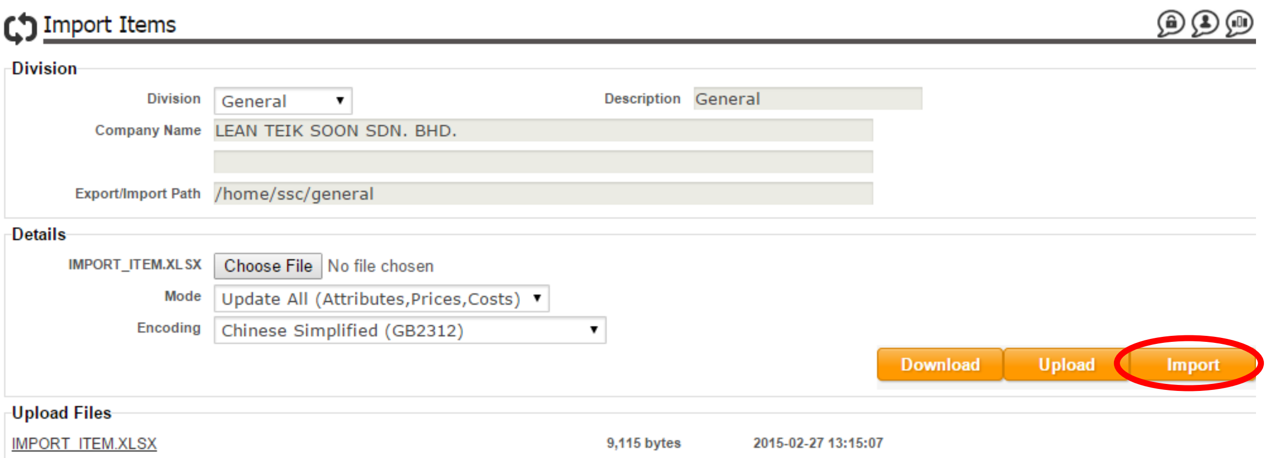
9. Choose the upload mode – Update All.



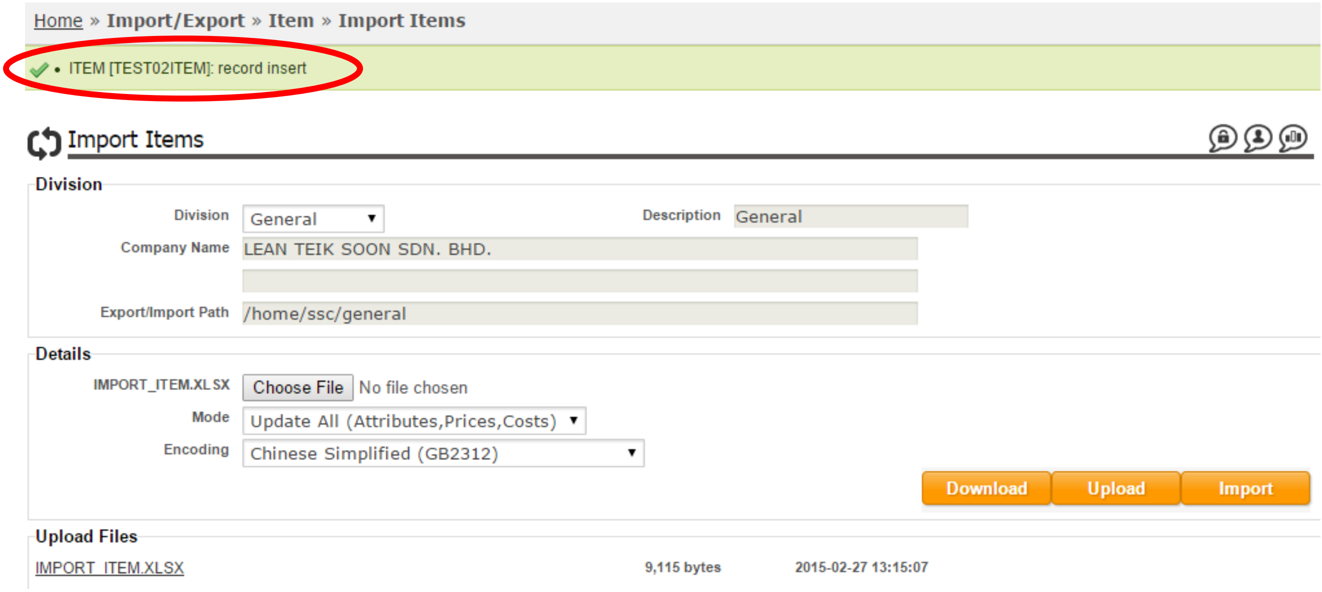
10. Click UPLOAD.



11. Ensure the date & time of upload is correct.



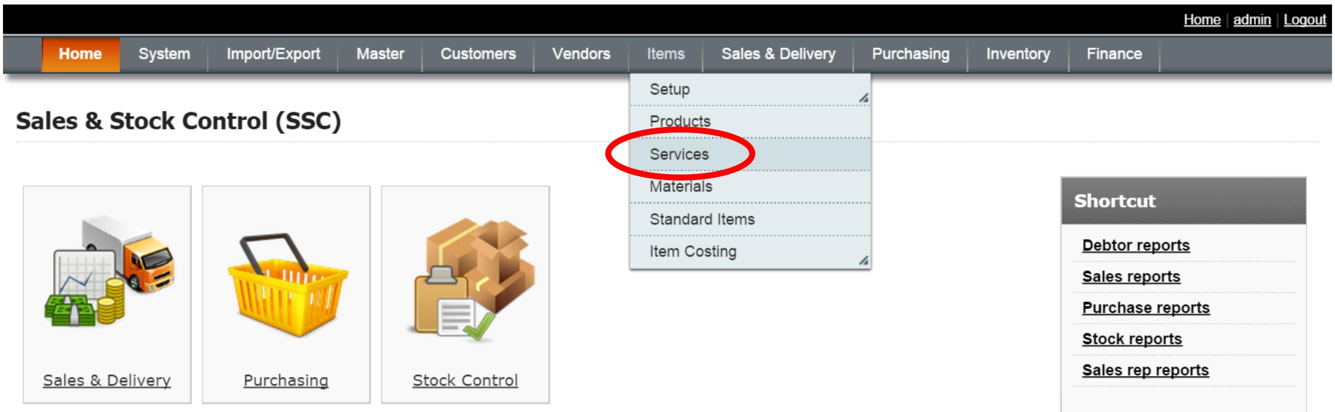
12. Click IMPORT.



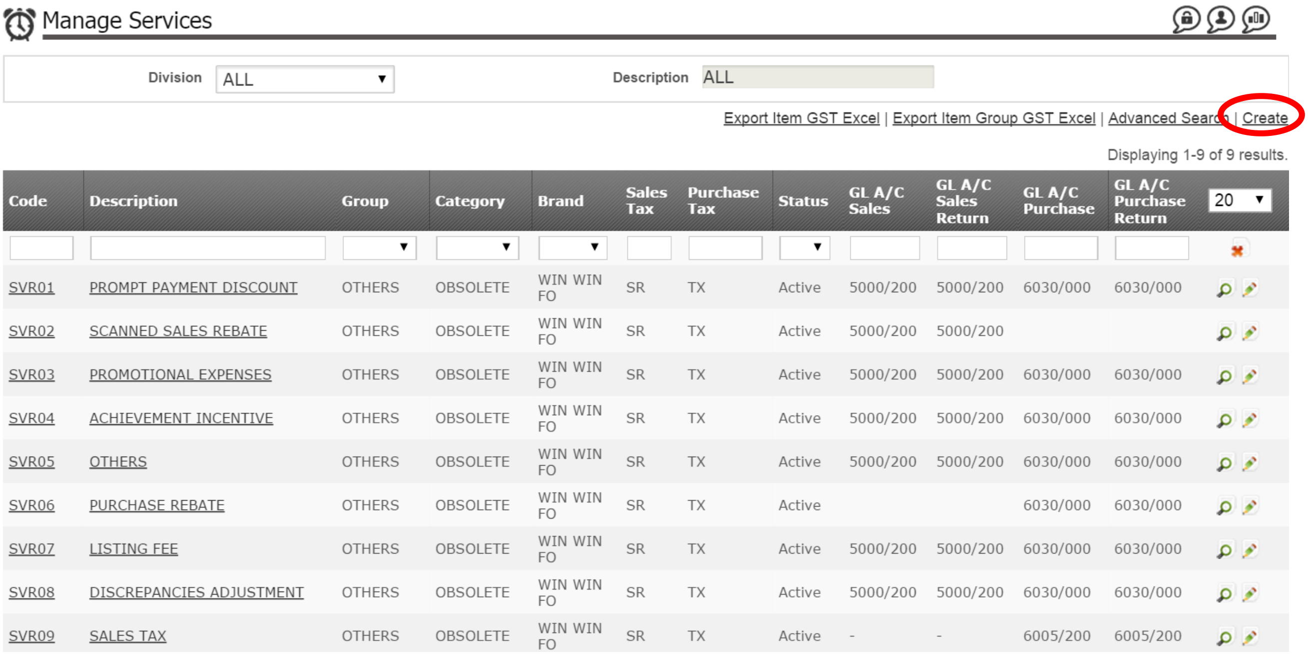
13. A message in green will show the new item added.

Services

Create Services

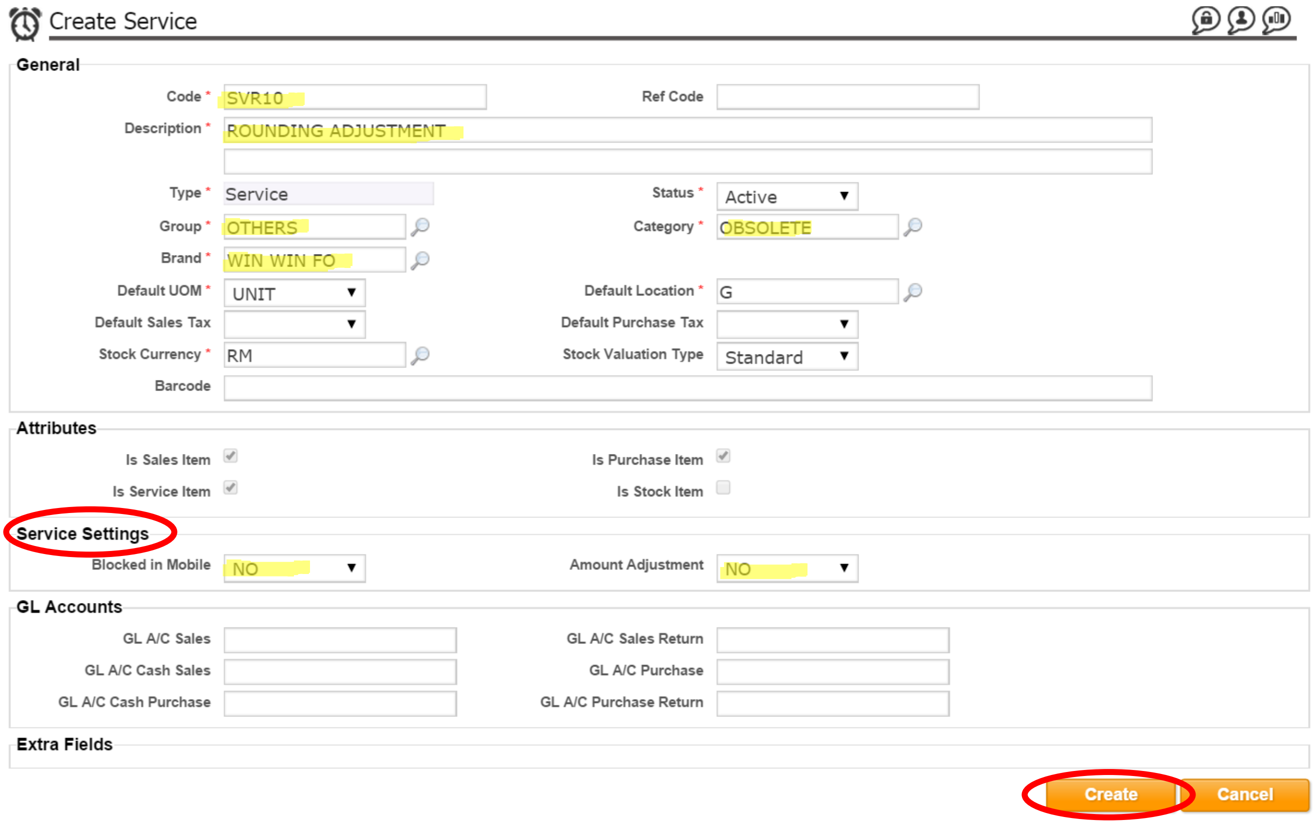


1. Click Services.

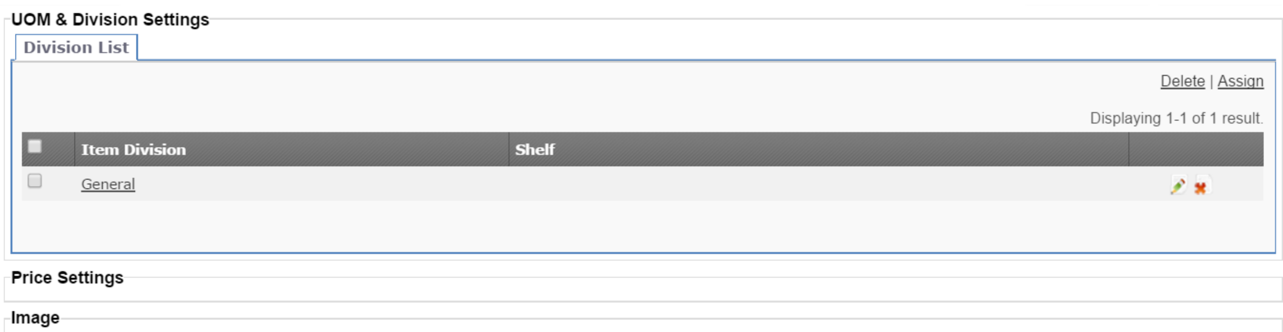


Code	Description	Group	Category	Brand	Sales Tax	Purchase Tax	Status	GL A/C Sales	GL A/C Sales Return	GL A/C Purchase	GL A/C Purchase Return
SVR01	PROMPT PAYMENT DISCOUNT	OTHERS	OBSOLETE	WIN WIN FO	SR	TX	Active	5000/200	5000/200	6030/000	6030/000
SVR02	SCANNED SALES REBATE	OTHERS	OBSOLETE	WIN WIN FO	SR	TX	Active	5000/200	5000/200		
SVR03	PROMOTIONAL EXPENSES	OTHERS	OBSOLETE	WIN WIN FO	SR	TX	Active	5000/200	5000/200	6030/000	6030/000
SVR04	ACHIEVEMENT INCENTIVE	OTHERS	OBSOLETE	WIN WIN FO	SR	TX	Active	5000/200	5000/200	6030/000	6030/000
SVR05	OTHERS	OTHERS	OBSOLETE	WIN WIN FO	SR	TX	Active	5000/200	5000/200	6030/000	6030/000
SVR06	PURCHASE REBATE	OTHERS	OBSOLETE	WIN WIN FO	SR	TX	Active			6030/000	6030/000
SVR07	LISTING FEE	OTHERS	OBSOLETE	WIN WIN FO	SR	TX	Active	5000/200	5000/200	6030/000	6030/000
SVR08	DISCREPANCIES ADJUSTMENT	OTHERS	OBSOLETE	WIN WIN FO	SR	TX	Active	5000/200	5000/200	6030/000	6030/000
SVR09	SALES TAX	OTHERS	OBSOLETE	WIN WIN FO	SR	TX	Active	-	-	6005/200	6005/200

2. Click Create.

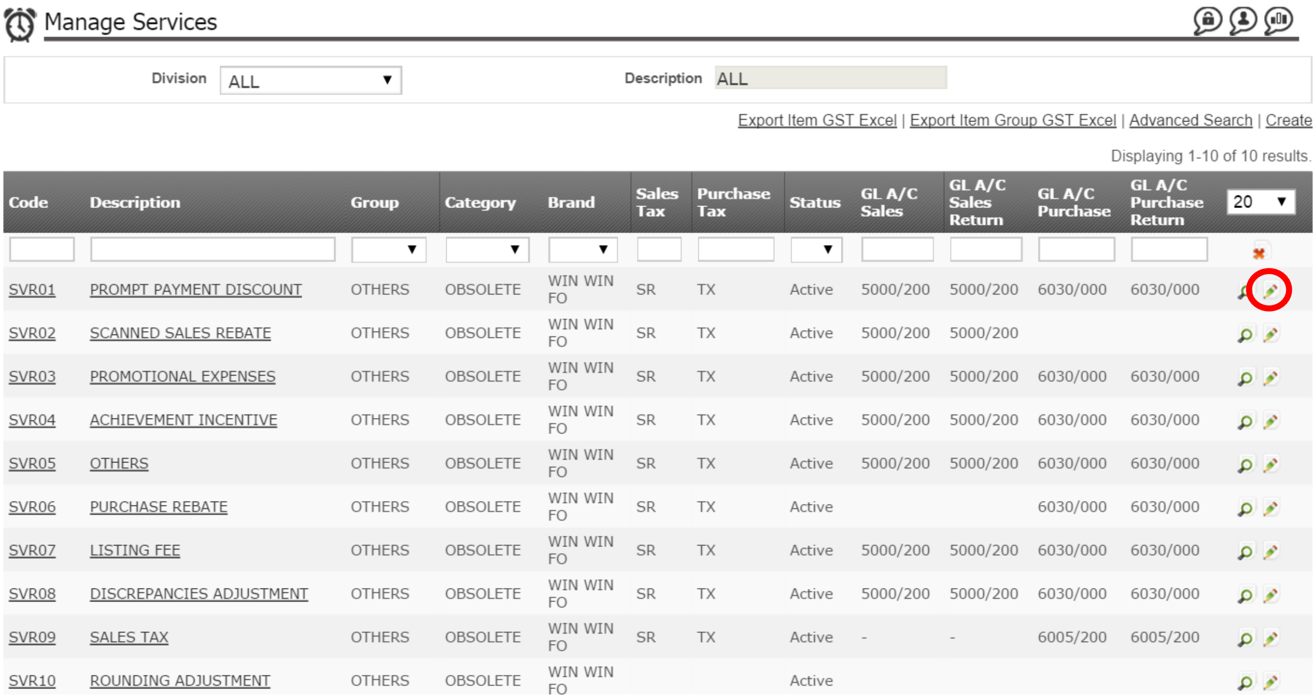


3. Fill in the relevant information of services.
4. Service Settings:
    a. Blocked in Mobile
        i. Yes – Mobile SSC unable to use this service
        ii. No – Mobile SSC able to use this service
    b. Amount Adjustment
        i. Yes – Able to adjust amount for Discount Amount, Tax Amount, and Net Amount.
        ii. No – normal service item, only able to key in at Order Amount.
5. Click Create.



6. Division setting – ensure the service item is assigned to relevant division.

Edit Services



Manage Services

Division ALL Description ALL

Export Item GST Excel | Export Item Group GST Excel | Advanced Search | Create

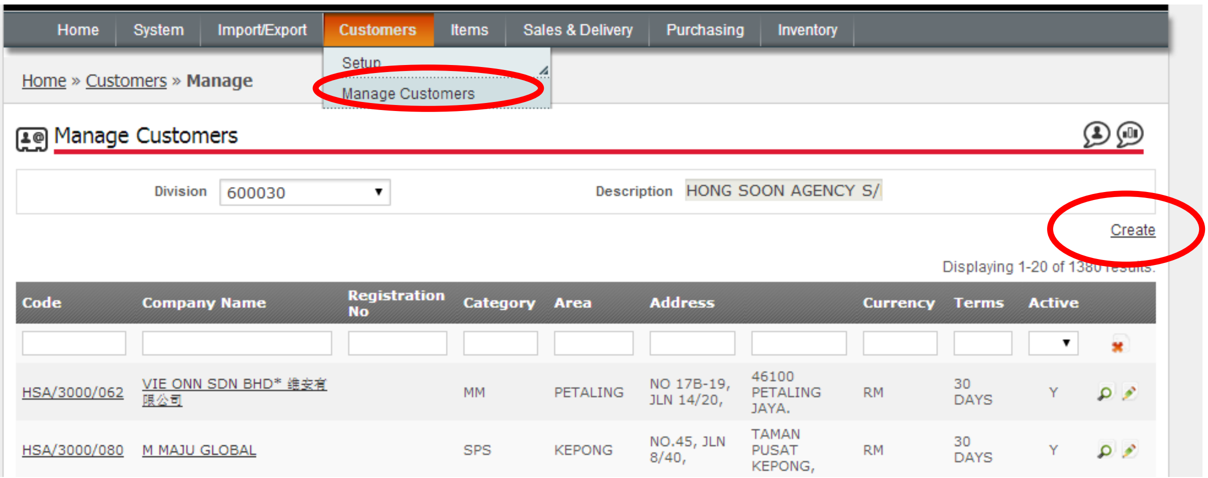
Displaying 1-10 of 10 results.

Code	Description	Group	Category	Brand	Sales Tax	Purchase Tax	Status	GL A/C Sales	GL A/C Sales Return	GL A/C Purchase	GL A/C Purchase Return	20
SVR01	PROMPT PAYMENT DISCOUNT	OTHERS	OBSOLETE	WIN WIN FO	SR	TX	Active	5000/200	5000/200	6030/000	6030/000	
SVR02	SCANNED SALES REBATE	OTHERS	OBSOLETE	WIN WIN FO	SR	TX	Active	5000/200	5000/200			
SVR03	PROMOTIONAL EXPENSES	OTHERS	OBSOLETE	WIN WIN FO	SR	TX	Active	5000/200	5000/200	6030/000	6030/000	
SVR04	ACHIEVEMENT INCENTIVE	OTHERS	OBSOLETE	WIN WIN FO	SR	TX	Active	5000/200	5000/200	6030/000	6030/000	
SVR05	OTHERS	OTHERS	OBSOLETE	WIN WIN FO	SR	TX	Active	5000/200	5000/200	6030/000	6030/000	
SVR06	PURCHASE REBATE	OTHERS	OBSOLETE	WIN WIN FO	SR	TX	Active			6030/000	6030/000	
SVR07	LISTING FEE	OTHERS	OBSOLETE	WIN WIN FO	SR	TX	Active	5000/200	5000/200	6030/000	6030/000	
SVR08	DISCREPANCIES ADJUSTMENT	OTHERS	OBSOLETE	WIN WIN FO	SR	TX	Active	5000/200	5000/200	6030/000	6030/000	
SVR09	SALES TAX	OTHERS	OBSOLETE	WIN WIN FO	SR	TX	Active	-	-	6005/200	6005/200	
SVR10	ROUNDING ADJUSTMENT	OTHERS	OBSOLETE	WIN WIN FO			Active					

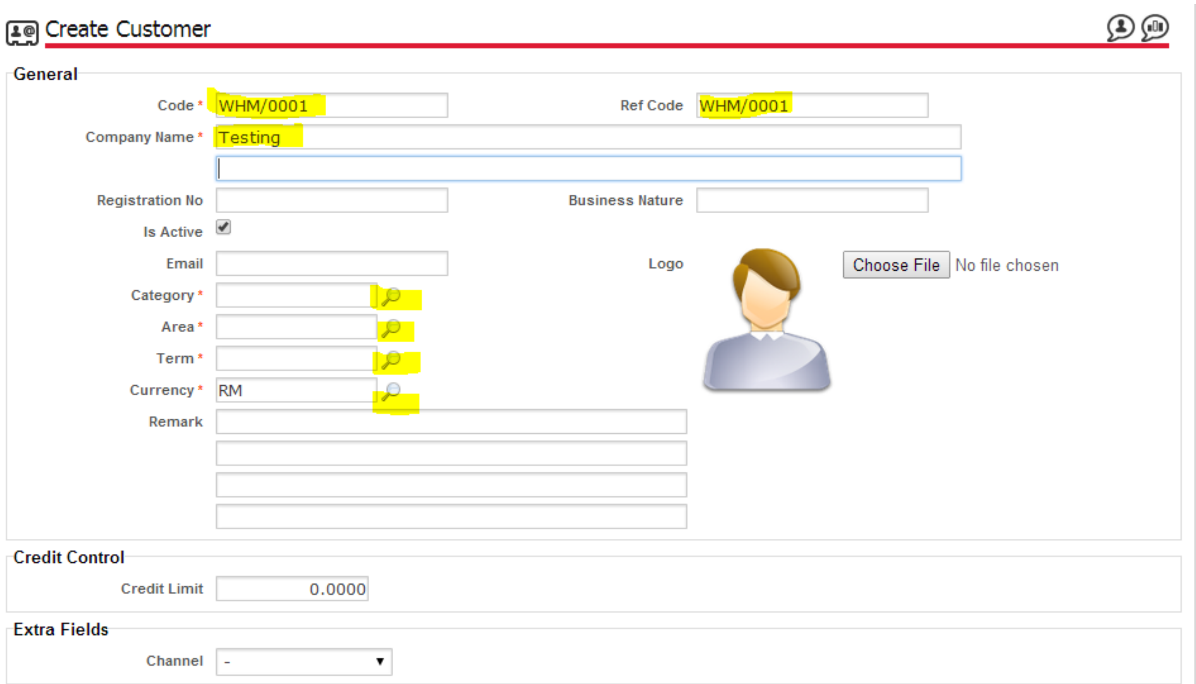
1. Click on the pencil to edit a service details.

CUSTOMER MAINTENANCE

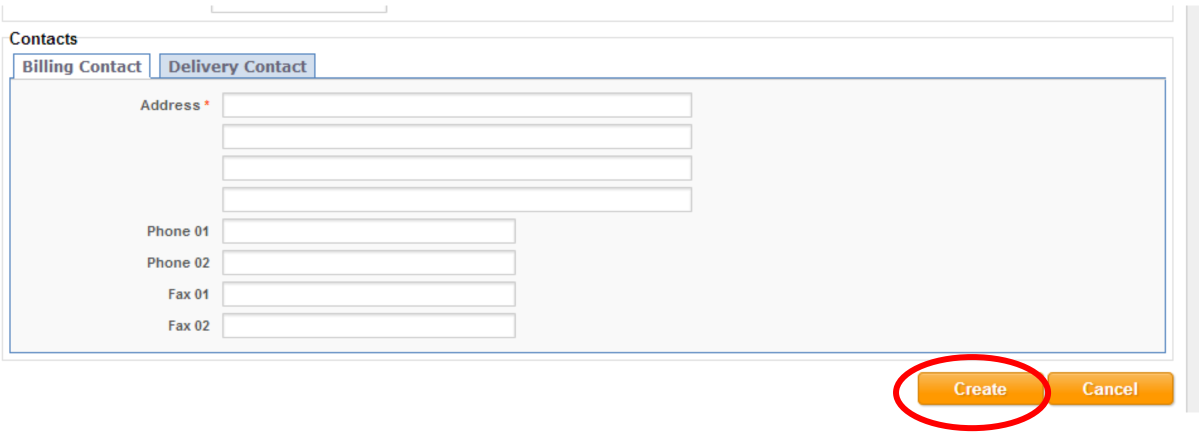
Create New Customer



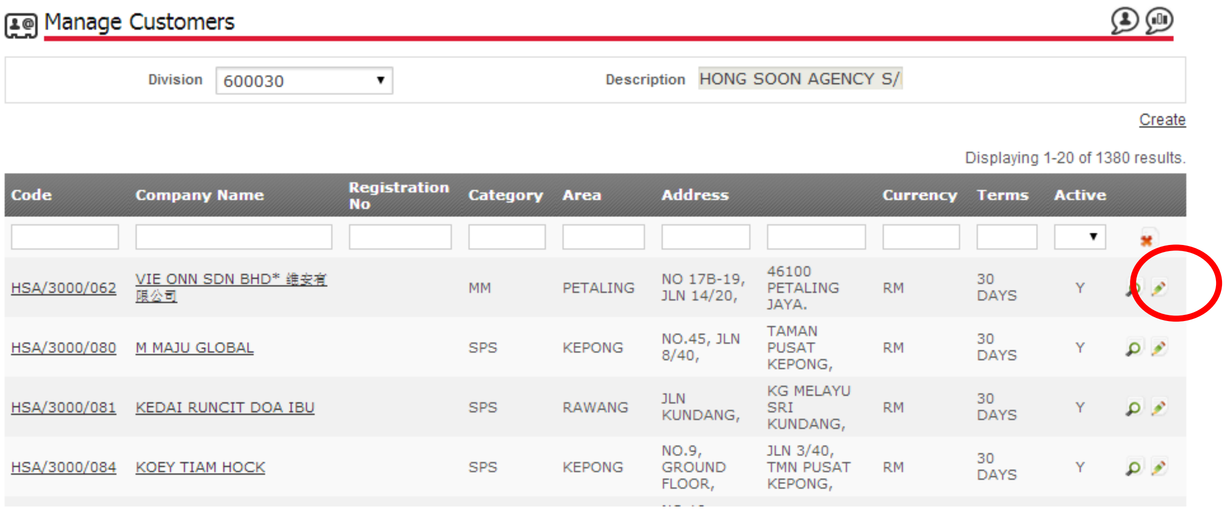
1. At Menu bar, click Customers->Manage Customers.
2. Click Create to add new customer.



3. Enter the customer's info.

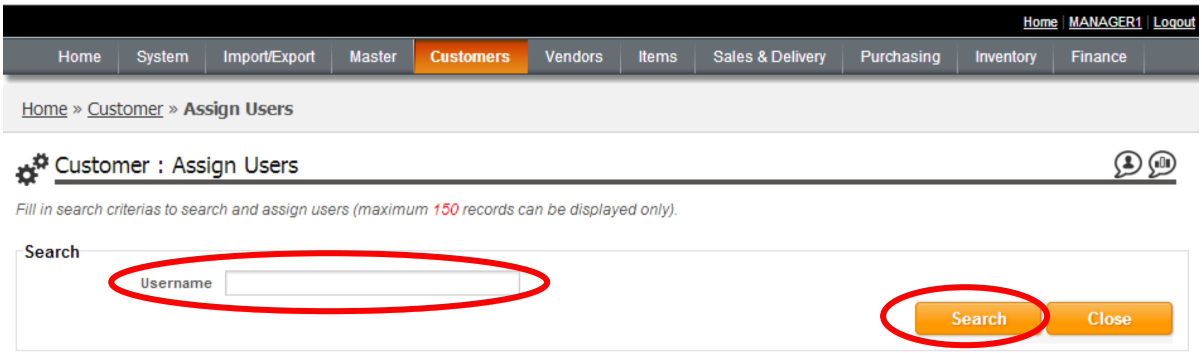


4. Enter the billing address & delivery contact.
5. Click Create.

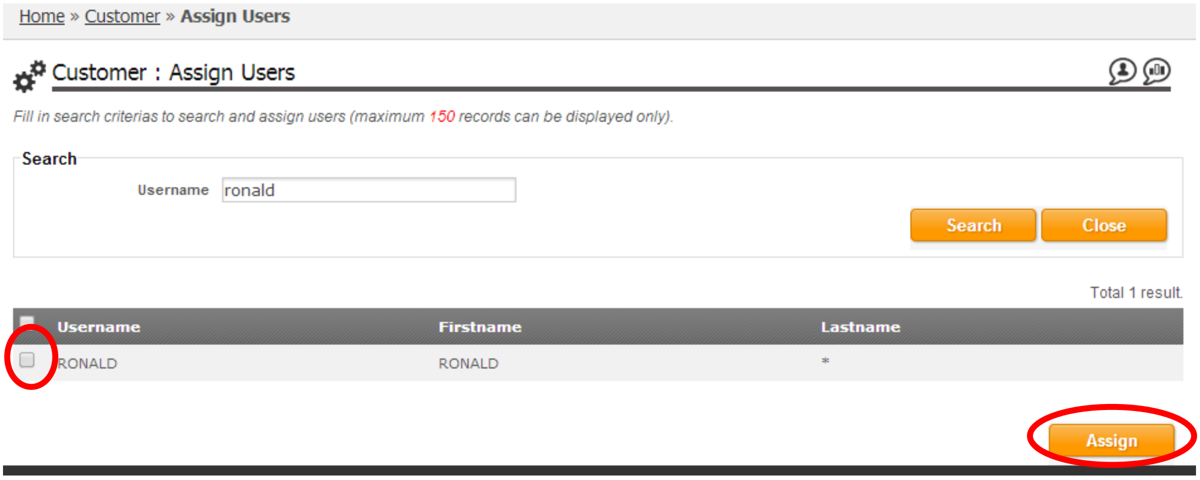


6. Click to edit customer.
7. To edit Customer Details - Salesman

8. Click Assign Salesman to assign the customer to salesman.



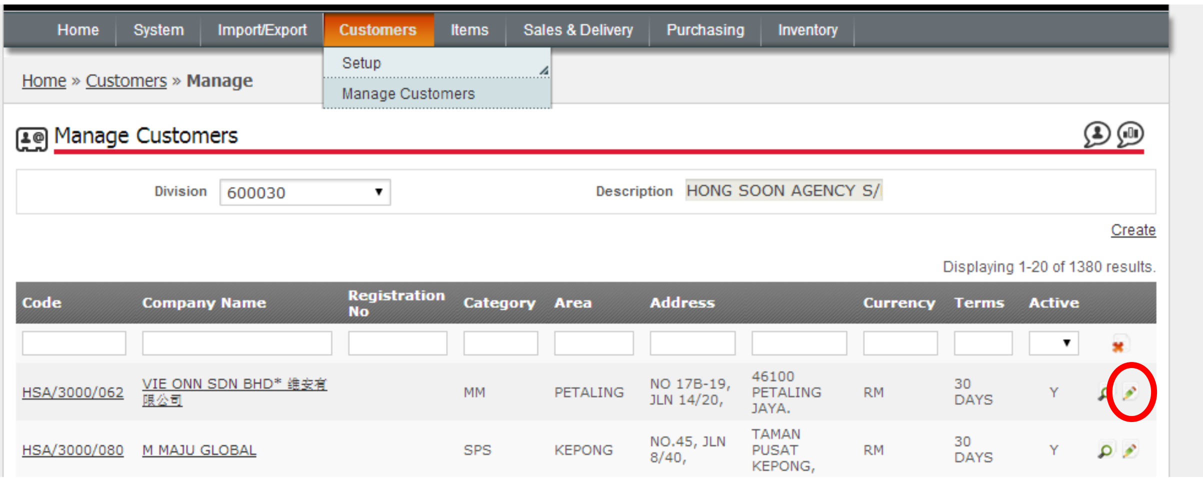
9. Type in the salesman's username then click search.



10. Tick the name, and click Assign.

11. Click the cross if wish to remove the salesman.

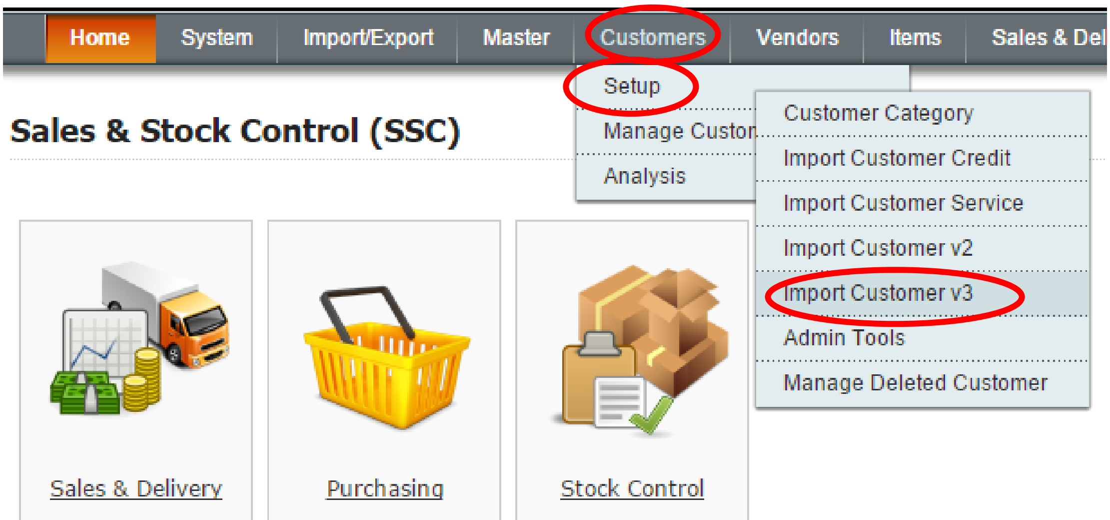
Edit New Customer



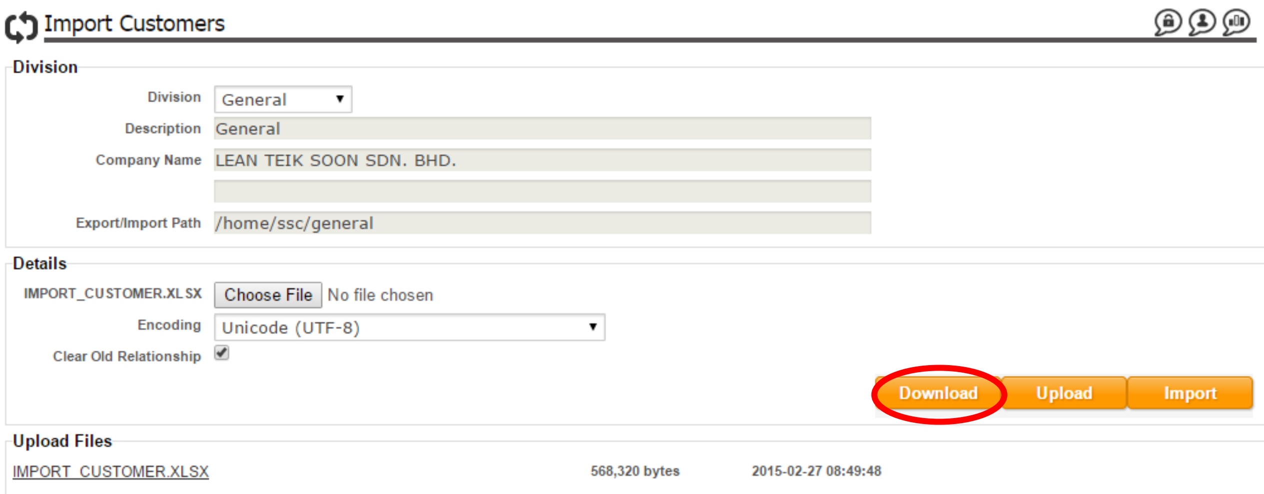
1. Click on the pencil to edit a customer details.

Import Customer (Excel Template)

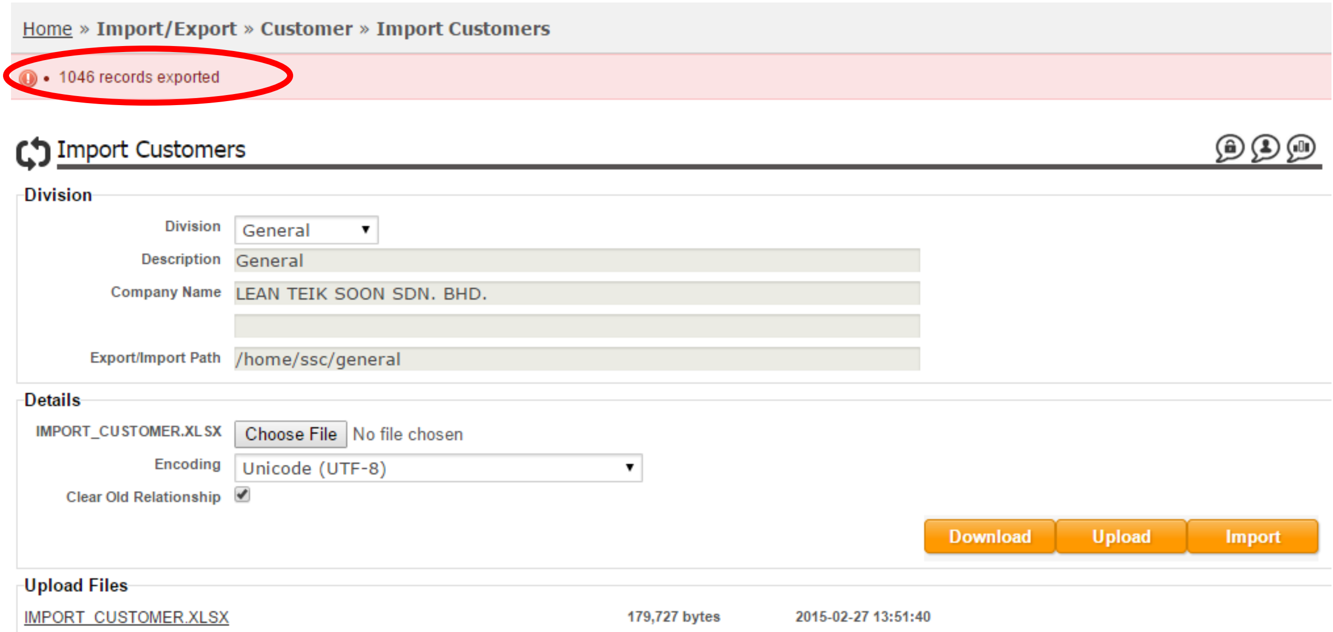
Download Customer Master List



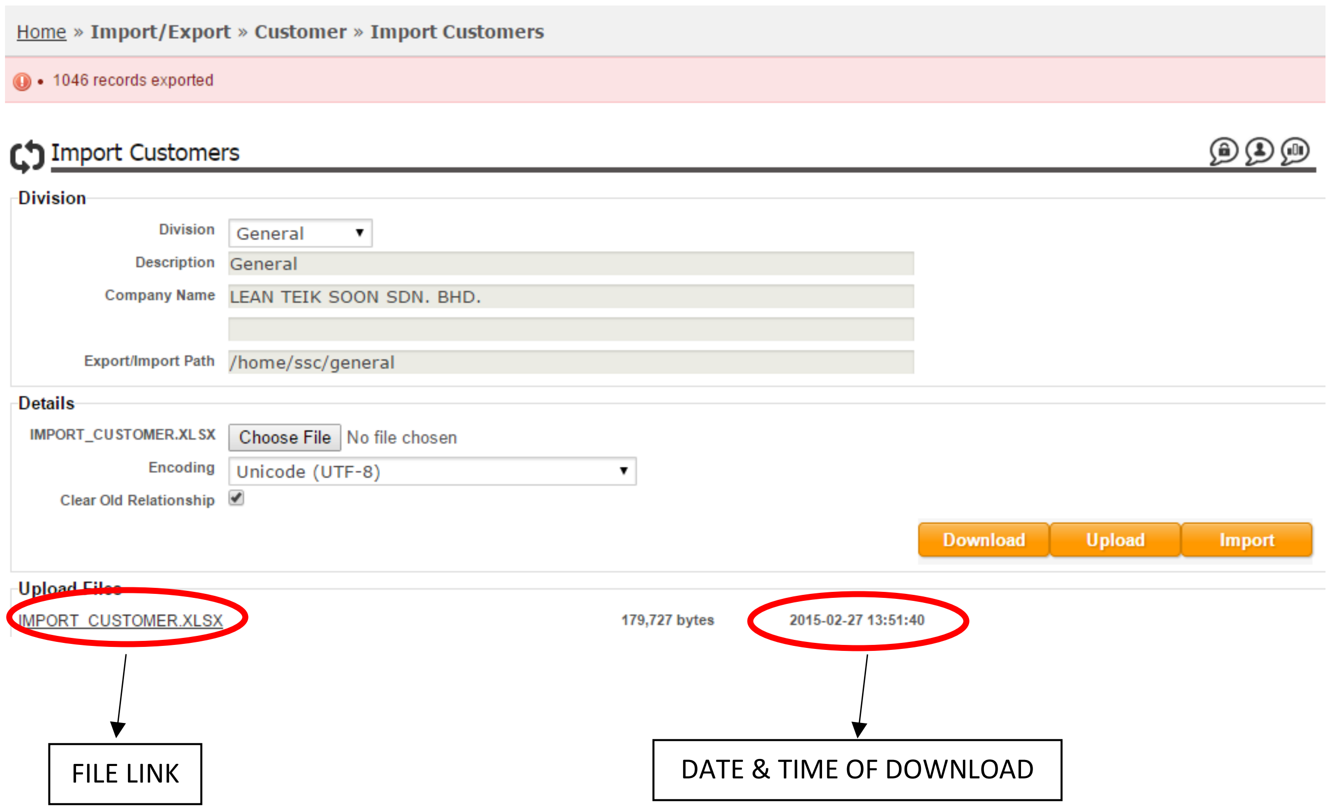
1. Go to Customers.
2. Select Setup.
3. Click Import Customer v3.



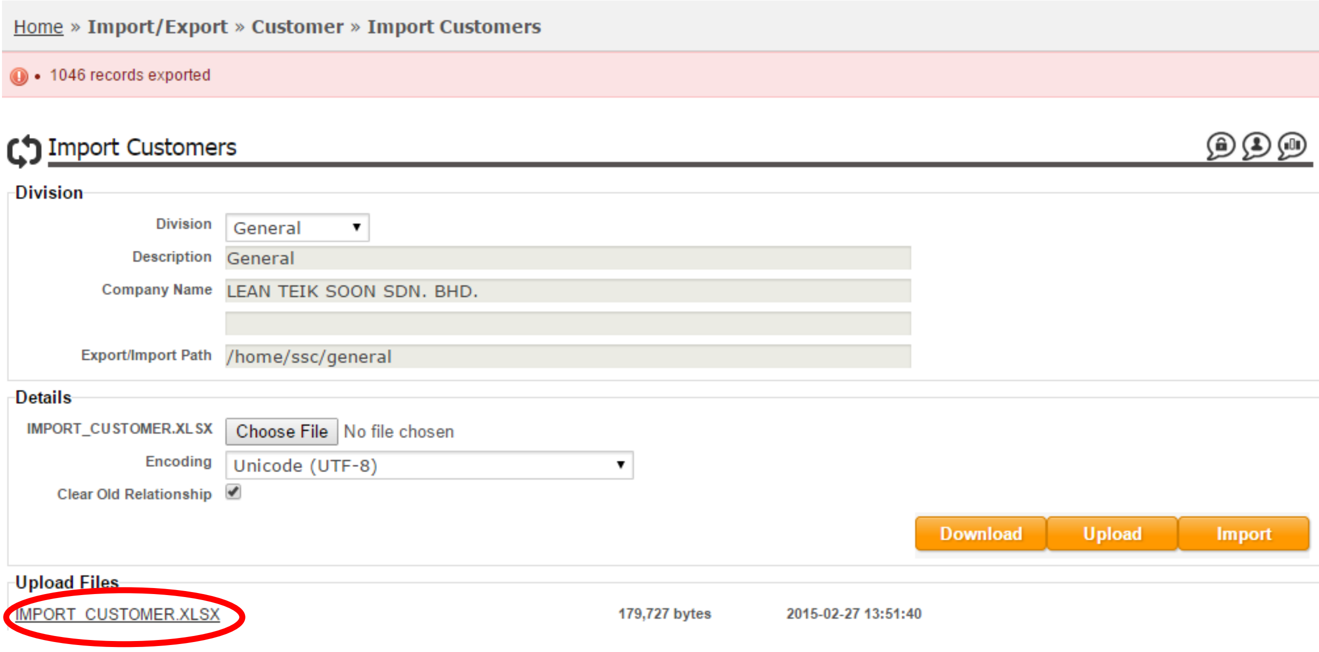
4. Click DOWNLOAD.



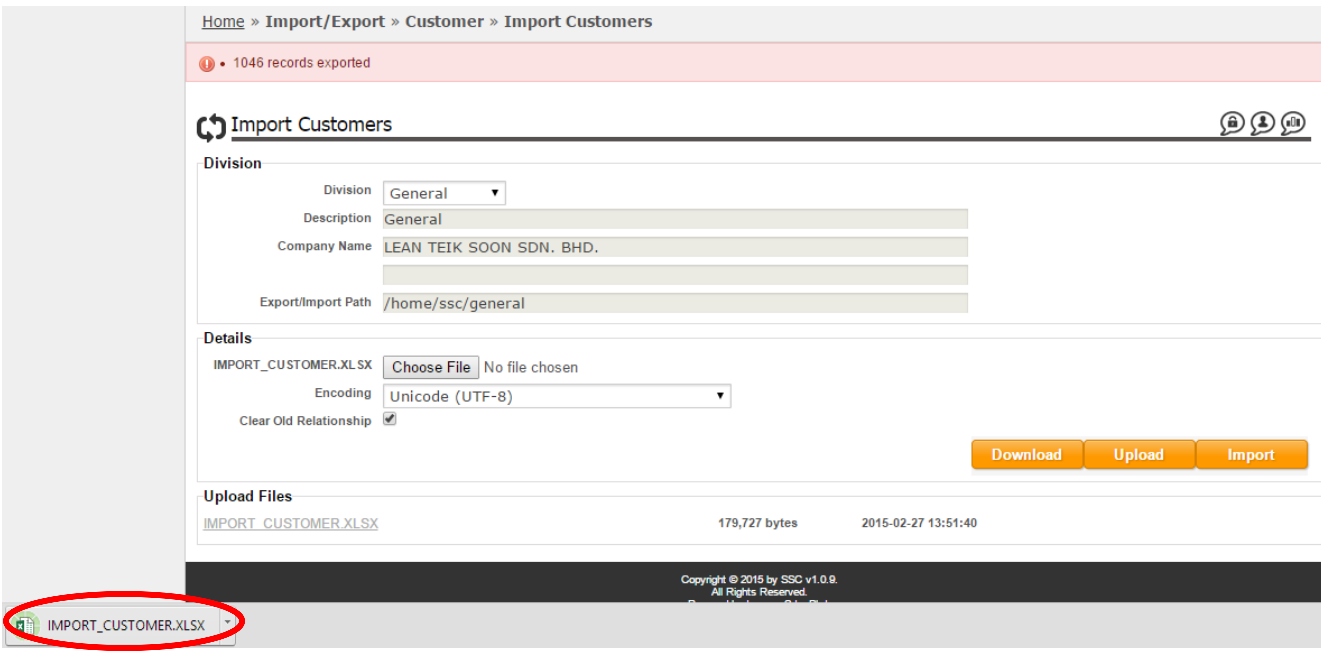
5. A message in red will shows the number of customers already exported.



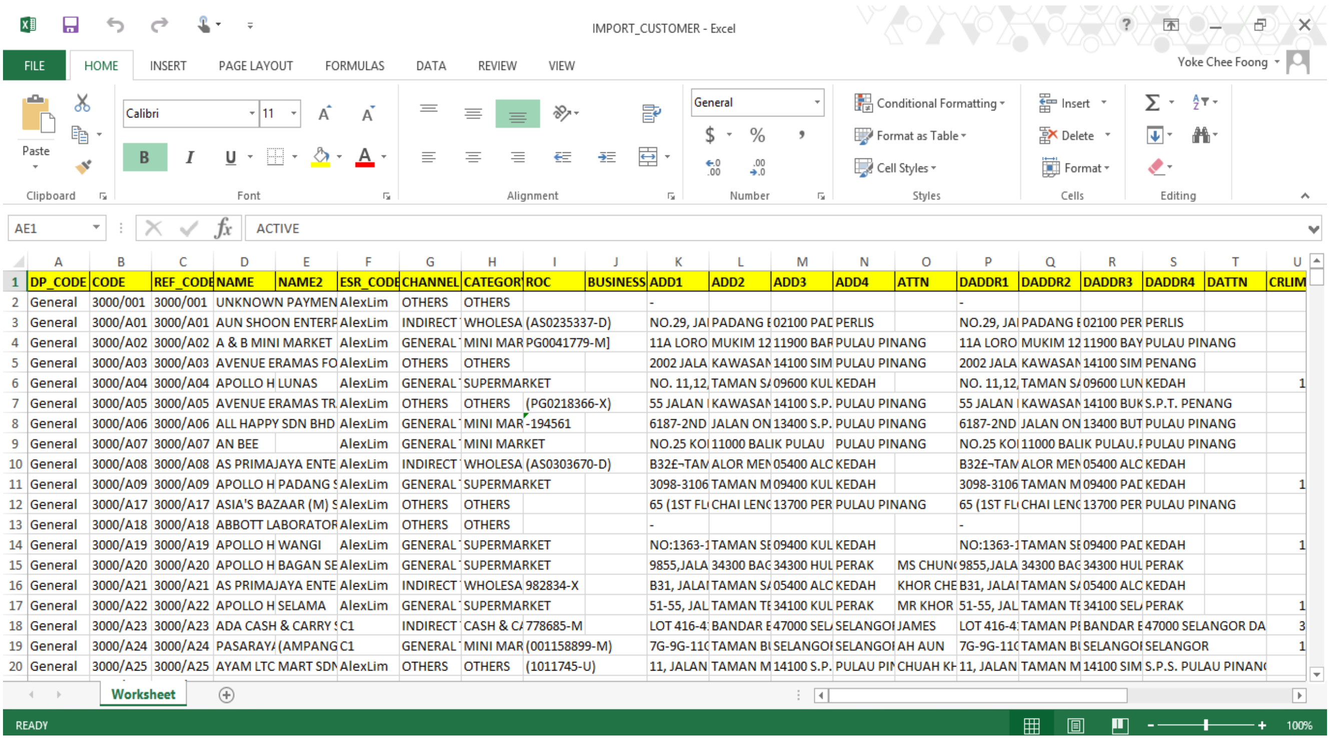
6. A file link will appear.
7. Ensure the date & time of download is correct.



8. Click the FILE LINK.



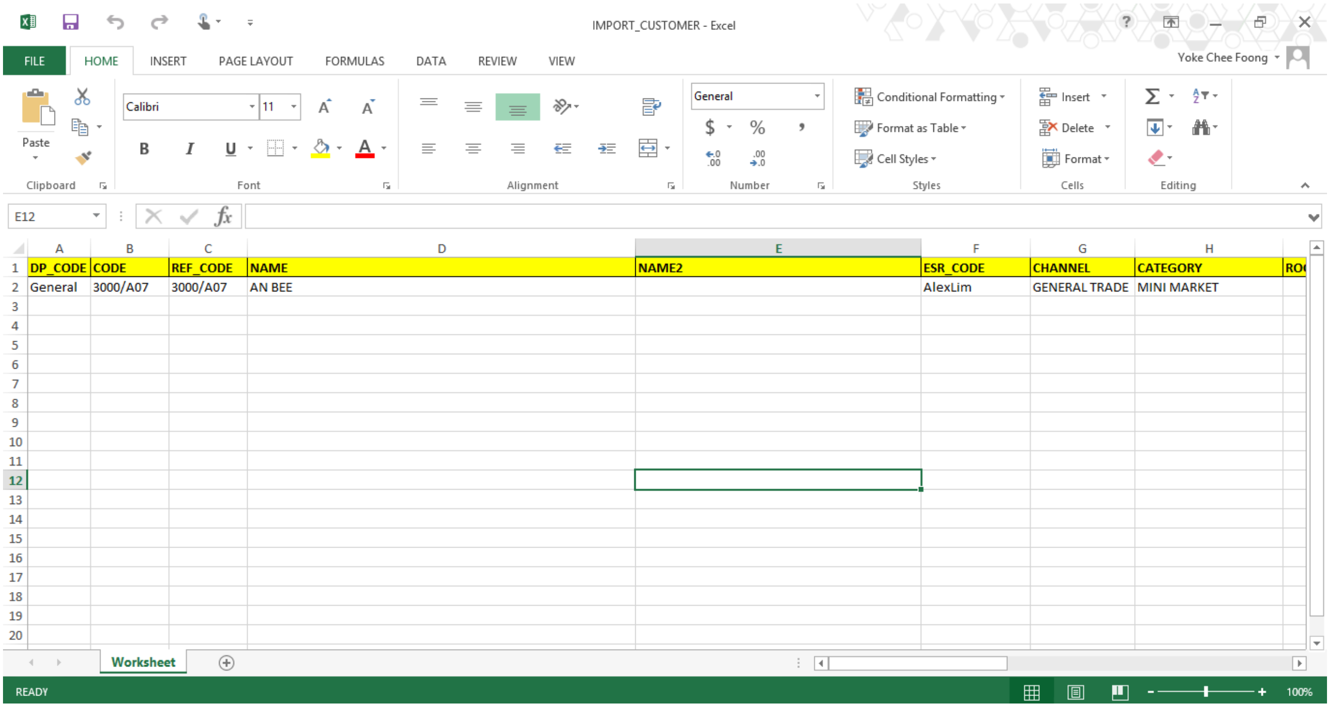
9. Click to open the Customer Master List in excel format.



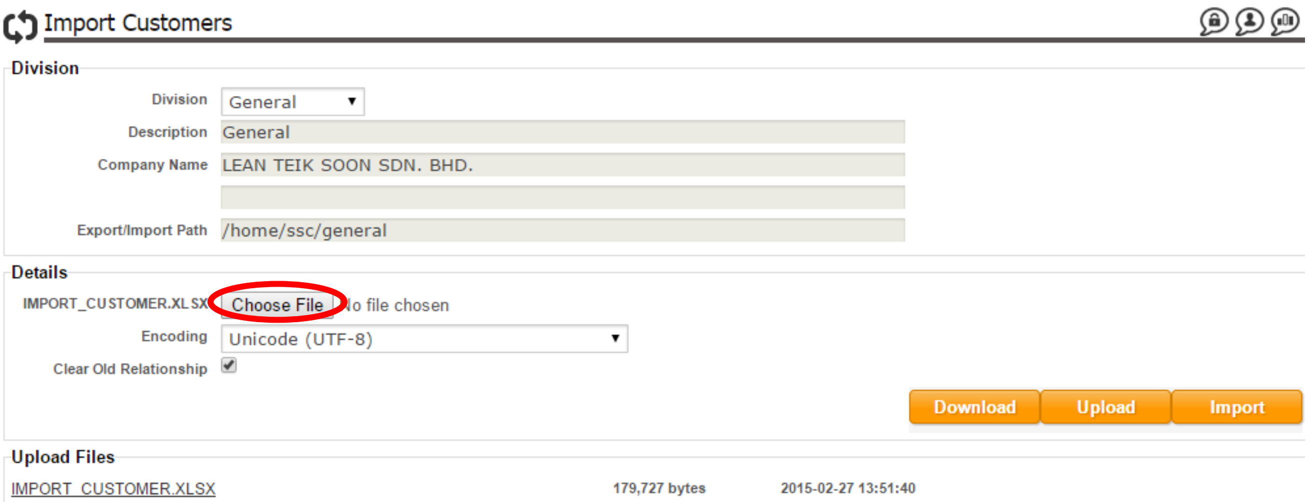
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	DP_CODE	CODE	REF_CODE	NAME	NAME2	ESR_CODE	CHANNEL	CATEGOR	ROC	BUSINESS	ADD1	ADD2	ADD3	ADD4	ATTN	DADDR1	DADDR2	DADDR3	DADDR4	DATTN	CRLIM
2	General	3000/001	3000/001	UNKNOWN PAYMEN		AlexLim	OTHERS	OTHERS			-					-					
3	General	3000/A01	3000/A01	AUN SHOON ENTERF		AlexLim	INDIRECT	WHOLESA	(AS0235337-D)		NO.29, JAI	PADANG E	02100 PAD	PERLIS		NO.29, JAI	PADANG E	02100 PER	PERLIS		
4	General	3000/A02	3000/A02	A & B MINI MARKET		AlexLim	GENERAL	MINI MAR	PG0041779-M]		11A LORO	MUKIM 12	11900 BAR	PULAU PINANG		11A LORO	MUKIM 12	11900 BAY	PULAU PINANG		
5	General	3000/A03	3000/A03	AVENUE ERAMAS FO		AlexLim	OTHERS	OTHERS			2002 JALA	KAWASAN	14100 SIM	PULAU PINANG		2002 JALA	KAWASAN	14100 SIM	PENANG		
6	General	3000/A04	3000/A04	APOLLO H	LUNAS	AlexLim	GENERAL	SUPERMARKET			NO. 11,12,	TAMAN SA	09600 KUL	KEDAH		NO. 11,12,	TAMAN SA	09600 LUN	KEDAH		1
7	General	3000/A05	3000/A05	AVENUE ERAMAS TR		AlexLim	OTHERS	OTHERS	(PG0218366-X)		55 JALAN I	KAWASAN	14100 S.P.	PULAU PINANG		55 JALAN I	KAWASAN	14100 BUK	S.P.T. PENANG		
8	General	3000/A06	3000/A06	ALL HAPPY SDN BHD		AlexLim	GENERAL	MINI MAR	-194561		6187-2ND	JALAN ON	13400 S.P.	PULAU PINANG		6187-2ND	JALAN ON	13400 BUT	PULAU PINANG		
9	General	3000/A07	3000/A07	AN BEE		AlexLim	GENERAL	MINI MARKET			NO.25 KOI	11000 BALIK PULAU		PULAU PINANG		NO.25 KOI	11000 BALIK PULAU.F		PULAU PINANG		
10	General	3000/A08	3000/A08	AS PRIMAJAYA ENTE		AlexLim	INDIRECT	WHOLESA	(AS0303670-D)		B32£¬TAM	ALOR MEN	05400 ALC	KEDAH		B32£¬TAM	ALOR MEN	05400 ALC	KEDAH		
11	General	3000/A09	3000/A09	APOLLO H	PADANG S	AlexLim	GENERAL	SUPERMARKET			3098-3106	TAMAN M	09400 KUL	KEDAH		3098-3106	TAMAN M	09400 PAD	KEDAH		1
12	General	3000/A17	3000/A17	ASIA'S BAZAAR (M) S		AlexLim	OTHERS	OTHERS			65 (1ST FL	CHAI LENG	13700 PER	PULAU PINANG		65 (1ST FL	CHAI LENG	13700 PER	PULAU PINANG		
13	General	3000/A18	3000/A18	ABBOTT LABORATOR		AlexLim	OTHERS	OTHERS			-					-					
14	General	3000/A19	3000/A19	APOLLO H	WANGI	AlexLim	GENERAL	SUPERMARKET			NO:1363-1	TAMAN SE	09400 KUL	KEDAH		NO:1363-1	TAMAN SE	09400 PAD	KEDAH		1
15	General	3000/A20	3000/A20	APOLLO H	BAGAN SE	AlexLim	GENERAL	SUPERMARKET			9855,JALA	34300 BAG	34300 HUL	PERAK	MS CHUN(	9855,JALA	34300 BAG	34300 HUL	PERAK		
16	General	3000/A21	3000/A21	AS PRIMAJAYA ENTE		AlexLim	INDIRECT	WHOLESA	982834-X		B31, JALAI	TAMAN SA	05400 ALC	KEDAH	KHOR CHE	B31, JALAI	TAMAN SA	05400 ALC	KEDAH		
17	General	3000/A22	3000/A22	APOLLO H	SELAMA	AlexLim	GENERAL	SUPERMARKET			51-55, JAL	TAMAN TE	34100 KUL	PERAK	MR KHOR	51-55, JAL	TAMAN TE	34100 SELA	PERAK		1
18	General	3000/A23	3000/A23	ADA CASH & CARRY S		C1	INDIRECT	CASH & CA	778685-M		LOT 416-4	BANDAR E	47000 SELA	SELANGOI	JAMES	LOT 416-4	TAMAN PE	BANDAR E	47000 SELANGOR DA		3
19	General	3000/A24	3000/A24	PASARAYA	(AMPANG	C1	GENERAL	MINI MAR	(001158899-M)		7G-9G-11C	TAMAN BU	SELANGOI	SELANGOI	AH AUN	7G-9G-11C	TAMAN BU	SELANGOI	SELANGOR		1
20	General	3000/A25	3000/A25	AYAM LTC MART SDN		AlexLim	OTHERS	OTHERS	(1011745-U)		11, JALAN	TAMAN M	14100 S.P.	PULAU PIN	CHUAH KH	11, JALAN	TAMAN M	14100 SIM	S.P.S. PULAU PINANG		

10. Edit the customer details in the excel file.

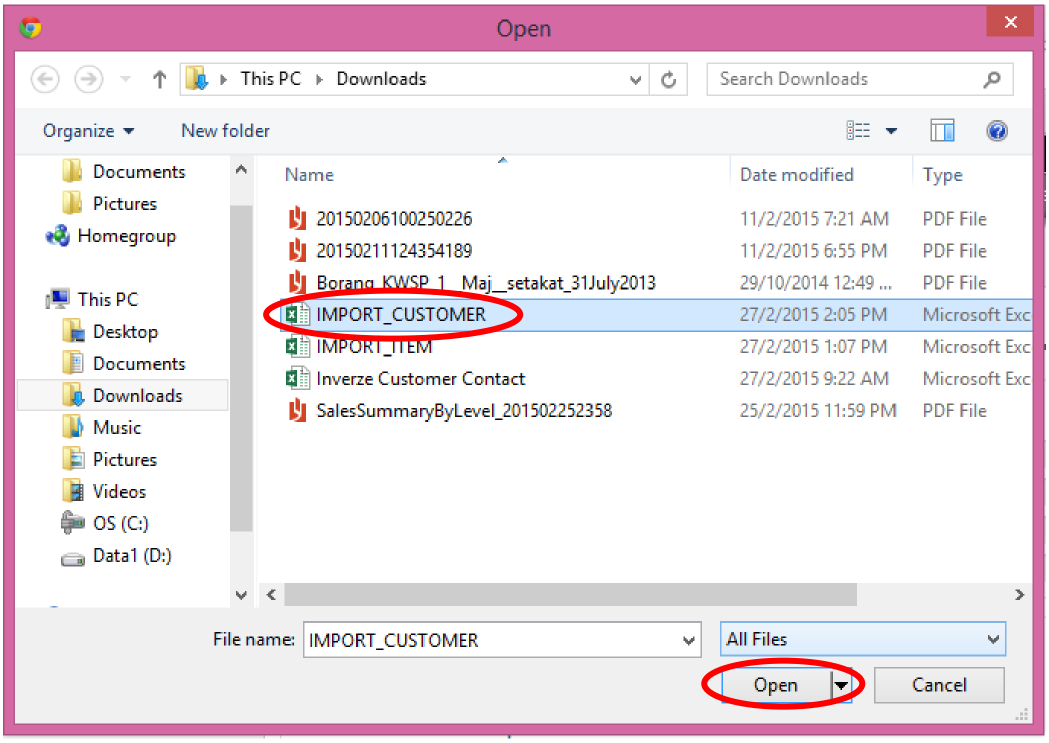
Update Details of Existing Customers



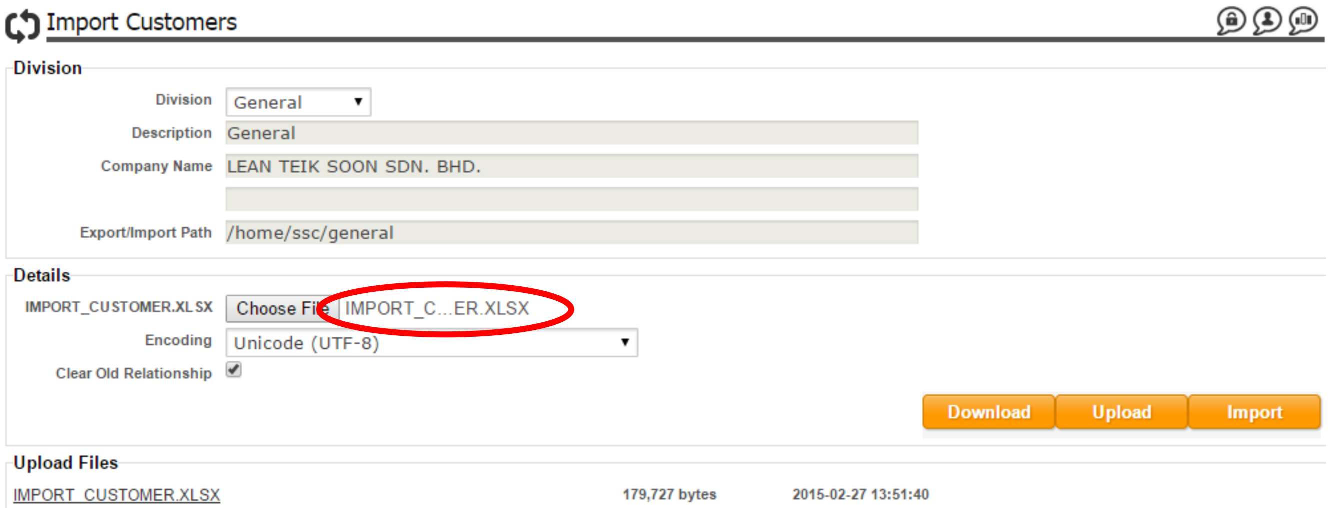
1. Delete all irrelevant customers and keep only the customers that need to be update.
2. Update the details of customer.
3. Save and close the excel file.



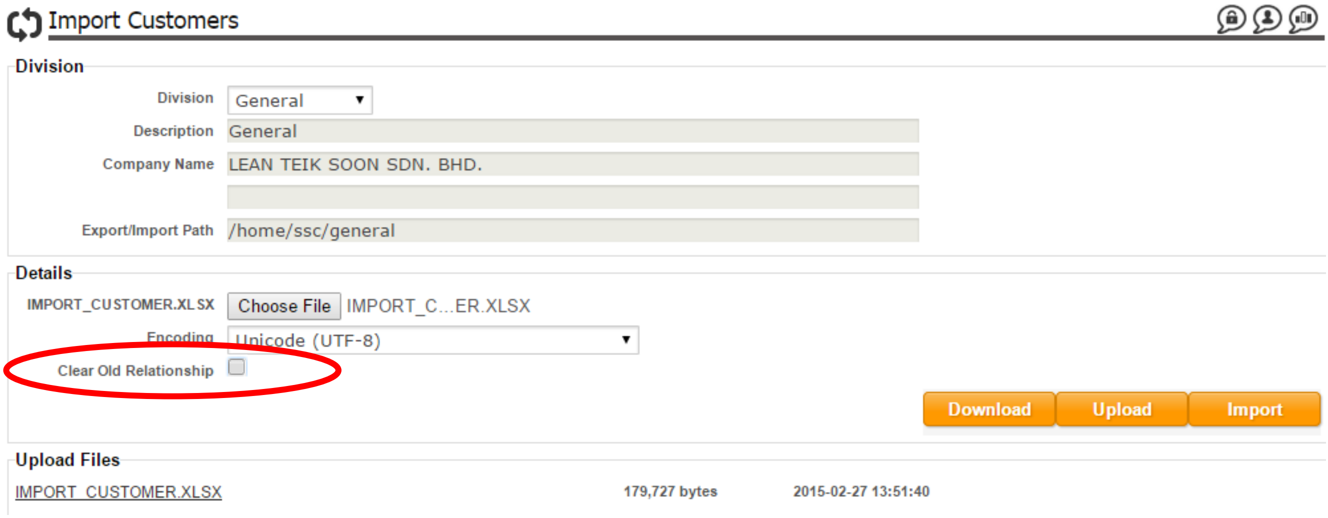
4. Click Choose File.



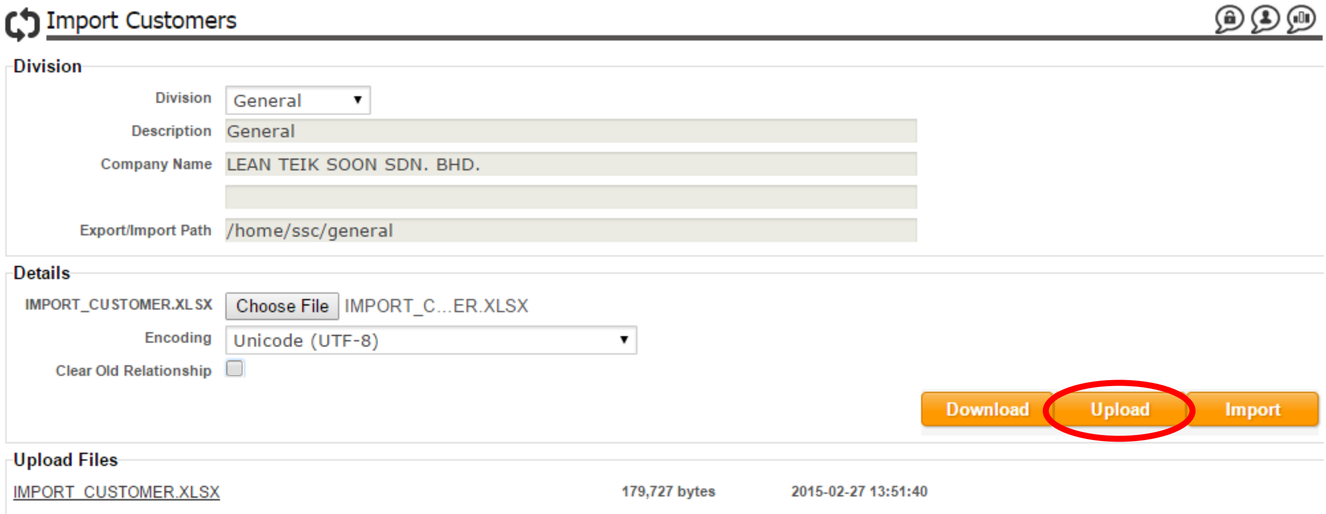
5. Browse to the file location.
6. Select the Customer Master List file.
7. Click Open.



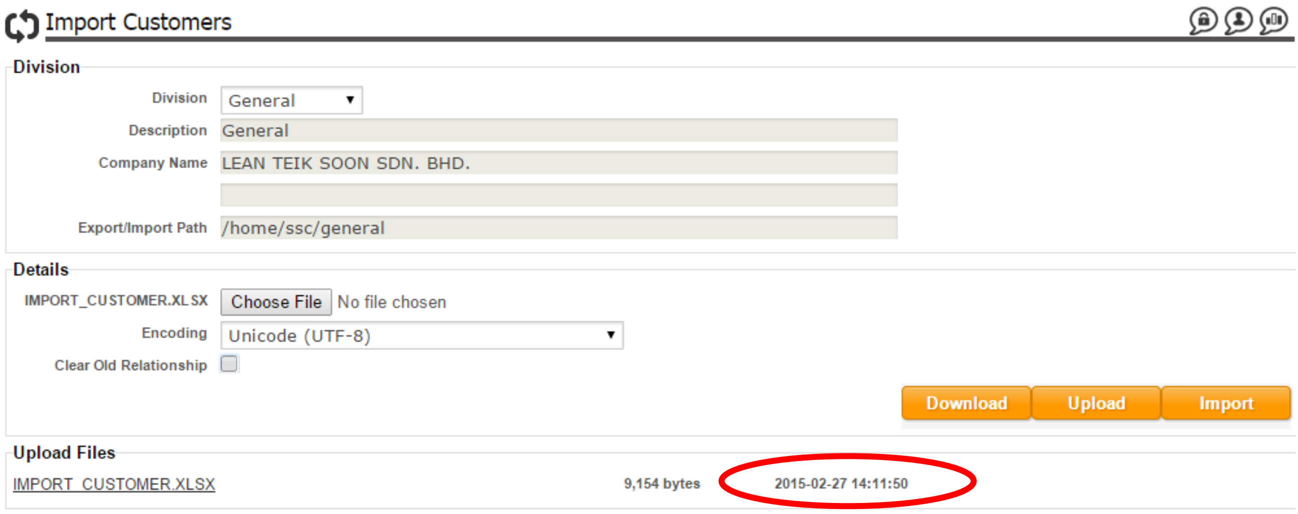
8. The file name will appear beside the Choose File button.



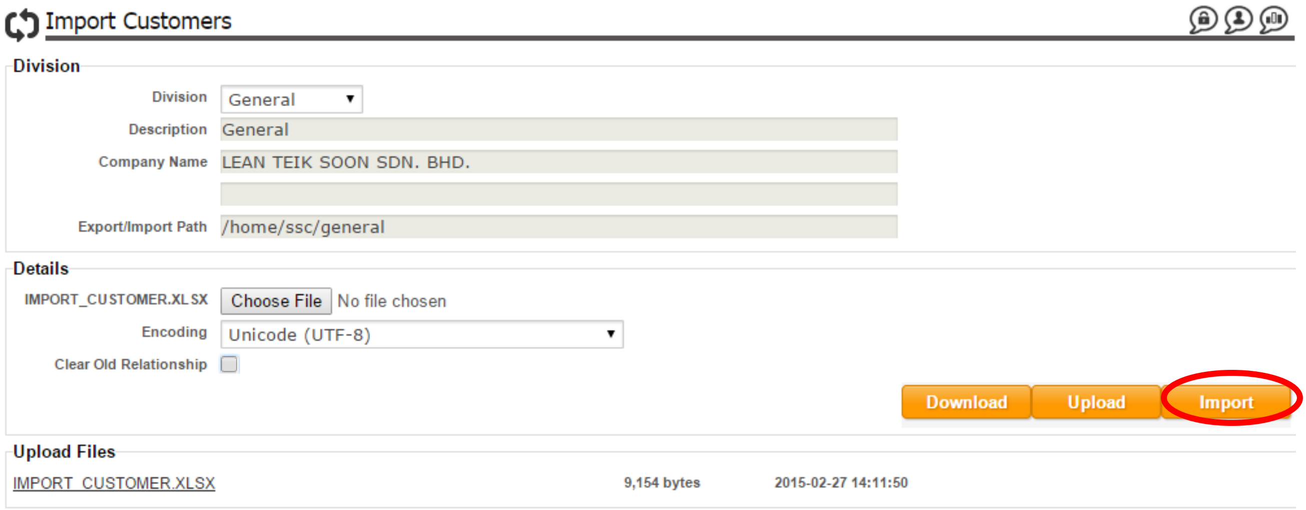
9. **UN-TICK** the box of "Clear Old Relationship".



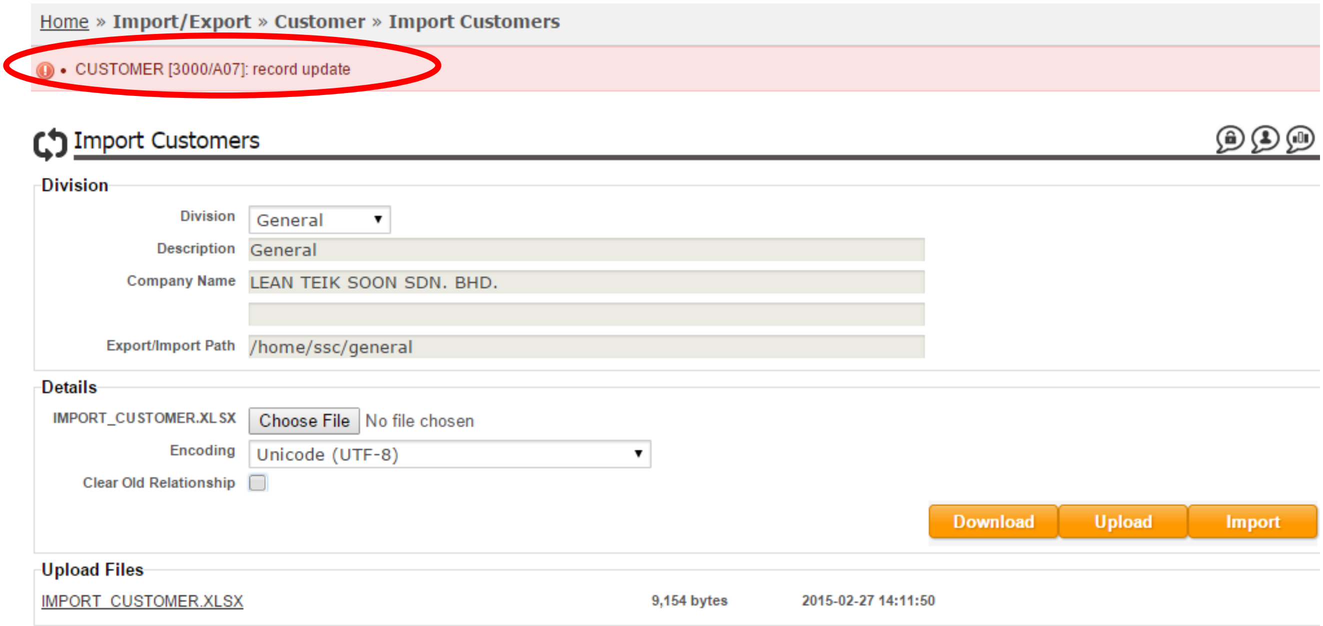
10. Click Upload.



11. Ensure the date & time of download is correct.

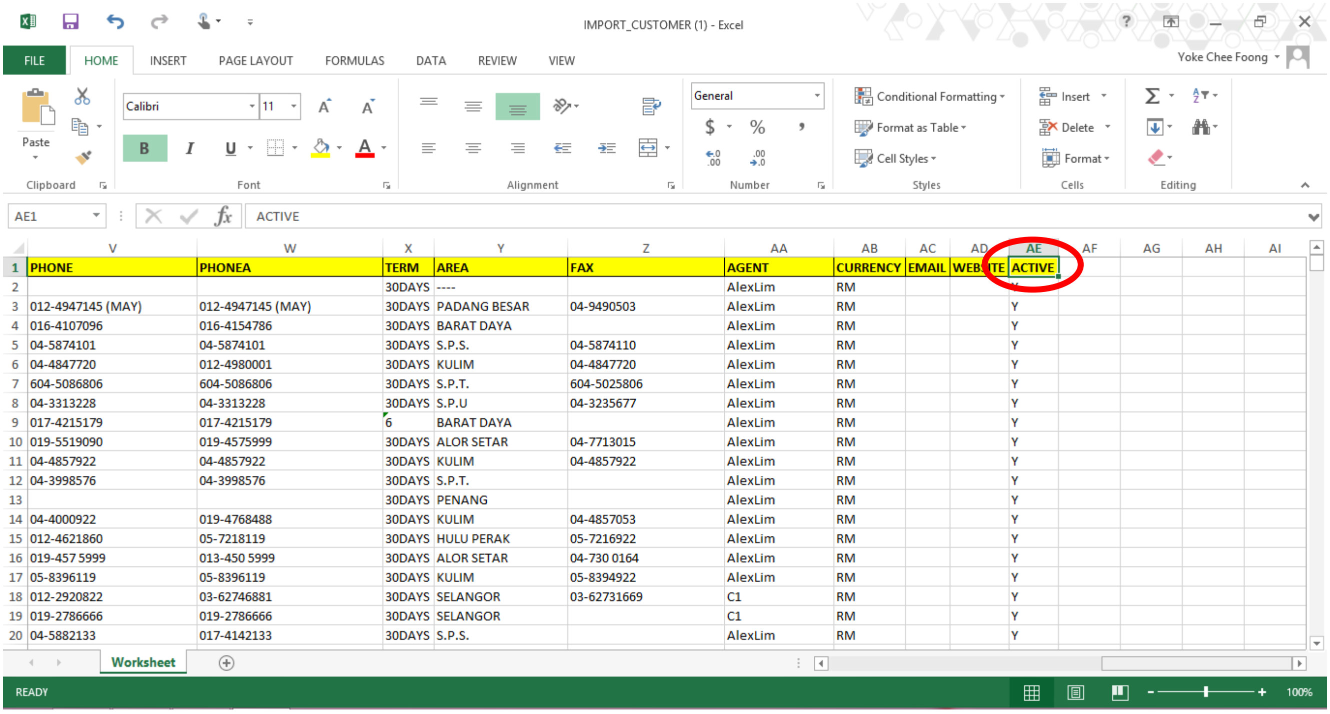


12. Click IMPORT.



13. A message in red will show the customer code updated.

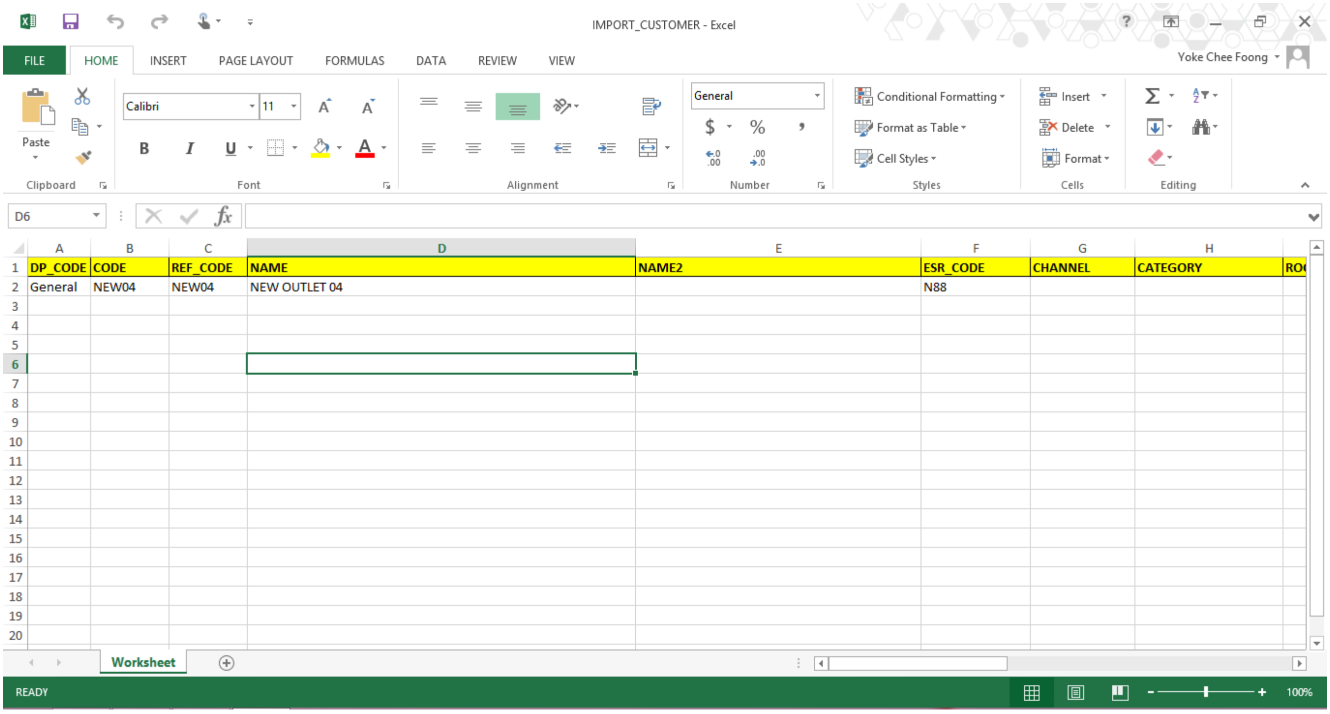
Update Customer Status



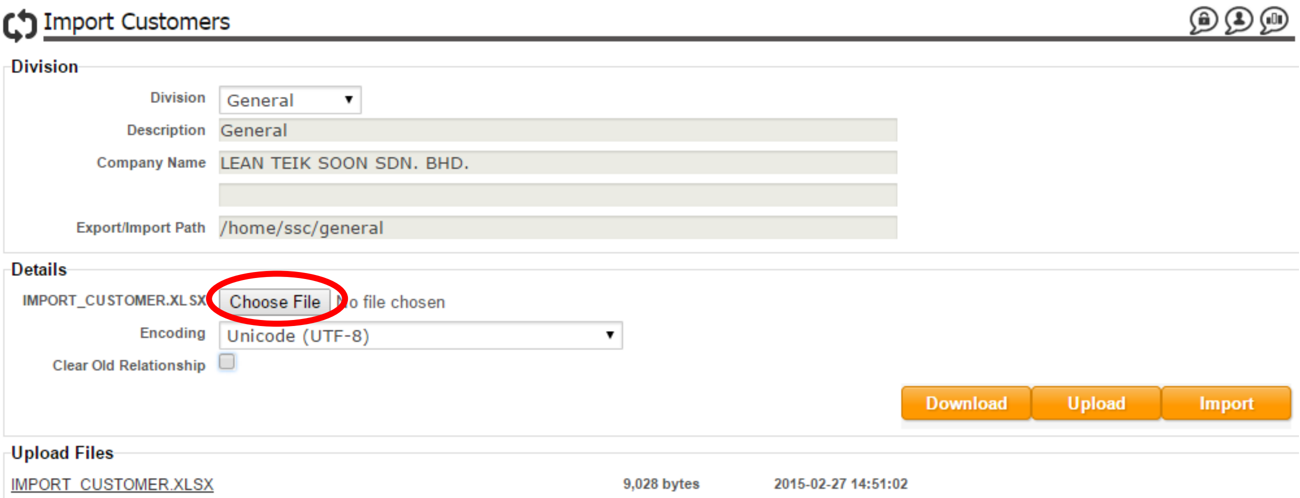
	V	W	X	Y	Z	AA	AB	AC	AD	AE
1	PHONE	PHONEA	TERM	AREA	FAX	AGENT	CURRENCY	EMAIL	WEBSITE	ACTIVE
2			30DAYS	----		AlexLim	RM			Y
3	012-4947145 (MAY)	012-4947145 (MAY)	30DAYS	PADANG BESAR	04-9490503	AlexLim	RM			Y
4	016-4107096	016-4154786	30DAYS	BARAT DAYA		AlexLim	RM			Y
5	04-5874101	04-5874101	30DAYS	S.P.S.	04-5874110	AlexLim	RM			Y
6	04-4847720	012-4980001	30DAYS	KULIM	04-4847720	AlexLim	RM			Y
7	604-5086806	604-5086806	30DAYS	S.P.T.	604-5025806	AlexLim	RM			Y
8	04-3313228	04-3313228	30DAYS	S.P.U	04-3235677	AlexLim	RM			Y
9	017-4215179	017-4215179	6	BARAT DAYA		AlexLim	RM			Y
10	019-5519090	019-4575999	30DAYS	ALOR SETAR	04-7713015	AlexLim	RM			Y
11	04-4857922	04-4857922	30DAYS	KULIM	04-4857922	AlexLim	RM			Y
12	04-3998576	04-3998576	30DAYS	S.P.T.		AlexLim	RM			Y
13			30DAYS	PENANG		AlexLim	RM			Y
14	04-4000922	019-4768488	30DAYS	KULIM	04-4857053	AlexLim	RM			Y
15	012-4621860	05-7218119	30DAYS	HULU PERAK	05-7216922	AlexLim	RM			Y
16	019-457 5999	013-450 5999	30DAYS	ALOR SETAR	04-730 0164	AlexLim	RM			Y
17	05-8396119	05-8396119	30DAYS	KULIM	05-8394922	AlexLim	RM			Y
18	012-2920822	03-62746881	30DAYS	SELANGOR	03-62731669	C1	RM			Y
19	019-2786666	019-2786666	30DAYS	SELANGOR		C1	RM			Y
20	04-5882133	017-4142133	30DAYS	S.P.S.		AlexLim	RM			Y

1. Looks for header field called ACTIVE.
2. Change the status:
   a. Y = Active
   b. N = Inactive
3. Save and close the file.
4. Upload the file. (Refer to section Update Details of Existing Customers)

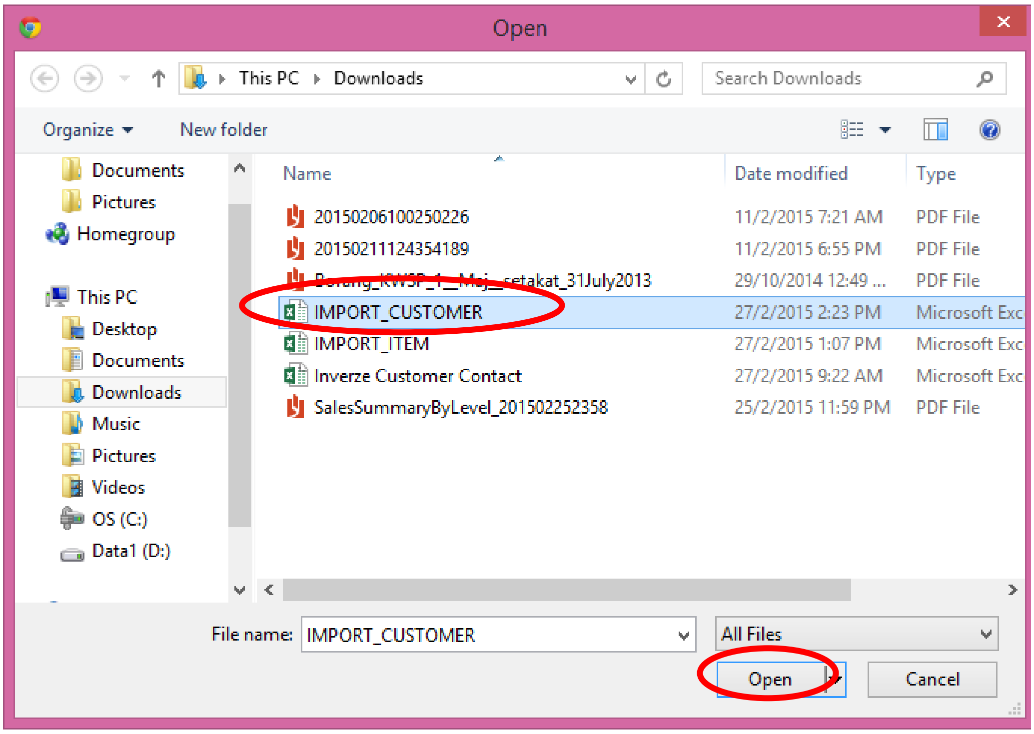
Add New Customer



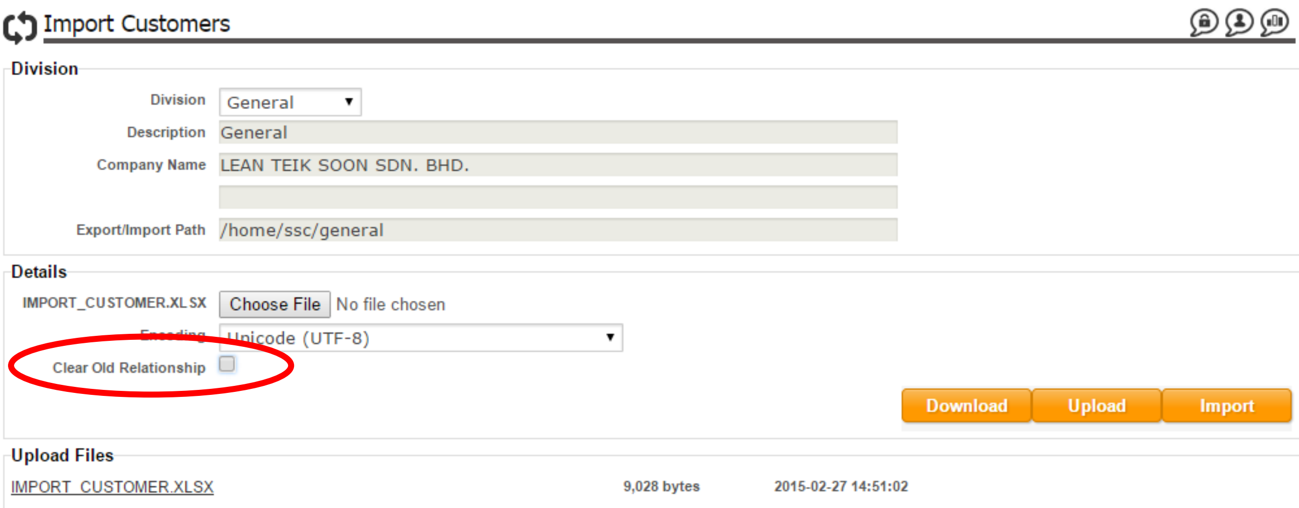
14. Fill in the new customer details in the Customer Master List excel file.
15. Save and close the file.



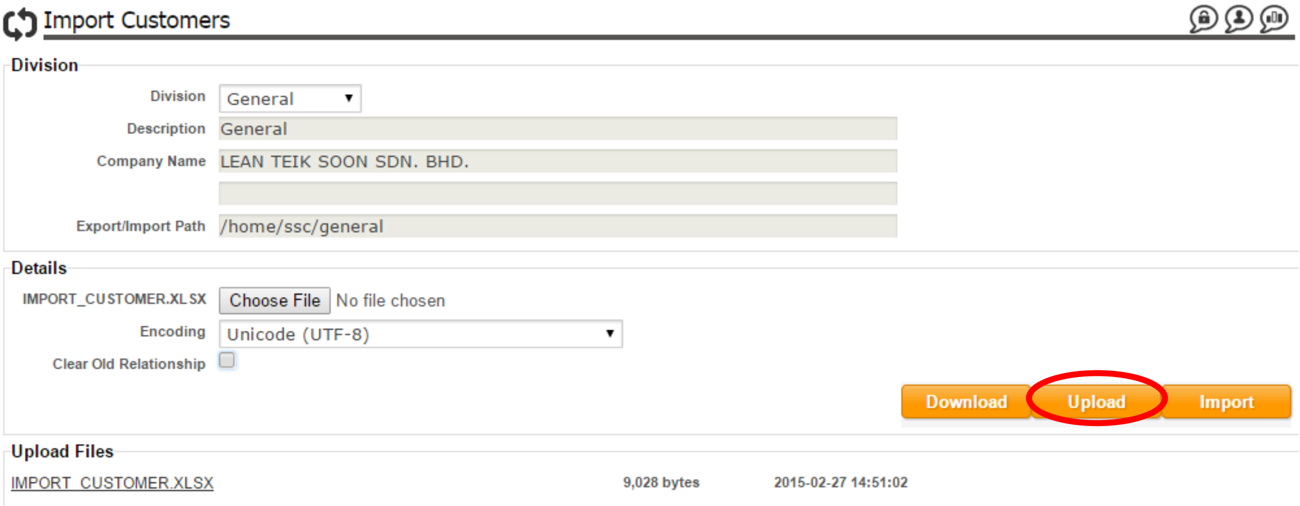
16. Click Choose File.



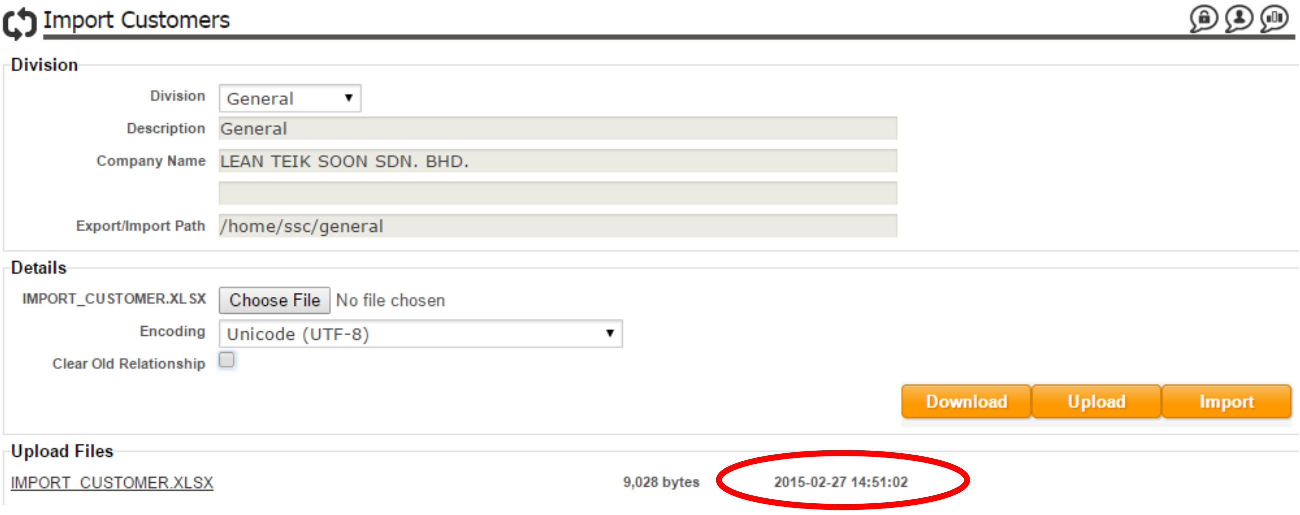
17. Browse to the file location.
18. Select the file.
19. Click Open.



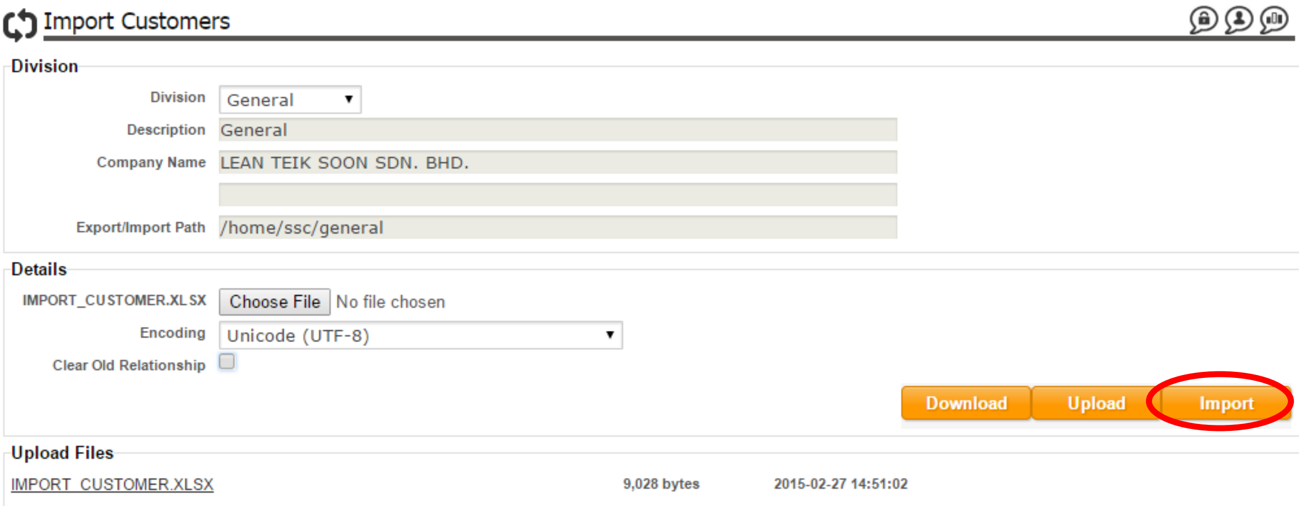
20. **UN-TICK** the box of “Clear Old Relationship”.



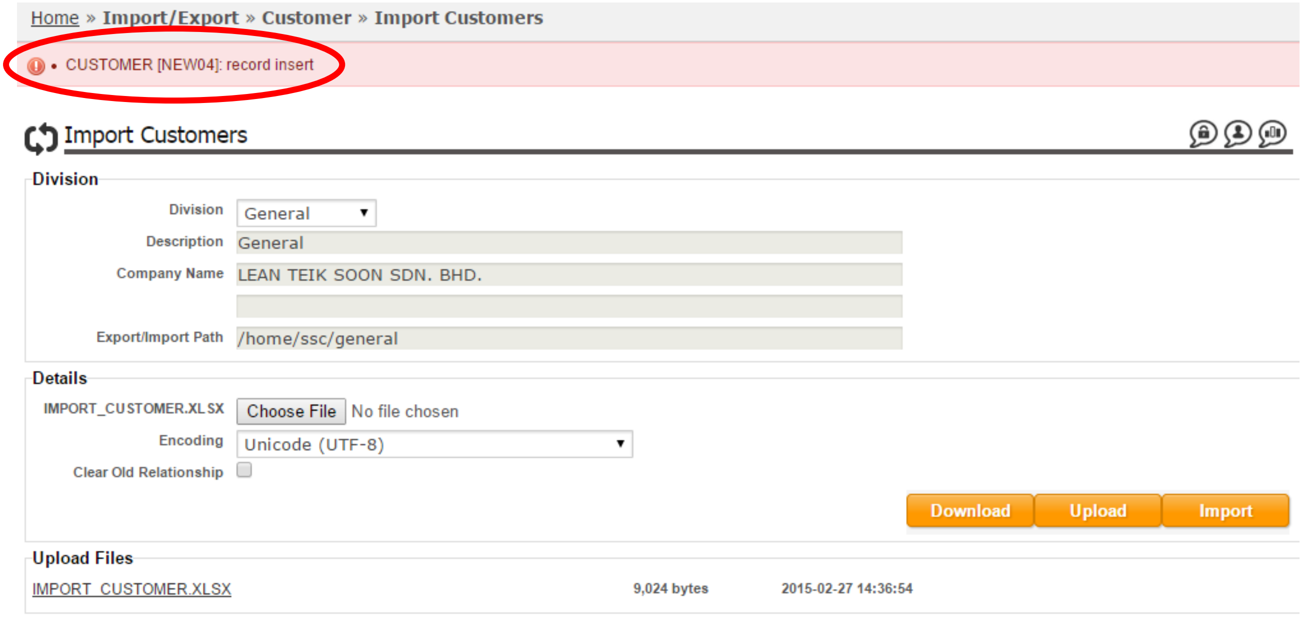
21. Click UPLOAD.



22. Ensure the date & time of upload is correct.



23. Click Import.

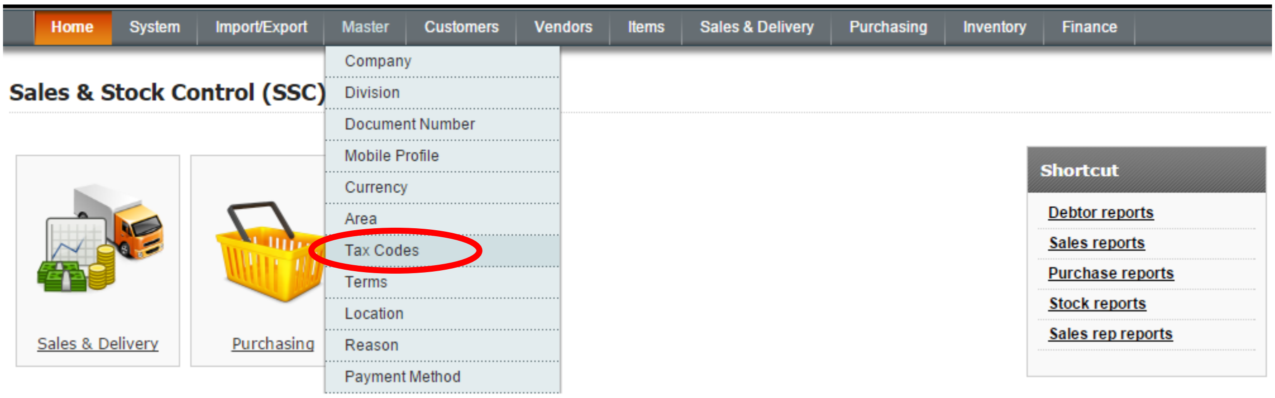


24. A message in red will show the new customer already added.

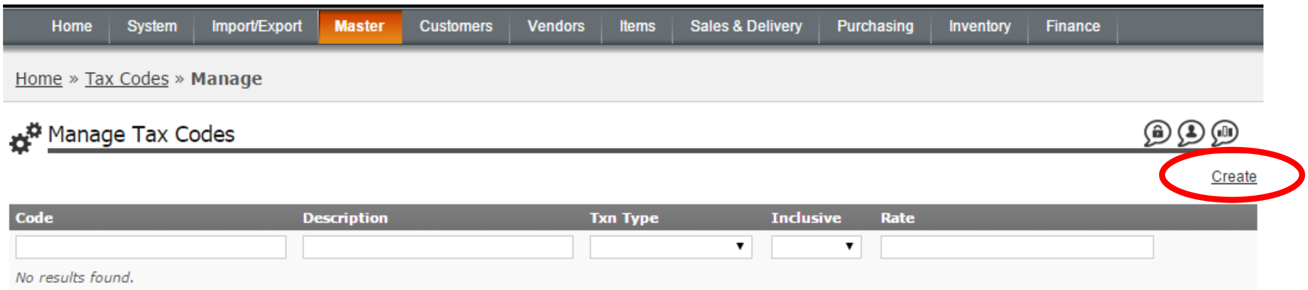
GST MAINTENANCE

GST Tax Codes

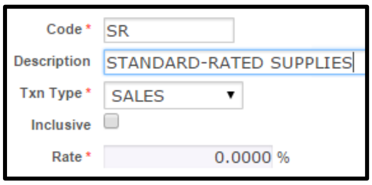
- Create GST Tax Code



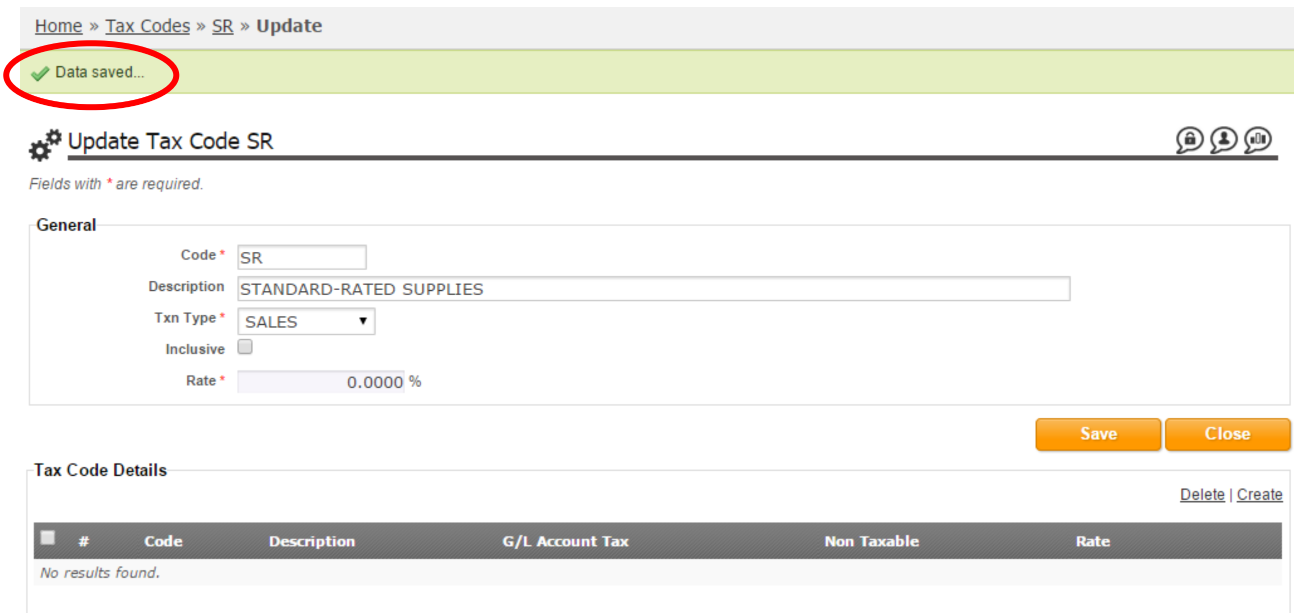
1. Go to Master.
2. Click Tax Codes.



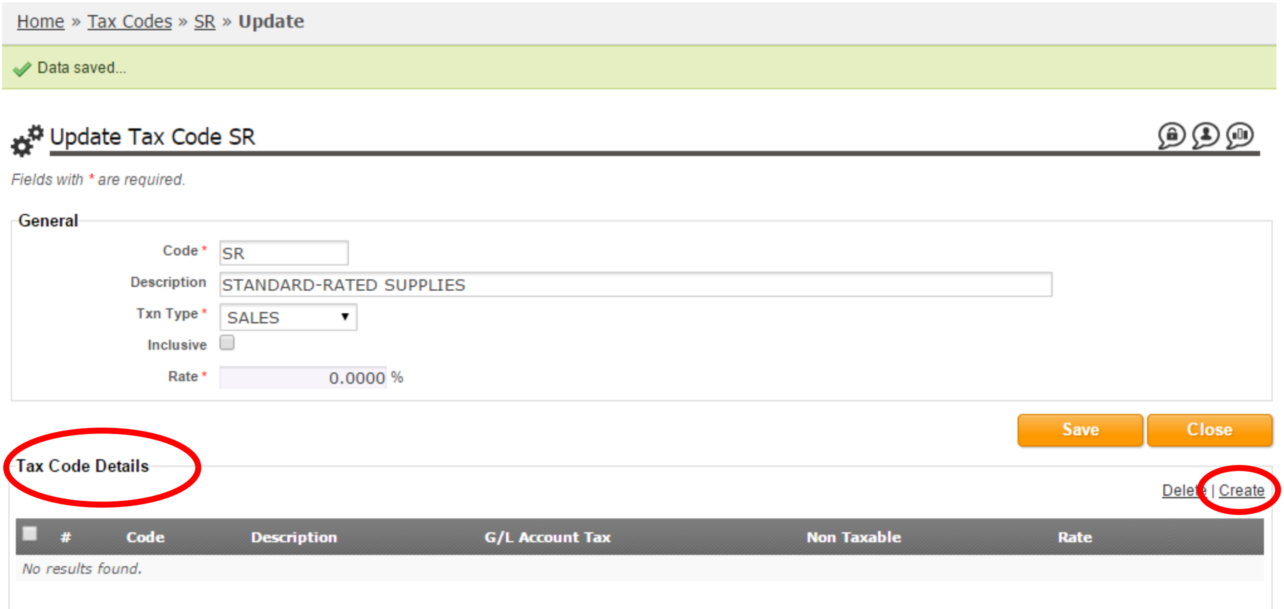
3. Click CREATE.



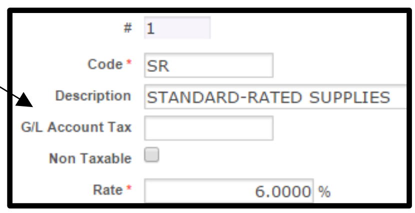
4. Fill in the Code, Description, and select Transaction Type.
5. Tick inclusive if the GST calculation is inclusive.
6. Un-tick inclusive if GST calculation is exclusive.
7. Then, Click CREATE.



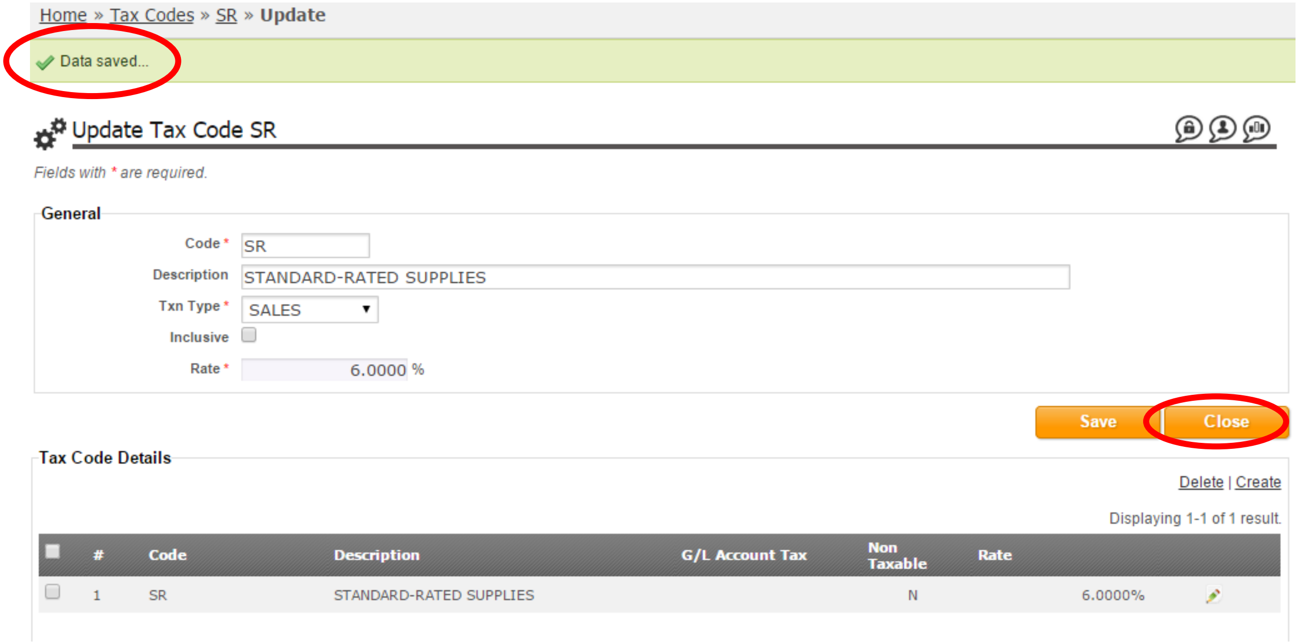
8. A message in green will show the tax code is created.



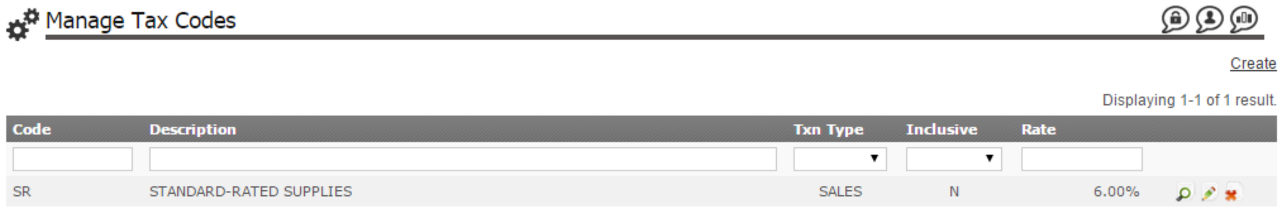
9. At section – Tax Code Details, click CREATE.



10. Fill in Code, Description, & Tax Rate.
11. Then, click Create.



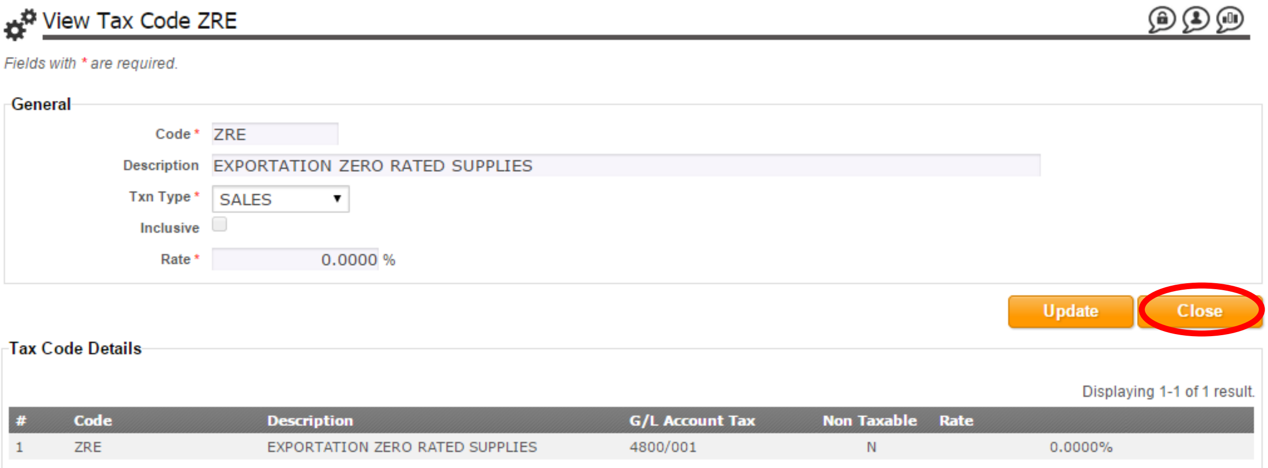
12. A message in green will show the tax code details already created.
13. Click CLOSE.



14. Preview of the tax code created.

➢ View Tax Code

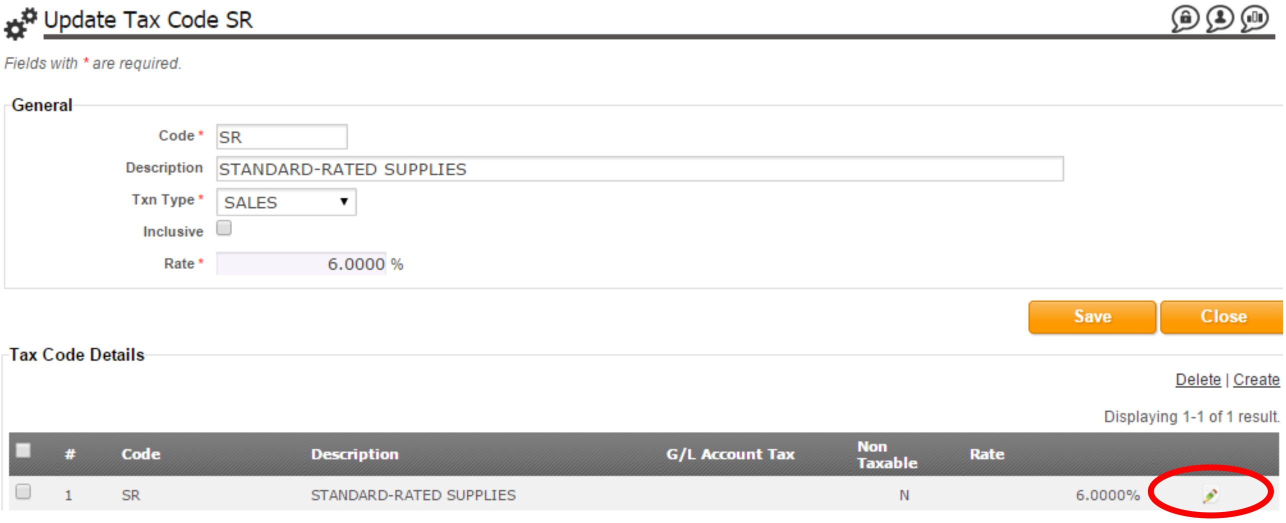
1. To view tax code, click



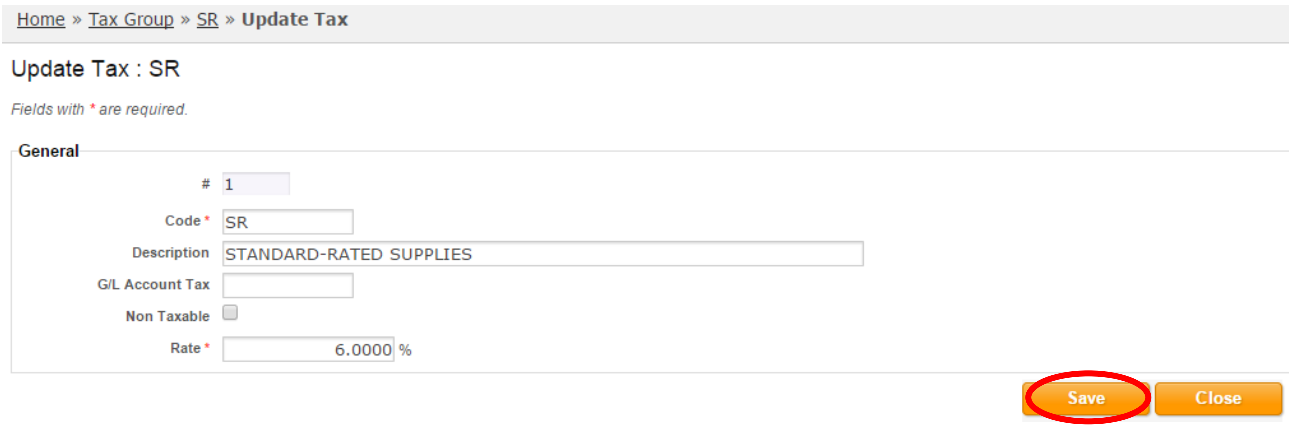
2. Details of the tax code.
3. Once done, click CLOSE.

➢ Edit Tax Code

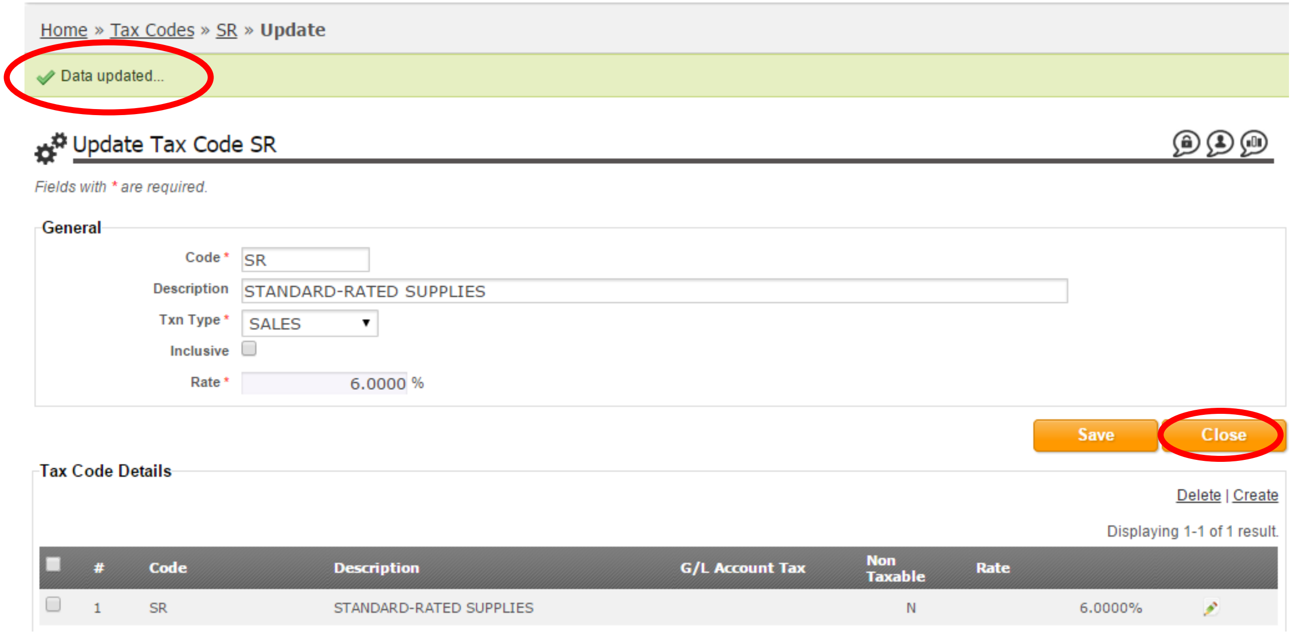
1. To edit the tax code, click



2. Click to edit the tax code details.



3. Edit the details, then click SAVE.

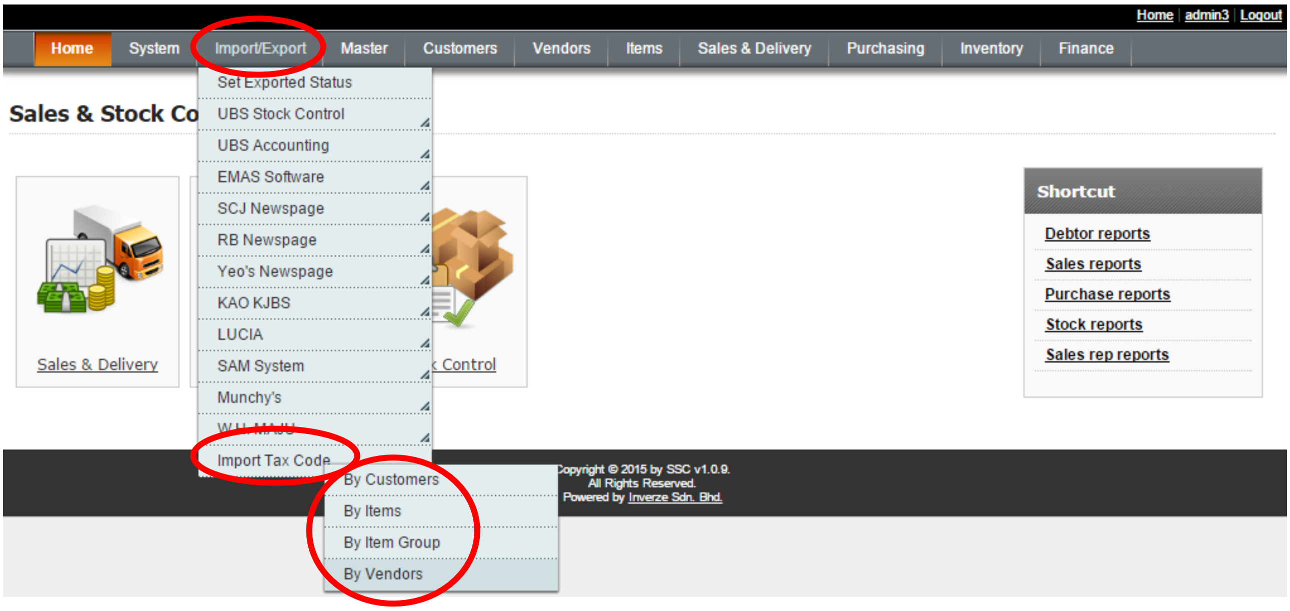


4. A message in green will show the update saved.
5. Once done, click CLOSE.

➢ Delete Tax Code

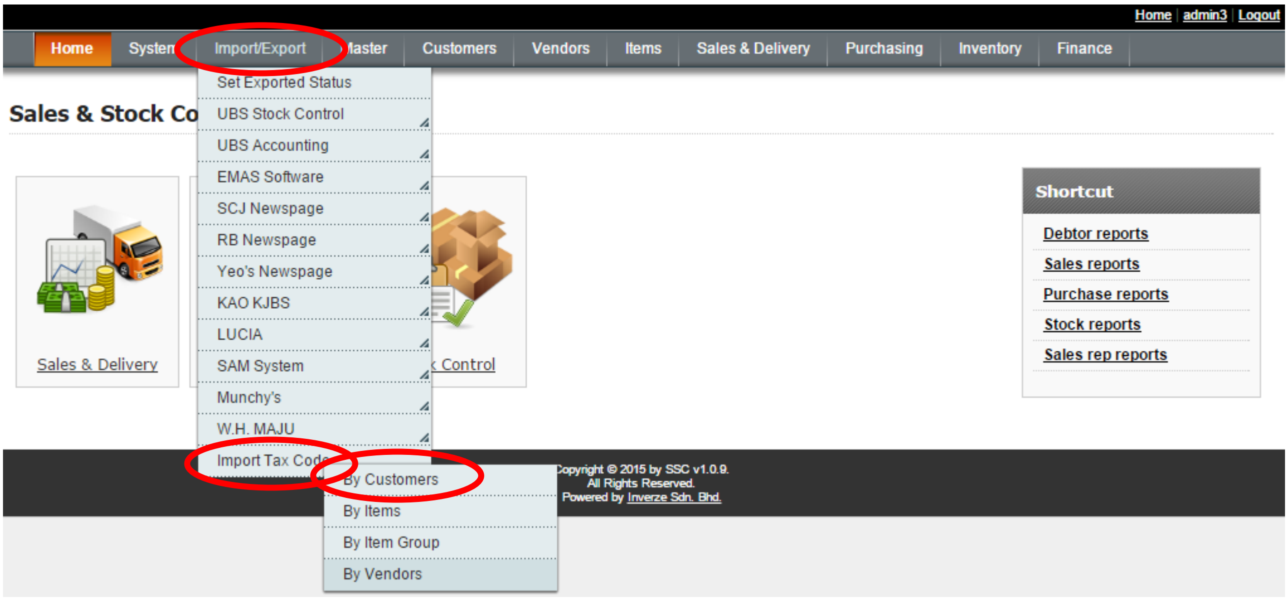
1. To delete tax codes, click 

Import GST Tax Code & GST Registration Number

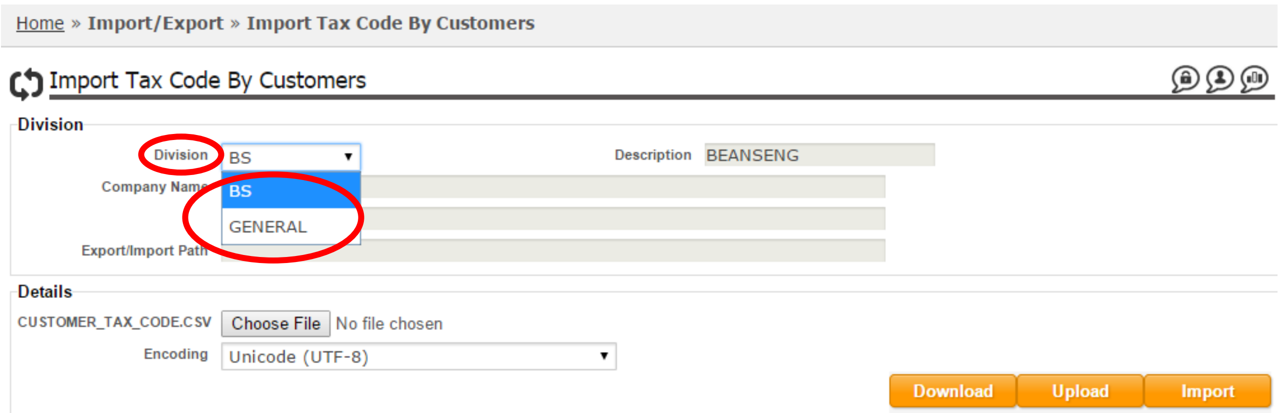


1. Go to Import/Export.
2. Select Import Tax Code.
3. Click the following types:
   a) By Customer – to update GST Tax Code & GST Registration Number
   b) By Items
   c) By Item Group
   d) By Vendors – to update GST Tax Code & GST Registration Number

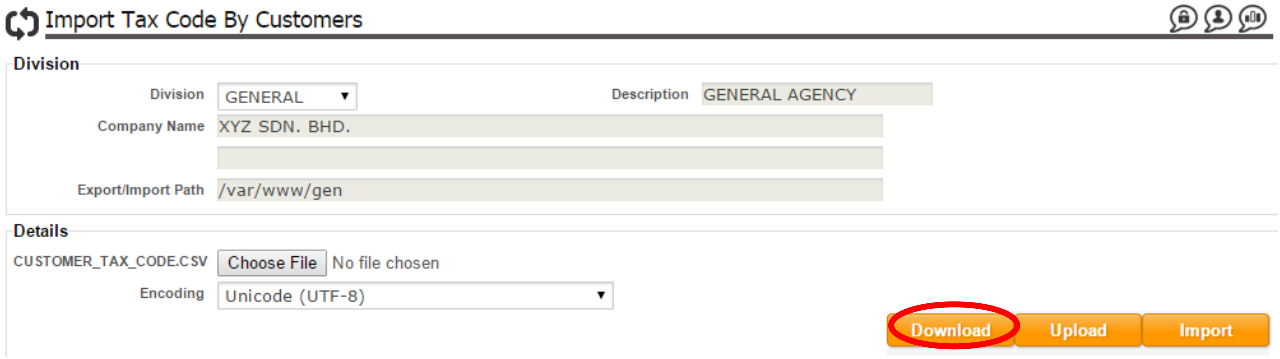
a) Import GST Tax Code by Customer



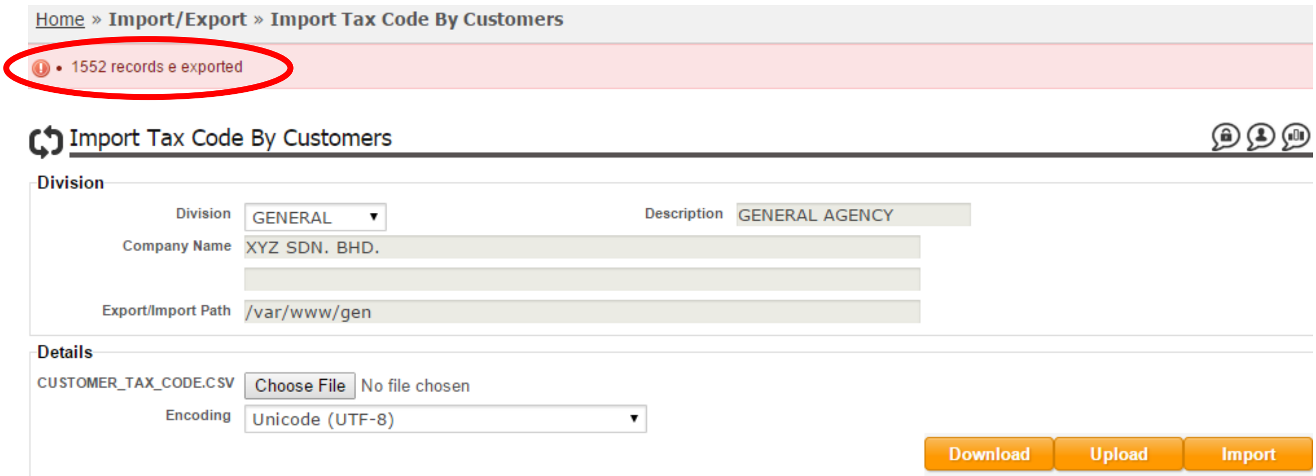
1. Import Tax Code by customers normally use by the following conditions:
   a. Customer in Designated Area (Langkawi, Labuan, Tioman) which subject to Zero-rated tax.
   b. Customer exempted by Malaysian Government.
2. Go to Import/Export.
3. Select Import Tax Code.
4. Click By Customers.



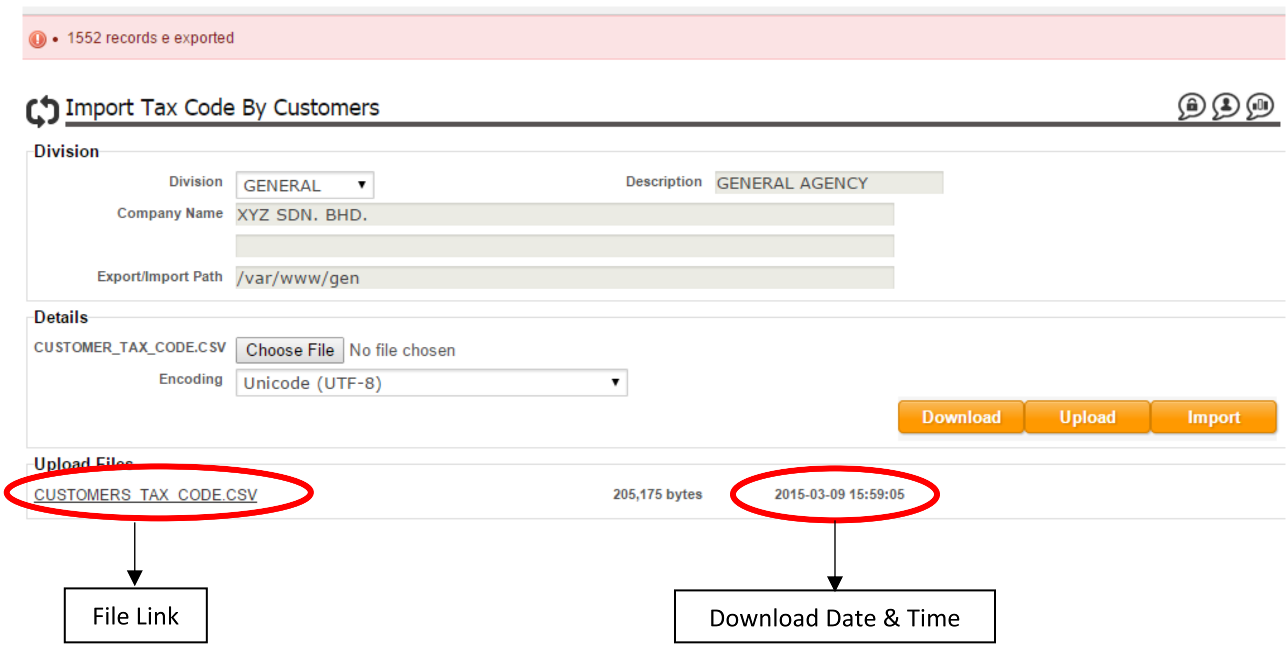
5. Select the correct division.



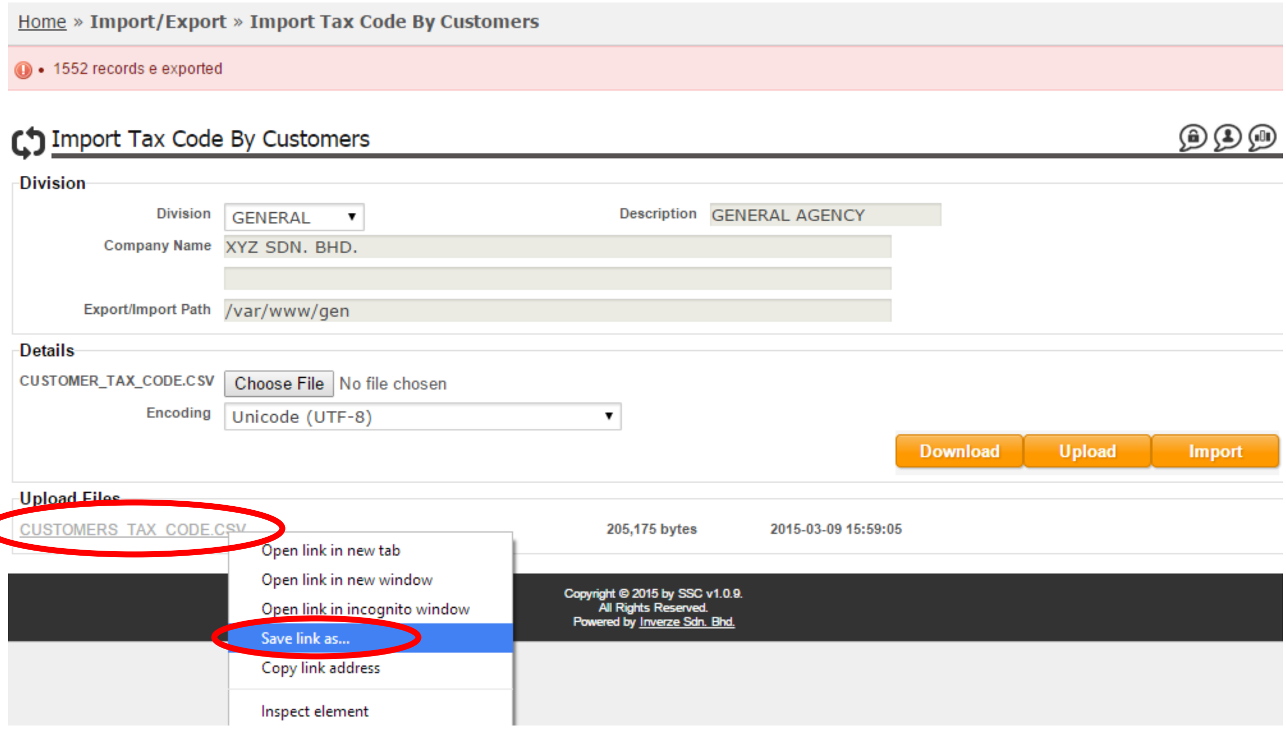
6. Click Download.



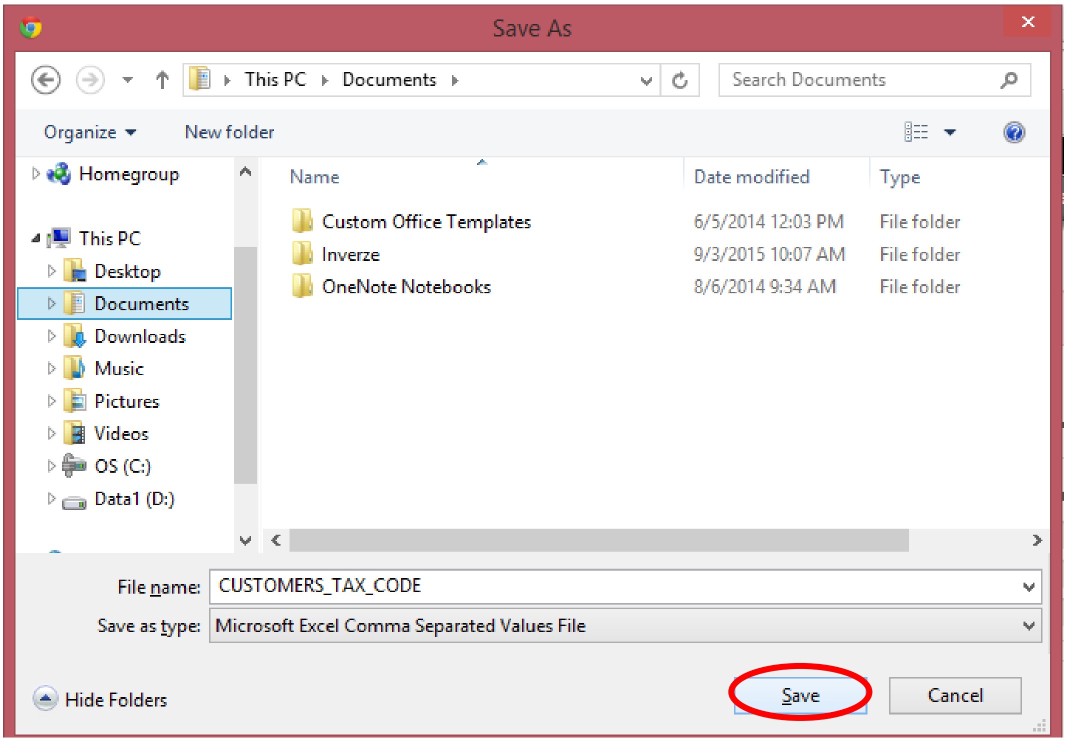
7. A message in red will show number of records exported.



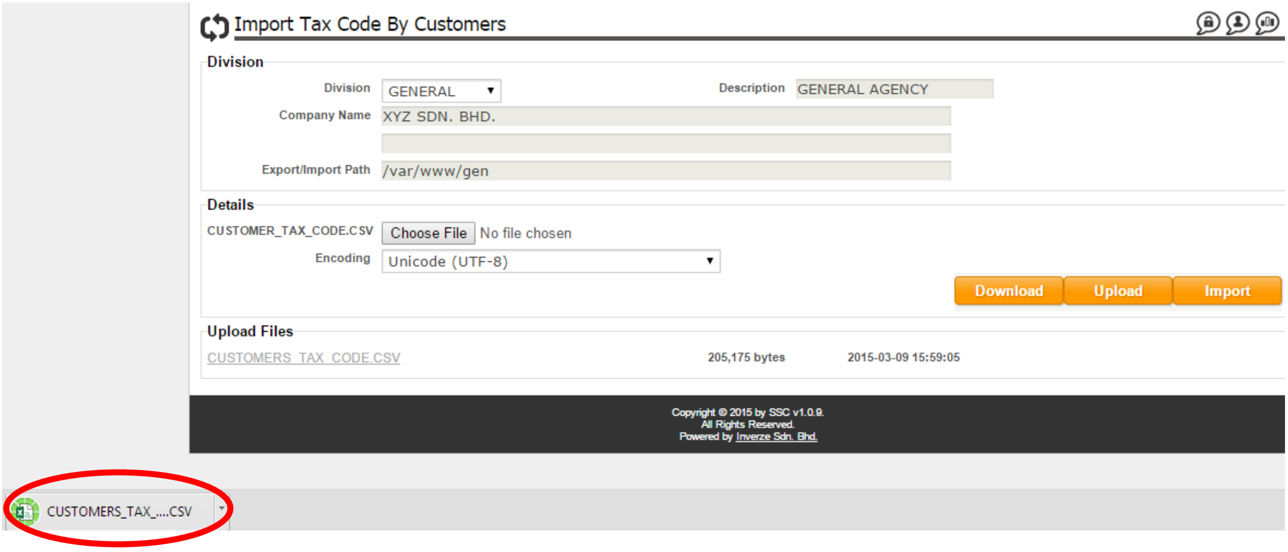
8. Ensure the Download date & time is correct.



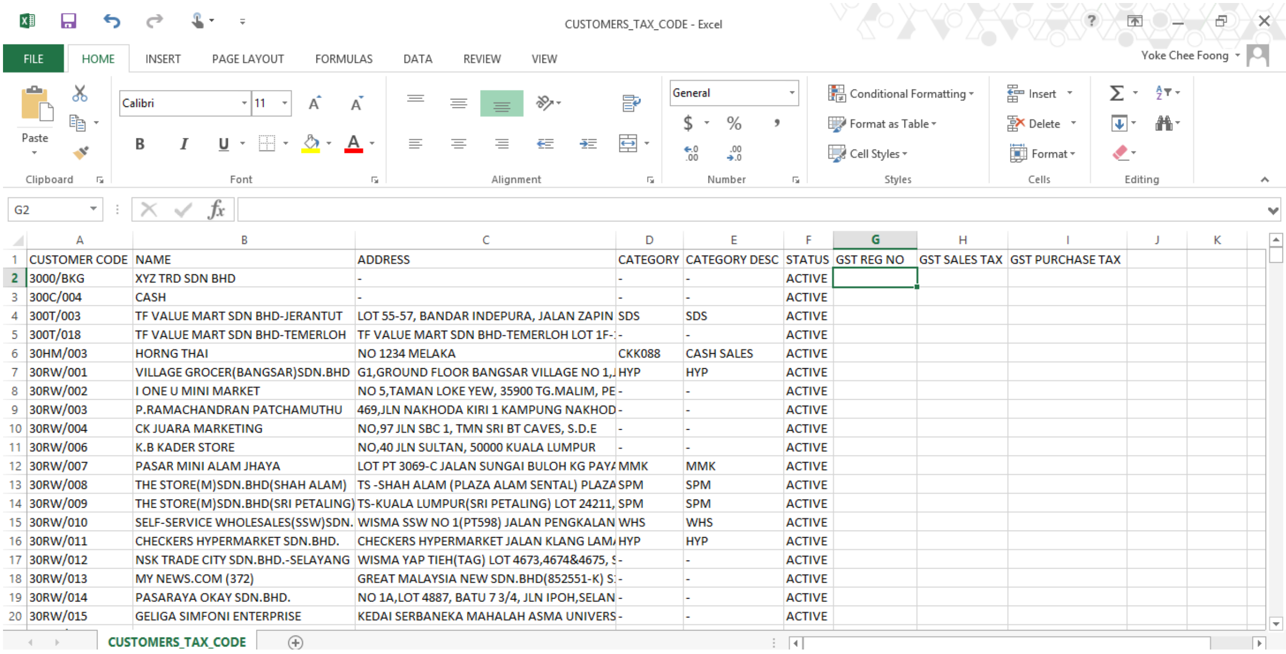
9. Right click the file link and click "Save Link As….".



10. Save the file.

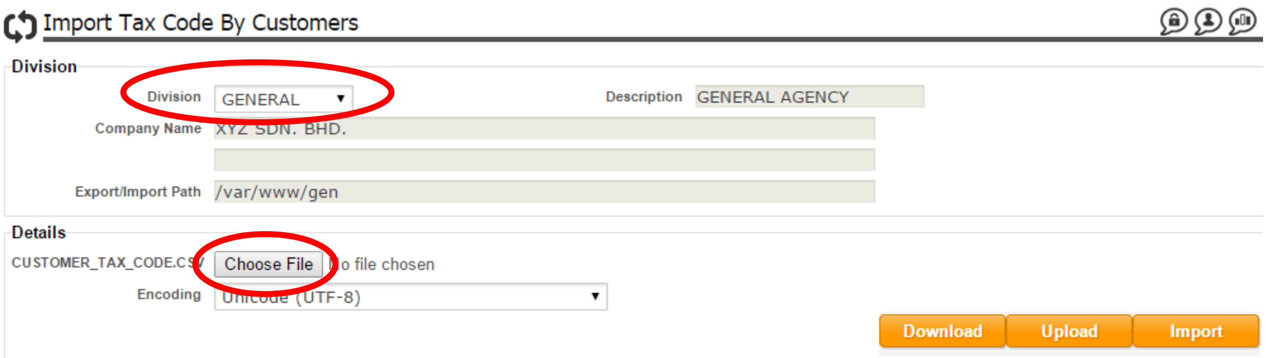


11. A file will be downloaded, click the file to open.

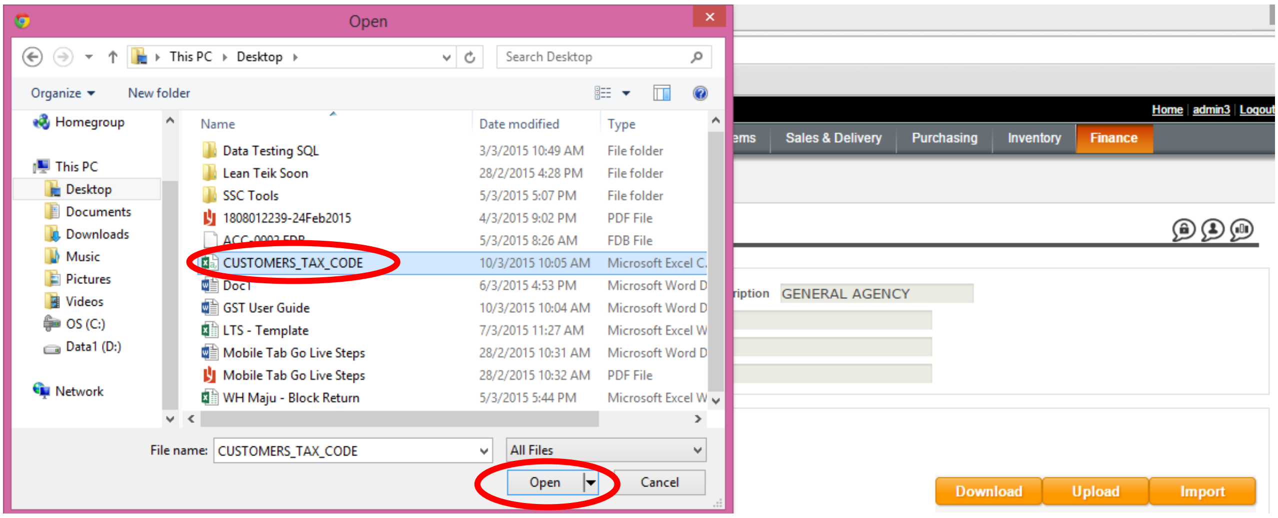


CUSTOMER CODE	NAME	ADDRESS	CATEGORY	CATEGORY DESC	STATUS	GST REG NO	GST SALES TAX	GST PURCHASE TAX
3000/BKG	XYZ TRD SDN BHD	-	-	-	ACTIVE			
300C/004	CASH	-	-	-	ACTIVE			
300T/003	TF VALUE MART SDN BHD-JERANTUT	LOT 55-57, BANDAR INDEPURA, JALAN ZAPIN	SDS	SDS	ACTIVE			
300T/018	TF VALUE MART SDN BHD-TEMERLOH	TF VALUE MART SDN BHD-TEMERLOH LOT 1F-	-	-	ACTIVE			
30HM/003	HORNG THAI	NO 1234 MELAKA	CKK088	CASH SALES	ACTIVE			
30RW/001	VILLAGE GROCER(BANGSAR)SDN.BHD	G1,GROUND FLOOR BANGSAR VILLAGE NO 1,	HYP	HYP	ACTIVE			
30RW/002	I ONE U MINI MARKET	NO 5,TAMAN LOKE YEW, 35900 TG.MALIM, PE	-	-	ACTIVE			
30RW/003	P.RAMACHANDRAN PATCHAMUTHU	469,JLN NAKHODA KIRI 1 KAMPUNG NAKHOD	-	-	ACTIVE			
30RW/004	CK JUARA MARKETING	NO,97 JLN SBC 1, TMN SRI BT CAVES, S.D.E	-	-	ACTIVE			
30RW/006	K.B KADER STORE	NO,40 JLN SULTAN, 50000 KUALA LUMPUR	-	-	ACTIVE			
30RW/007	PASAR MINI ALAM JHAYA	LOT PT 3069-C JALAN SUNGAI BULOH KG PAYA	MMK	MMK	ACTIVE			
30RW/008	THE STORE(M)SDN.BHD(SHAH ALAM)	TS -SHAH ALAM (PLAZA ALAM SENTAL) PLAZA	SPM	SPM	ACTIVE			
30RW/009	THE STORE(M)SDN.BHD(SRI PETALING)	TS-KUALA LUMPUR(SRI PETALING) LOT 24211,	SPM	SPM	ACTIVE			
30RW/010	SELF-SERVICE WHOLESALES(SSW)SDN.	WISMA SSW NO 1(PT598) JALAN PENGKALAN	WHS	WHS	ACTIVE			
30RW/011	CHECKERS HYPERMARKET SDN.BHD.	CHECKERS HYPERMARKET JALAN KLANG LAM	HYP	HYP	ACTIVE			
30RW/012	NSK TRADE CITY SDN.BHD.-SELAYANG	WISMA YAP TIEH(TAG) LOT 4673,4674&4675,	-	-	ACTIVE			
30RW/013	MY NEWS.COM (372)	GREAT MALAYSIA NEW SDN.BHD(852551-K) S	-	-	ACTIVE			
30RW/014	PASARAYA OKAY SDN.BHD.	NO 1A,LOT 4887, BATU 7 3/4, JLN IPOH,SELAN	-	-	ACTIVE			
30RW/015	GELIGA SIMFONI ENTERPRISE	KEDAI SERBANEKA MAHALAH ASMA UNIVERS	-	-	ACTIVE			

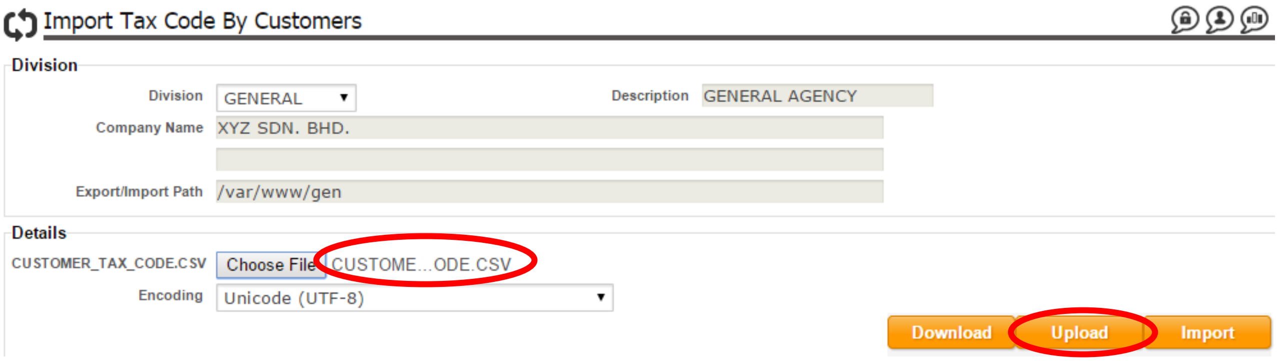
12. Fill in the GST Registration No., GST Sales Tax Group & GST Purchase Tax Group for each customer.



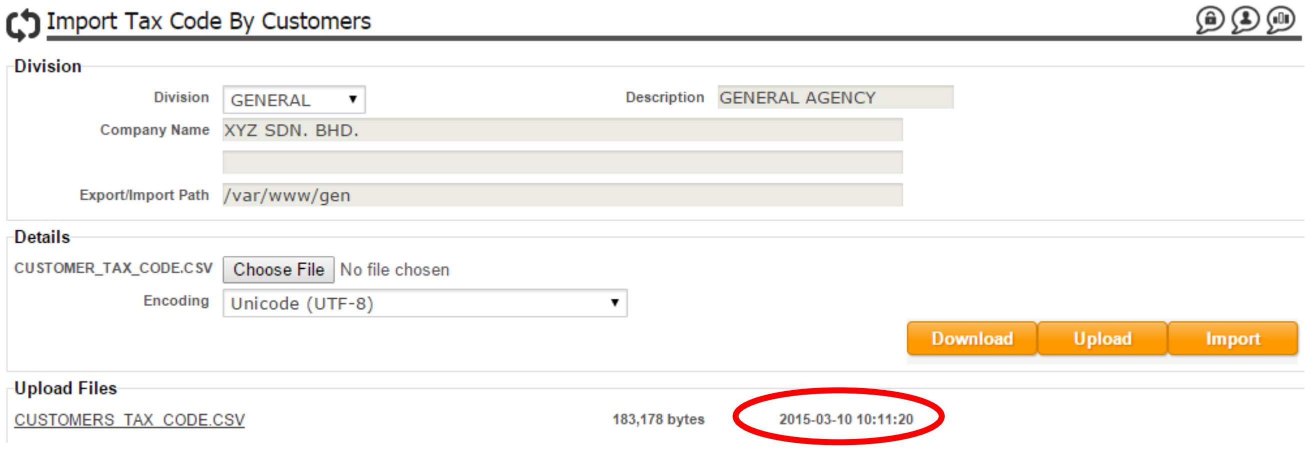
13. Ensure the division is correct.
14. Click Choose File.



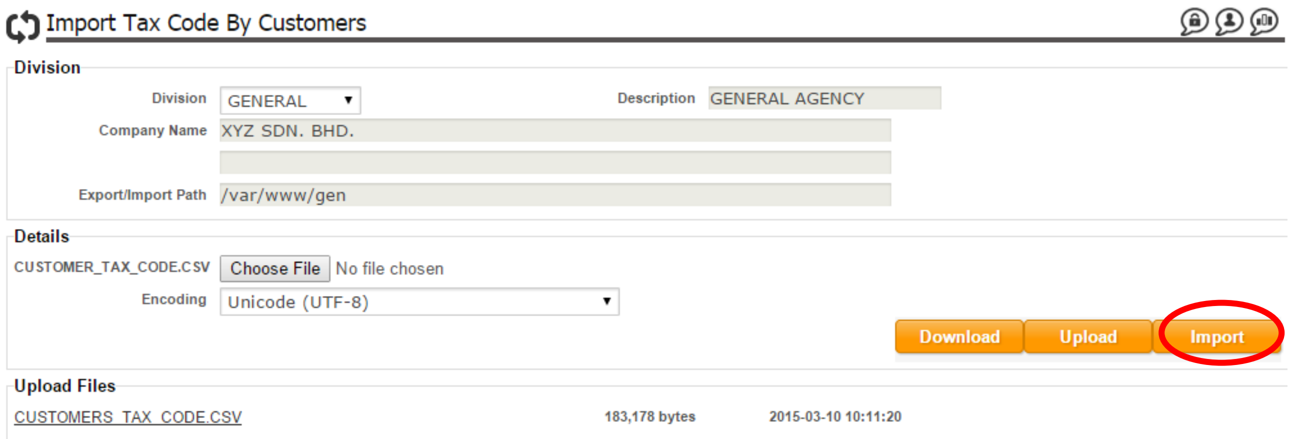
15. Browse for the file. Click OPEN.



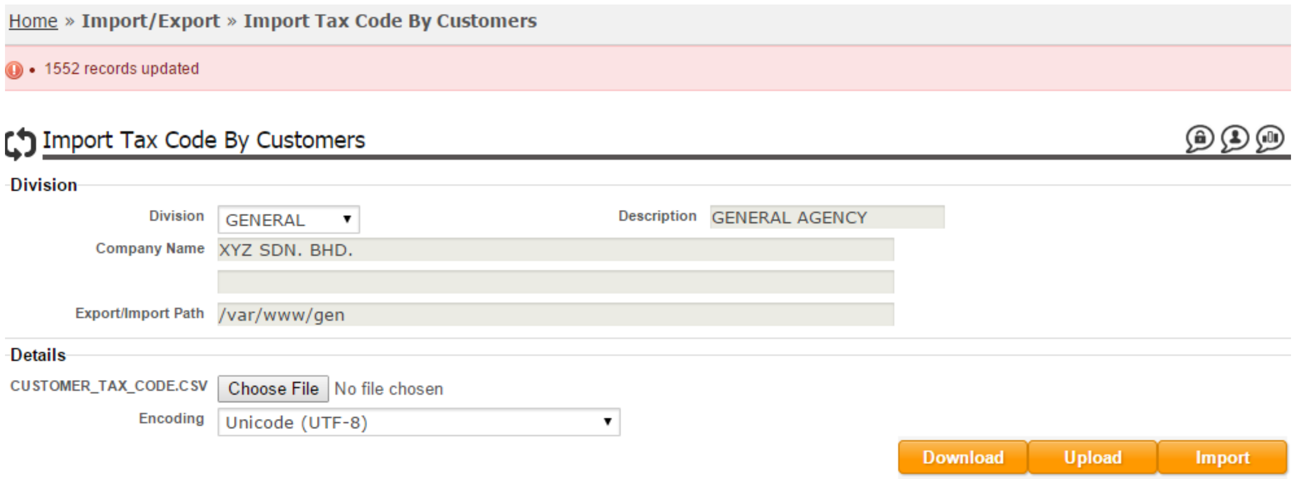
16. The file name will appear beside the Choose File button.
17. Click UPLOAD.



18. Ensure the date and time is correct.

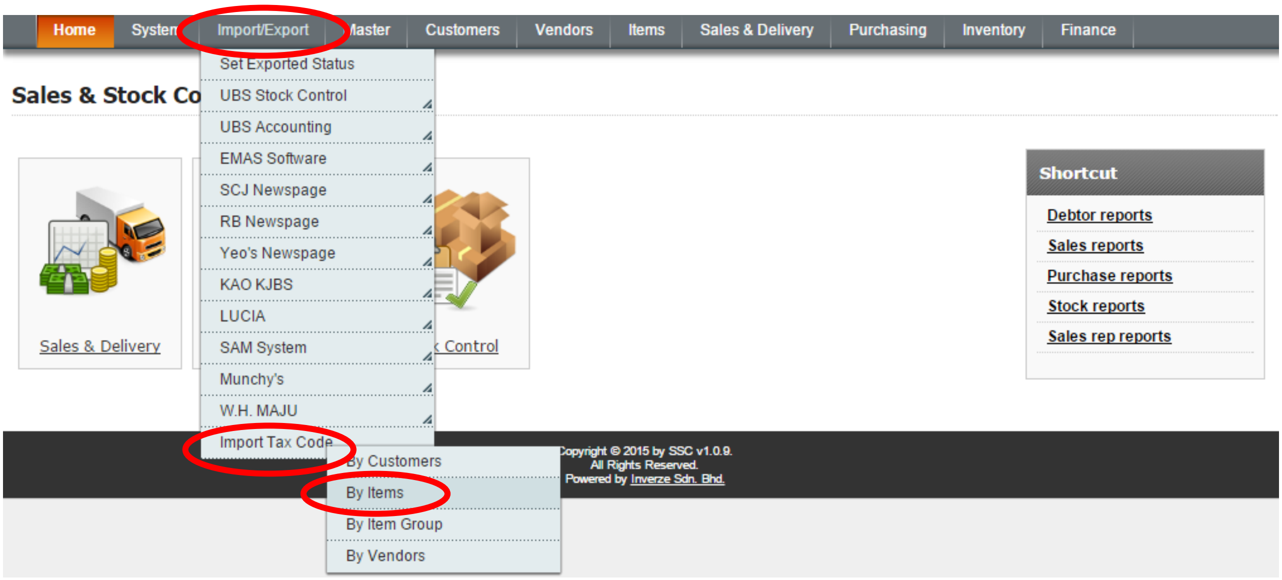


19. Click IMPORT.

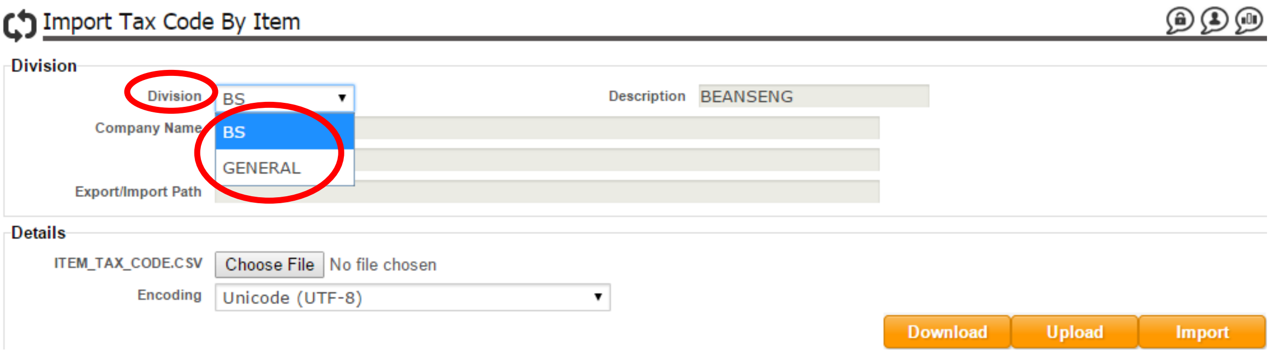


20. A message in red will show the number of records updated.

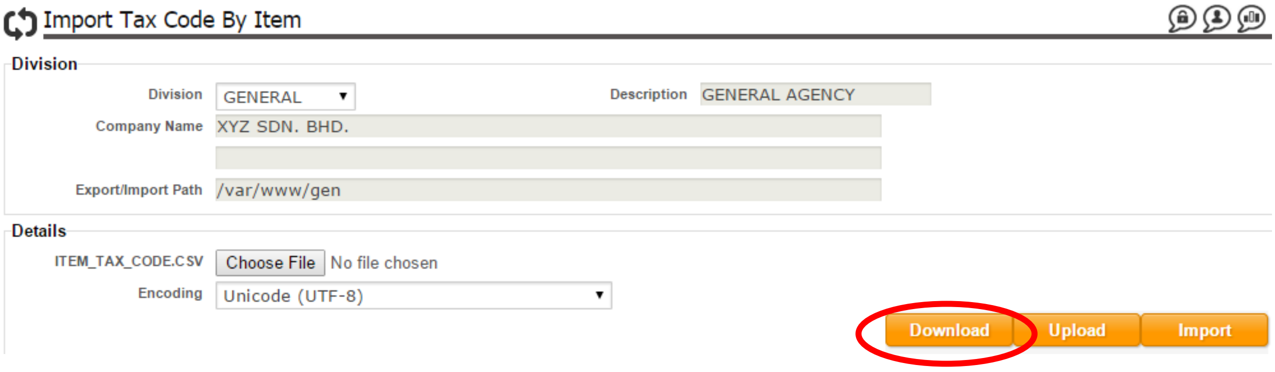
b) Import GST Tax Code by Items



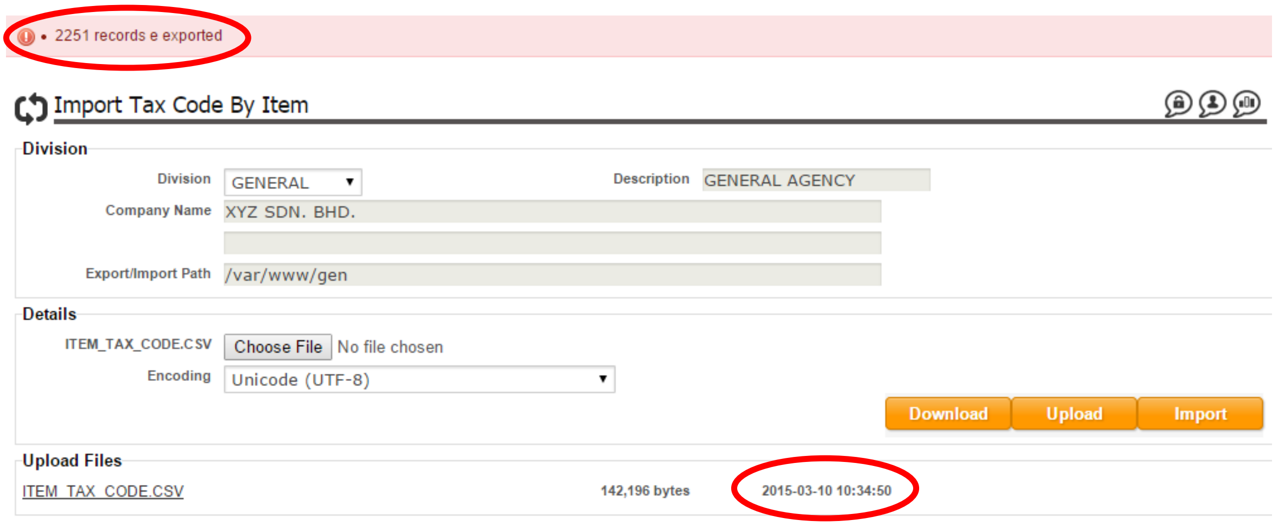
1. Go to Import/Export.
2. Select Import Tax Code.
3. Click By Items.



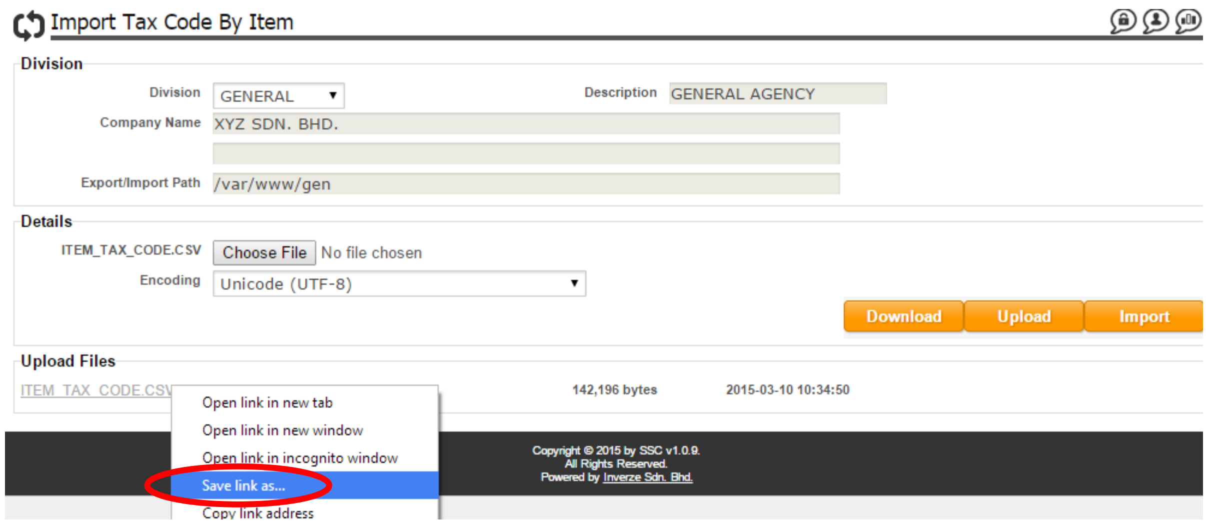
4. Select the correct Division.



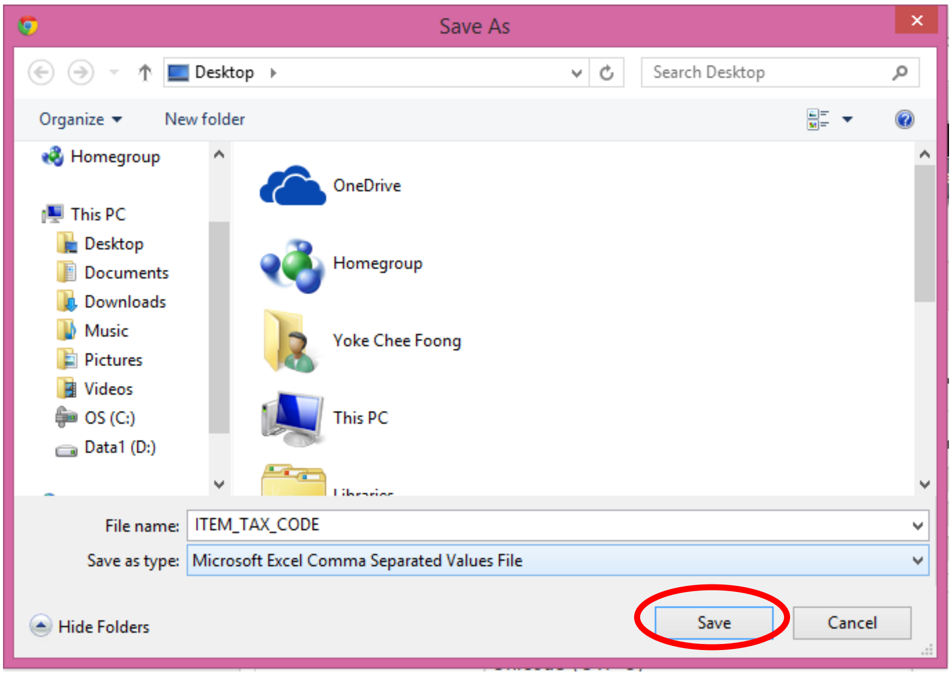
5. Click DOWNLOAD.



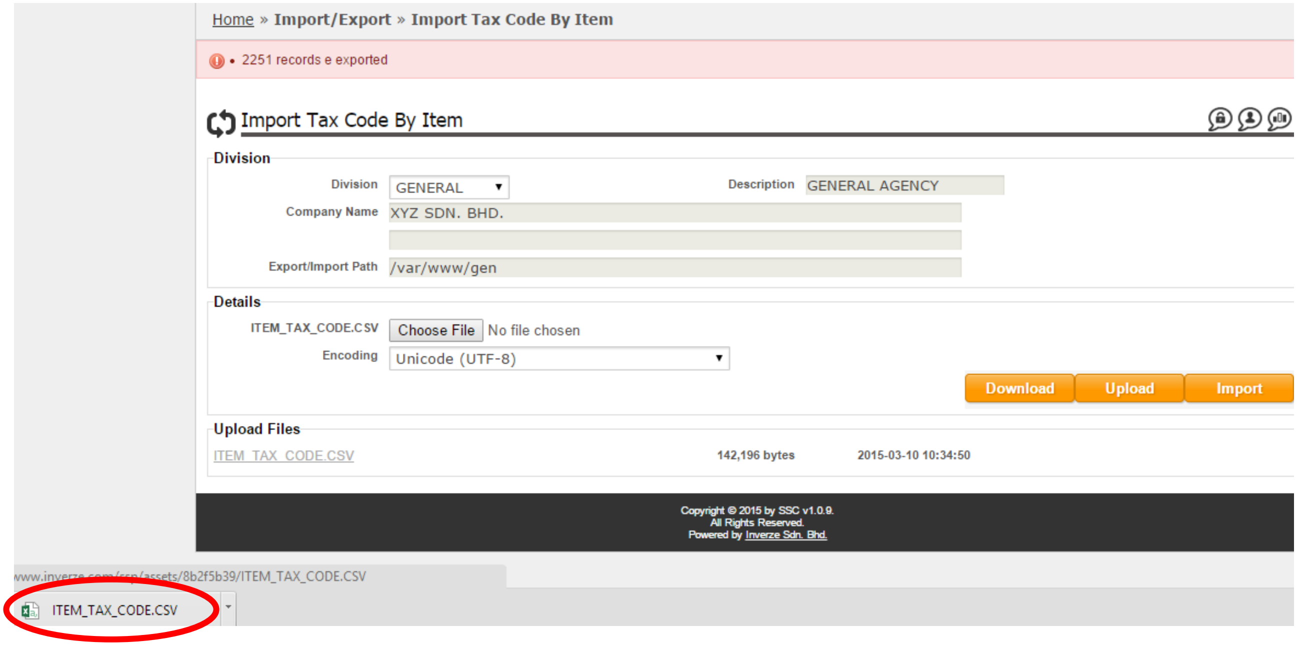
6. A message in red will show the number of items downloaded.
7. Ensure the date & time downloaded.



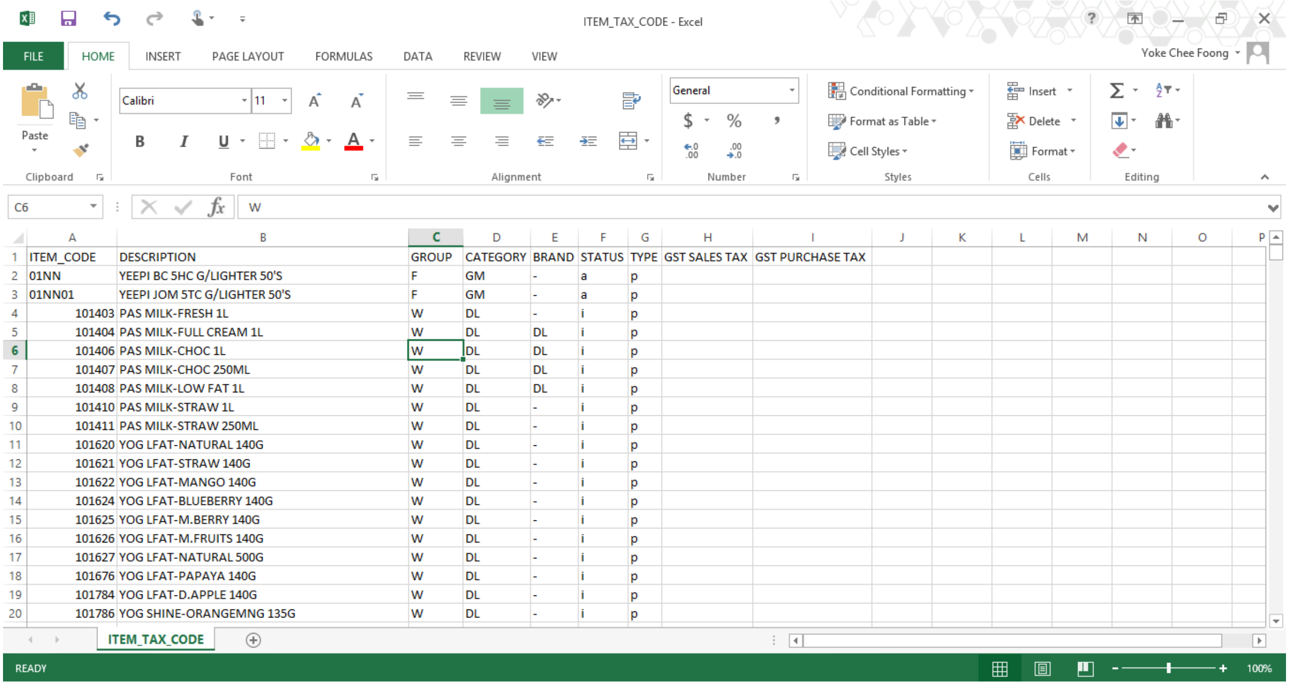
8. Right click on the File Link, click "Save Link As…"



9. Click SAVE.

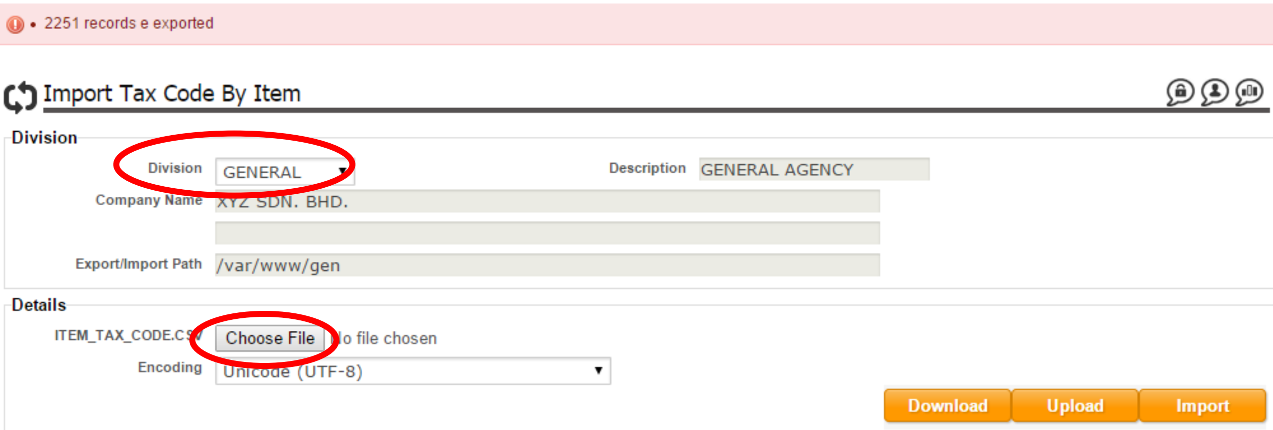


10. Click on the file to open.

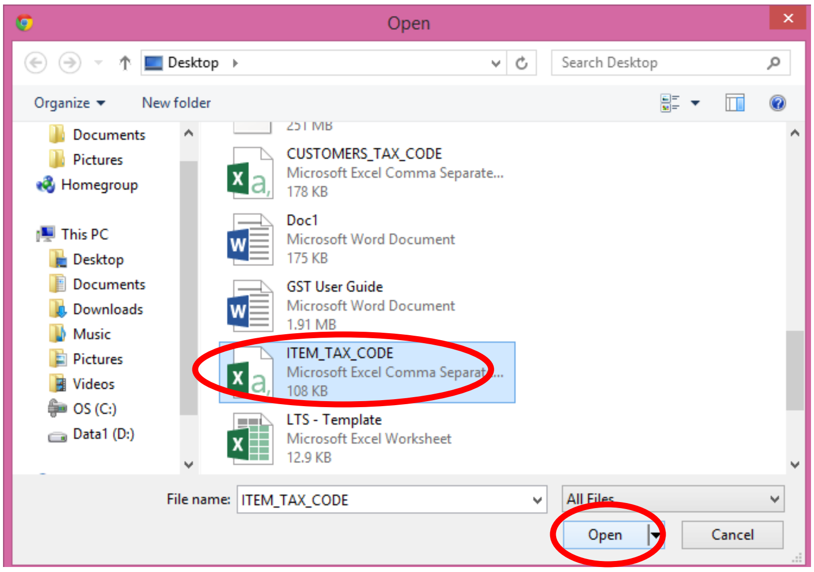


	A	B	C	D	E	F	G	H	I
1	ITEM_CODE	DESCRIPTION	GROUP	CATEGORY	BRAND	STATUS	TYPE	GST SALES TAX	GST PURCHASE TAX
2	01NN	YEEPI BC 5HC G/LIGHTER 50'S	F	GM	-	a	p		
3	01NN01	YEEPI JOM 5TC G/LIGHTER 50'S	F	GM	-	a	p		
4	101403	PAS MILK-FRESH 1L	W	DL	-	i	p		
5	101404	PAS MILK-FULL CREAM 1L	W	DL	DL	i	p		
6	101406	PAS MILK-CHOC 1L	W	DL	DL	i	p		
7	101407	PAS MILK-CHOC 250ML	W	DL	DL	i	p		
8	101408	PAS MILK-LOW FAT 1L	W	DL	DL	i	p		
9	101410	PAS MILK-STRAW 1L	W	DL	-	i	p		
10	101411	PAS MILK-STRAW 250ML	W	DL	-	i	p		
11	101620	YOG LFAT-NATURAL 140G	W	DL	-	i	p		
12	101621	YOG LFAT-STRAW 140G	W	DL	-	i	p		
13	101622	YOG LFAT-MANGO 140G	W	DL	-	i	p		
14	101624	YOG LFAT-BLUEBERRY 140G	W	DL	-	i	p		
15	101625	YOG LFAT-M.BERRY 140G	W	DL	-	i	p		
16	101626	YOG LFAT-M.FRUITS 140G	W	DL	-	i	p		
17	101627	YOG LFAT-NATURAL 500G	W	DL	-	i	p		
18	101676	YOG LFAT-PAPAYA 140G	W	DL	-	i	p		
19	101784	YOG LFAT-D.APPLE 140G	W	DL	-	i	p		
20	101786	YOG SHINE-ORANGEMNG 135G	W	DL	-	i	p		

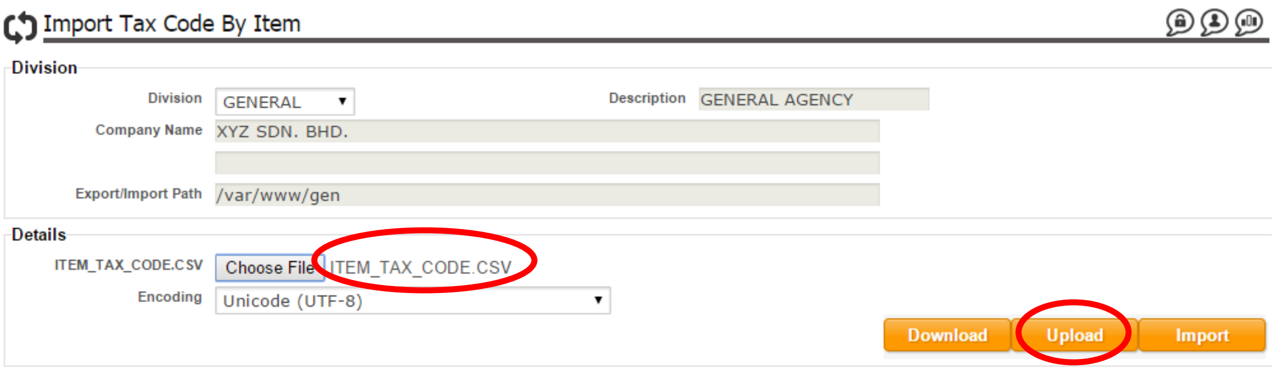
11. Fill in the GST Sales Tax and Purchase Tax for each item.



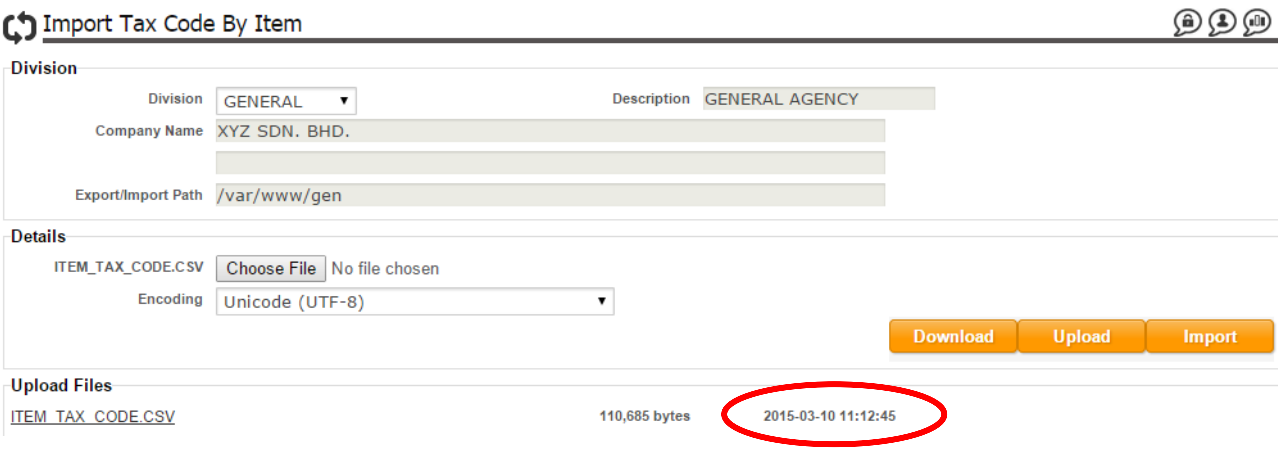
12. Ensure the division is correct.
13. Click Choose File.



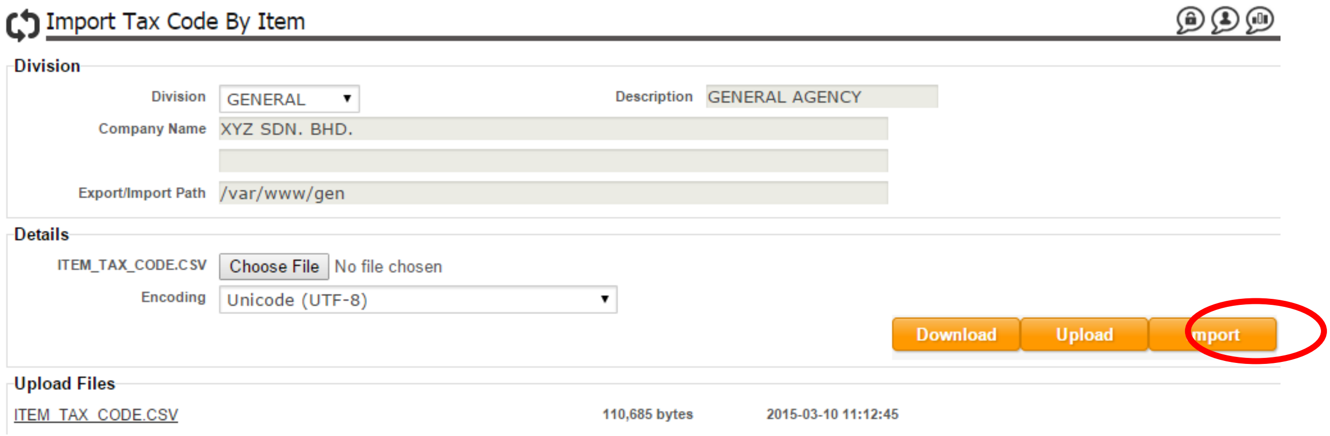
14. Browse for the file. Click OPEN.



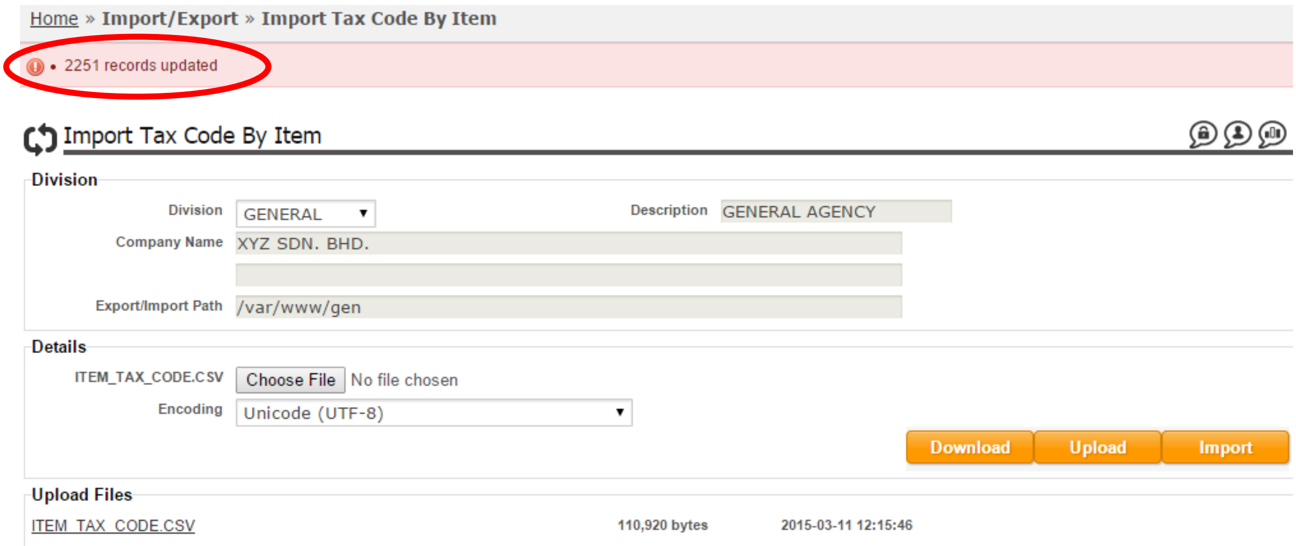
15. The file name will appear beside the Choose File button.
16. Click UPLOAD.



17. Ensure the date and time is correct.

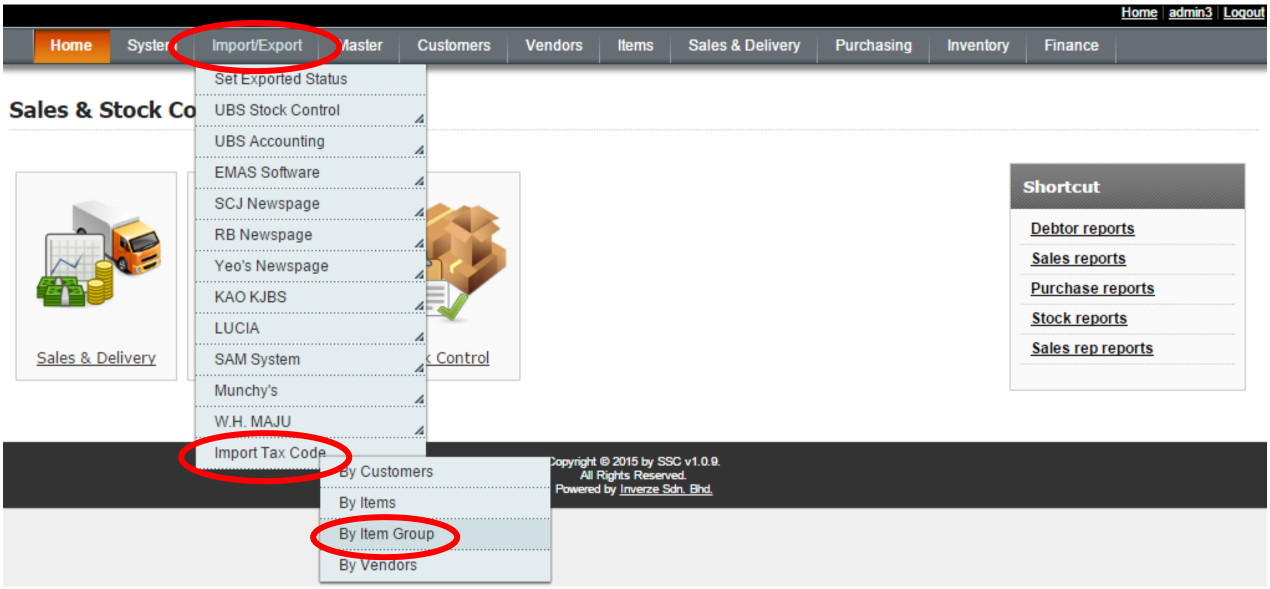


18. Click IMPORT.

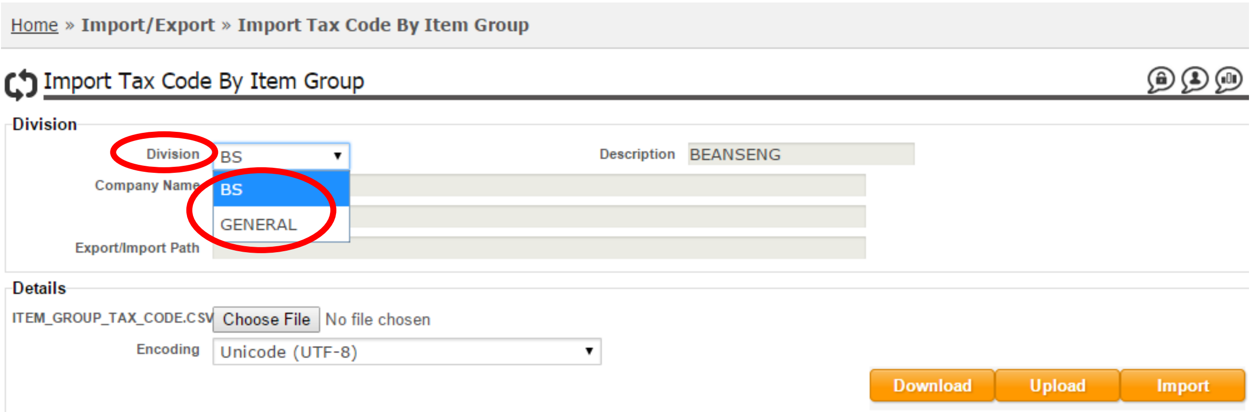


19. A message in red will show number of items updated.

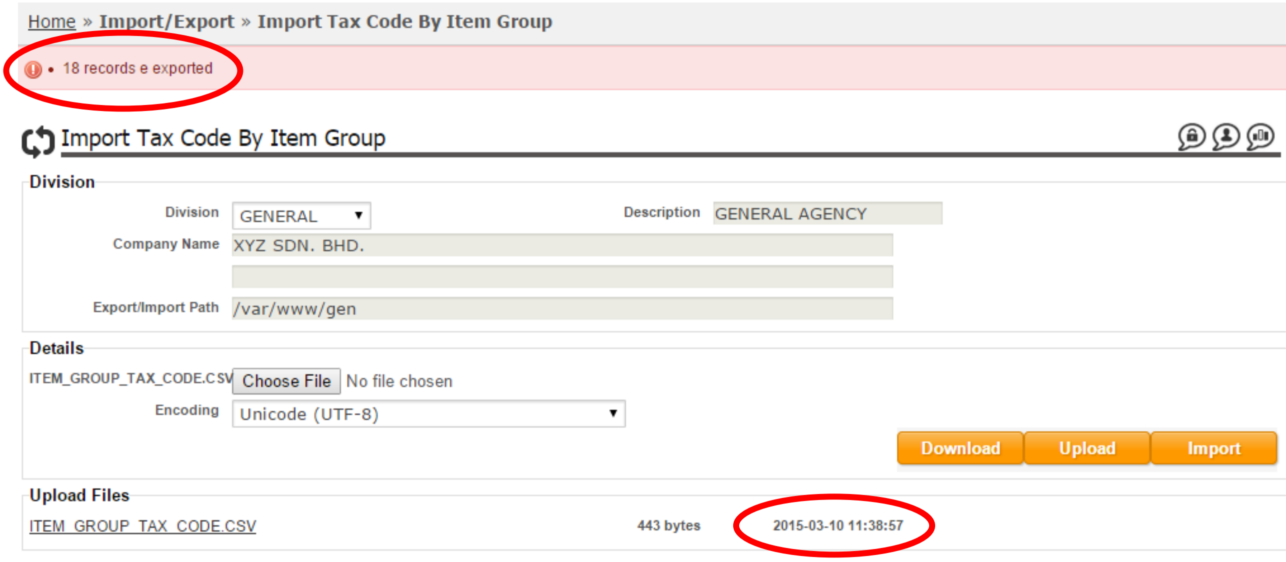
c) Import GST Tax Code by Item Group



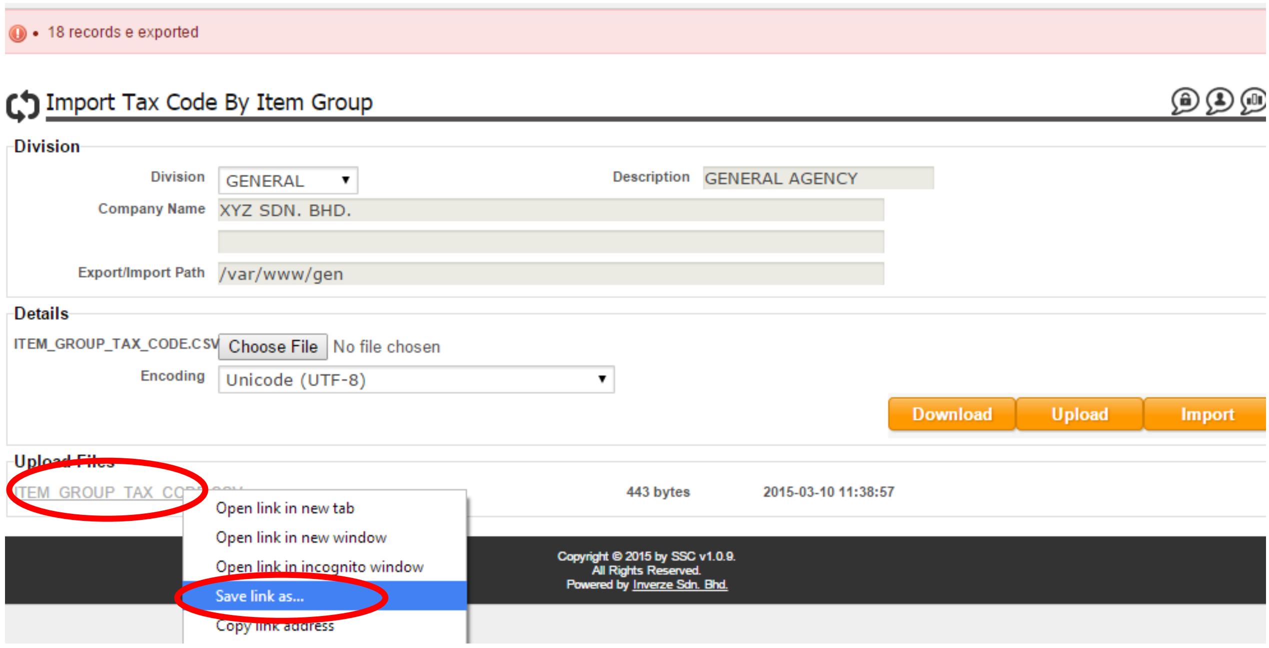
1. Go to Import/Export.
2. Select Import Tax Code.
3. Click By Item Group.



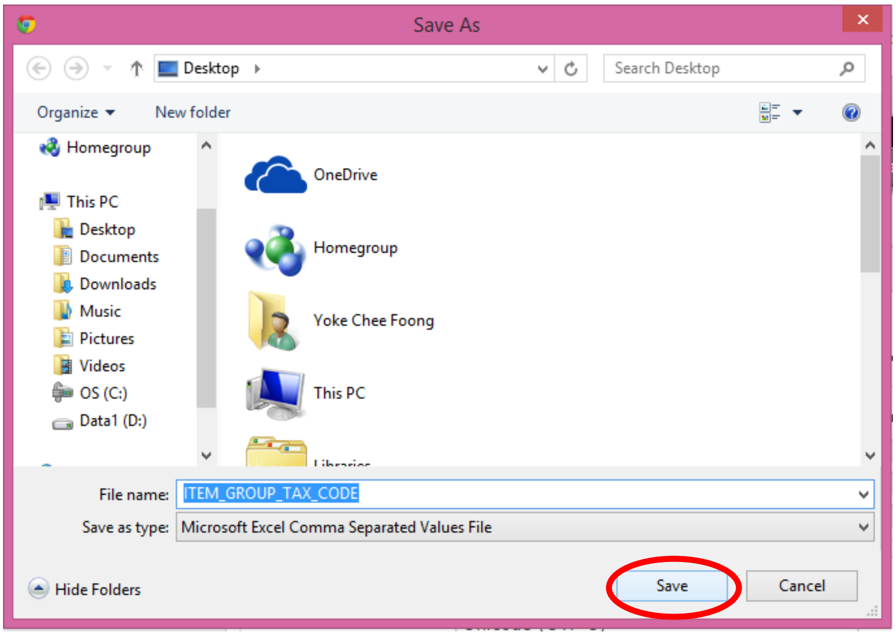
4. Select the correct division.



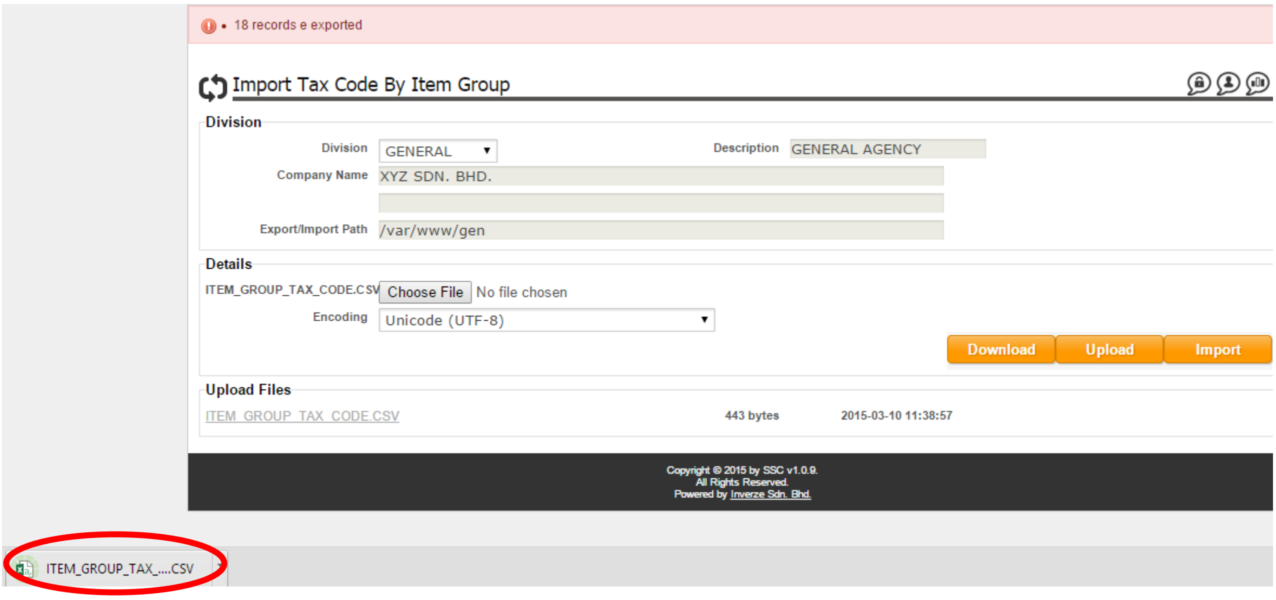
5. A message in red will show the number of item group exported.
6. Ensure the date and time is correct.



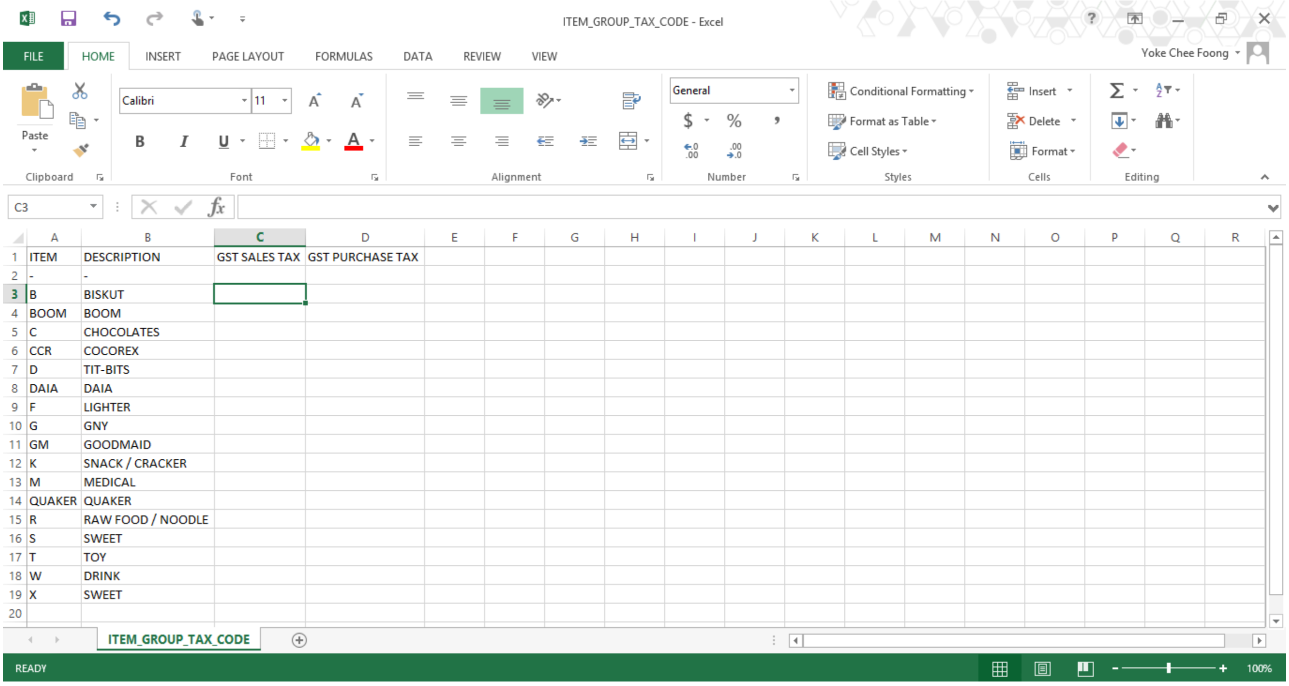
7. Right click on the file link, click “Save Link As…”



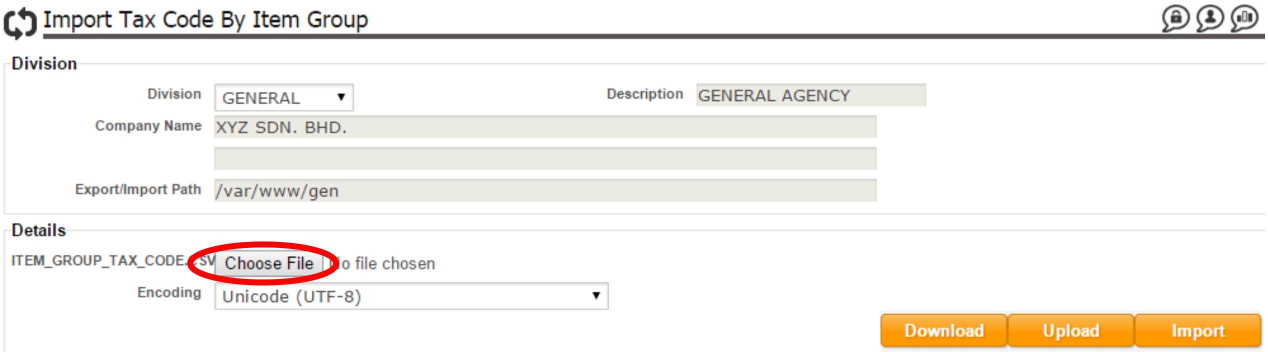
8. Click SAVE.



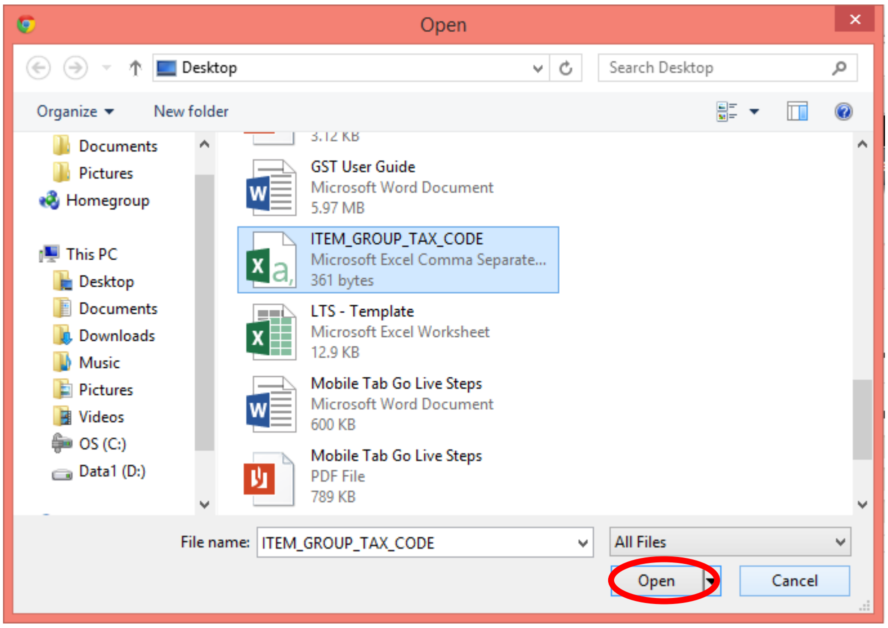
9. Click on the file to open.



10. Fill in the GST Sales Tax & Purchase Tax for each item group.

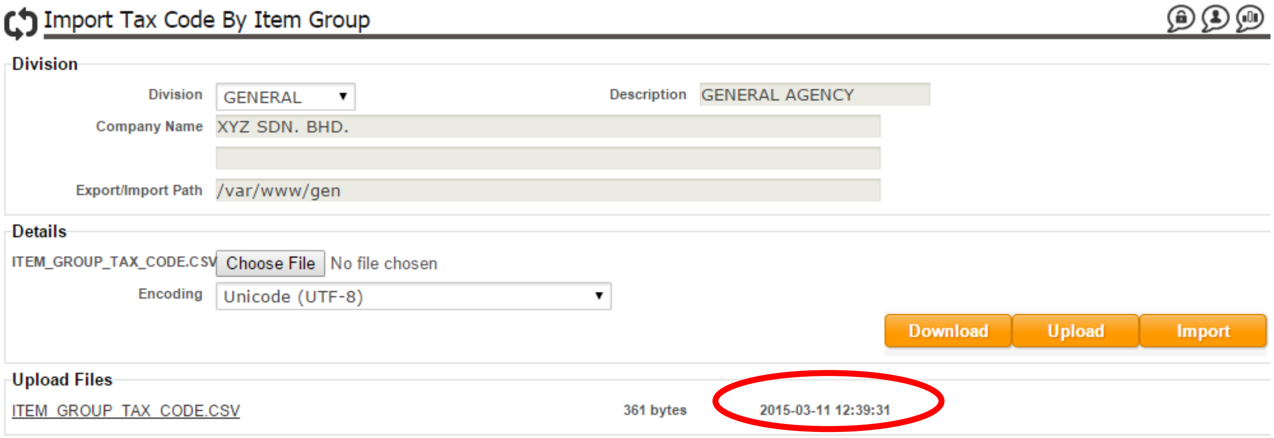


11. Click Choose File.

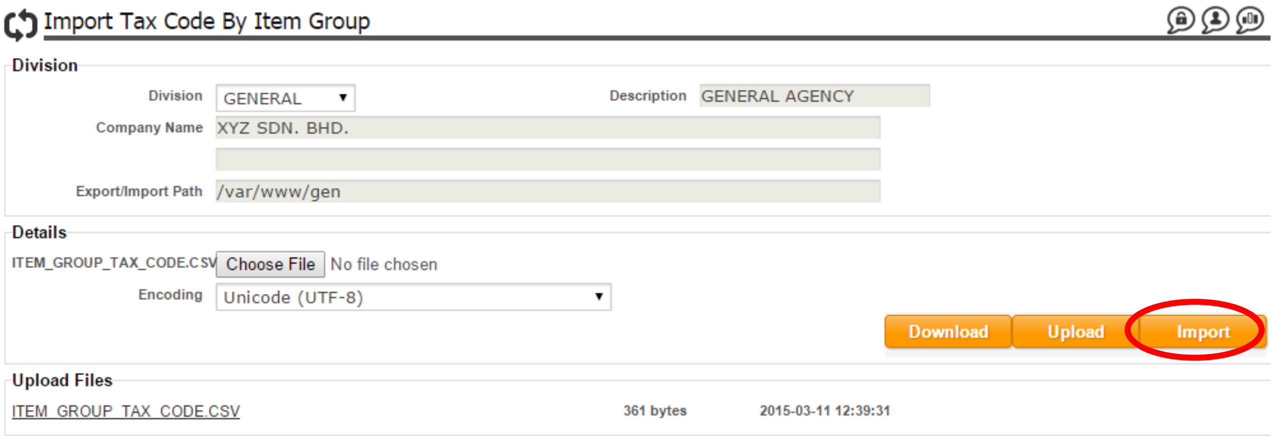


12. Click OPEN.

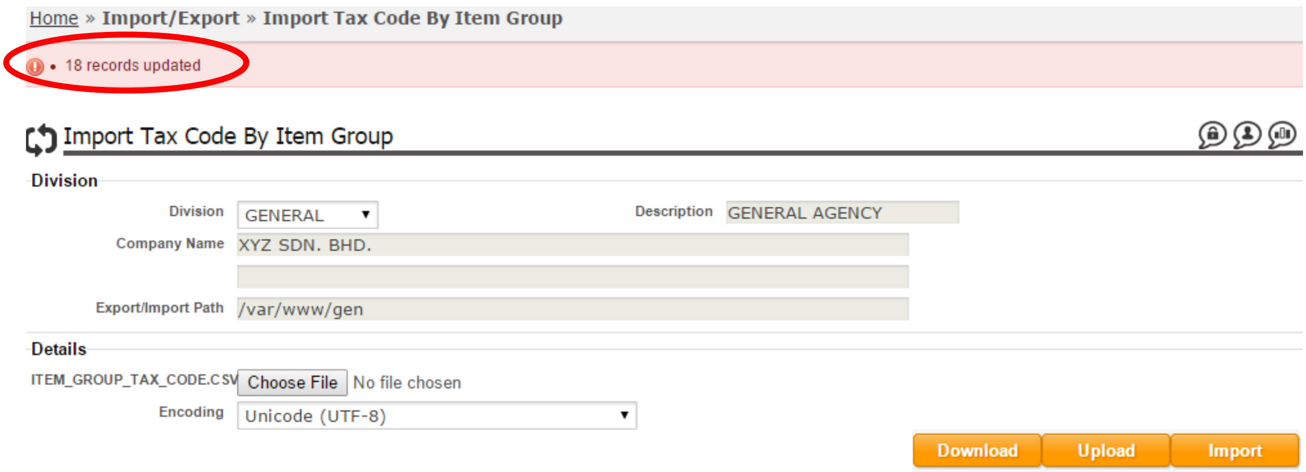
13. The file name will appear beside the Choose File button.
14. Click UPLOAD.



15. Ensure the date and time is correct.

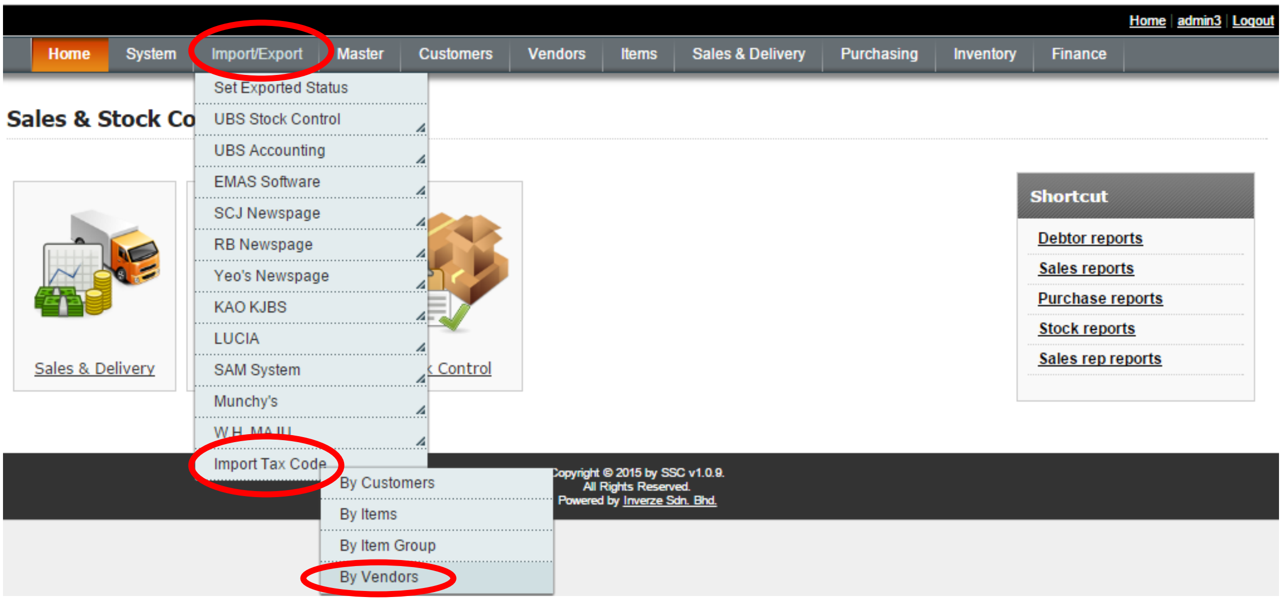


16. Click IMPORT.



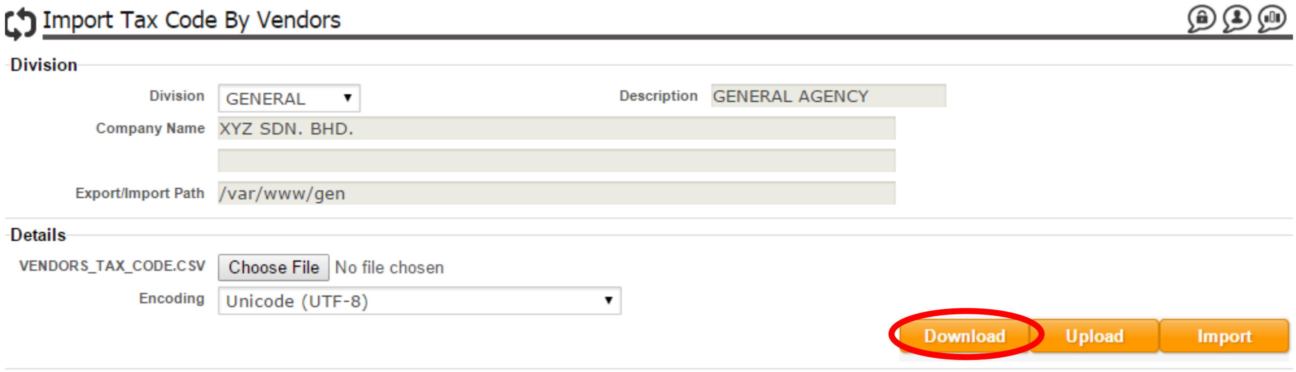
17. A message in red will show the numbers of item group updated.

d) Import GST Tax Code by Vendors

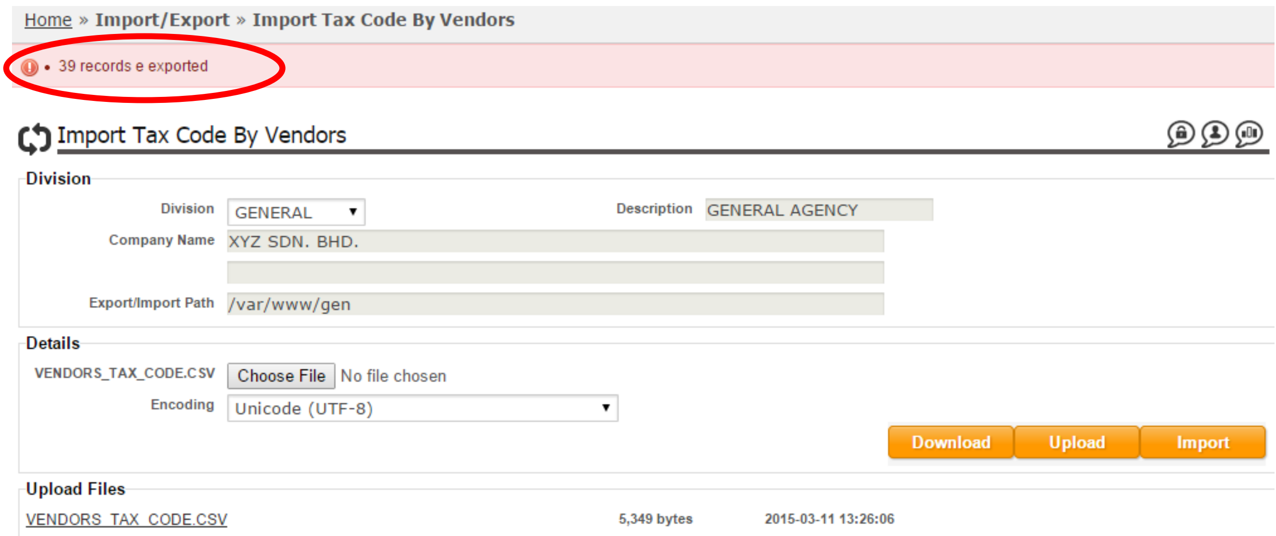


1. Go to Import/Export.
2. Select Import Tax Code.
3. Click By Vendors.

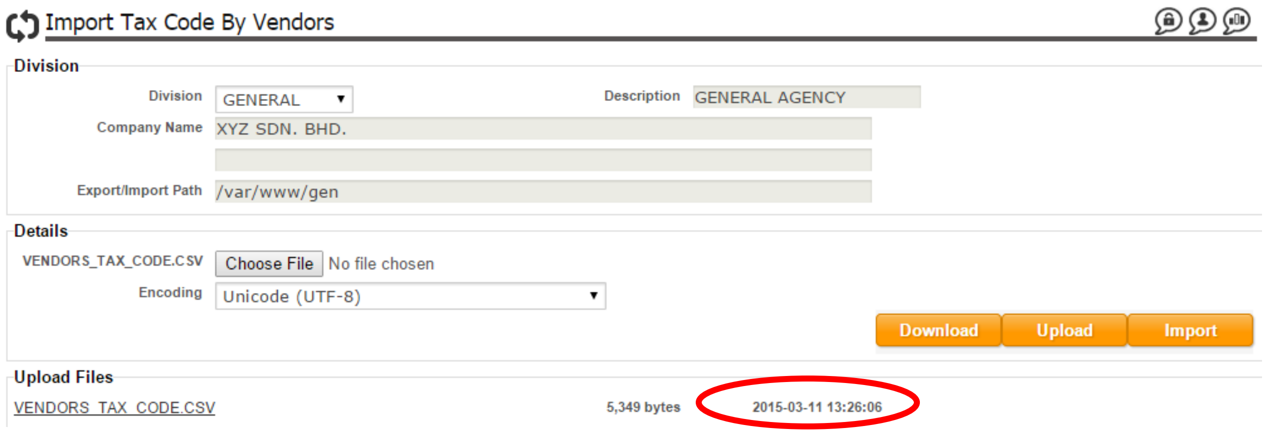
4. Select the correct Division.



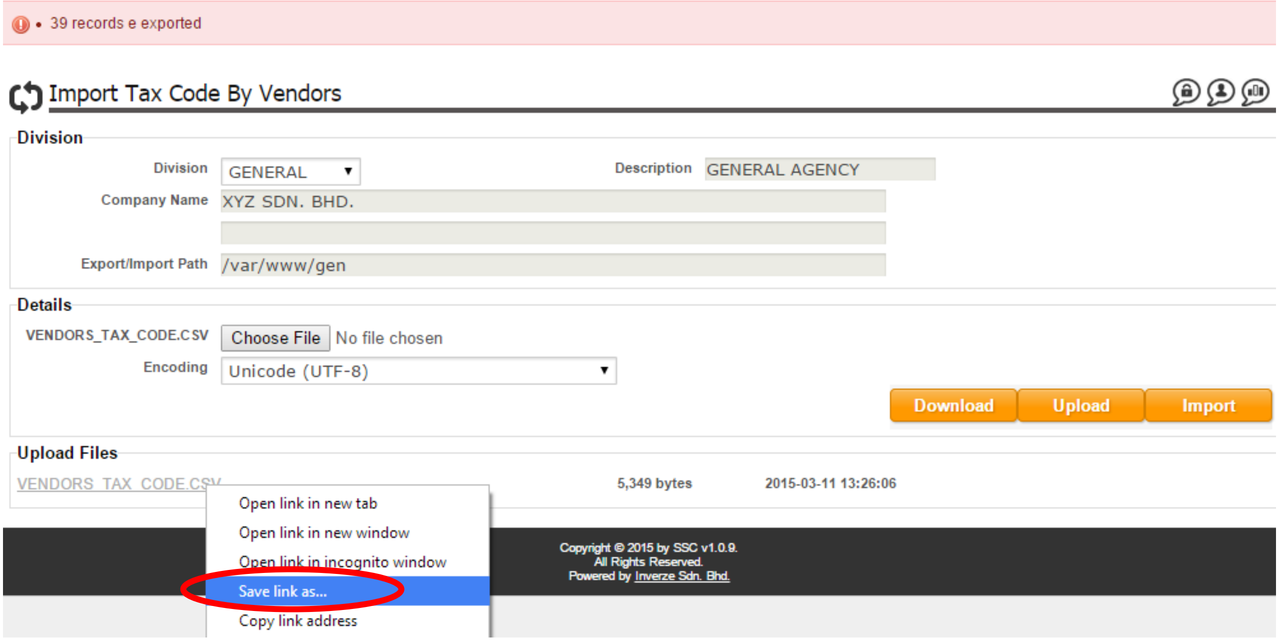
5. Click DOWNLOAD.



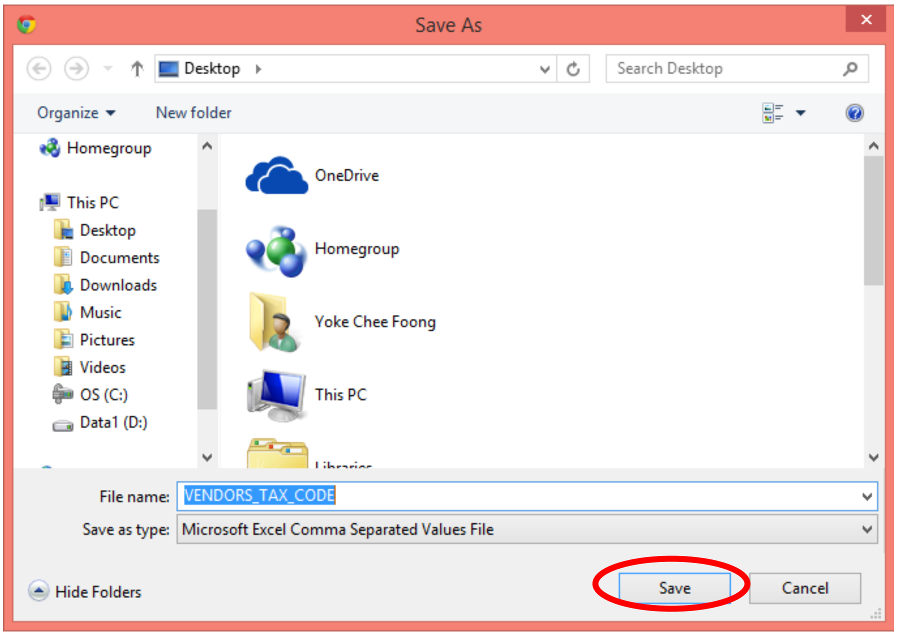
6. A message in red will show the number of records exported.



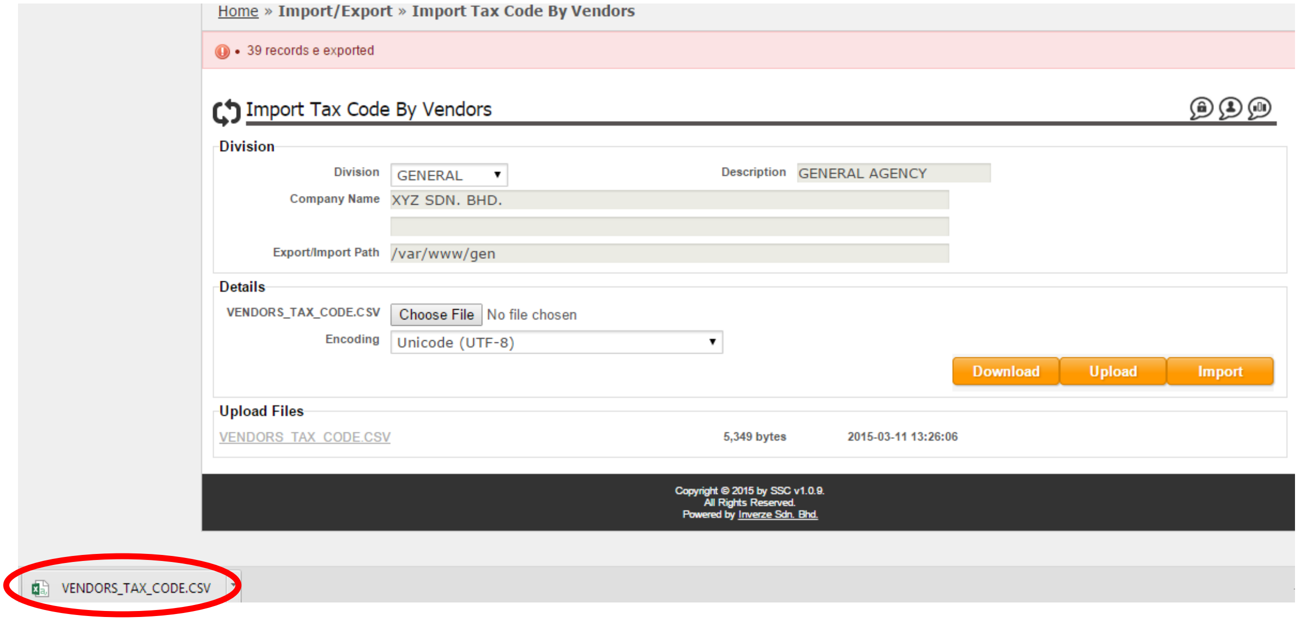
7. Ensure the date and time is correct.



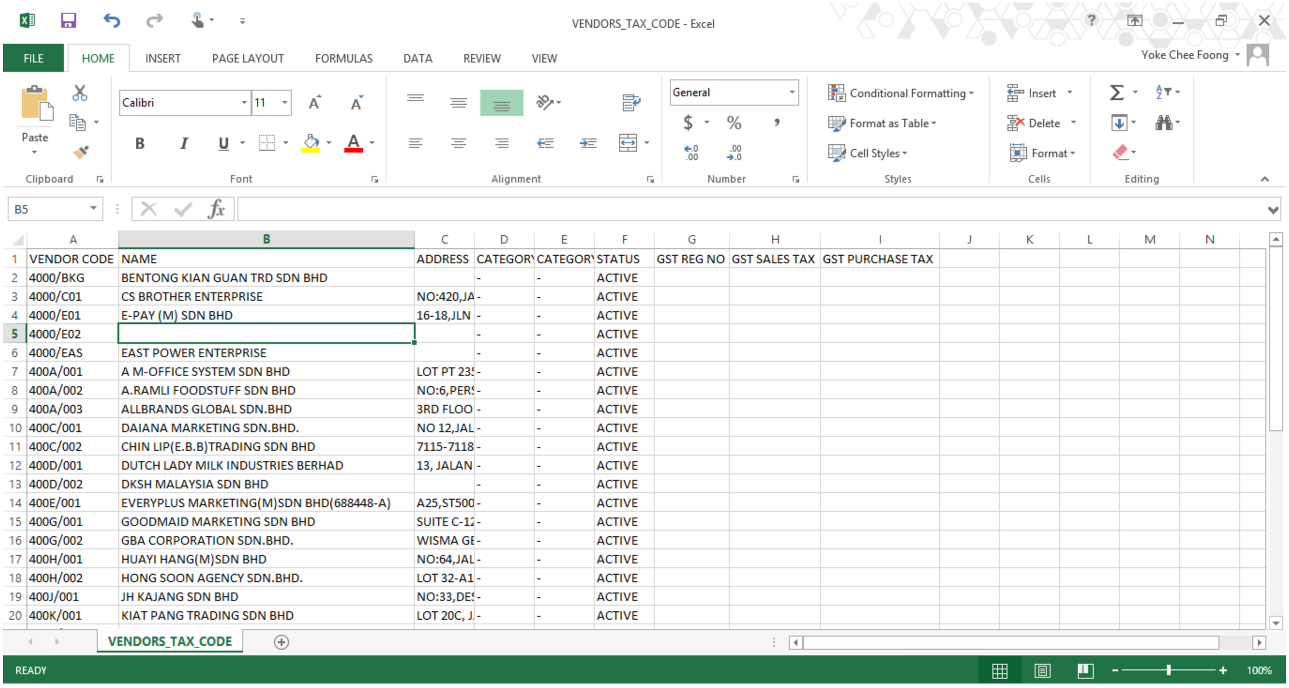
8. Right click the File Link.



9. Click SAVE.

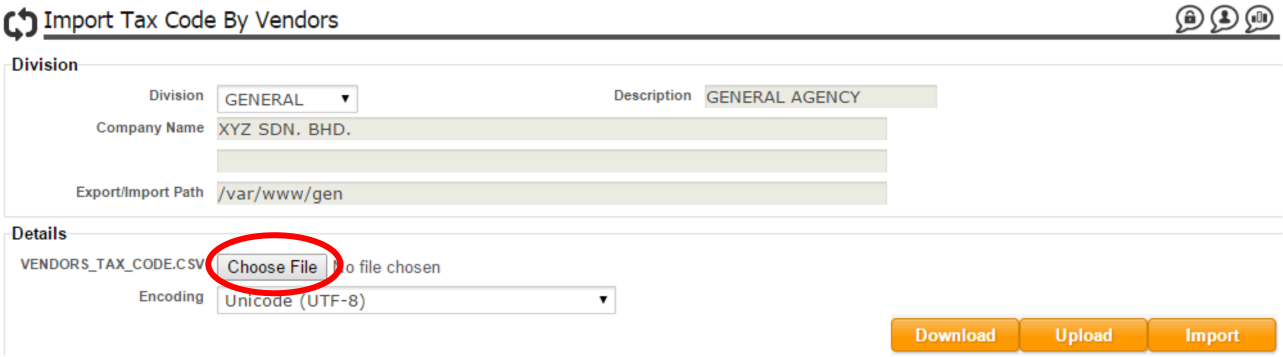


10. Click on the file link to open.

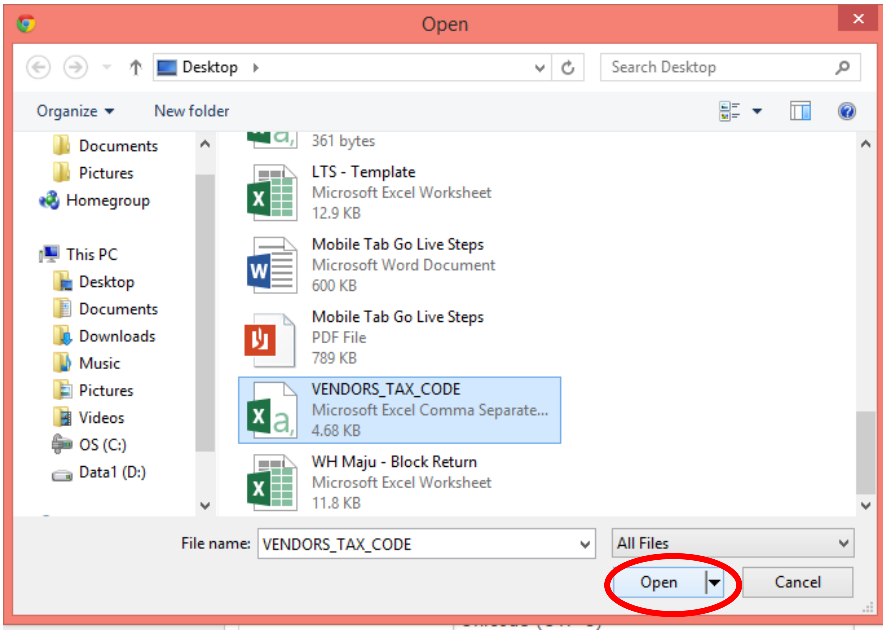


	A	B	C	D	E	F	G	H	I
1	VENDOR CODE	NAME	ADDRESS	CATEGORY	CATEGORY	STATUS	GST REG NO	GST SALES TAX	GST PURCHASE TAX
2	4000/BKG	BENTONG KIAN GUAN TRD SDN BHD		-	-	ACTIVE			
3	4000/C01	CS BROTHER ENTERPRISE	NO:420,JA	-	-	ACTIVE			
4	4000/E01	E-PAY (M) SDN BHD	16-18,JLN	-	-	ACTIVE			
5	4000/E02			-	-	ACTIVE			
6	4000/EAS	EAST POWER ENTERPRISE		-	-	ACTIVE			
7	400A/001	A M-OFFICE SYSTEM SDN BHD	LOT PT 23	-	-	ACTIVE			
8	400A/002	A.RAMLI FOODSTUFF SDN BHD	NO:6,PER	-	-	ACTIVE			
9	400A/003	ALLBRANDS GLOBAL SDN.BHD	3RD FLOO	-	-	ACTIVE			
10	400C/001	DAIANA MARKETING SDN.BHD.	NO 12,JAL	-	-	ACTIVE			
11	400C/002	CHIN LIP(E.B.B)TRADING SDN BHD	7115-7118	-	-	ACTIVE			
12	400D/001	DUTCH LADY MILK INDUSTRIES BERHAD	13, JALAN	-	-	ACTIVE			
13	400D/002	DKSH MALAYSIA SDN BHD		-	-	ACTIVE			
14	400E/001	EVERYPLUS MARKETING(M)SDN BHD(688448-A)	A25,ST500	-	-	ACTIVE			
15	400G/001	GOODMAID MARKETING SDN BHD	SUITE C-1	-	-	ACTIVE			
16	400G/002	GBA CORPORATION SDN.BHD.	WISMA GE	-	-	ACTIVE			
17	400H/001	HUAYI HANG(M)SDN BHD	NO:64,JAL	-	-	ACTIVE			
18	400H/002	HONG SOON AGENCY SDN.BHD.	LOT 32-A1	-	-	ACTIVE			
19	400J/001	JH KAJANG SDN BHD	NO:33,DE	-	-	ACTIVE			
20	400K/001	KIAT PANG TRADING SDN BHD	LOT 20C, J.	-	-	ACTIVE			

11. Fill in the GST Registration Number, GST Sales Tax & Purchase Tax for each vendor.

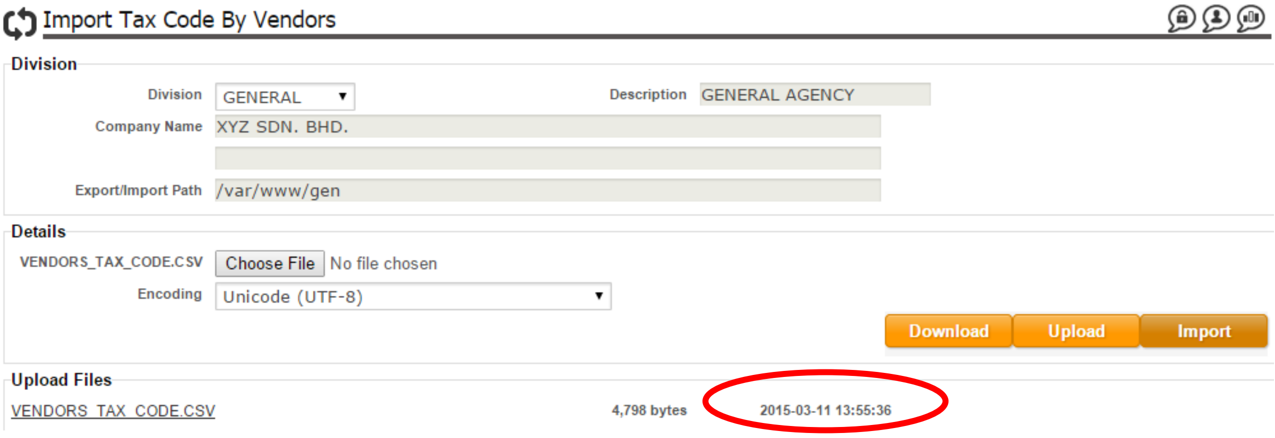


12. Click Choose File.

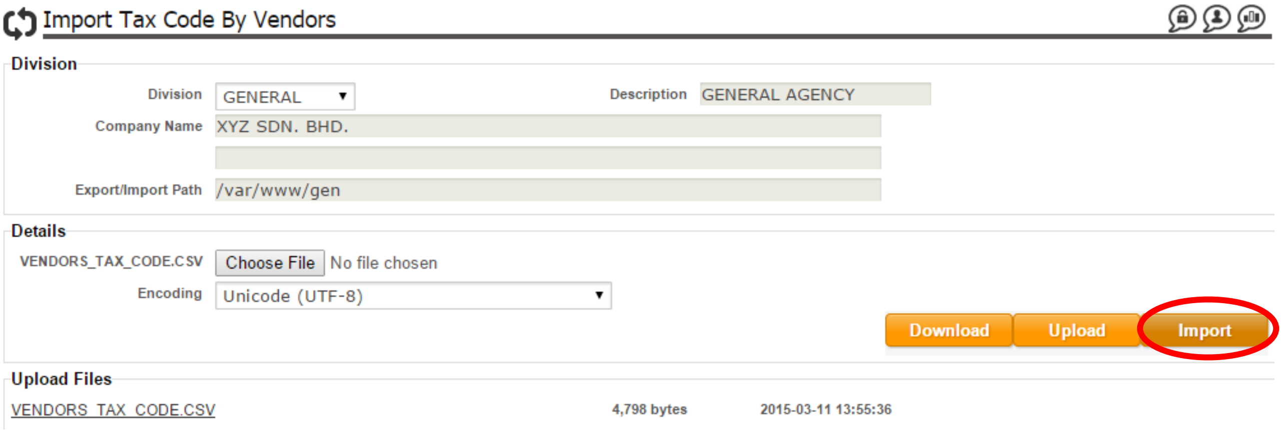


13. Click OPEN.

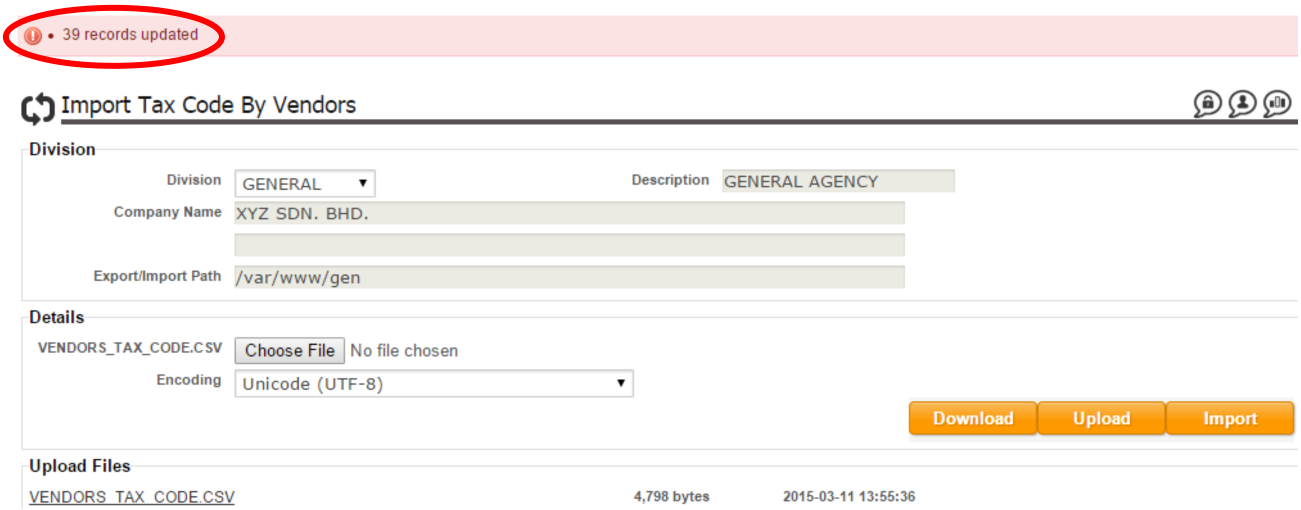
14. The file name will appear beside the Choose File button.
15. Click UPLOAD.



16. Ensure the date & time is correct.



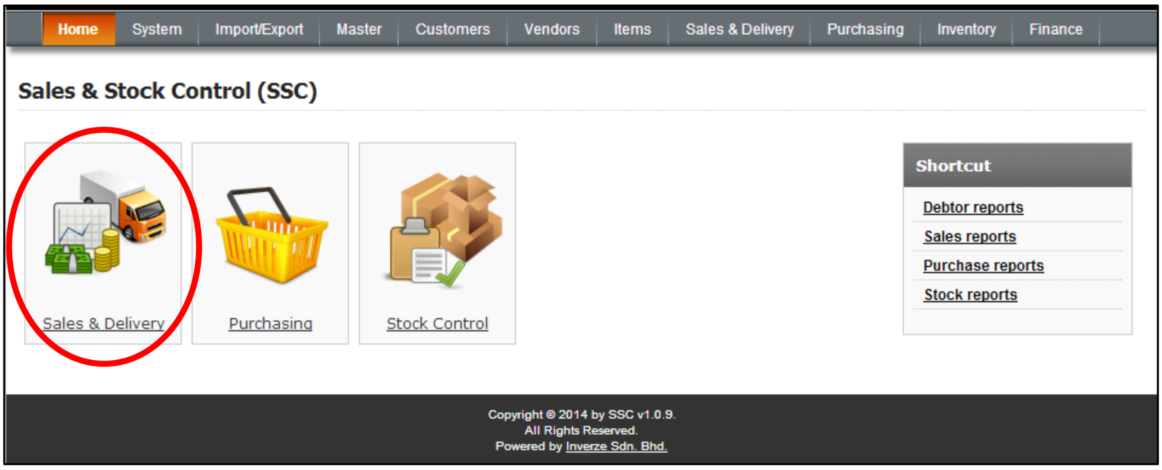
17. Click Import.



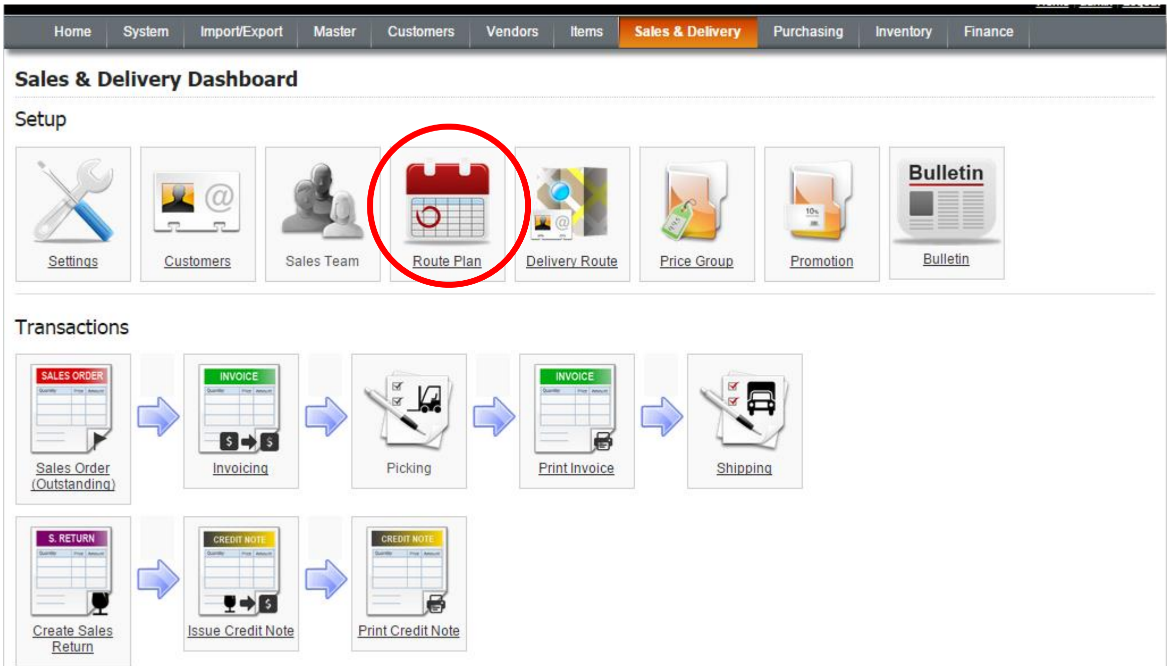
18. A message in red will show number of vendors updated.

ROUTE PLAN

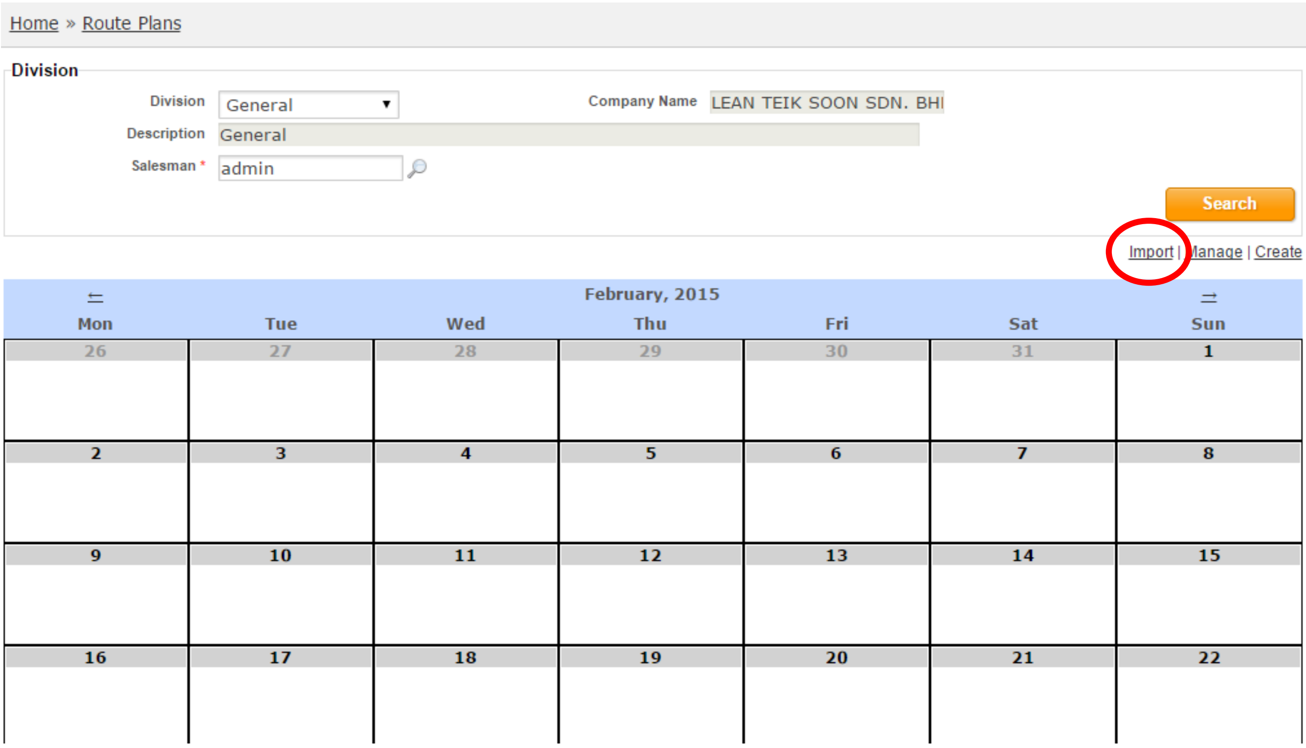
Create Route Plan (Excel Template)



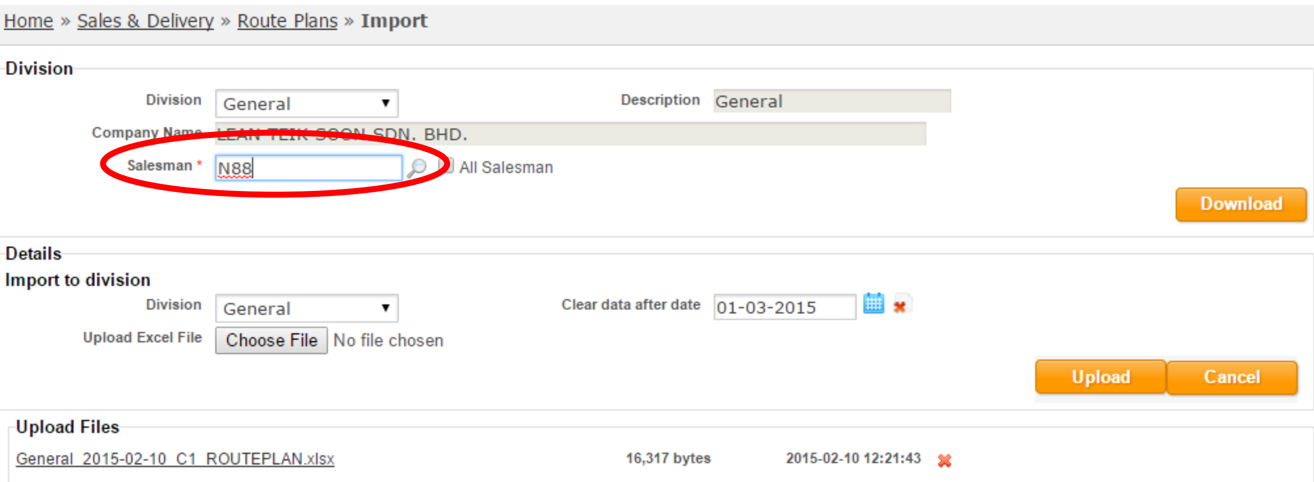
1. Click Sales & Delivery.



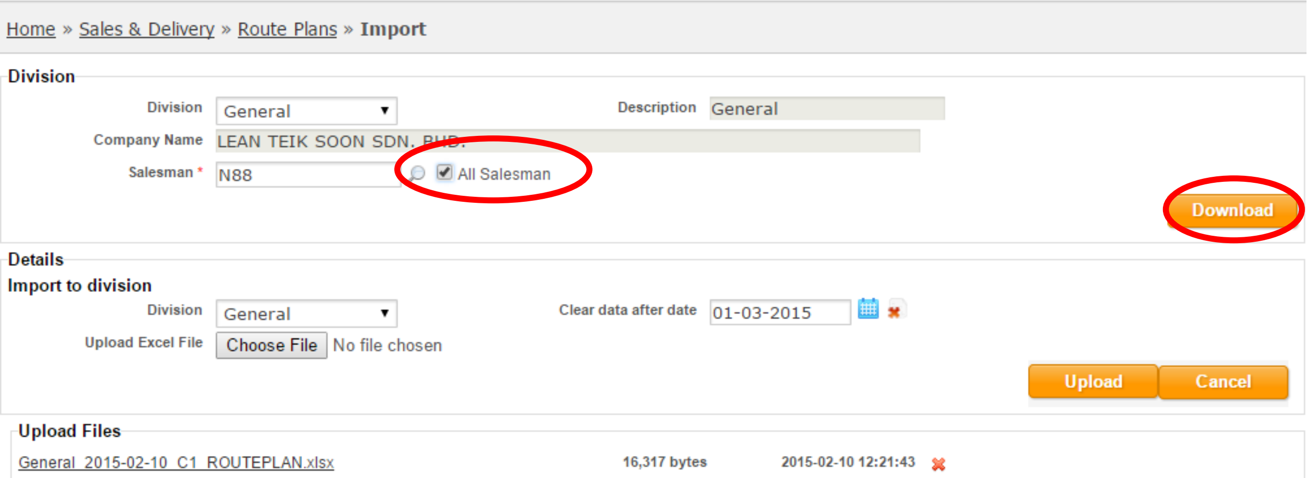
2. Click Route Plan.



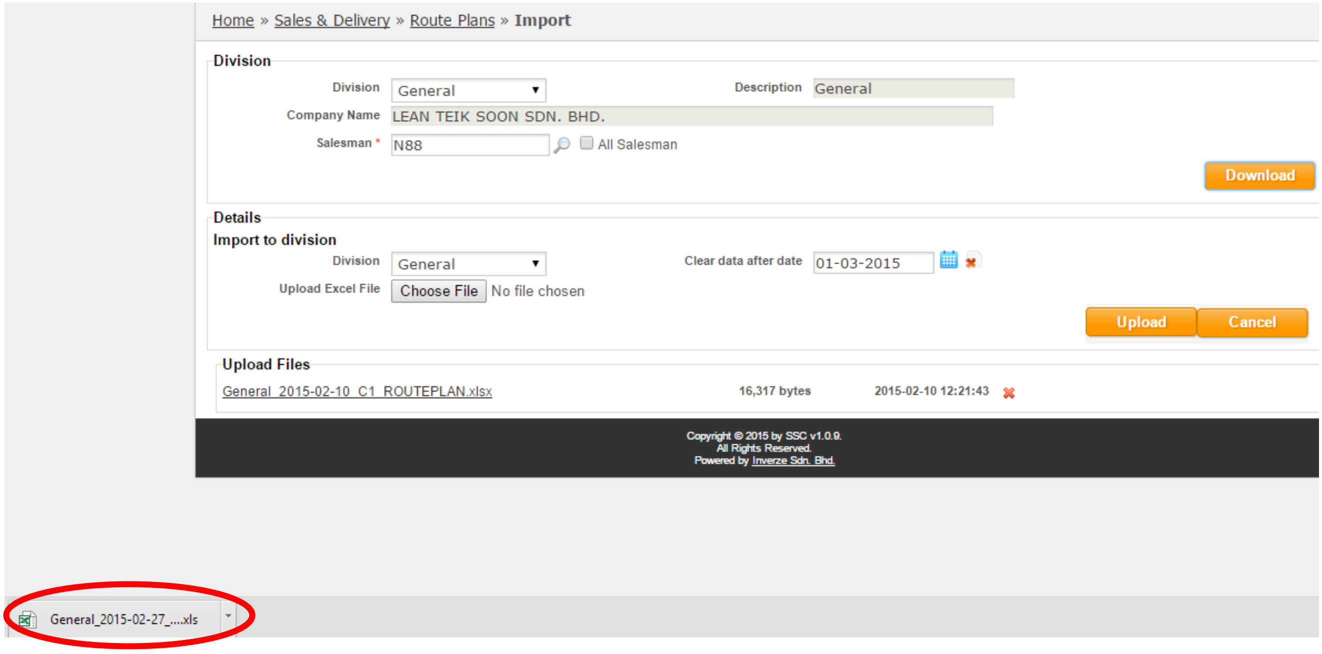
3. Click Import.



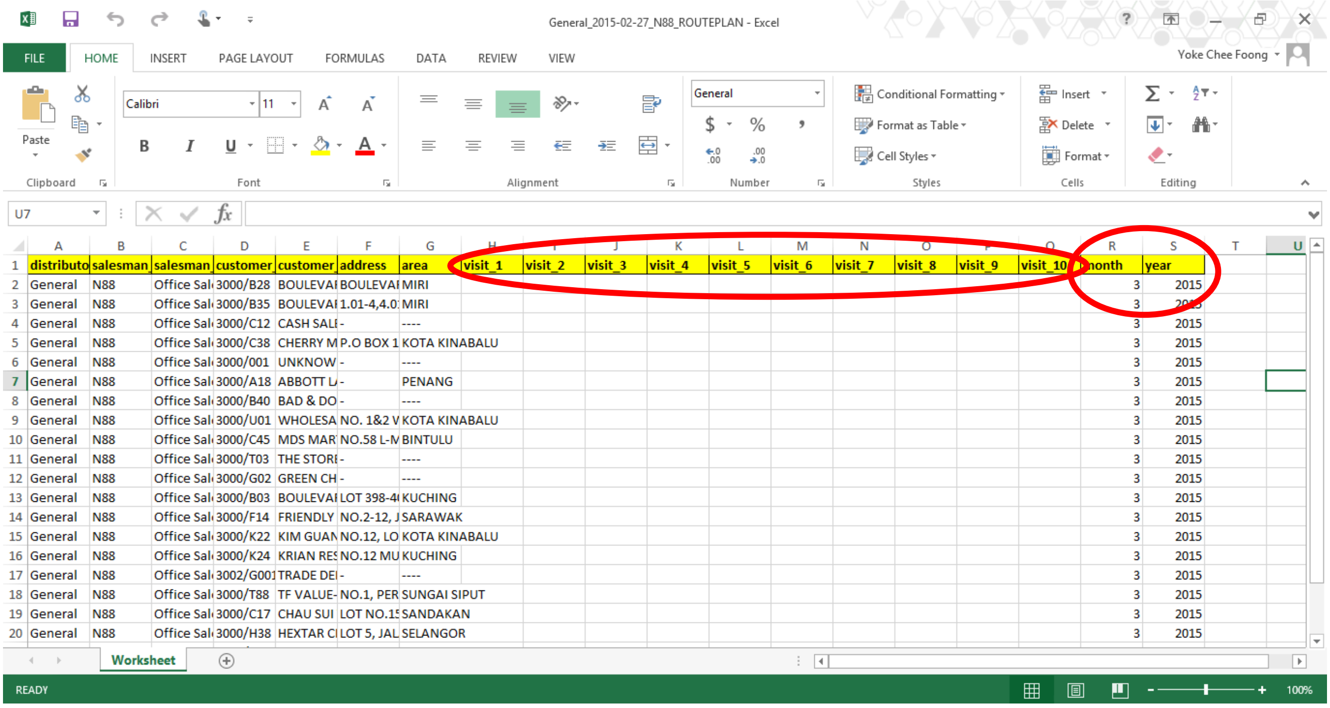
4. Click the magnifying glass to find salesman.



5. Or, tick check box of All Salesman to download all salesman in one template.
6. Click DOWNLOAD.

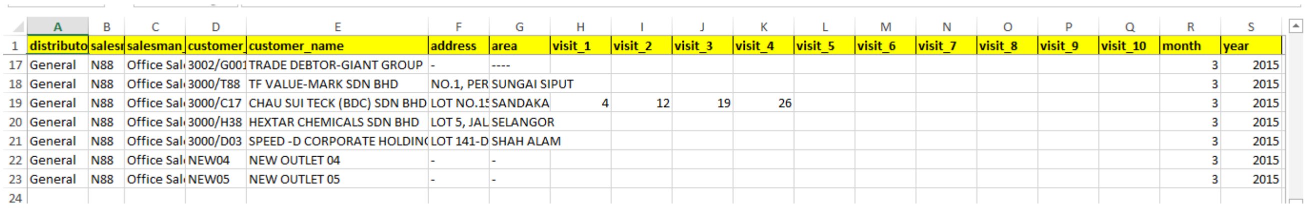


7. Salesman route plan in excel format will be downloaded.



	distributo	salesman_	salesman_	customer_	customer_	address	area	visit_1	visit_2	visit_3	visit_4	visit_5	visit_6	visit_7	visit_8	visit_9	visit_10	month	year
2	General	N88	Office Sal	3000/B28	BOULEVAI	BOULEVAI	MIRI											3	2015
3	General	N88	Office Sal	3000/B35	BOULEVAI	1.01-4,4.0	MIRI											3	2015
4	General	N88	Office Sal	3000/C12	CASH SALE	-	----											3	2015
5	General	N88	Office Sal	3000/C38	CHERRY M	P.O BOX 1	KOTA KINABALU											3	2015
6	General	N88	Office Sal	3000/001	UNKNOW	-	----											3	2015
7	General	N88	Office Sal	3000/A18	ABBOTT L	-	PENANG											3	2015
8	General	N88	Office Sal	3000/B40	BAD & DO	-	----											3	2015
9	General	N88	Office Sal	3000/U01	WHOLESA	NO. 1&2 V	KOTA KINABALU											3	2015
10	General	N88	Office Sal	3000/C45	MDS MAR	NO.58 L-M	BINTULU											3	2015
11	General	N88	Office Sal	3000/T03	THE STORE	-	----											3	2015
12	General	N88	Office Sal	3000/G02	GREEN CH	-	----											3	2015
13	General	N88	Office Sal	3000/B03	BOULEVAI	LOT 398-4	KUCHING											3	2015
14	General	N88	Office Sal	3000/F14	FRIENDLY	NO.2-12, J	SARAWAK											3	2015
15	General	N88	Office Sal	3000/K22	KIM GUAN	NO.12, LO	KOTA KINABALU											3	2015
16	General	N88	Office Sal	3000/K24	KRIAN RES	NO.12 MU	KUCHING											3	2015
17	General	N88	Office Sal	3002/G001	TRADE DEI	-	----											3	2015
18	General	N88	Office Sal	3000/T88	TF VALUE-	NO.1, PER	SUNGAI SIPUT											3	2015
19	General	N88	Office Sal	3000/C17	CHAU SUI	LOT NO.1	SANDAKAN											3	2015
20	General	N88	Office Sal	3000/H38	HEXTAR C	LOT 5, JAL	SELANGOR											3	2015

8. Only fill in the date of visit (column H to Q) into visit 1-10 column.
9. Column R – Month – is the month of route plan, example 3 is March.
10. Column S – Year – is the year of the route plan.



	distributo	salesr	salesman_	customer_	customer_name	address	area	visit_1	visit_2	visit_3	visit_4	visit_5	visit_6	visit_7	visit_8	visit_9	visit_10	month	year
17	General	N88	Office Sal	3002/G001	TRADE DEBTOR-GIANT GROUP	-	----											3	2015
18	General	N88	Office Sal	3000/T88	TF VALUE-MARK SDN BHD	NO.1, PER	SUNGAI SIPUT											3	2015
19	General	N88	Office Sal	3000/C17	CHAU SUI TECK (BDC) SDN BHD	LOT NO.1	SANDAKA	4	12	19	26							3	2015
20	General	N88	Office Sal	3000/H38	HEXTAR CHEMICALS SDN BHD	LOT 5, JAL	SELANGOR											3	2015
21	General	N88	Office Sal	3000/D03	SPEED -D CORPORATE HOLDIN	LOT 141-D	SHAH ALAM											3	2015
22	General	N88	Office Sal	NEW04	NEW OUTLET 04	-	-											3	2015
23	General	N88	Office Sal	NEW05	NEW OUTLET 05	-	-											3	2015
24																			

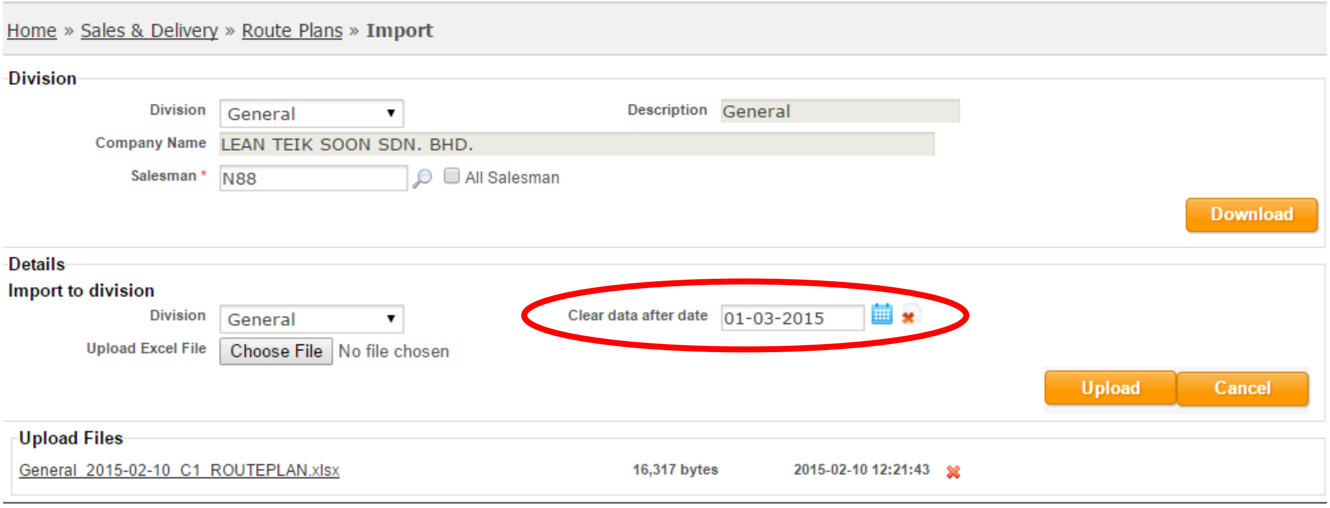
11. Example, salesman N88 plan to visit customer Chau Sui Teck (BDC) Sdn Bhd once a week:
    a. Visit 1 – 4th March 2015
    b. Visit 2 – 12th March 2015
    c. Visit 3 – 19th March 2015
    d. Visit 4 – 26th March 2015
12. Save and close the file.

NOTE:

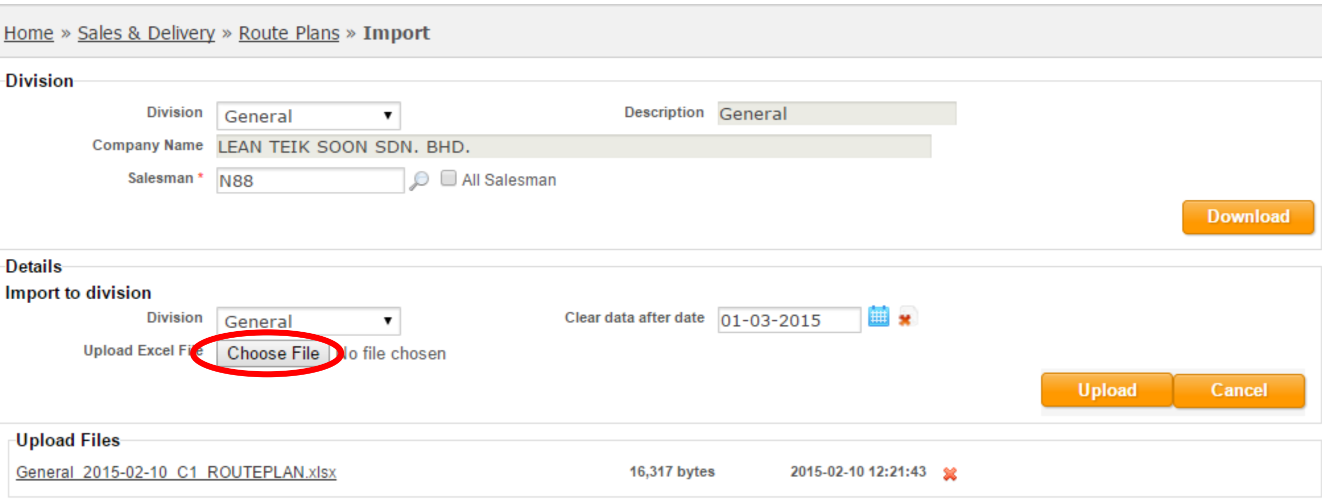
1. PLEASE DO NOT CHANGE THE FIELD HEADER.

2. THE FILE NAME MUST BE SAVE EXACTLY SAME AS DOWNLOADED FROM SSC.

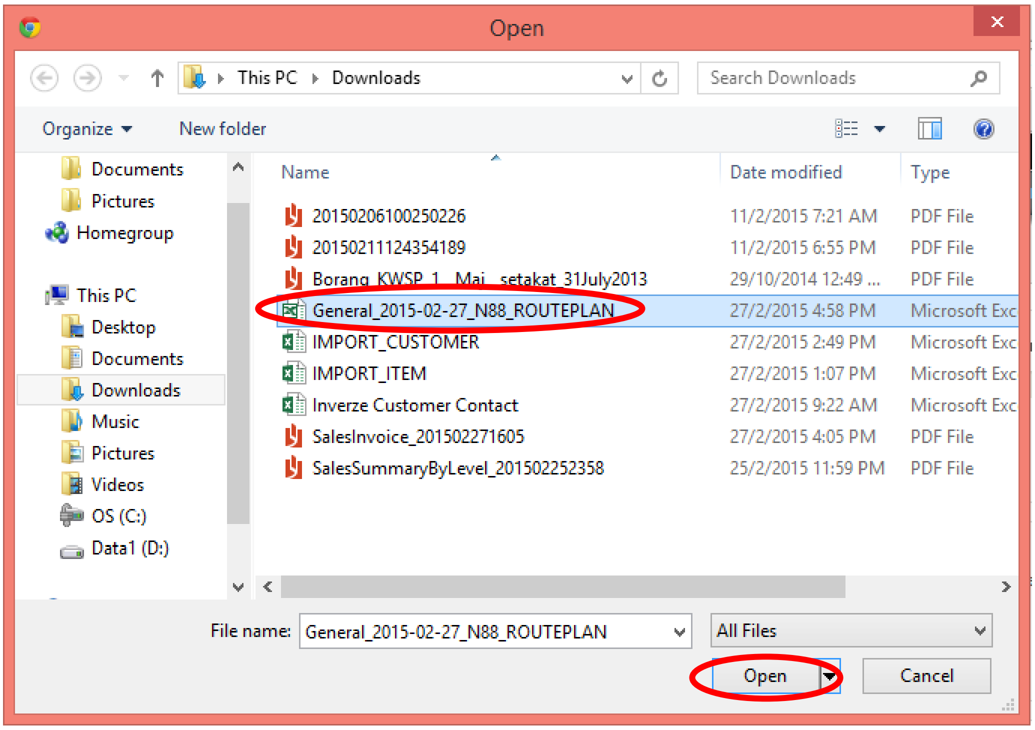
Upload Route Plan (Excel Template)



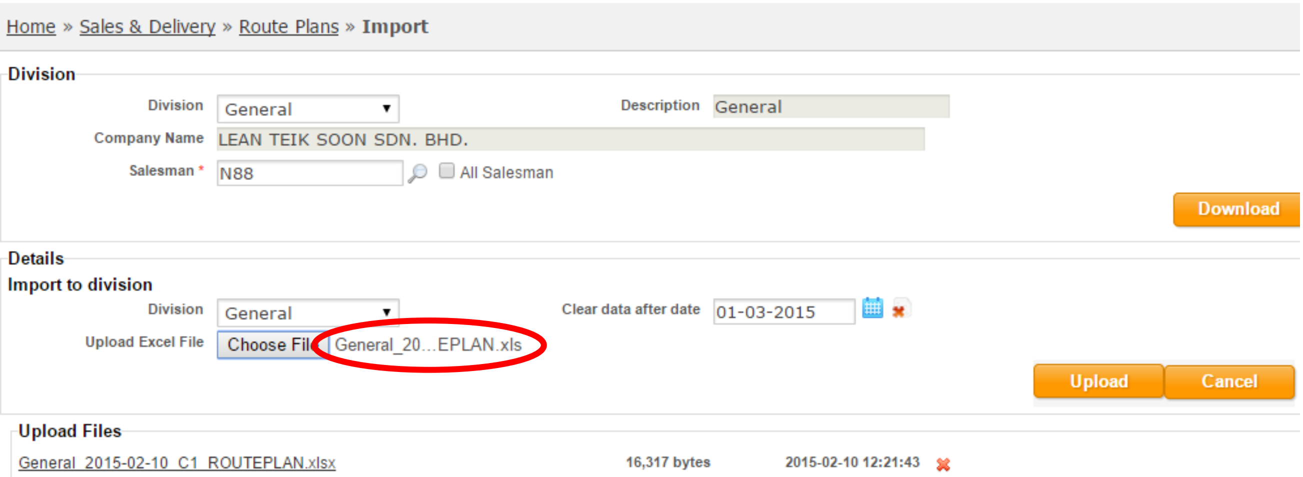
1. If the route plan template is uploaded second time to replace the first file (normally it happens when you want to amend the route plan), it will duplicate the route plan record.
2. Hence, the "Clear Data After Date" must set, and the system will clear the data to avoid duplicate data.
3. Please take note that the route plan of today and previous days are not amendable.
4. In example, date now is 12th February, and February route plan need to re-upload again. So the "Clear Data After Date" will need to set 13th February. All the old data from 13th February onwards will be clear. And the new February route plan will be uploaded.



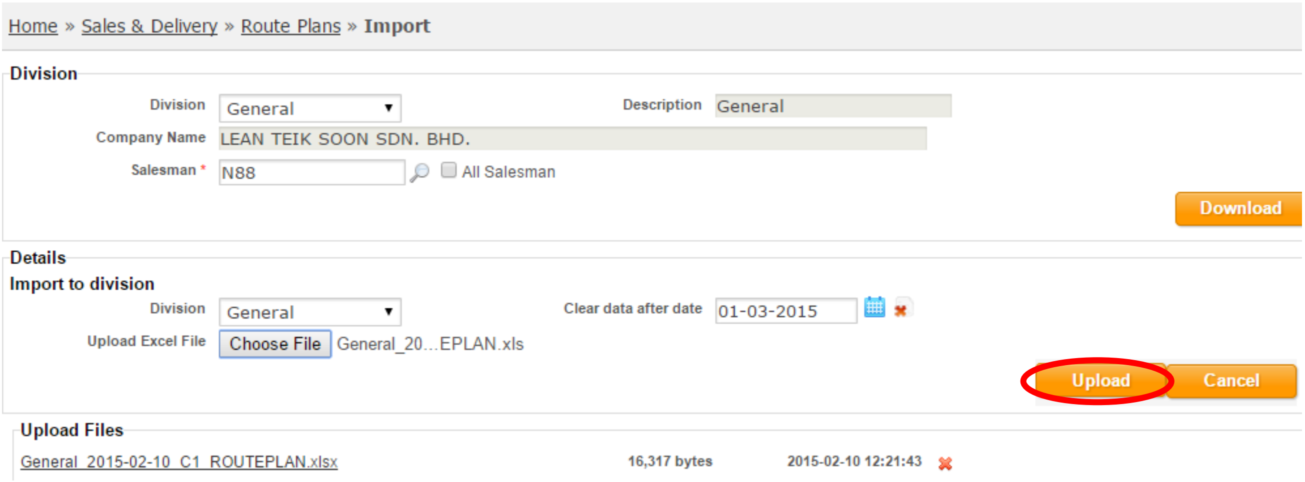
5. Click Choose File.



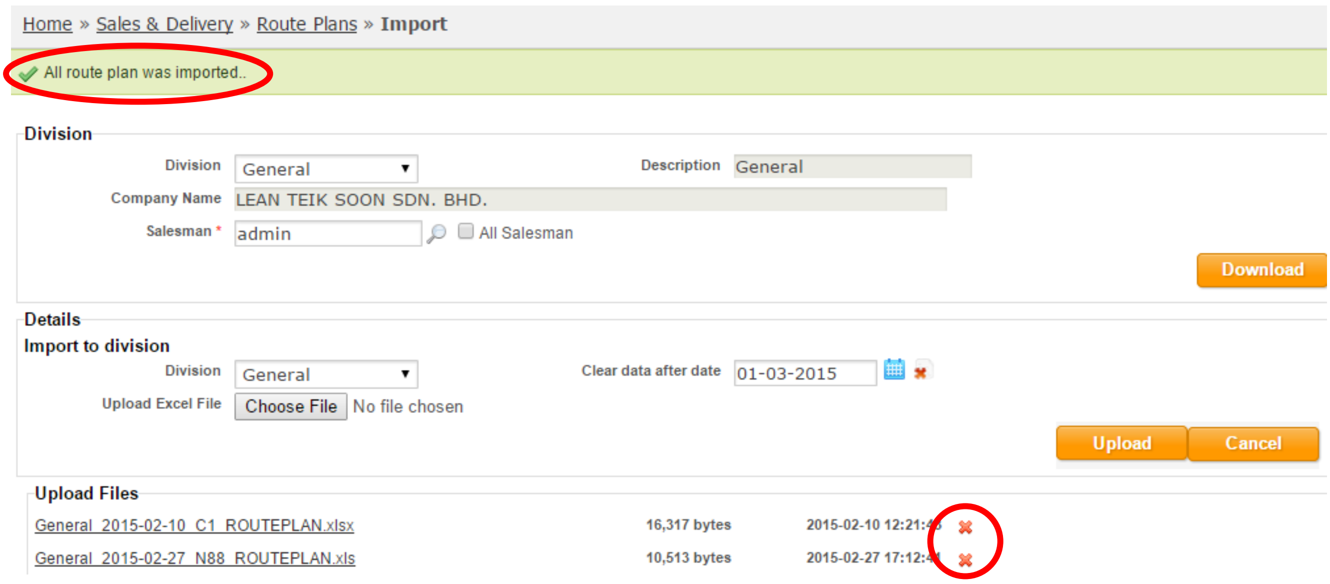
6. Browse to the file location.
7. Select the route plan file.
8. Click OPEN.



9. The file name will appeared beside Choose File button.

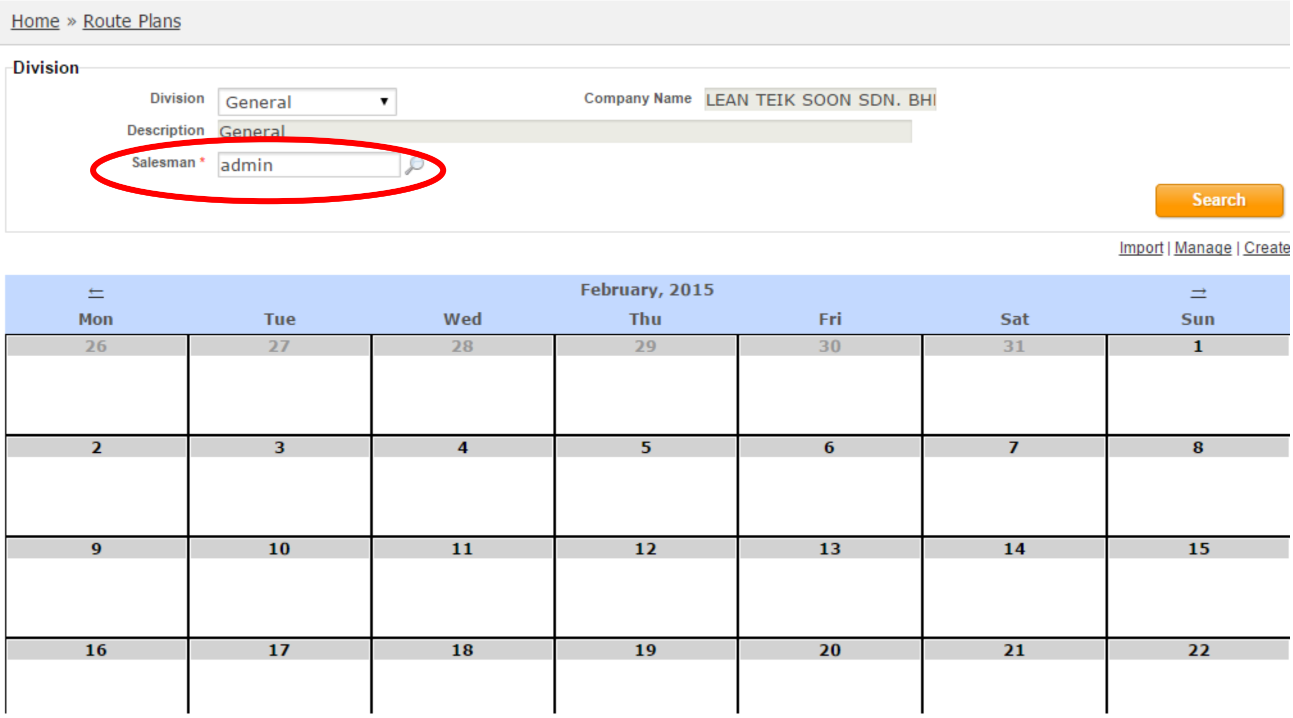


10. Click Upload.

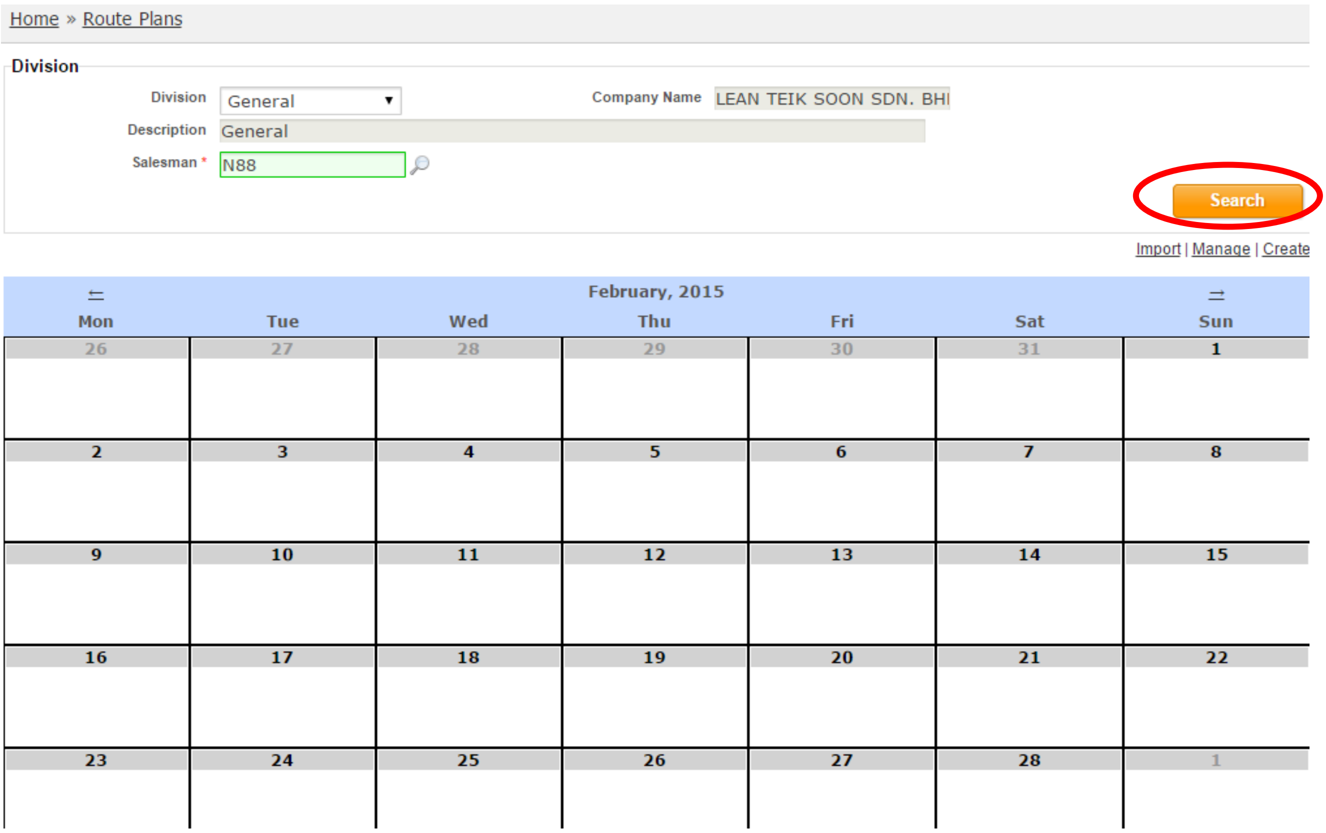


11. A green message will show the route plan imported.
12. All uploaded files will be remain and pile up at the Upload Files section.
13. If you wish to delete, you may click the red cross button to remove the file link.

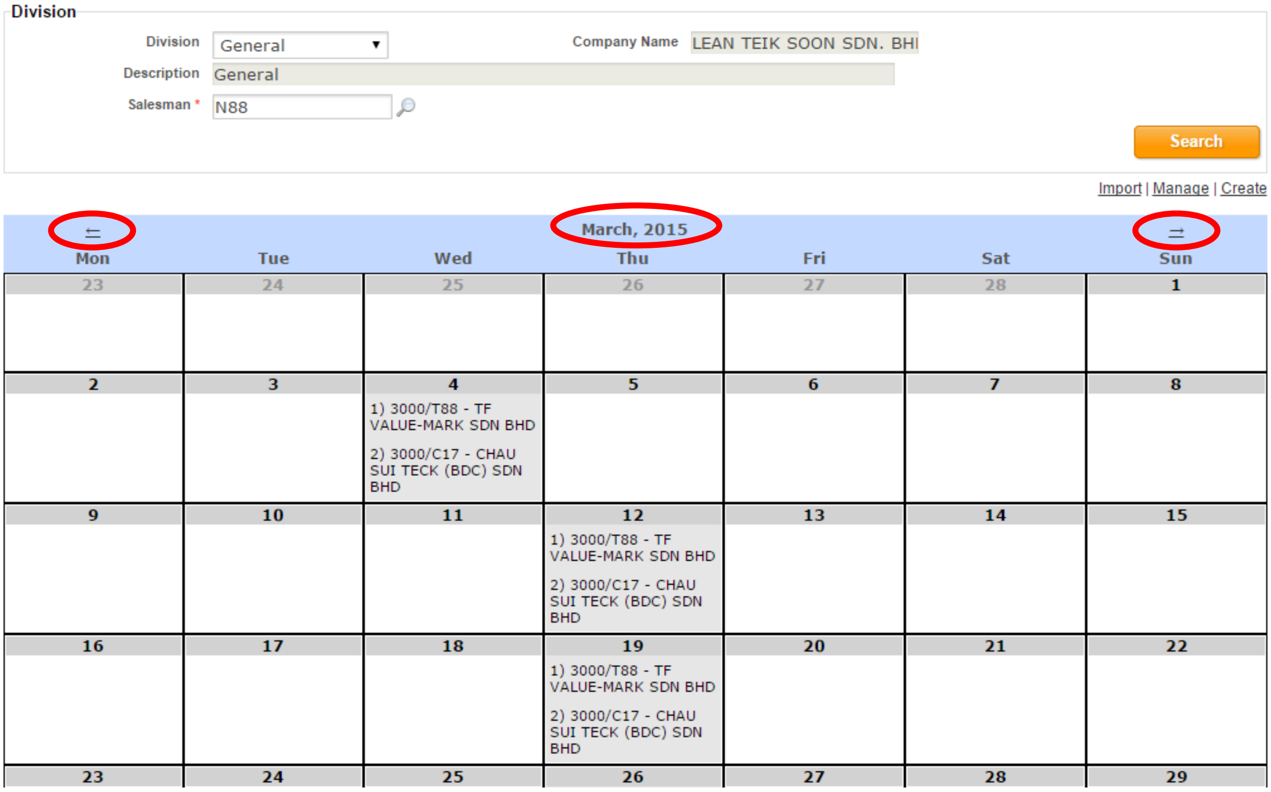
View Route Plan



1. Enter salesman code in search box or click magnifying glass to view.

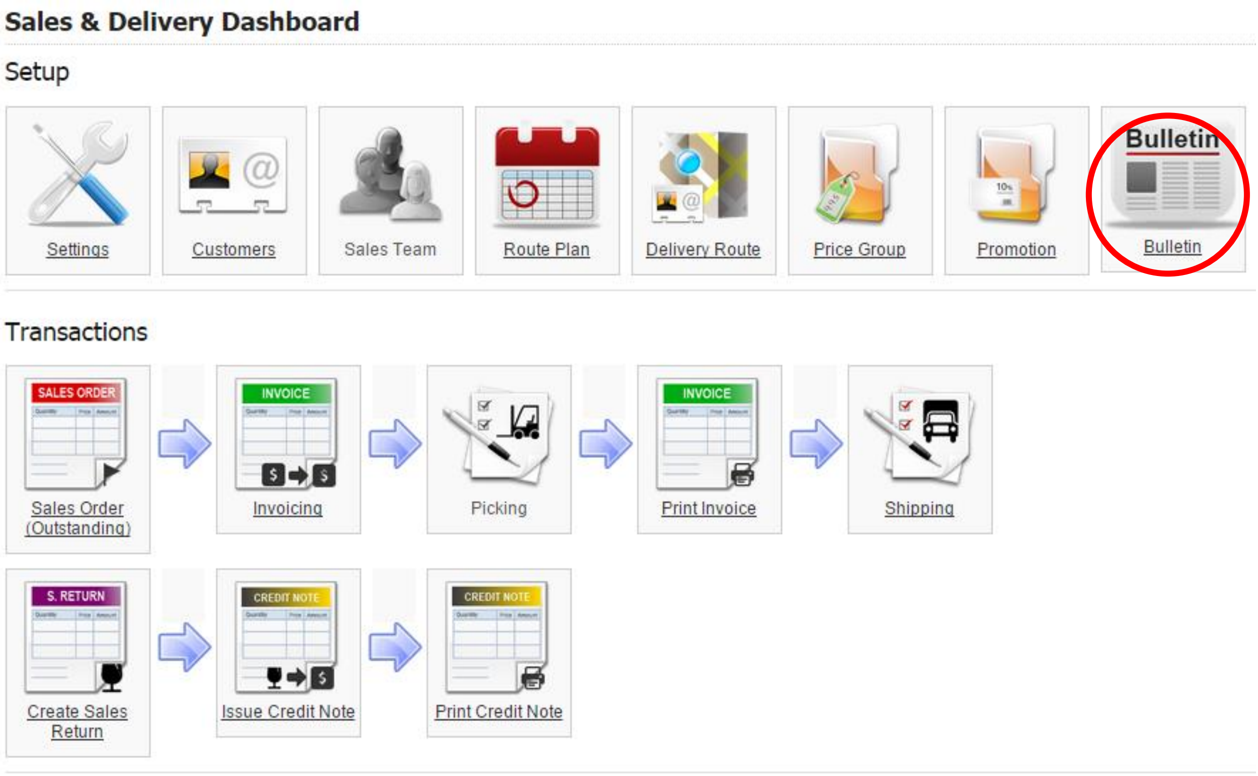


2. Click Search.

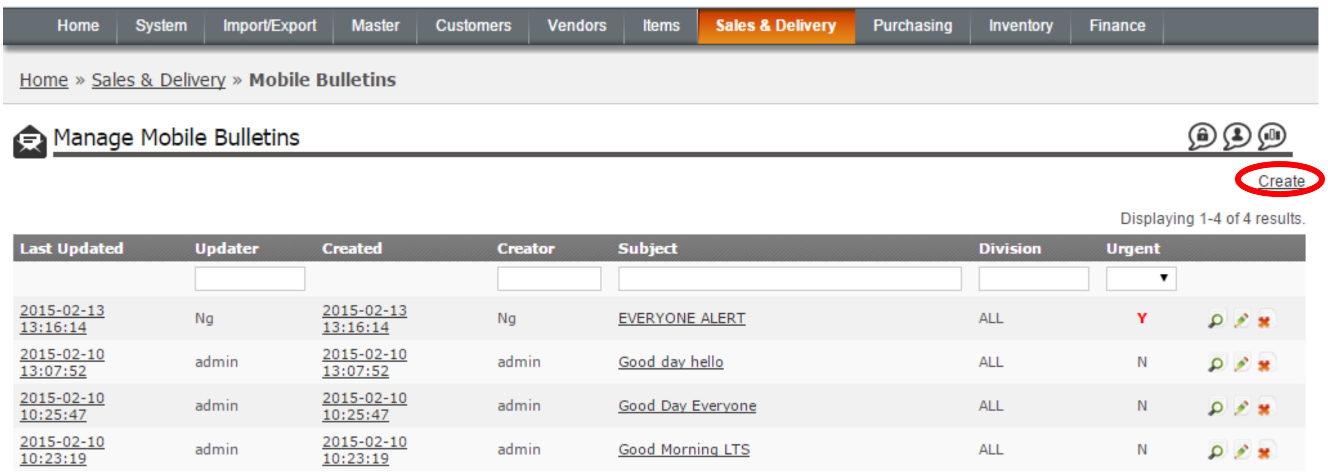


3. Click the arrow to looks for month wanted to view route plan.

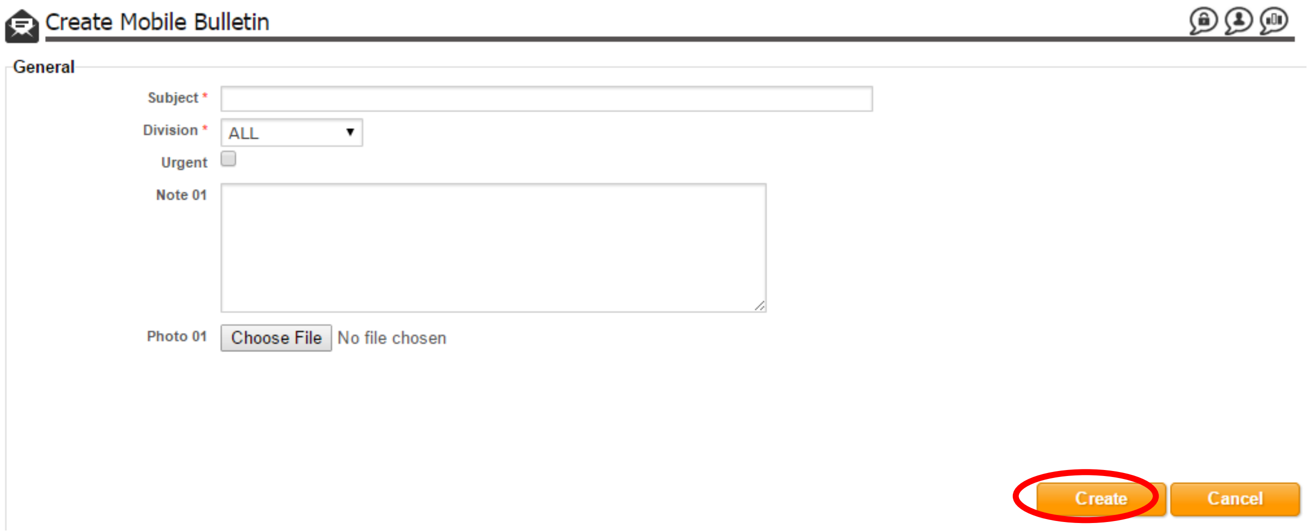
MOBILE BULLETIN



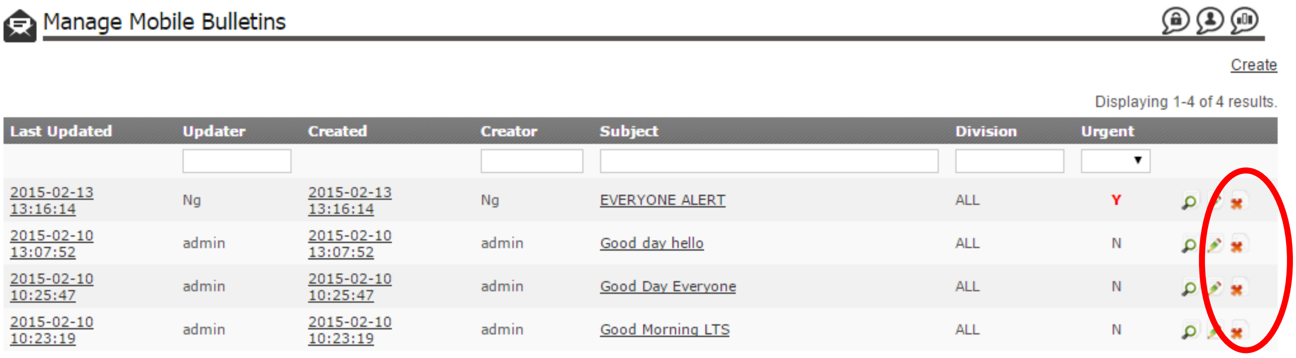
1. Click Bulletin.



2. Click Create.



3. Fill in the Subject – Message Header.
4. Urgent – Tick the box if Urgent Attention required.
5. Note 01 – Fill in the message.
6. Photo01 – Click Choose File to select the picture.
7. Then, click Create.

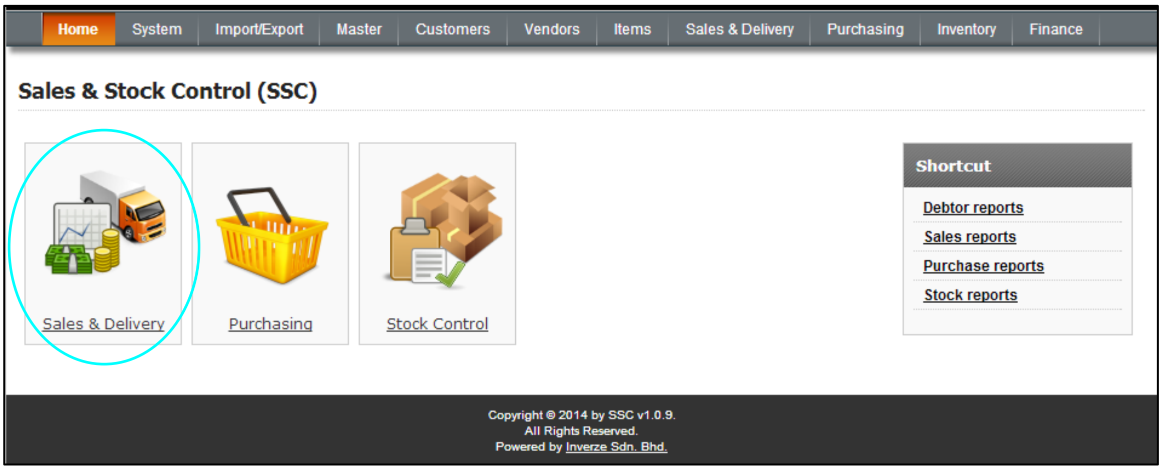


Last Updated	Updater	Created	Creator	Subject	Division	Urgent
2015-02-13 13:16:14	Ng	2015-02-13 13:16:14	Ng	EVERYONE ALERT	ALL	Y
2015-02-10 13:07:52	admin	2015-02-10 13:07:52	admin	Good day hello	ALL	N
2015-02-10 10:25:47	admin	2015-02-10 10:25:47	admin	Good Day Everyone	ALL	N
2015-02-10 10:23:19	admin	2015-02-10 10:23:19	admin	Good Morning LTS	ALL	N

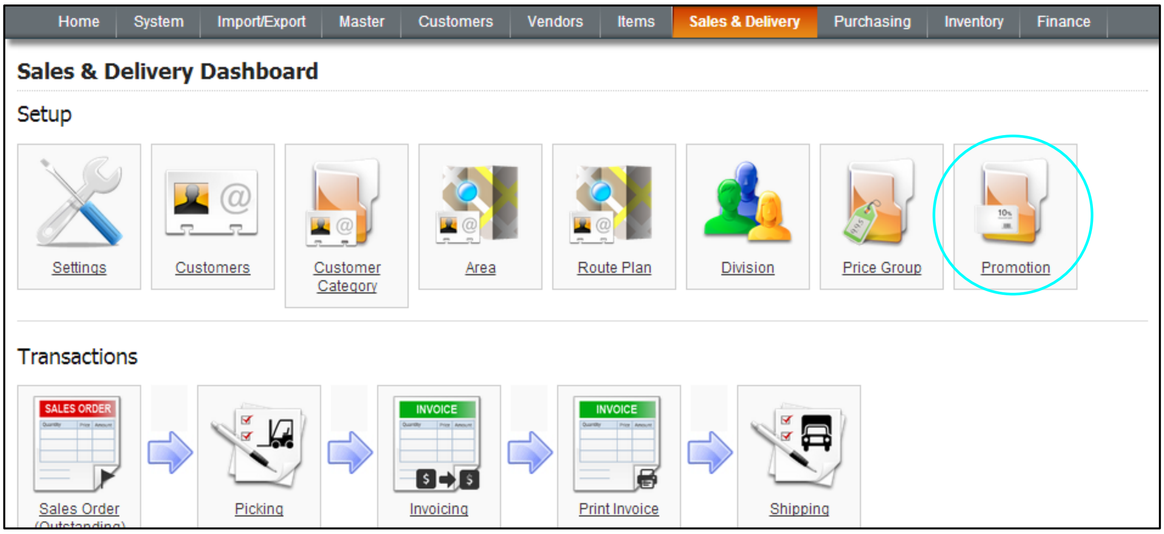
8. Click the Red Cross to delete the message if no longer needed.

PROMOTION & OFFER

Go to Promotion Section

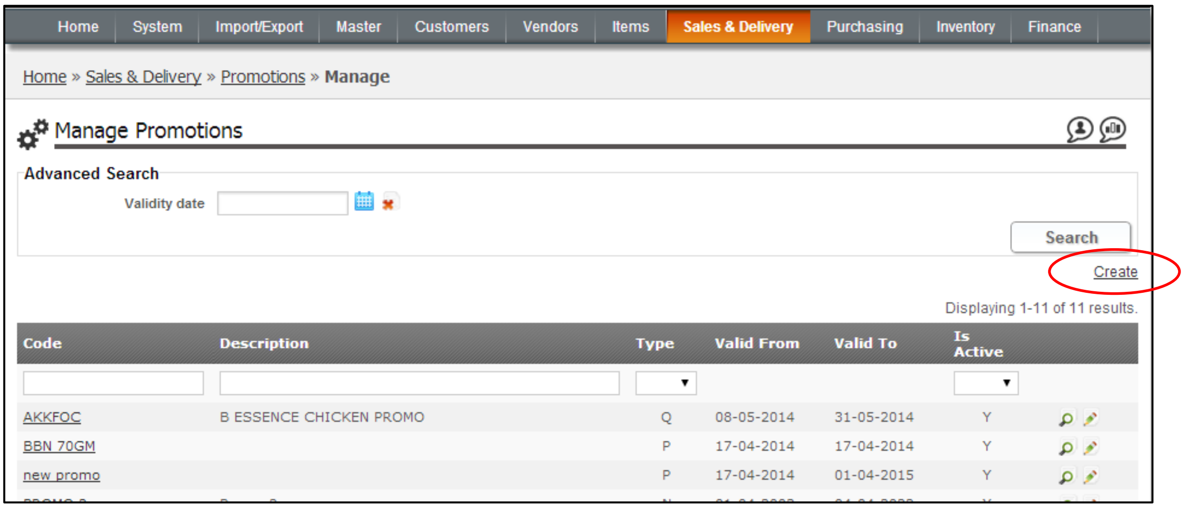


1. Click Sales & Delivery



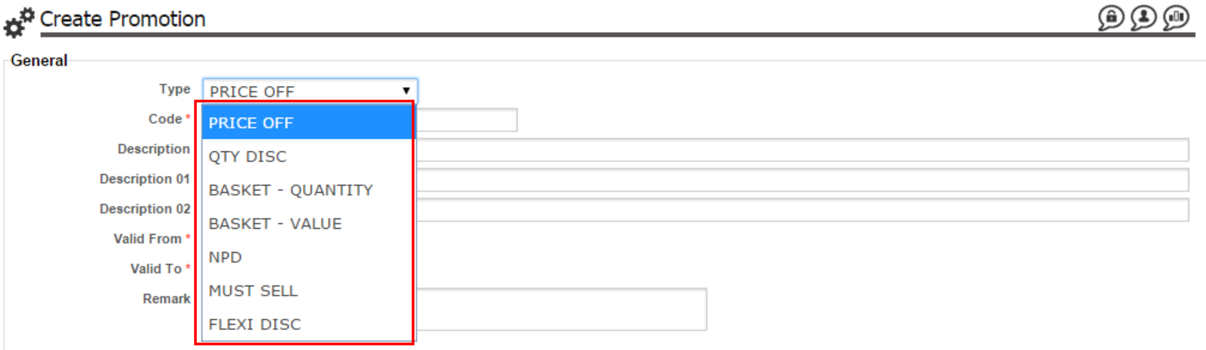
2. Click Promotion

Create Promotion



1. Click on the **Create** button
2. Select promotion **Type** from the drop-down menu

Promotion Types:-



- Price Off – Offer based on price value, eg:
  - Order value hit RM300 get 4% discount
  - Order 10 ctn get 4% discount
- Qty Disc – Offer based on order quantity, eg:
  - Order 10 ctn FOC 1 ctn
  - Order value hit RM 1,000 FOC 1 ctn
- Basket Qty – Offer based on fixed quantity set, eg:
  - Order 1 set which included Item A (2 ctn) + Item B (2 ctn), and FOC – Item C (1 ctn)
  - Order 1 set which included Item A (2 ctn)+ Item B (2 ctn), at promotional price of RM 100
- Basket Value – Offer based on fixed value set, eg:
  - Order 1 set which included Item A (2 ctn) + Item B (2 ctn), at promotional price of RM 66
  - Order 1 set which included Item A (2 ctn) + Item B (2 ctn), discount 30% on each item
- NPD – Introductory of new product launched
- Must Sell – Must Sell SKU
- Flexi Disc – To give maximum discount % and allow the salesman to edit the discount %, eg:
  - Order Item A, get discount 10% + 3%. Meaning the salesman can amend the discount % to any figure below 10% and 3%, eg: 8.77% + 2.8%

A. Create New Promotion

1. Select Type, enter code, and description.
2. Valid From, Valid To - Select promotion start date and end date***

   *** Promotion will be valid only if Invoice Date falls within the validity period.

3. Select validation by Qty or Value
   - By Qty – if the promotion is validate by Qty
   - By Value – if the promotion is validate by value

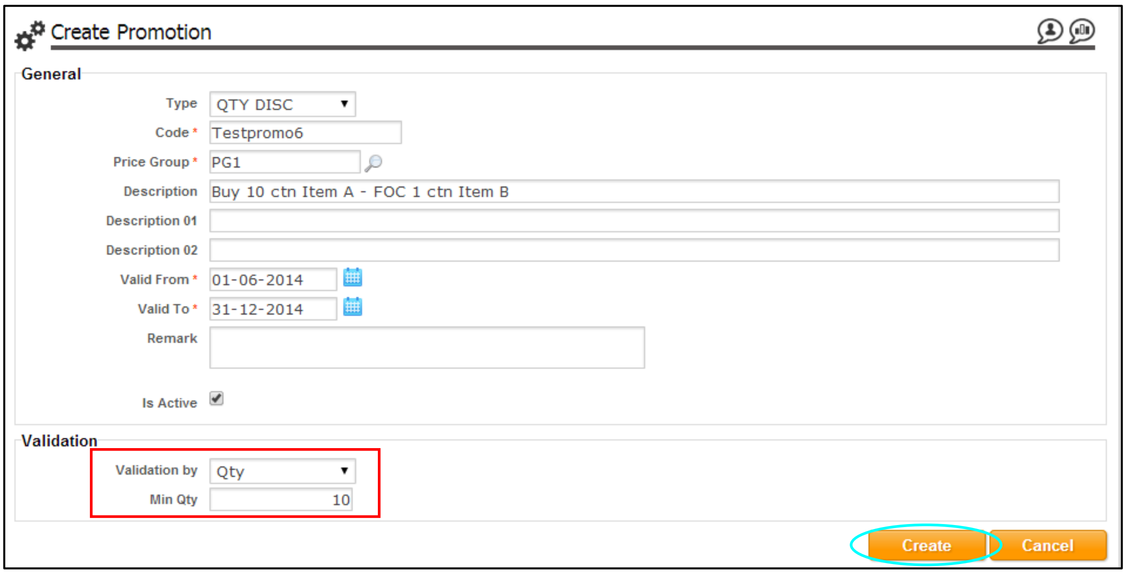
<u>Create New Promotion Validate by Value</u>

- Item A + Item B + Item C (mixable)= hit RM 1,000 - FOC 1 CTN Item D

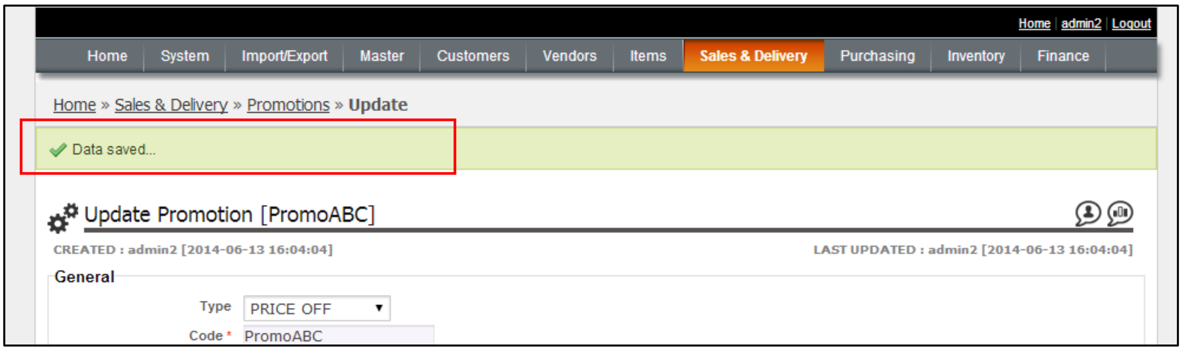
1. Choose **Validate by Value**
2. Enter **Min Amt** - 1,060.00 (Amount must be included GST)
3. Then, click **Create** Button

Create New Promotion Validate by QTY

- Buy 10 cartons Item A - FOC 1 carton Item B

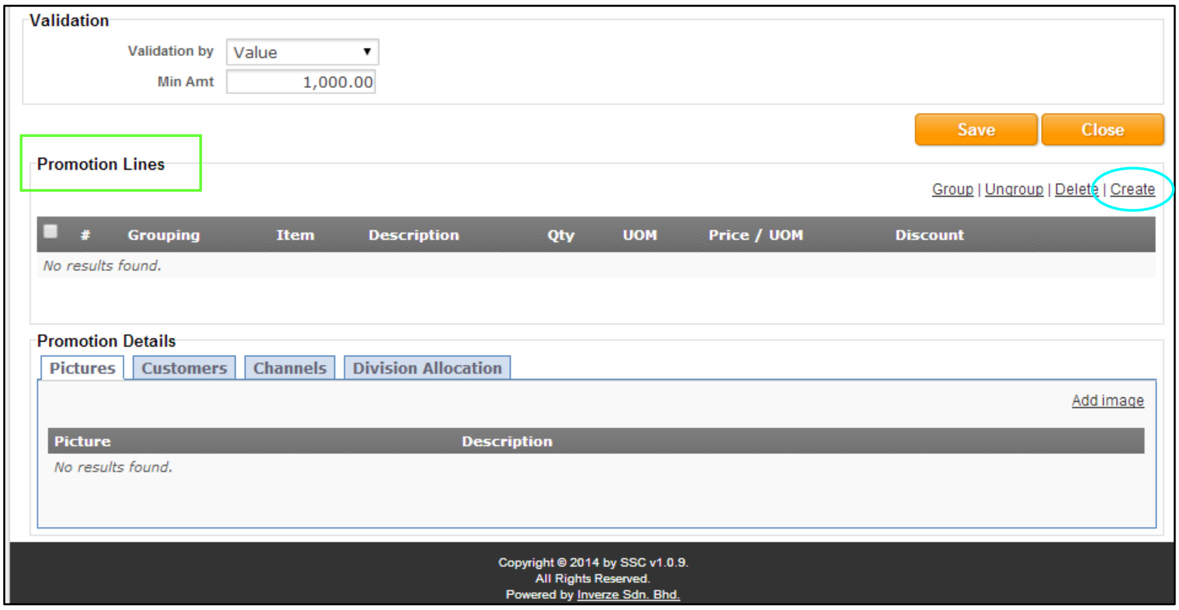


4. Choose Validation by Qty
5. Enter **Min Qty** – 10
6. Click Create Button

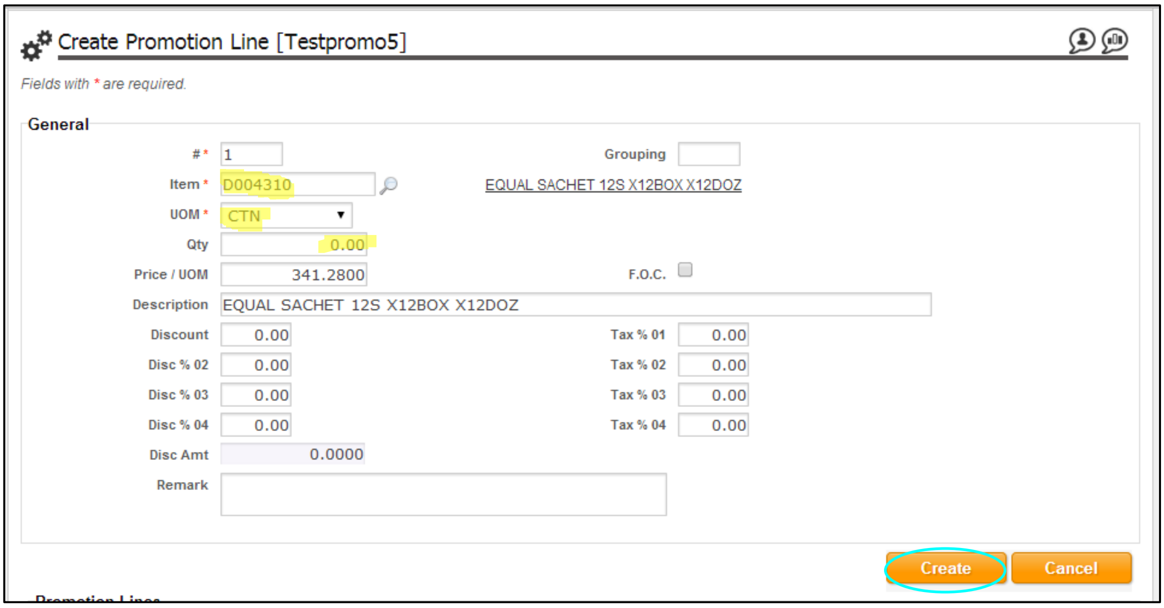


7. A successful message will be showed. The New Promo Code is created.

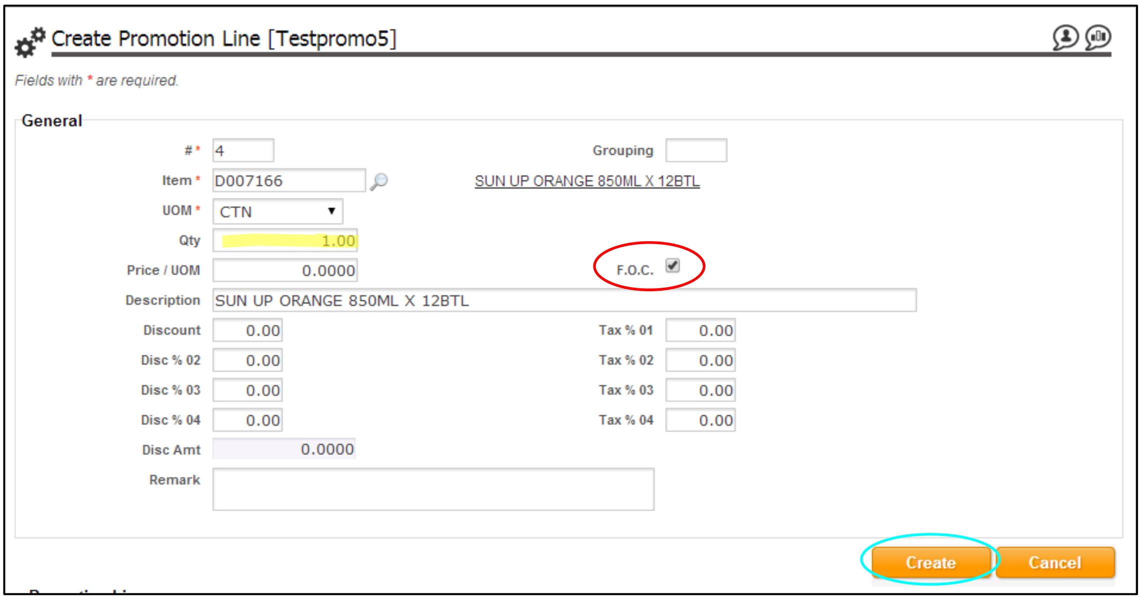
B. Create Promotion Lines



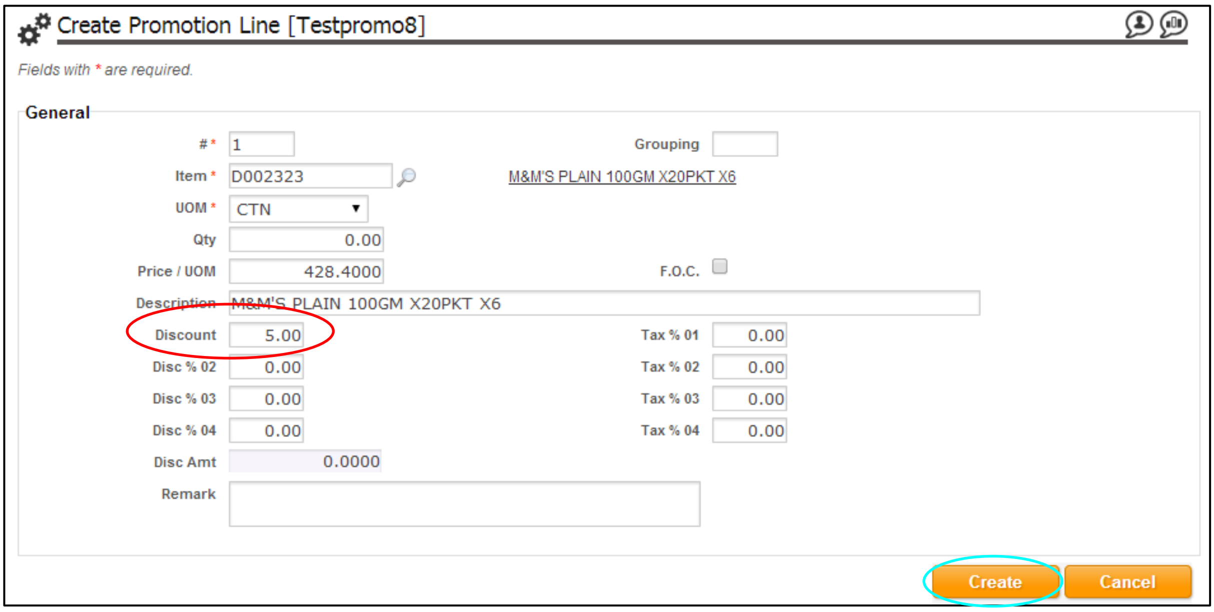
1. Go to Promotion Lines section, click **Create** to create promotion line



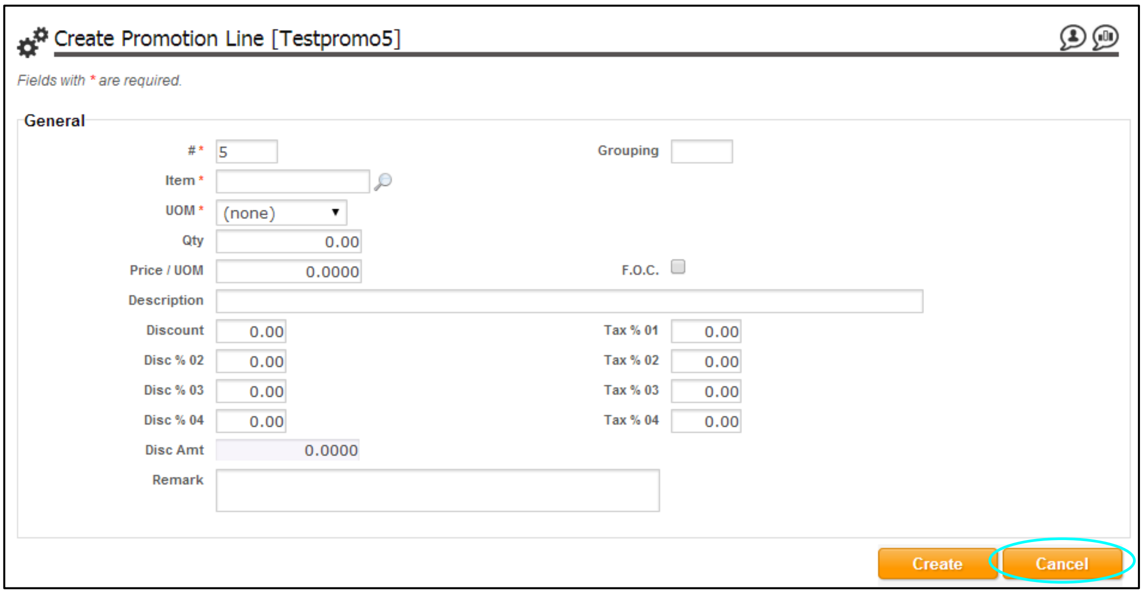
1. **Item** – search the item by clicking on the magnifying glass or key in the item code directly
2. **UOM** – select UOM
3. **Qty** – default as 0
4. Then, click **Create**.
5. Create the 2nd, 3rd and so forth promotion lines by repeat same steps.



6. Create promotion line for FOC item, enter FOC **QTY**,
7. Tick the **F.O.C** box. Price will be 0.000
8. Then, click **Create** button.

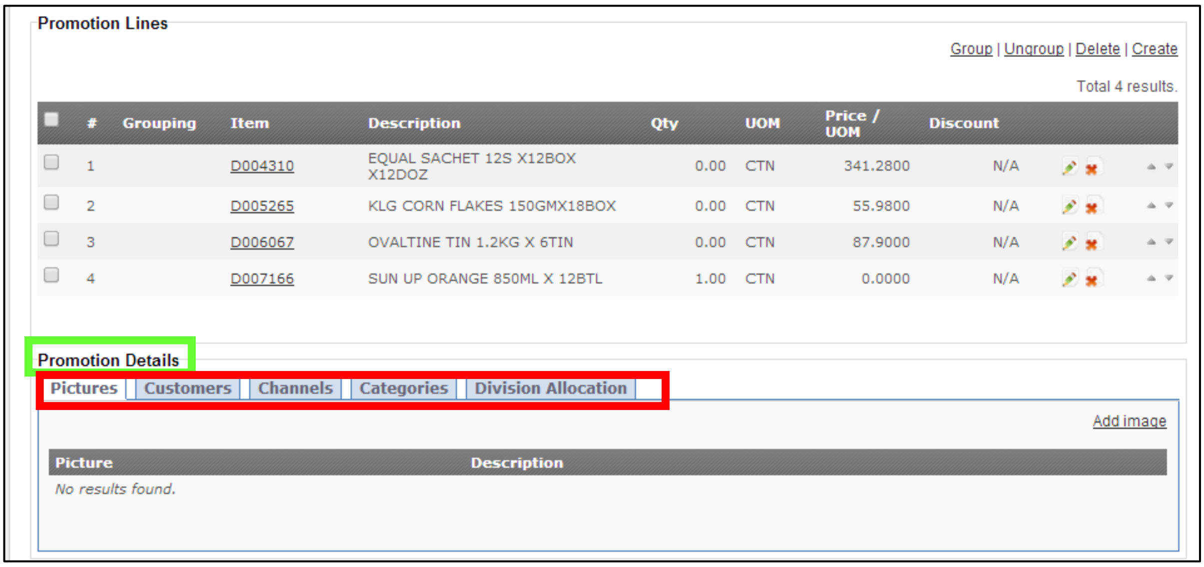


9. Create promotion line for discount %
10. Discount box – key in discount percentage
11. Then, click **Create** button.



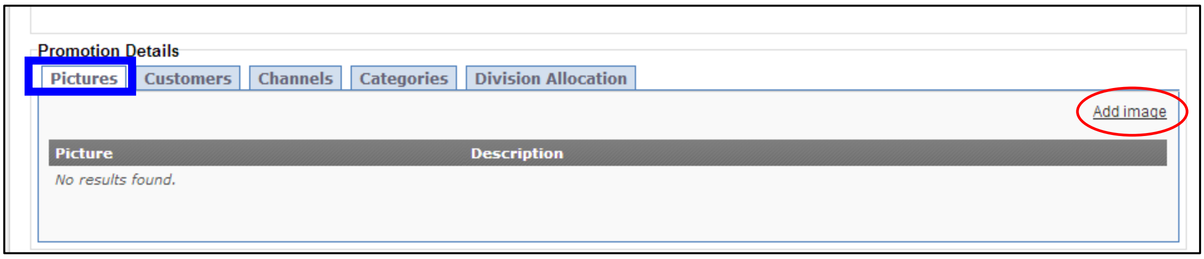
12. Once done, click **Cancel** button to return to the page of the Promotion.

C. Update Promotion Details



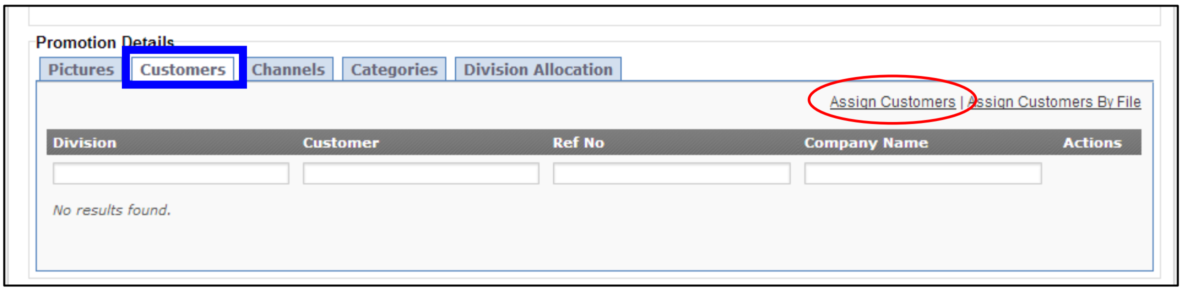
1. Go to Promotion Details section, edit the promotion details at different tabs

Pictures

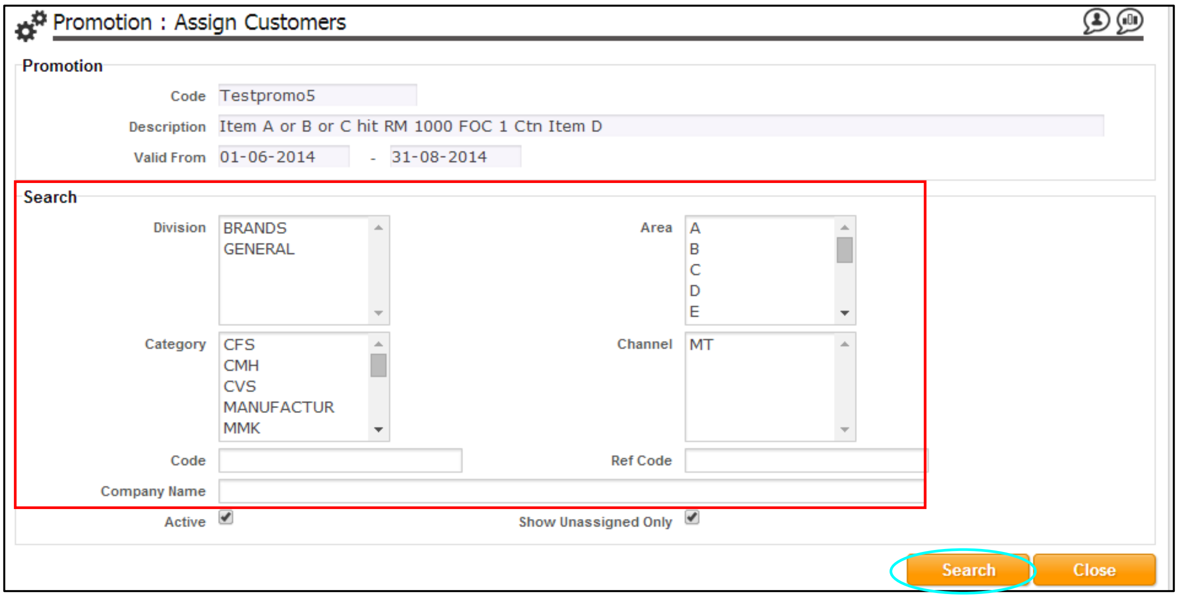


1. Upload the promotion picture by clicking Add Image

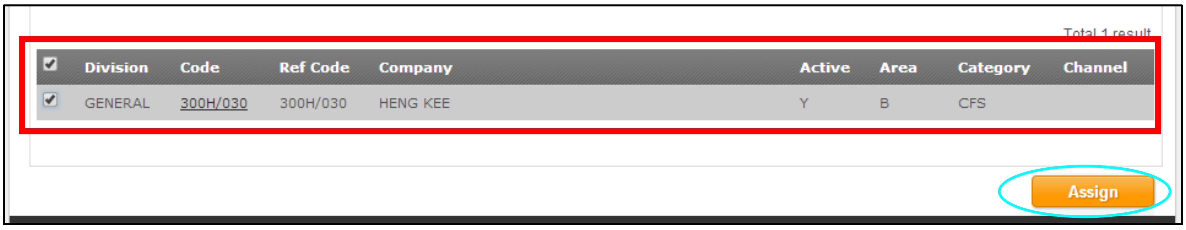
Customers



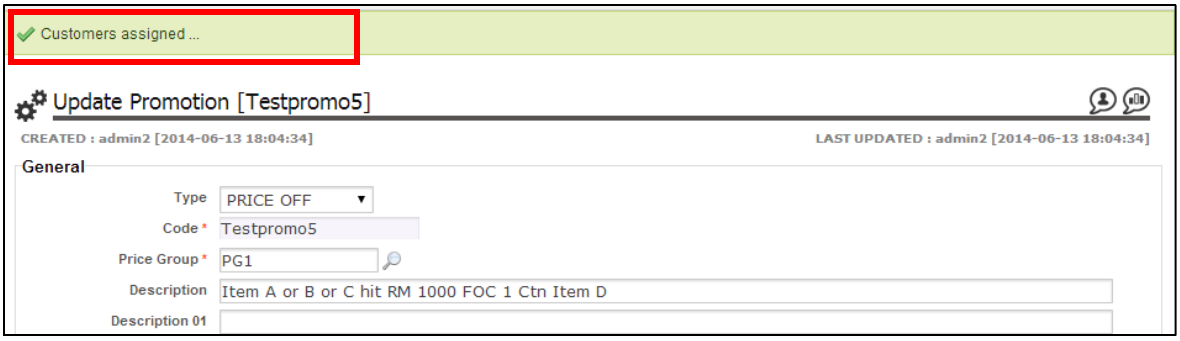
1. Click Assign Customers



2. Search the customer by division, category, or area that you wish to assign
3. Then click Search button

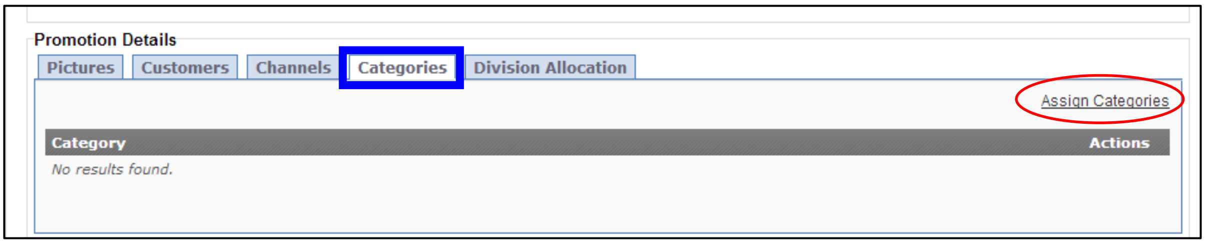


4. The list of customer will be appear at the bottom of the page
5. Tick the customer by line or tick the header box to select all customers that fall under the search criteria
6. Then, click Assign button

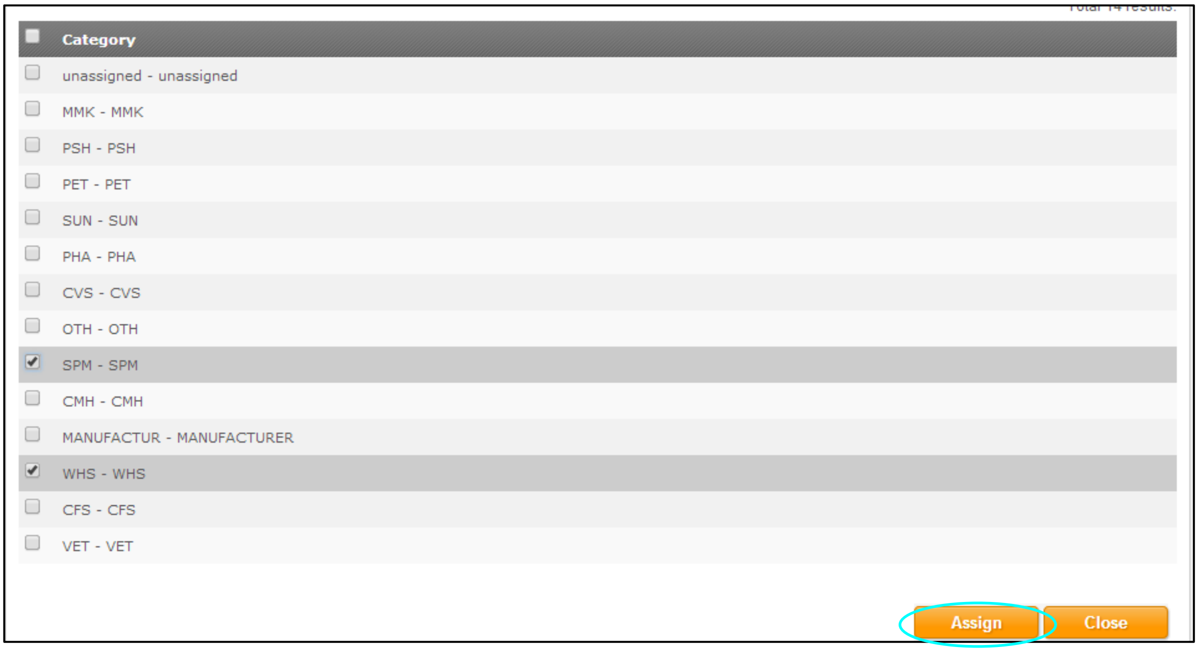


7. Once successfully assigned, a successful message will be showed.

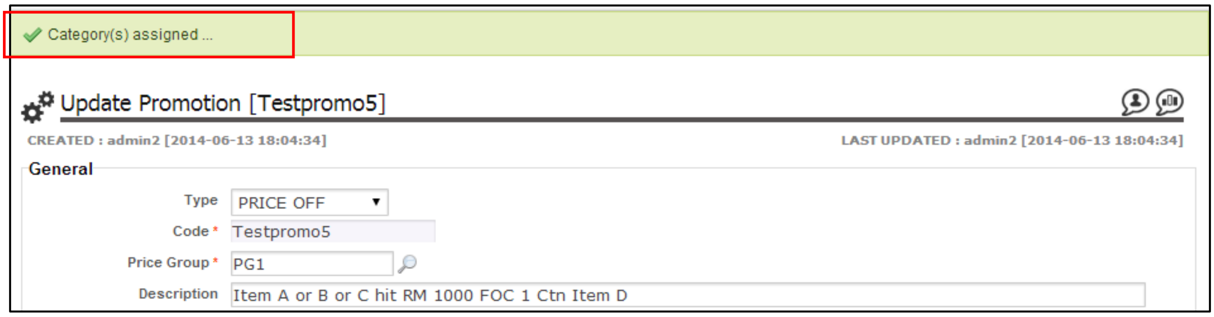
Categories



1. Assign promotion by customer category. Click Assign Categories

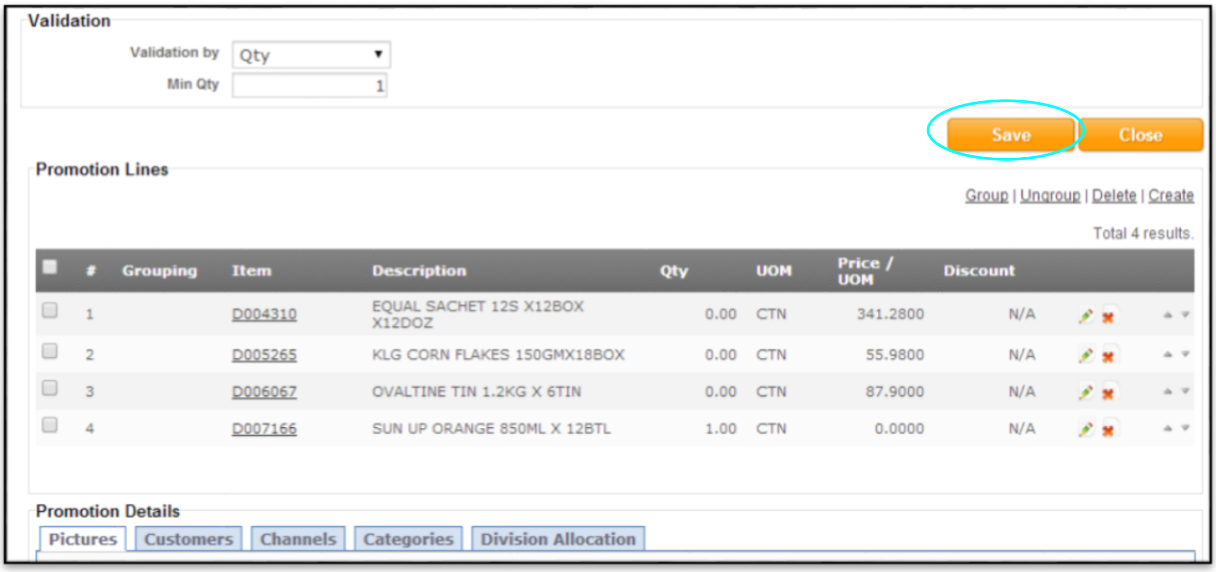


2. Tick on the customer category that you wish to assign the promotion.
3. Then, click Assign button

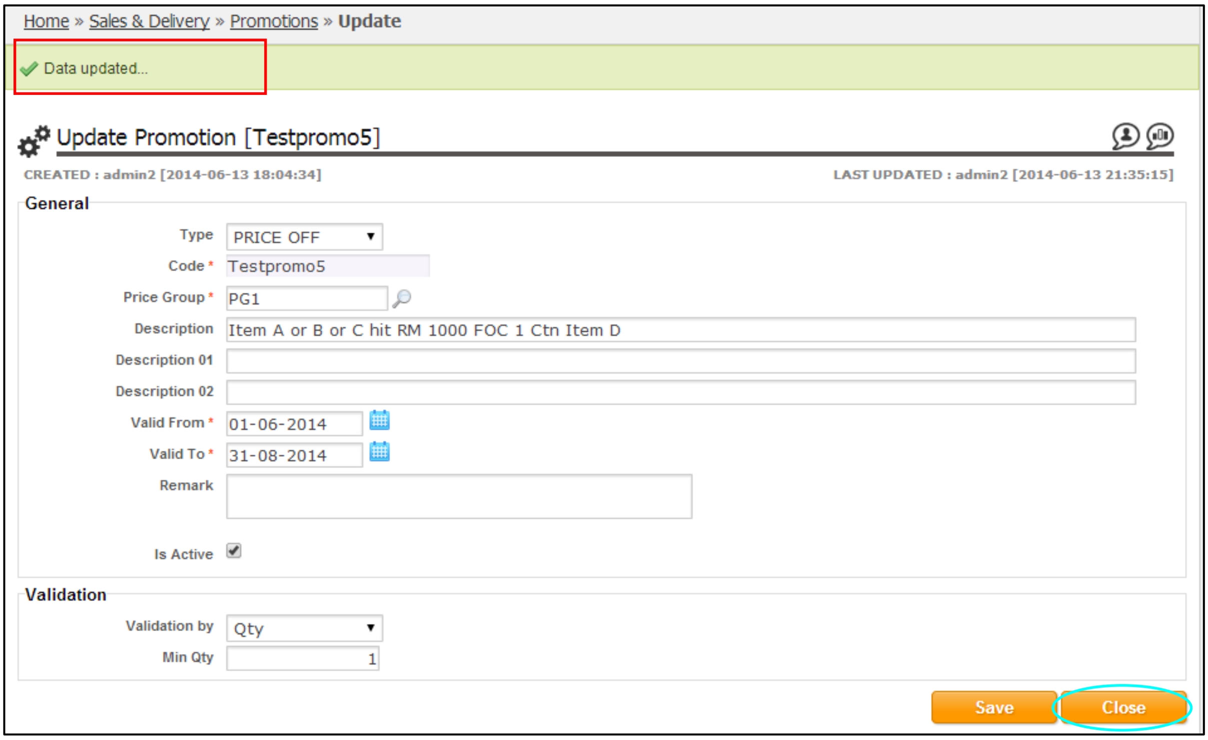


4. Once successfully assigned, a successful message will be showed

Save Promotion



1. Once assign done, click Save to update this promotion code



2. Once details updated, a successful message will be showed.
3. Then, click Close button.

Displaying 1-14 of 14 results.

Code	Description	Type	Valid From	Valid To	Is Active
AKKFOC	B ESSENCE CHICKEN PROMO	Q	08-05-2014	31-05-2014	Y
BBN 70GM		P	17-04-2014	17-04-2014	Y
new promo		P	17-04-2014	01-04-2015	Y
PROMO 2	Promo 2	N	01-04-2003	04-04-2022	Y
PROMO 3	3 grouping	N	01-01-2014	01-01-2015	Y
PROMO1	Promo	D	02-12-2012	12-04-2022	Y
PromoABC	Item A or B or C - hit total RM1,000 FOC 1 ctn Item D	P	13-06-2014	13-06-2014	Y
Testpromo1		P	01-06-2014	30-06-2014	Y
Testpromo2	Buy 6.5 ctn FOC 0.5 ctn + 4% disc (WS customer)	P	01-06-2014	31-05-2015	Y
Testpromo2A	Buy <6.5 ctn - 4% disc (WS customer)	P	01-06-2014	31-05-2015	Y
Testpromo2B	Buy 6.5 ctn FOC 0.5 ctn (General customer)	P	01-06-2014	31-05-2015	Y
Testpromo3	Buy 6.5 ctn FOC 0.5 ctn + 4% disc (WS Customer) - v2	B	01-06-2014	31-05-2015	Y
Testpromo4	Product Category A or B or C - hit total RM1,000 FOC 1 ctn M&M's 200g	P	01-06-2014	31-05-2015	Y
Testpromo5	Item A or B or C hit RM 1000 FOC 1 Ctn Item D	P	01-06-2014	31-08-2014	Y

4. Promotion code "Testpromo5" was created.
5. You may edit this promotion package by clicking Update

Update

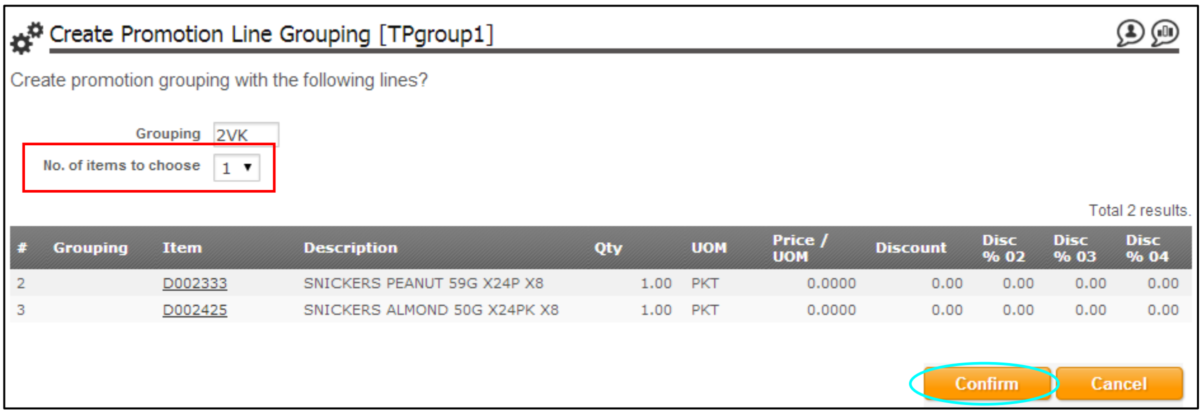
D. Grouping Promotion Lines

Example 1:

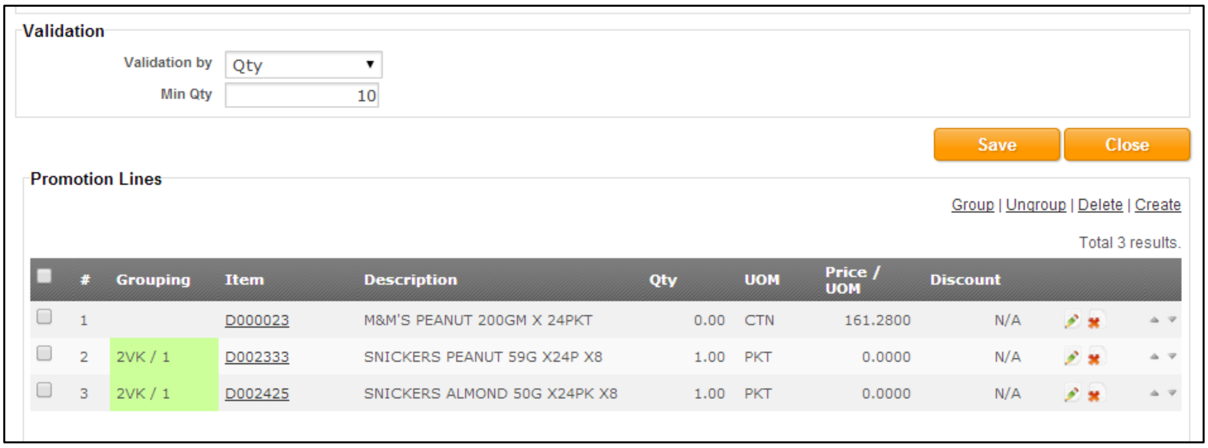
- Buy 10 Carton Item A
- FOC 1 pack choose from Item B or Item C
- To enable the flexibility to choose 1 FOC item either Item B or Item C (meaning 2 choose 1)

1. Create 2 promotion lines for FOC item

2. Tick selection box of both FOC items.
3. Then click Group



4. No. of items to choose – Choose 1
5. Then, click Confirm button

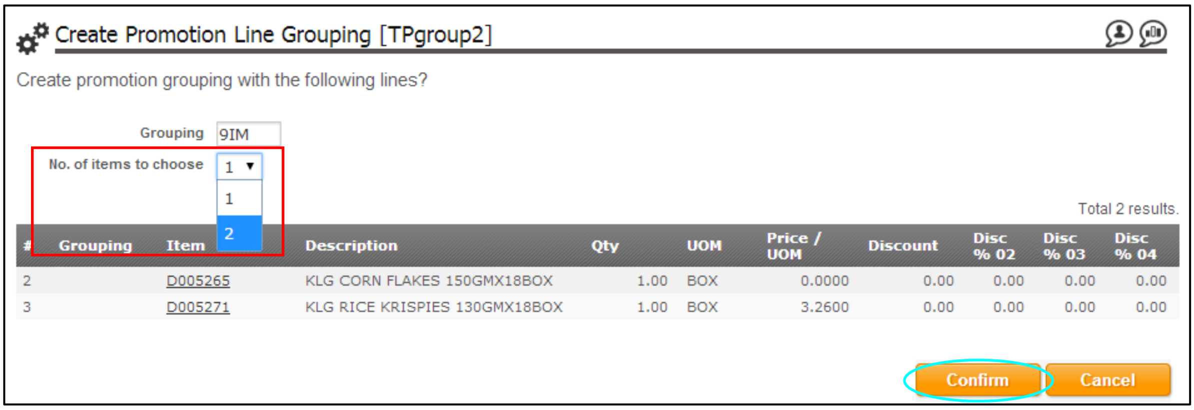


6. The items confirmed being grouped will be displayed in Green tagging.

Example 2:

- Buy 10 cartons Item A
- FOC 2 pack choose from Item B or Item C
- To enable the flexibility to choose 2 FOC items from Item B or Item C (meaning 2 choose 2)
  - ➢ (KLG Corn Flakes 150gm x 1 Box) + (KLG Rice Krispies 130gm x 1 Box); or
  - ➢ KLG Corn Flakes 150gm x 2 Boxes; or
  - ➢ KLG Rice Krispies 130gm x 2 Boxes

1. Tick selection box of both FOC items.
2. Then click Group



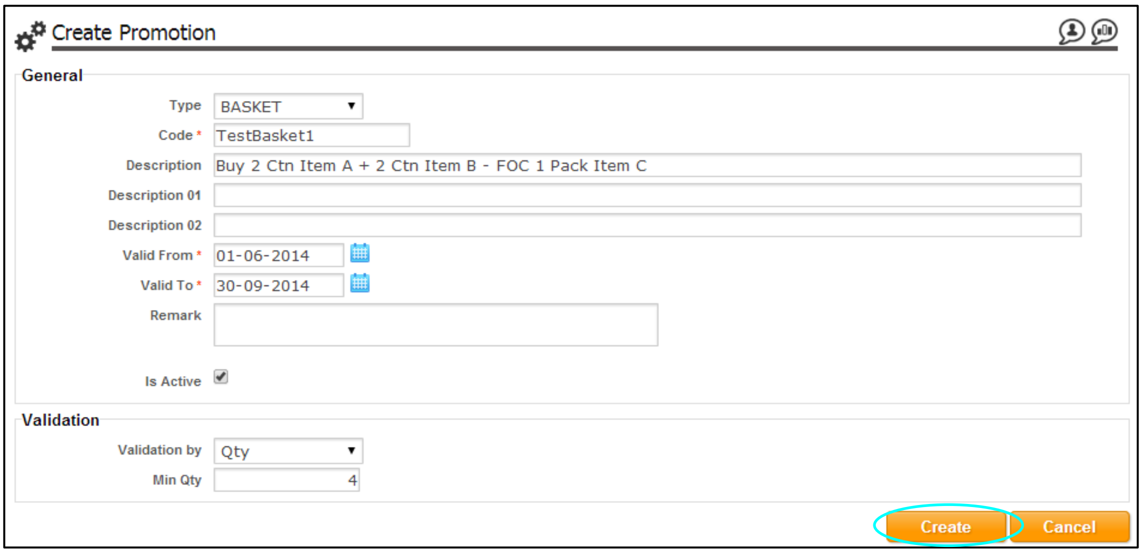
3. No. of items to choose – Select Qty of this group – Choose 2
4. Then, click Confirm button

5. The items confirmed being grouped will be displayed in Green tagging.

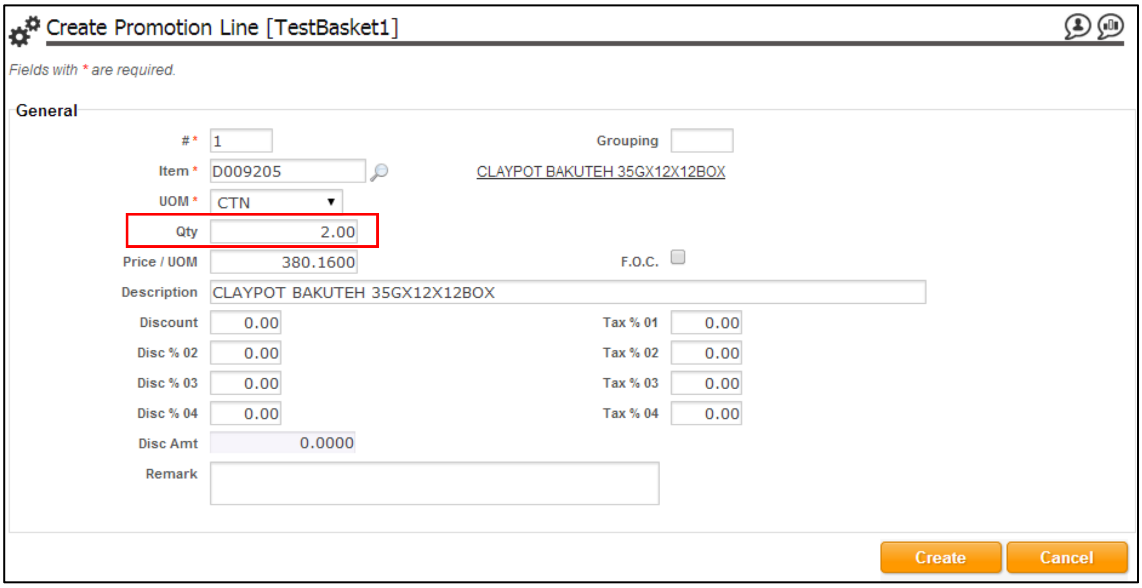
Basket

Example:

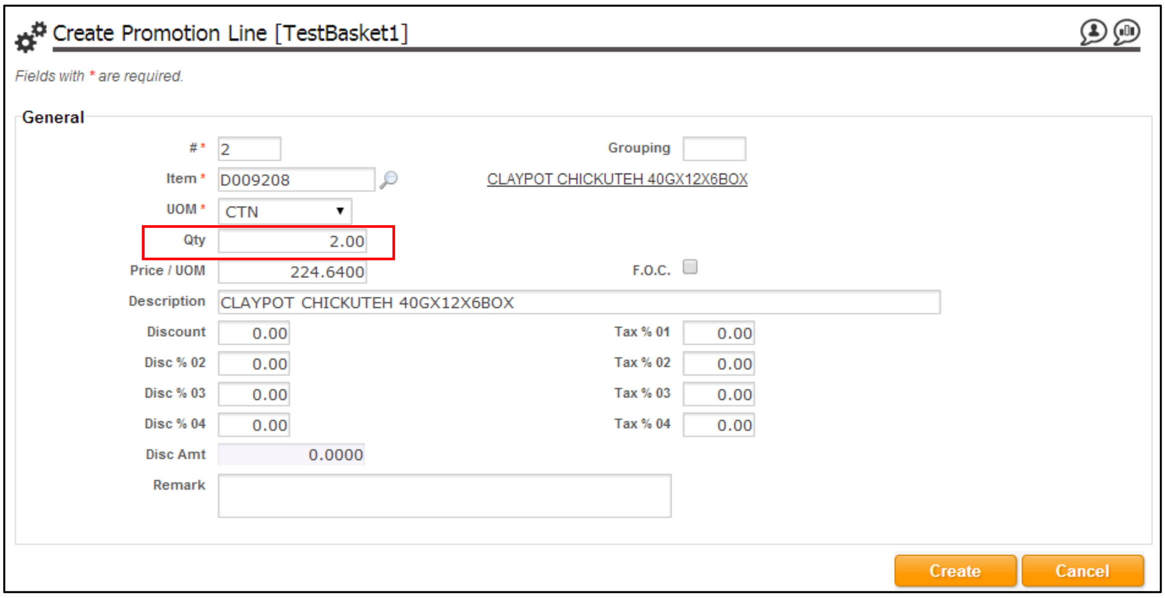
- Buy 1 set Basket = 2 cartons Item A + 2 cartons Item B + FOC 1 pack Item C



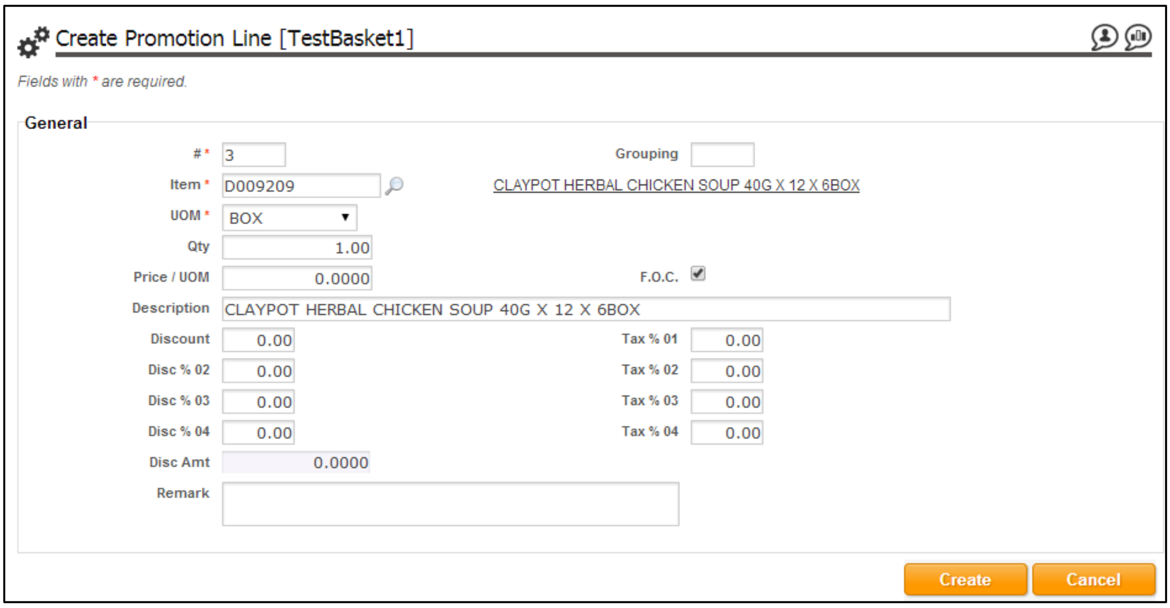
1. Choose Validation by Qty
2. Enter Min Qty 4
3. Create promotion lines



4. #1 - Qty – enter 2 CTN. The Basket will fix the Qty for this item as 2 CTN.



5. # 2 - Qty – enter 2 CTN. The Basket will fix the Qty for this item as 2 CTN.

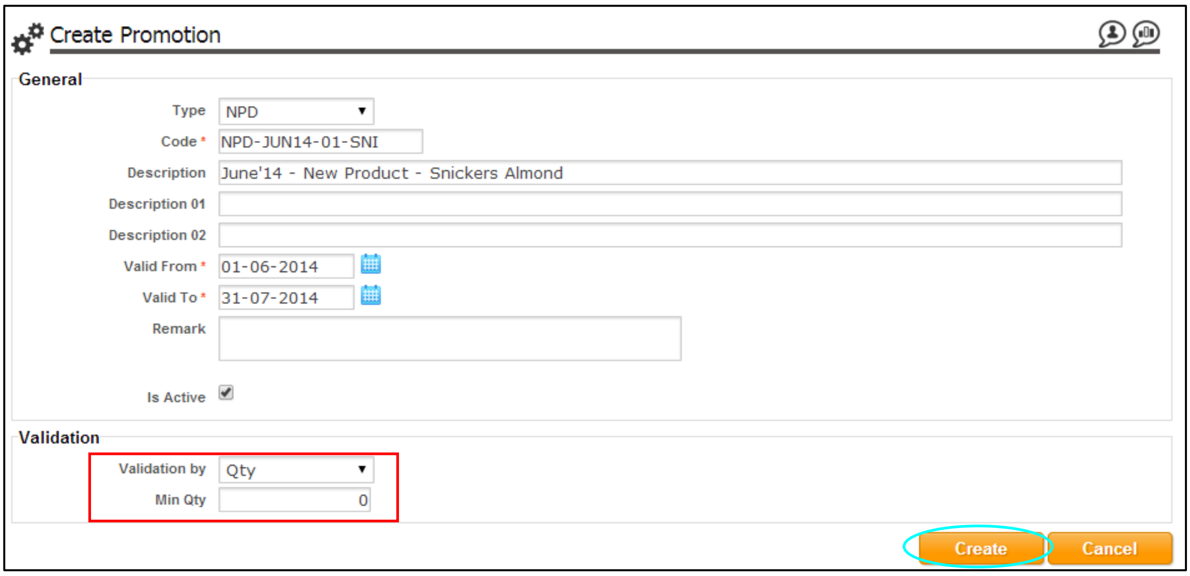


6. # 3 – create FOC promotion line.

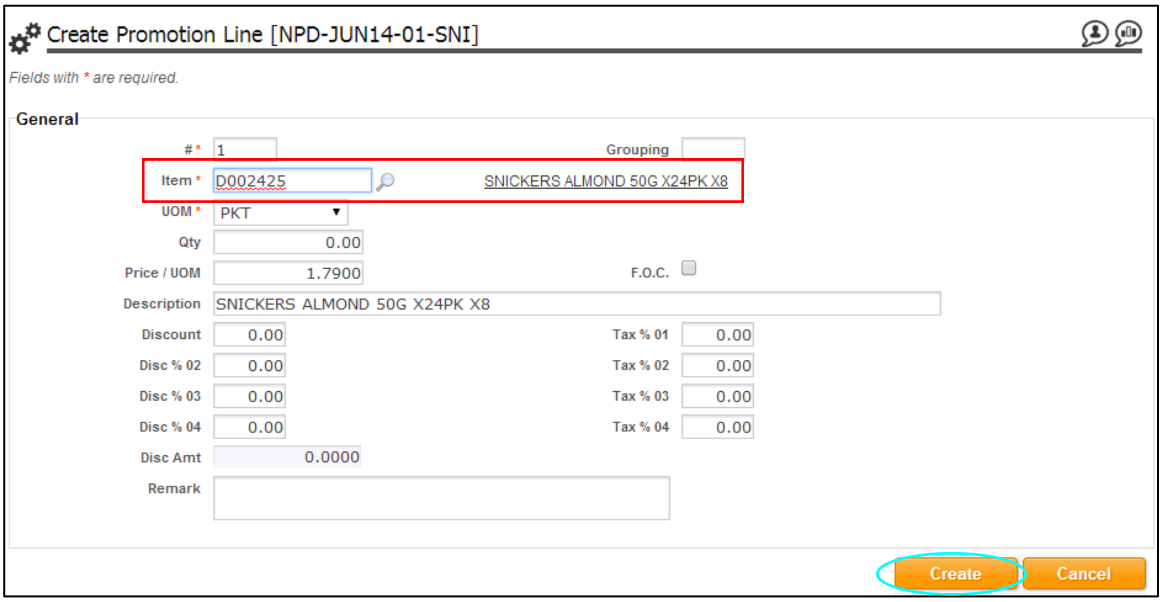
NPD

Example:

- Launched of new product

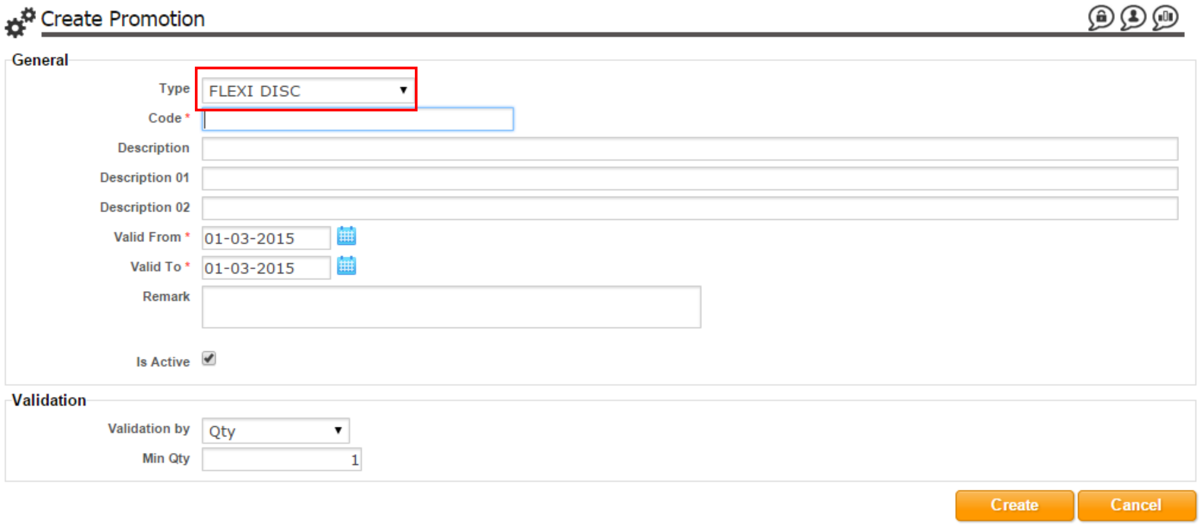


1. Enter Min Qty / Value – set as 0
2. Click create



3. Create promotion line.
4. Select the new product
5. Then click Create

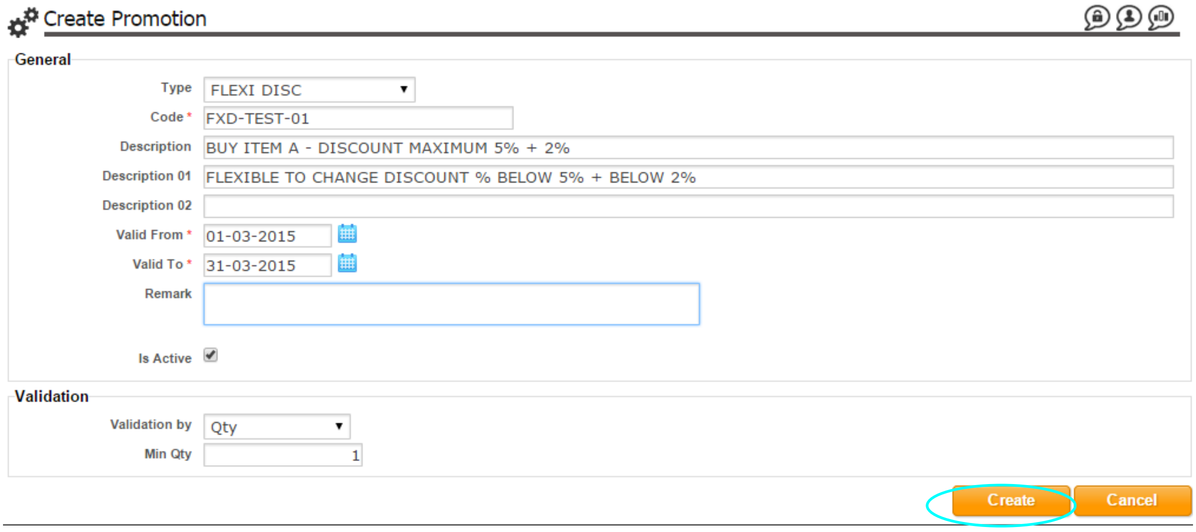
Flexi Discount



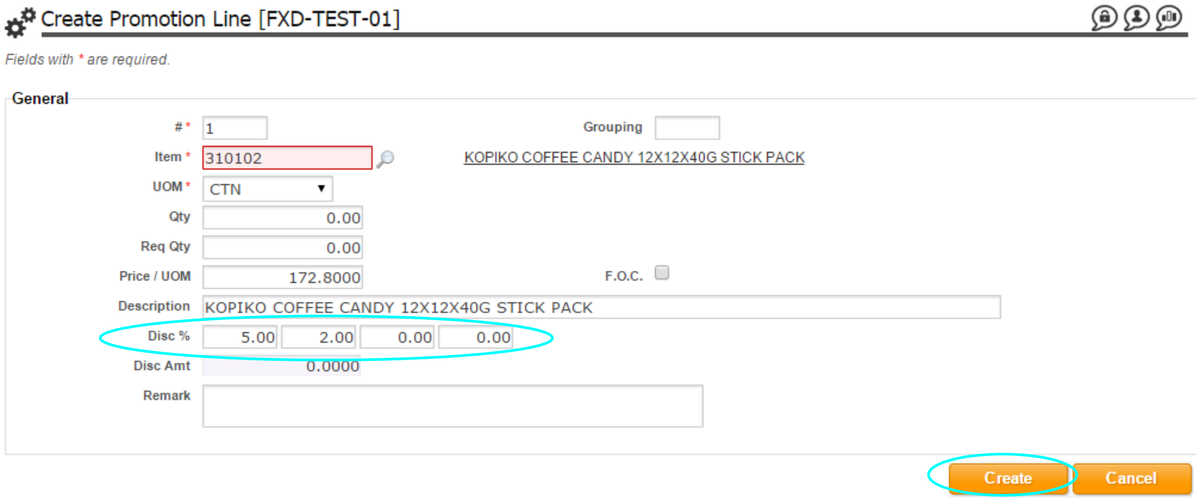
1. Choose promotion type – FLEXI DISC.

Example:

- Buy Item A – Discount Maximum 5% + 2%

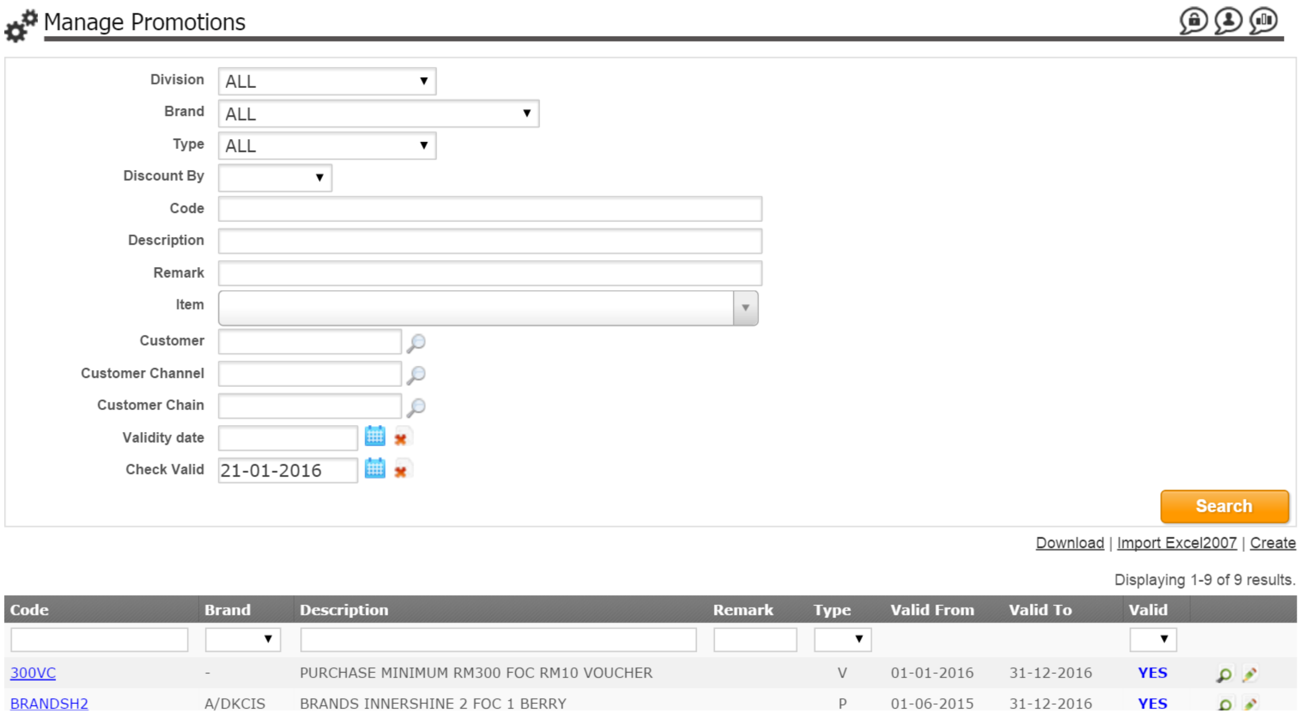


1. Fill in relevant field and click CREATE.



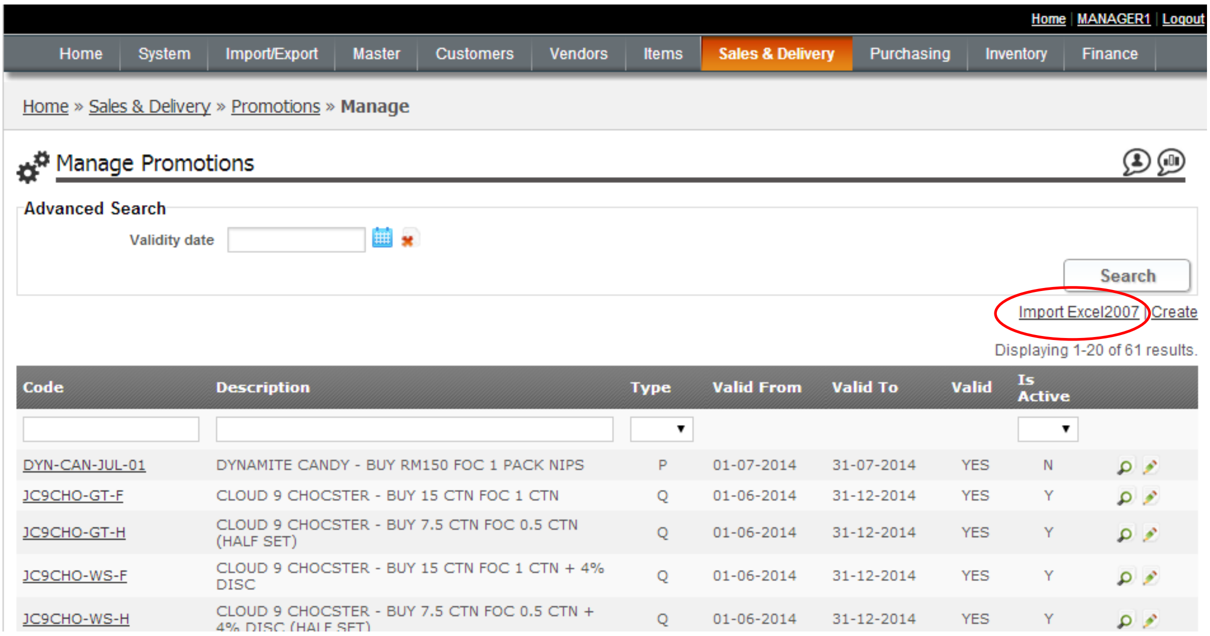
2. Create Item and enter the flexible discount percentage.

Search Promotion

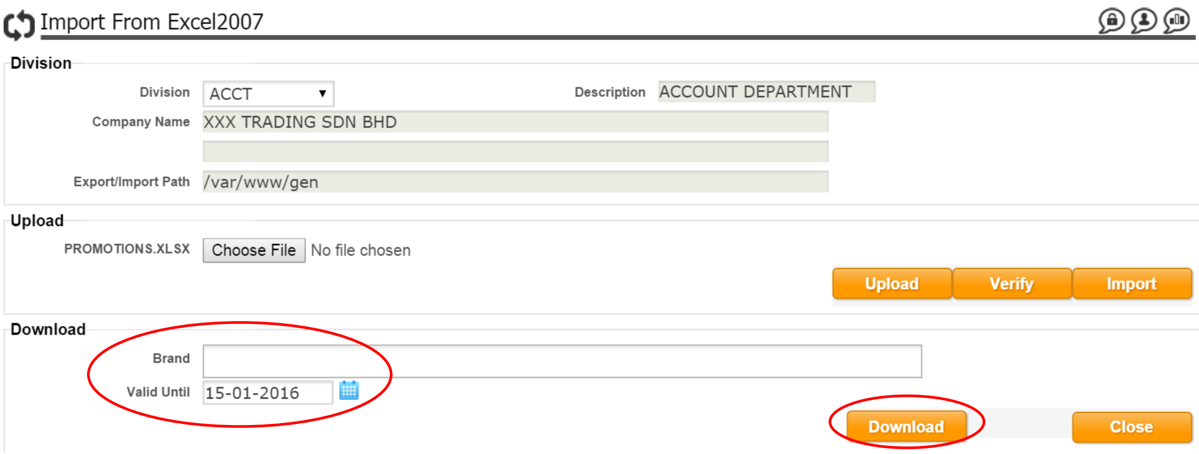


1. Search Promotion by below criterias:
    a. Division
    b. Brand – product brand (category level 0)
    c. Type – promotion type
    d. Discount by – promotion is discount by item brand/item category/item agency (category level 0 / level 1 / level 2)
    e. Code – promotion code
    f. Description – promotion description
    g. Remark – promotion remark
    h. Item – item code or item description
    i. Customer – customer name
    j. Customer Channel (category level 2)
    k. Customer chain (category level 0)
    l. Validity Date – promotion validity date
    m. Check Valid – check promo validity status

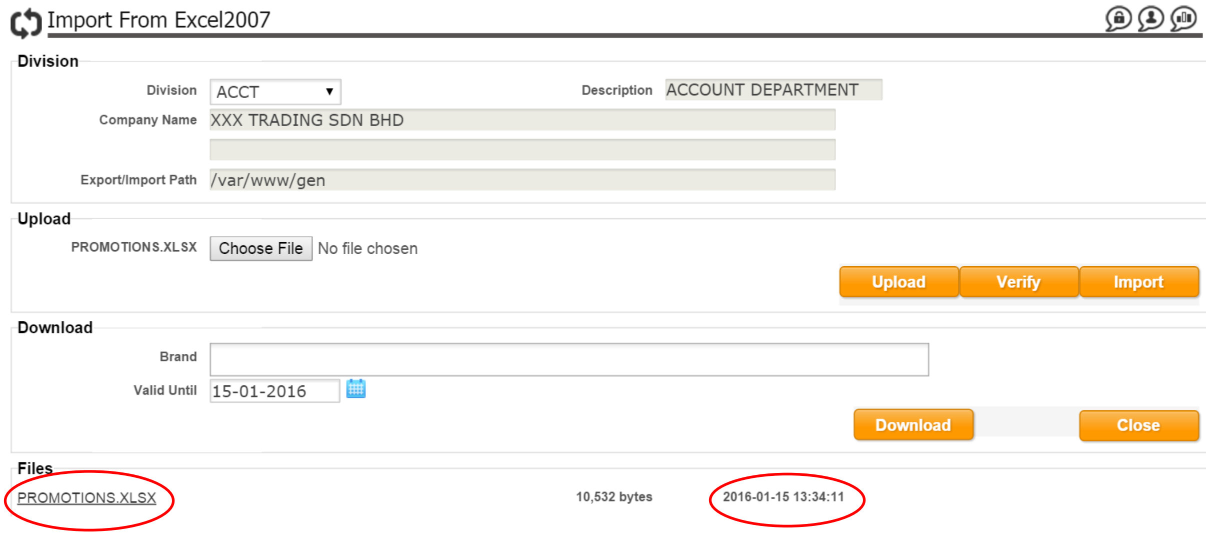
Upload Promotion



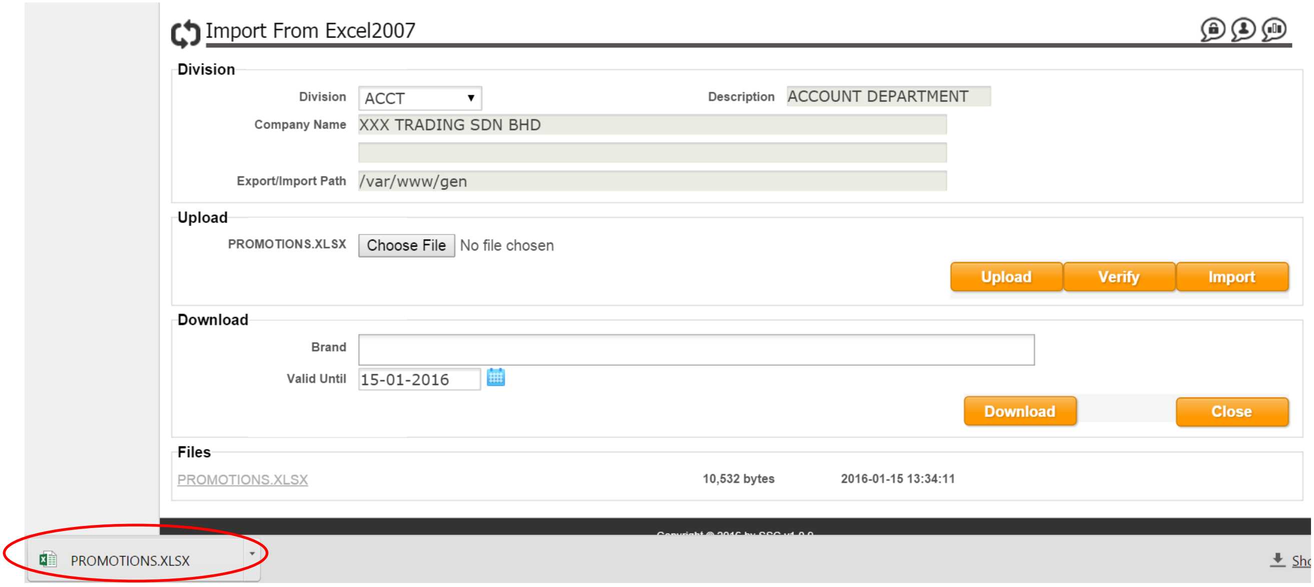
1. Click Import Excel 2007 button.



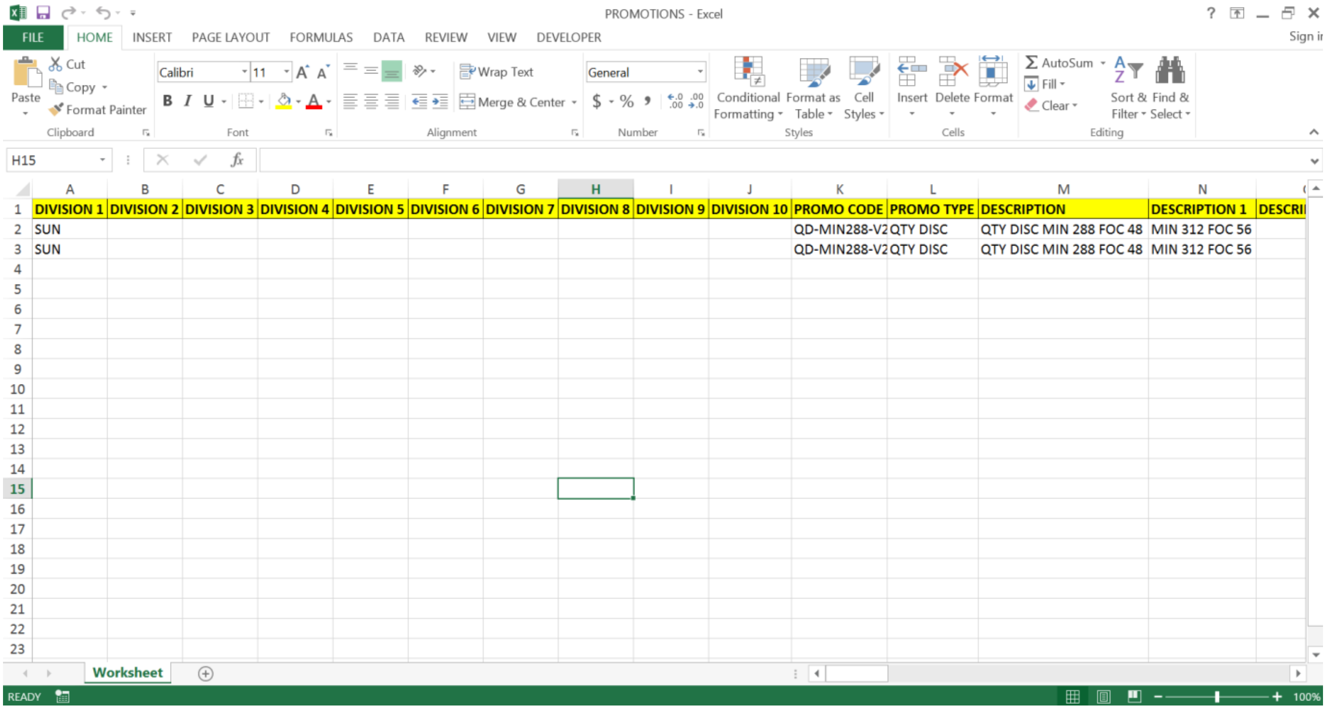
2. Select brand, valid until
3. Then click Download.



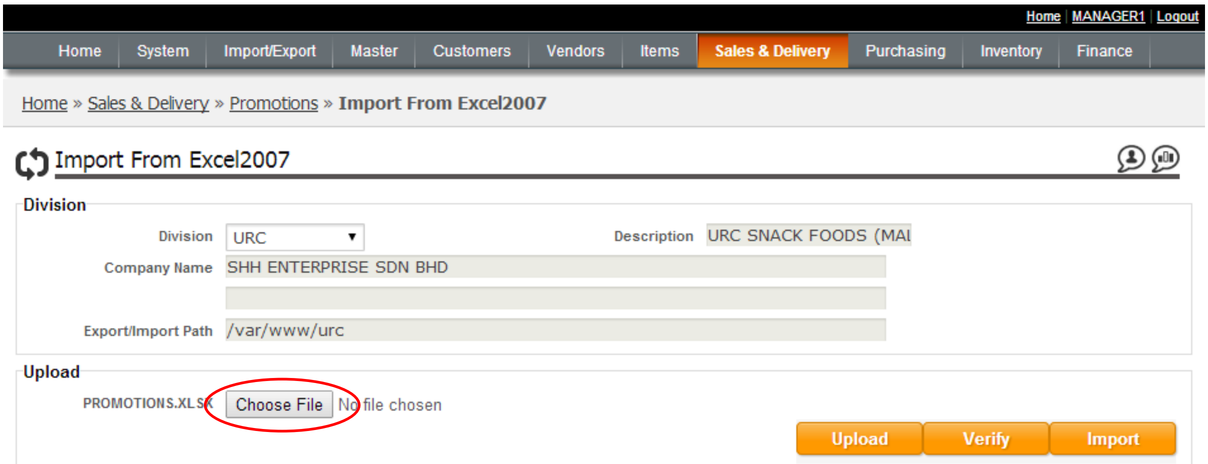
4. Check the downloaded date and time
5. Click on the excel file link to download the excel file.



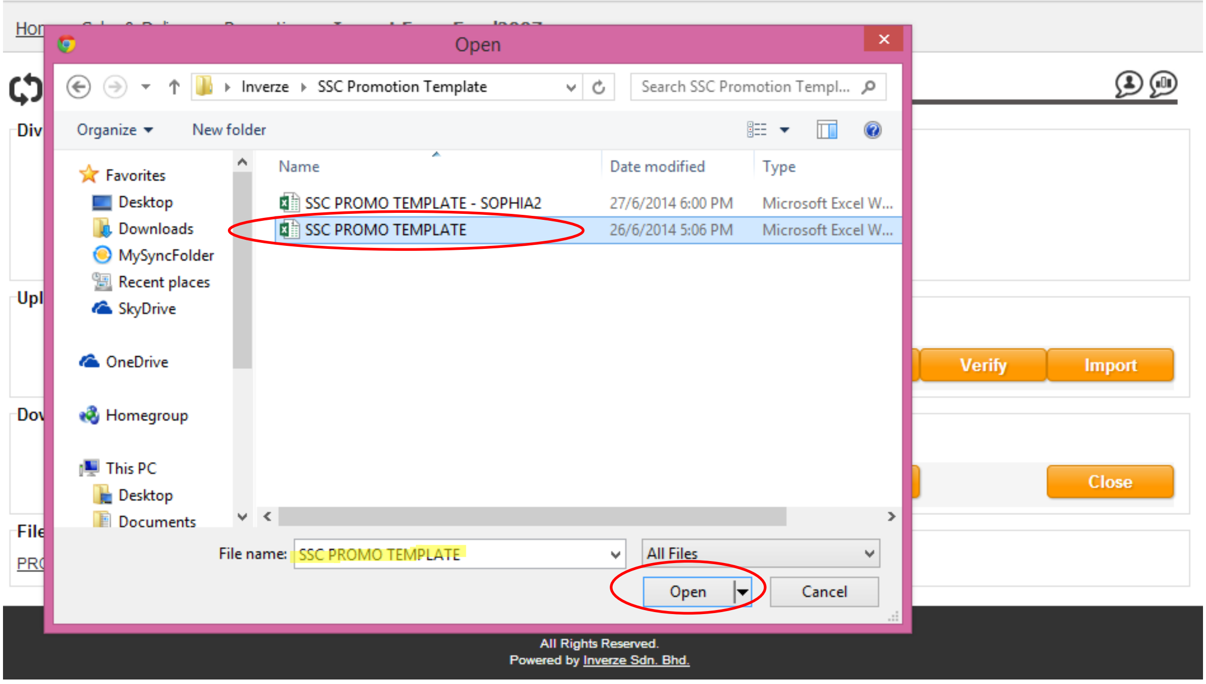
6. Open the excel file.



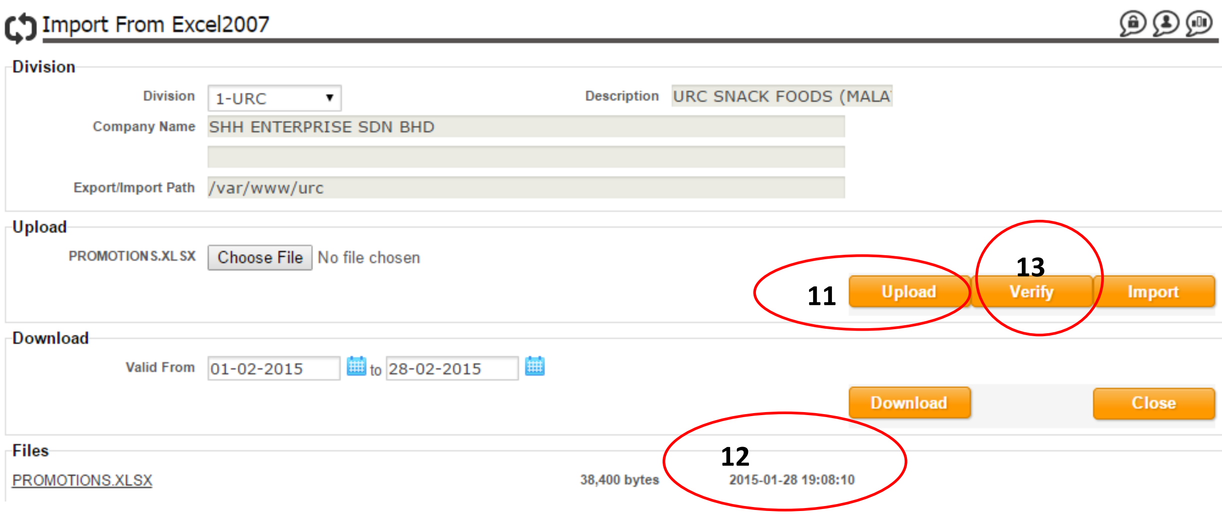
7. Fill up the excel file.



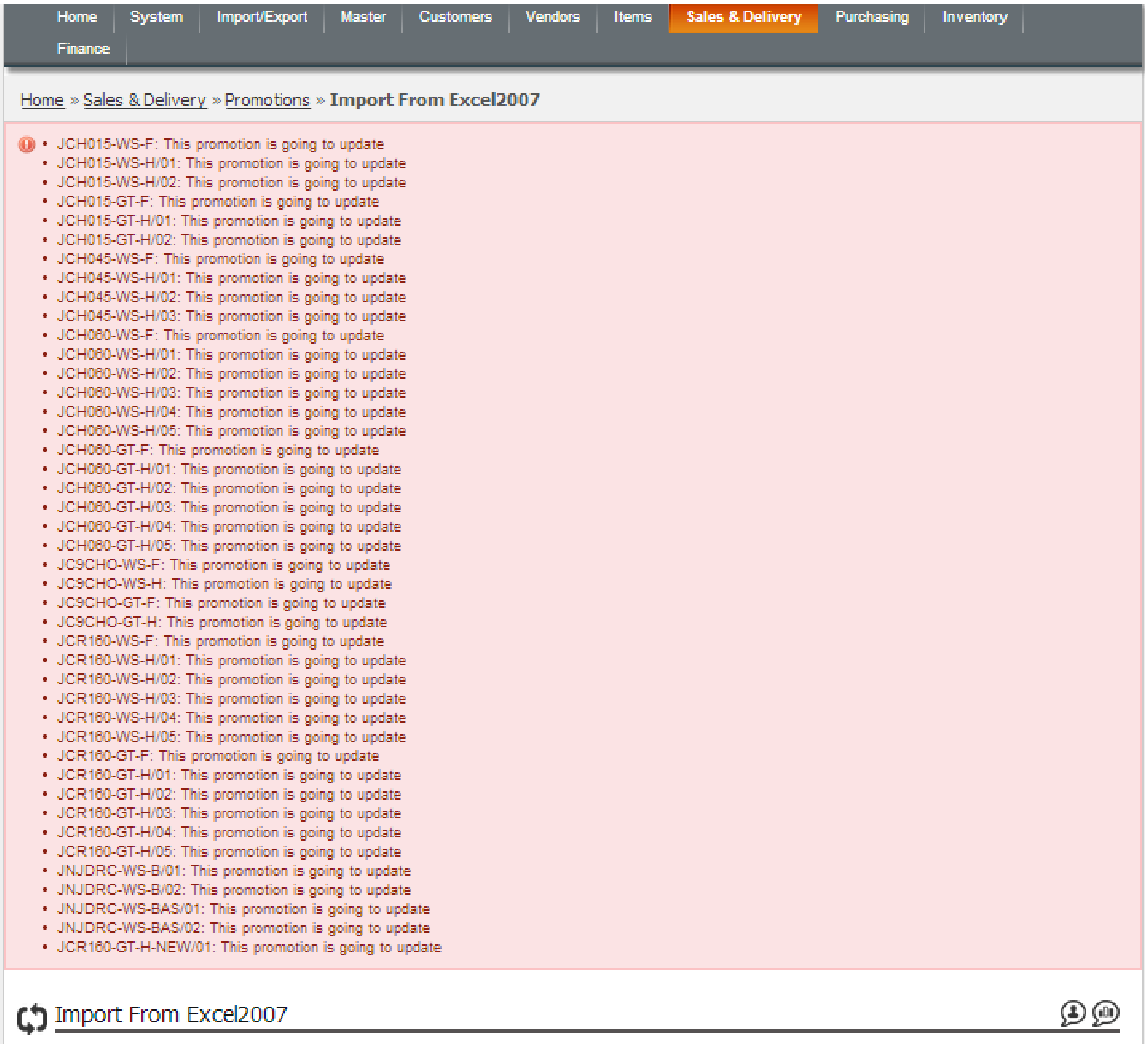
8. Click Choose File.



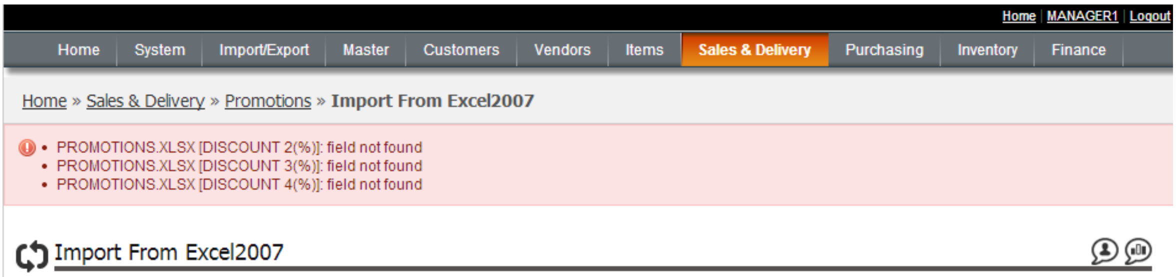
9. Select the file that you wish to upload.
10. Click Open.



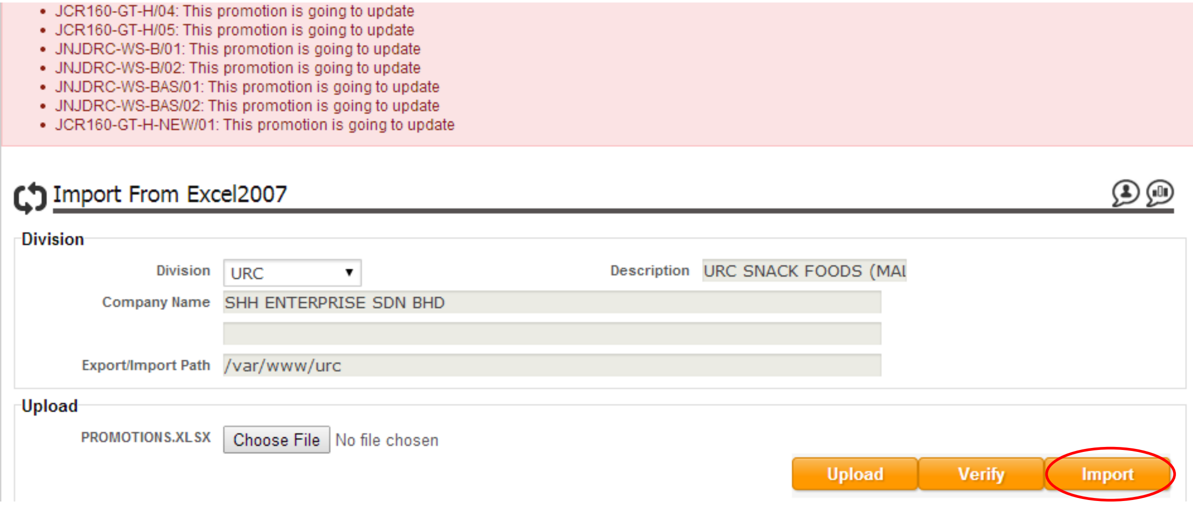
11. Click Upload.
12. You will see the date and time showing the current upload time.
13. Once the file uploaded, click Verify to check for the file problem.



14. A message will show the promotion code is going to update.

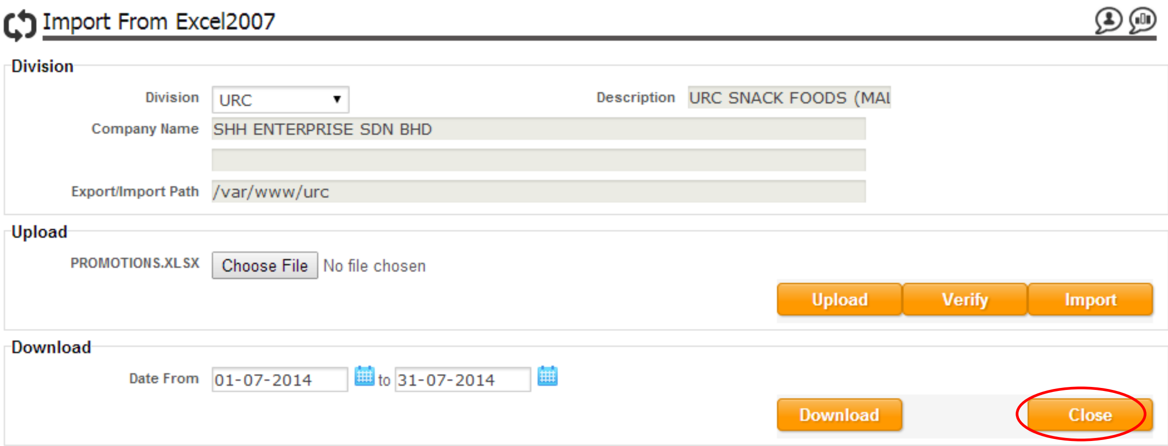


15. If there are problems found, you need to amend on the Ms Excel and upload for verify again.

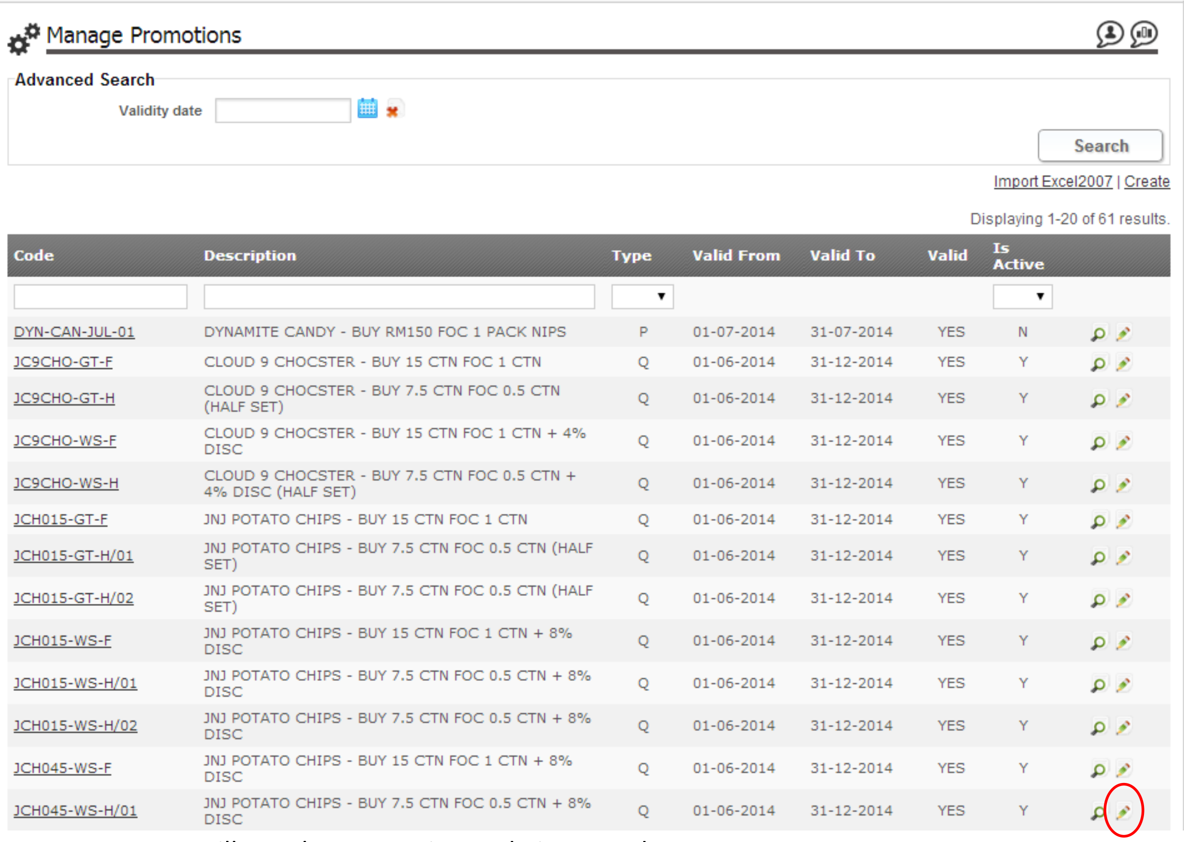


16. Once verification done, click Import.

17. A message will show the promotion code record updated.



18. Once Import done, click Close.



Manage Promotions

Advanced Search

Validity date

Search

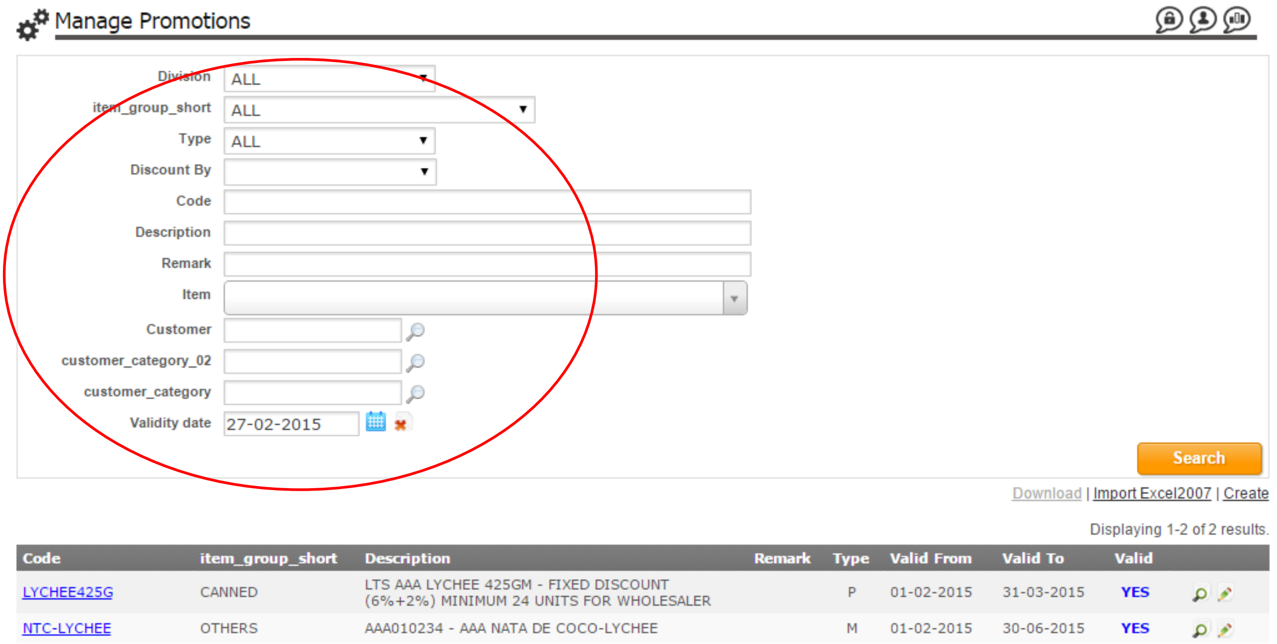
Import Excel2007 | Create

Displaying 1-20 of 61 results.

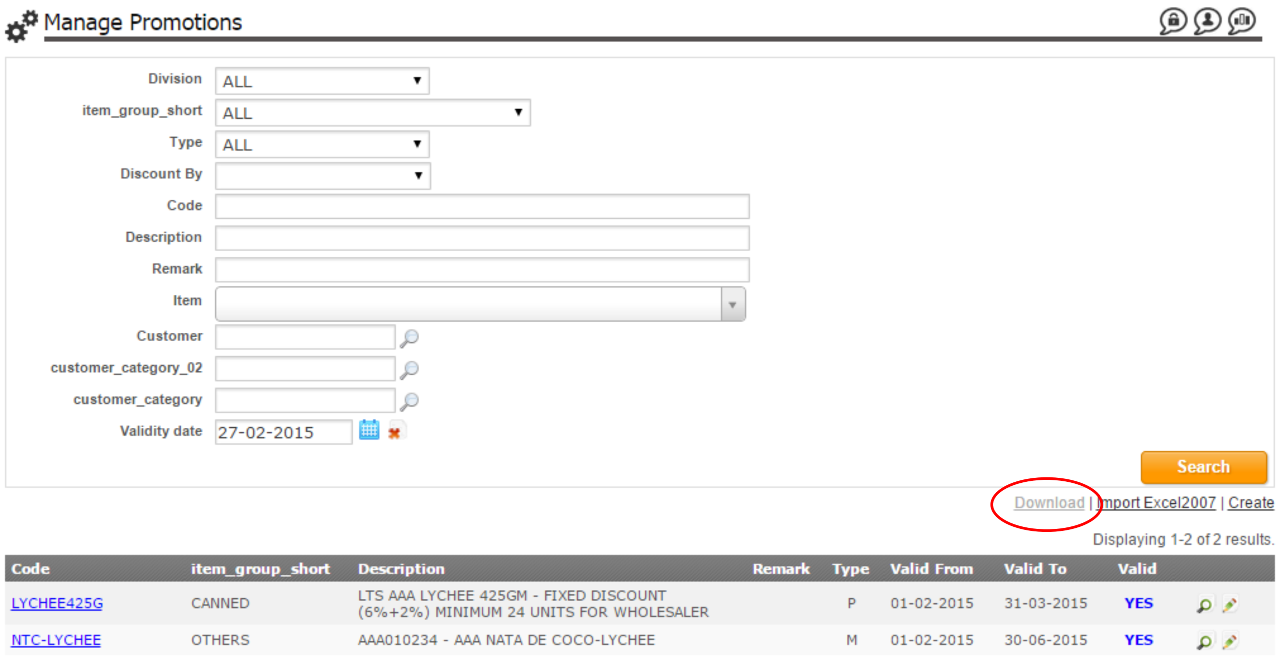
Code	Description	Type	Valid From	Valid To	Valid	Is Active
DYN-CAN-JUL-01	DYNAMITE CANDY - BUY RM150 FOC 1 PACK NIPS	P	01-07-2014	31-07-2014	YES	N
JC9CHO-GT-F	CLOUD 9 CHOCSTER - BUY 15 CTN FOC 1 CTN	Q	01-06-2014	31-12-2014	YES	Y
JC9CHO-GT-H	CLOUD 9 CHOCSTER - BUY 7.5 CTN FOC 0.5 CTN (HALF SET)	Q	01-06-2014	31-12-2014	YES	Y
JC9CHO-WS-F	CLOUD 9 CHOCSTER - BUY 15 CTN FOC 1 CTN + 4% DISC	Q	01-06-2014	31-12-2014	YES	Y
JC9CHO-WS-H	CLOUD 9 CHOCSTER - BUY 7.5 CTN FOC 0.5 CTN + 4% DISC (HALF SET)	Q	01-06-2014	31-12-2014	YES	Y
JCH015-GT-F	JNJ POTATO CHIPS - BUY 15 CTN FOC 1 CTN	Q	01-06-2014	31-12-2014	YES	Y
JCH015-GT-H/01	JNJ POTATO CHIPS - BUY 7.5 CTN FOC 0.5 CTN (HALF SET)	Q	01-06-2014	31-12-2014	YES	Y
JCH015-GT-H/02	JNJ POTATO CHIPS - BUY 7.5 CTN FOC 0.5 CTN (HALF SET)	Q	01-06-2014	31-12-2014	YES	Y
JCH015-WS-F	JNJ POTATO CHIPS - BUY 15 CTN FOC 1 CTN + 8% DISC	Q	01-06-2014	31-12-2014	YES	Y
JCH015-WS-H/01	JNJ POTATO CHIPS - BUY 7.5 CTN FOC 0.5 CTN + 8% DISC	Q	01-06-2014	31-12-2014	YES	Y
JCH015-WS-H/02	JNJ POTATO CHIPS - BUY 7.5 CTN FOC 0.5 CTN + 8% DISC	Q	01-06-2014	31-12-2014	YES	Y
JCH045-WS-F	JNJ POTATO CHIPS - BUY 15 CTN FOC 1 CTN + 8% DISC	Q	01-06-2014	31-12-2014	YES	Y
JCH045-WS-H/01	JNJ POTATO CHIPS - BUY 7.5 CTN FOC 0.5 CTN + 8% DISC	Q	01-06-2014	31-12-2014	YES	Y

19. You will see the promotion code imported.
20. Click on the pencil if you wish to edit or update the promotion.

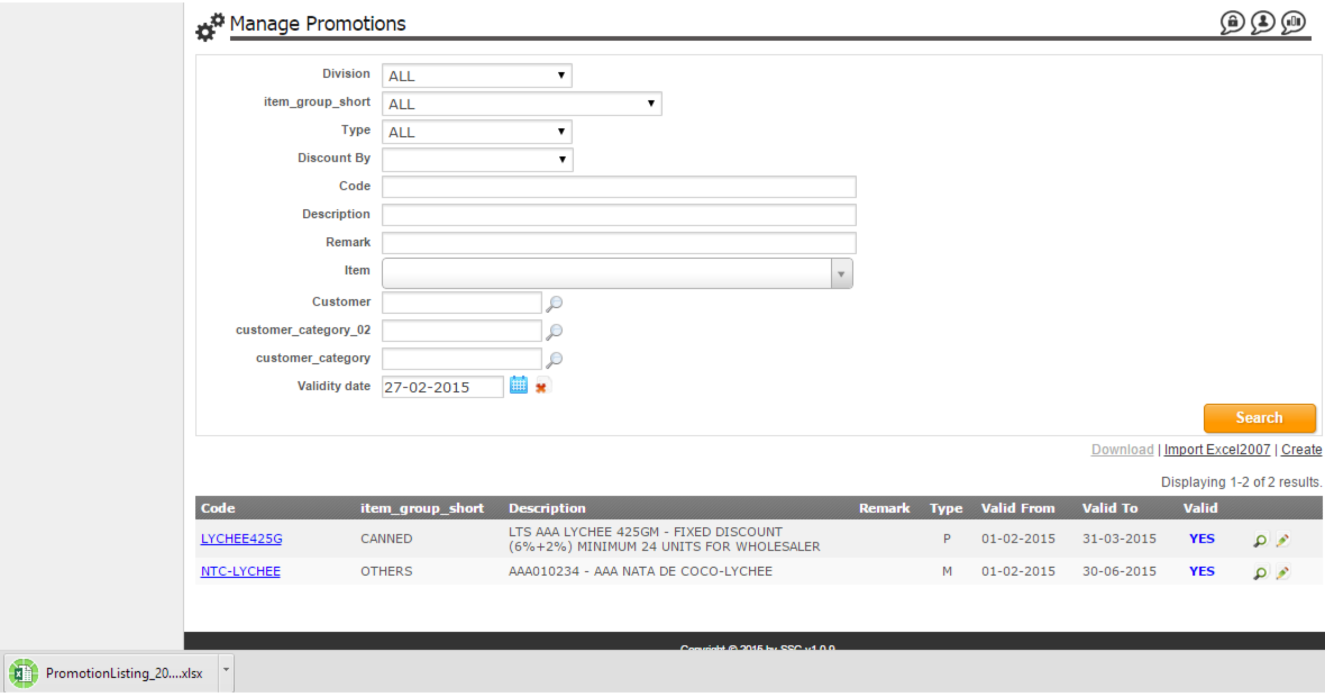
Download Promotion



1. Fill in the search criteria to view promotion.

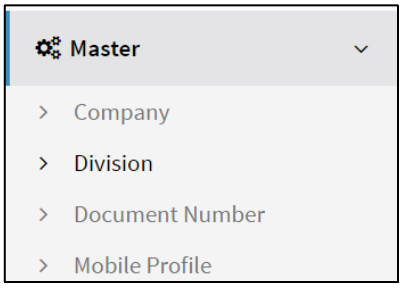


2. Click Download.

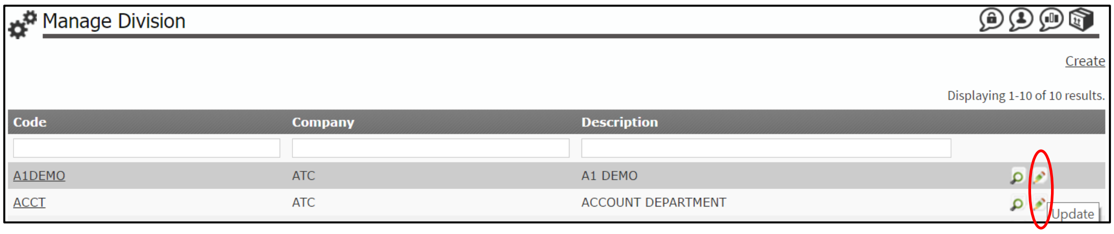


3. An excel file will be downloaded.

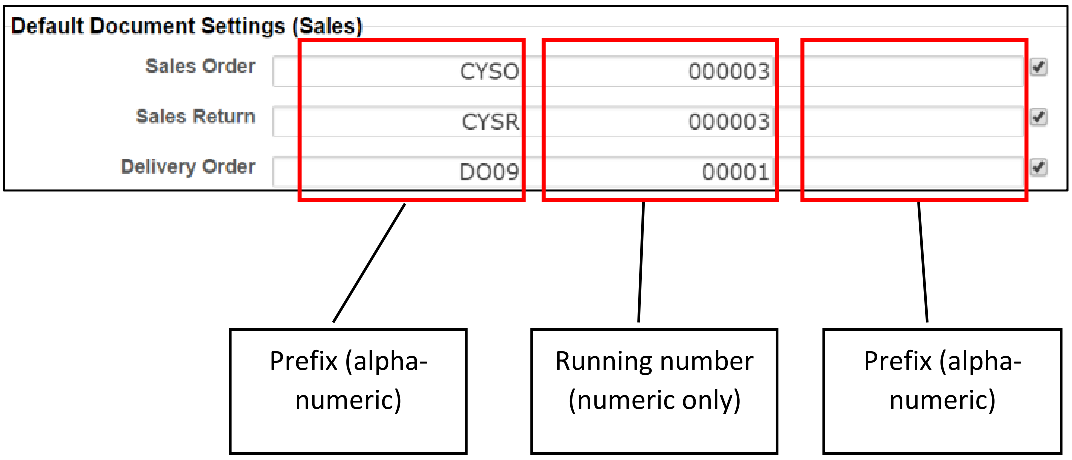
DOCUMENT NUMBER RESET BY MONTH OR YEAR



1. Go to Master > Division



2. Choose the division, and click on the pencil to UPDATE.



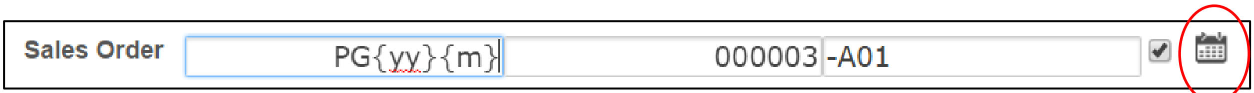
Document number is limit to 30 characters in total

**Please check with your accounting system about the document number limit else setting too long will not be able to post the document to accounting system.

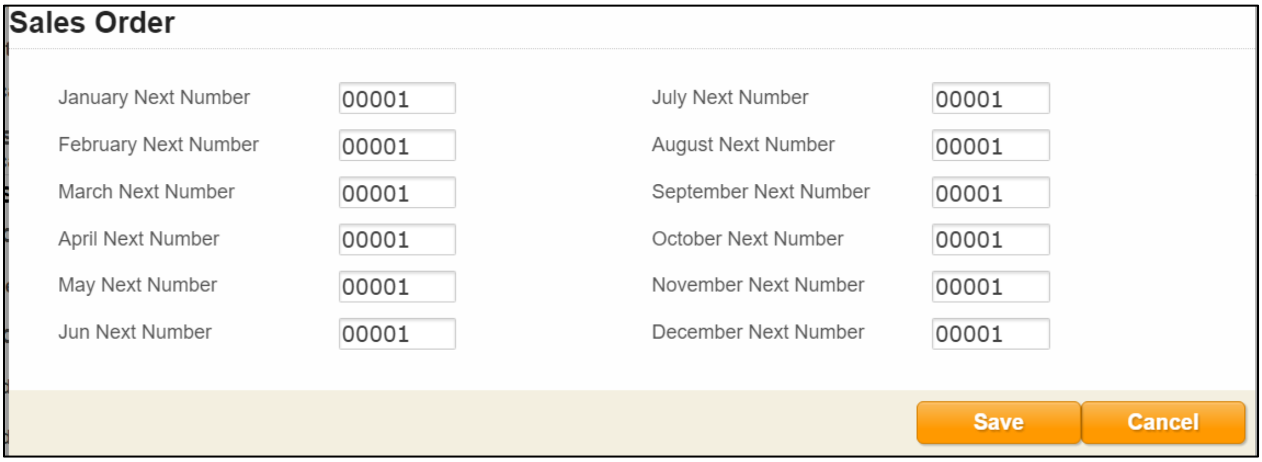
3. Each document number can set alpha-numeric prefix at the front and back of the document number. For example:

Result:
PG-00001-A01
PG-00002-A01
PG-00003-A01
PG-00004-A01…………

4. To set the prefix reset by Month or Year
   - Set the month format or year format
   - Example date = February 2017
   - {yy} = 17
   - {yyyy} = 2017
   - {m} = 02
   - {mm} = FEB



5. Once you set the month or year format in the prefix box, a calendar icon  will appear at the back.



6. Click the calendar box, you can set the running number (numeric only) for each month.

Case Scenario: Current Date is January 2017

Example 1:

PG{yy}{m}	001	-A01

Result:

PG1701001-A01

PG1701002-A01………

Example 2:

{yy}{m}PG-	00003	-A01

Result:

1701PG-00003-A01

1701PG-00004-A01………

Example 3:

PG{yyyy}-	000002	-A01-{mm}

Result:

PG2017-000002-A01-JAN

PG2017-000003-A01-JAN…..

Example 4:

{yyyy}{m}-	10	-PG-A01

Result:

201701-10-PG-A01

201701-11-PG-A01……