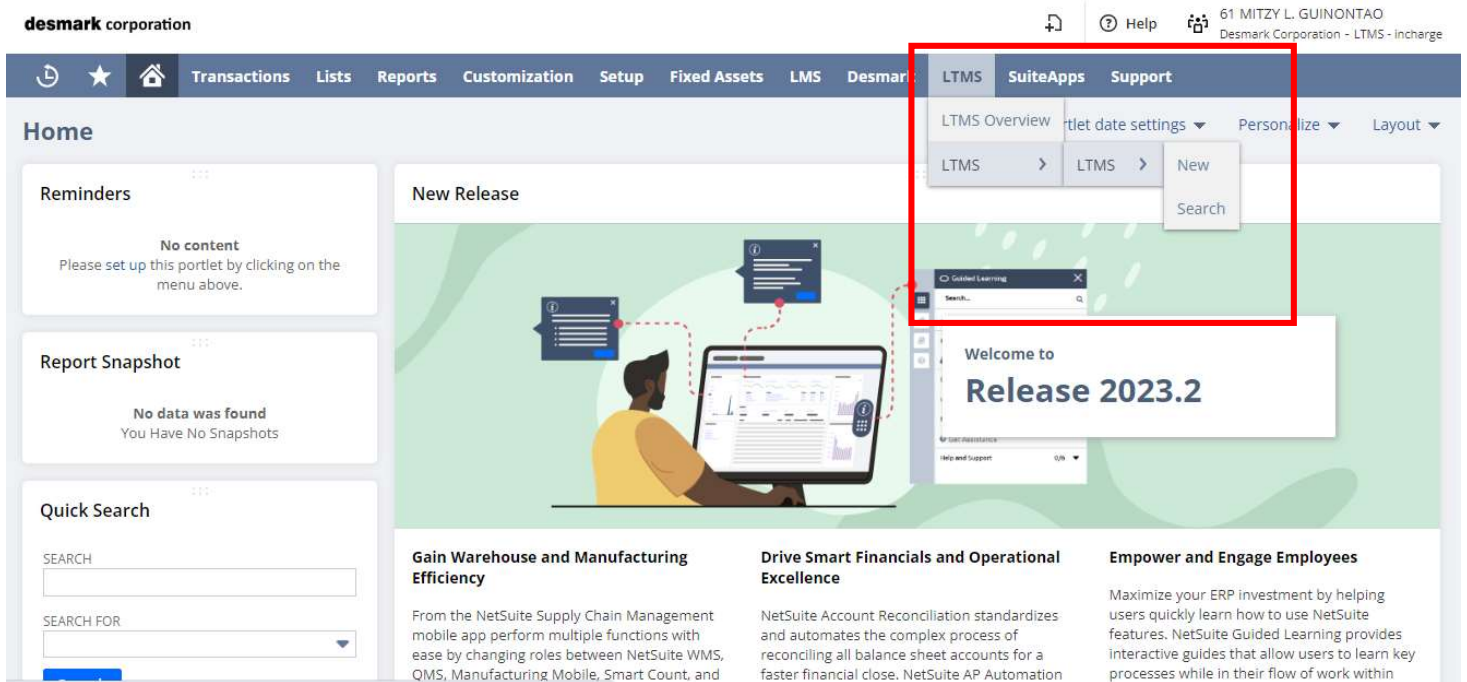


LTMS GUIDELINES (Updated October 23, 2023)

After performing Sales Reporting of Customer's LTO Registrations to your Branch MAIRDOE Account, you should now update the details in Netsuite System.

Step 1: Go to Tab **LTMS** → **LTMS** → **LTMS** → **New**



Step 2: Fill in the following Data

Invoice Number: In finding the Invoice Number, type first the % sign before the Invoice No.

Reminder: Don't change the **Customer LTMS Form**.

A screenshot of the NetSuite LTMS 'New' form. The form is titled 'LTMS' and has a 'Save' button. The 'CUSTOM FORM' dropdown is set to 'Custom LTMS Form'. The 'INVOICE NO' field is highlighted with a red box, and its dropdown menu is open, showing the value '%INV-JRB18' and the label 'Invoice #INV-JRB18'. Other fields include 'DIY DATE', 'MAIRDOE REFERENCE', 'LTO NRU CODE & OFFICE', 'DATE REQUEST PAYMENT', 'PAYMENT DATE (FOR HO)', 'BANK REFERENCE NUMBER', 'DATE PNP SURRENDER TO LTO', 'DATE RECEIVED ACTUAL CR', 'DATE FORWARDED TO BRANCH', 'DATE RECEIVED FROM HUB (FOR BRANCH)', and 'DATE RECEIVED BY CUSTOMER'.

As soon as you enter the Sales Invoice Number, it will automatically reflect your Branch Name and the Customer Name.

desmark corporation

SANDBOX

Help

545 GUINONTAO MITZY
Desmark Corporation - LTMS - Incharge

★

🏠

Transactions

Lists

Reports

Customization

Setup

Fixed Assets

LMS

Desmark

LTMS

SuiteApps

Support

LTMS

List More

Save

Cancel

CUSTOM FORM *

Custom LTMS Form

INVOICE NO *

Invoice #INV-JRB18

BRANCH

CAGAYAN : Desmark Borja 3S

CUSTOMER

KC L LUCION

DIY DATE *

MAIRDOE REFERENCE *

LTO NRU CODE & OFFICE *

DATE REQUEST PAYMENT

PAYMENT DATE (FOR HO)

DATE DOCS FORWARDED TO LTO (FOR HUB)

DATE RECEIVED ACTUAL CR (FOR HUB)

DATE FORWARDED BY HUB TO BRANCH

DATE RECEIVED FROM HUB (FOR BRANCH)

DATE RECEIVED BY CUSTOMER

Step 3: **FOR BRANCH**- Fill in the needed details of the following:

DIY Date - Date you Sales Reported the Sold Unit in MAIRDOE Account.

MAIRDOE Reference – the Application Code which you can get in Mairdoe Account.

desmark corporation

SANDBOX

Help

545 GUINONTAO MITZY
Desmark Corporation - LTMS - Incharge

★

🏠

Transactions

Lists

Reports

Customization

Setup

Fixed Assets

LMS

Desmark

LTMS

SuiteApps

Support

★

🏠

Transactions

Lists

Reports

Customization

Setup

Fixed Assets

LMS

Desmark

LTMS

SuiteApps

Support

Save

Cancel

CUSTOM FORM *

Custom LTMS Form

INVOICE NO *

Invoice #INV-JRB18

BRANCH

CAGAYAN : Desmark Borja 3S

CUSTOMER

KC L LUCION

DIY DATE *

10/11/2023

MAIRDOE REFERENCE *

MAIRD-SAR-20231011-088236

LTO NRU CODE & OFFICE *

DATE REQUEST PAYMENT

PAYMENT DATE (FOR HO)

BANK REFERENCE NUMBER

BANK SOURCE

DATE DOCS FORWARDED TO LTO (FOR HUB)

DATE RECEIVED ACTUAL CR (FOR HUB)

DATE FORWARDED BY HUB TO BRANCH

DATE RECEIVED FROM HUB (FOR BRANCH)

DATE RECEIVED BY CUSTOMER

Step 4: When you entry the **LTO NRU CODE and Office** – find the LTO Office where you Sales Reported the Sold Unit.

Click Arrow Down and find the **LTO OFFICE CODE**

desmark corporation | **SANDBOX** Help 545 GUINONTAO MITZY
Desmark Corporation - LTMS - Incharge

Transactions Lists Reports Customization Setup Fixed Assets LMS Desmark **LTMS** SuiteApps Support

CUSTOM FORM *
Custom LTMS Form

INVOICE NO *
Invoice #INV-JRB18

BRANCH
CAGAYAN : Desmark Borja 3S

CUSTOMER
KC L LUCION

DIY DATE *
10/11/2023

MAIRDOE REFERENCE *
MAIRD-SAR-20231011-088236

LTO NRU CODE & OFFICE *

- 1001-CDO
- 1001-CDO
- 1017-ILIGAN
- 1020-MALAYBALAY DISTRICT OFFICE
- 1101-DAVAO
- 1201-KORONADAL
- 1303-LTO WEST
- 1501-BUTUAN

DATE RECEIVED ACTUAL CR (FOR HUB)

DATE FORWARDED BY HUB TO BRANCH

DATE RECEIVED FROM HUB (FOR BRANCH)

DATE RECEIVED BY CUSTOMER

After you entry the 4 Details Click  **SAVE**

Up to this point only, since we will still wait for the LTO Payment approval in Mairdoe Account.

desmark corporation | **SANDBOX** Help 545 GUINONTAO MITZY
Desmark Corporation - LTMS - Incharge

Transactions Lists Reports Customization Setup Fixed Assets LMS Desmark **LTMS** SuiteApps Support

LTMS List More

Save **Cancel**

CUSTOM FORM *
Custom LTMS Form

INVOICE NO *
Invoice #INV-JRB18

BRANCH
CAGAYAN : Desmark Borja 3S

CUSTOMER
KC L LUCION

DIY DATE *
10/11/2023

MAIRDOE REFERENCE *
MAIRD-SAR-20231011-088236

LTO NRU CODE & OFFICE *
1001-CDO

DATE DOCS FORWARDED TO LTO (FOR HUB)

DATE RECEIVED ACTUAL CR (FOR HUB)

DATE FORWARDED BY HUB TO BRANCH

DATE RECEIVED FROM HUB (FOR BRANCH)

DATE RECEIVED BY CUSTOMER

Step 5: Once the LTO Registration in Mairdoe Portal was already approved for payment you can now request for payment.

Click **LTMS** → **LTMS** → **LTMS**

The screenshot shows the NetSuite LTMS Overview page. The top navigation bar includes 'Transactions', 'Lists', 'Reports', 'Customization', 'Setup', 'Fixed Assets', 'LMS', 'Desmark', 'LTMS', 'SuiteApps', and 'Support'. The 'LTMS' link is highlighted with a red circle and a red arrow pointing to it from a box labeled 'CLICK'. The page content includes a 'New Release' banner for 'Release 2023.2' and three main sections: 'Gain Warehouse and Manufacturing Efficiency', 'Drive Smart Financials and Operational Excellence', and 'Empower and Engage Employees'.

Step 6: Click **Custom Default**

The screenshot shows the NetSuite LTMS List page. The top navigation bar includes 'Transactions', 'Lists', 'Reports', 'Customization', 'Setup', 'Fixed Assets', 'LMS', 'Desmark', 'LTMS', 'SuiteApps', and 'Support'. The 'LTMS' link is highlighted with a red circle. Below the navigation bar, there is a 'VIEW' dropdown menu with 'Default' and 'Custom Default' options. The 'Custom Default' option is selected and highlighted with a red circle. The page also includes a 'Customize View' button and a 'New LTMS' button. Below these, there is a table with columns: 'EDIT | VIEW', 'MAIRDOE REFERENCE', 'LTO NRU CODE & OFFICE', 'DATE REQUEST PAYMENT', 'PAYMENT DATE', 'BANK REFERENCE NUMBER', 'LTO AMOUNT', and 'INVOICE NO'.

EDIT VIEW	MAIRDOE REFERENCE	LTO NRU CODE & OFFICE	DATE REQUEST PAYMENT	PAYMENT DATE	BANK REFERENCE NUMBER	LTO AMOUNT	INVOICE NO
Edit View	MAIRDOE-1345435634		10/13/2023				Invoice #INV-102
Edit View	Test1234		9/24/2023	9/24/2023 12:00:00 am	TestBank1234	2,000.00	Invoice #HDC00000
Edit View	1222		9/25/2023	9/27/2023 12:00:00 am	13421	1,500.00	Invoice #HDC00000
Edit View	MAIRD-SAR-20231011-093418						Invoice #INV-125
Edit View	MAIRDOE-1345435634	0601-ILOILO					Invoice #INV-140
Edit View	MAIRDOE-134543563463444						Invoice #INV-169
Edit View	MAIRD-SAR-20231016-093418		10/19/2023	10/19/2023 12:47:00 pm	28203576872143446564	1,191.75	Invoice #INV-JRB24
Edit View	MAIRD-SAR-20231017-148933	1001-CDO	9/27/2023				Invoice #INV-CGN14

Step 7: Click **FILTERS**

desmark corporation



Help



61 MITZY L. GUINONTAO
Desmark Corporation - LTMS - Incharge

Transactions Lists Reports Customization Setup Fixed Assets LMS Desmark **LTMS** SuiteApps Support

LTMS List

List Search Audit Trail

VIEW Custom Default

Edit View

New LTMS

FILTERS

EDIT VIEW		INTERNAL ID	BRANCH	MAIRDOR REFERENCE	LTO NRU CODE & OFFICE	DATE REQUEST PAYMENT	PAYMENT DATE	BANK SOURCE	BANK REFERENCE NUMBER	LTO AMOUNT	INVOICE NO
Edit View		101		MAIRDOR-1345435634		10/13/2023		UBMKD			Invoice #INV-102
Edit View		1		Test1234		9/24/2023	9/24/2023 12:00:00 am		TestBank1234	2,000.00	Invoice #HDC00000000000000
Edit View		2		1222		9/25/2023	9/27/2023 12:00:00 am		13421	1,500.00	Invoice #HDC00000000000000
Edit View		103		MAIRD-SAR-20231011-093418							Invoice #INV-125
Edit View		106		MAIRDOR-1345435634	0601-ILOILO						Invoice #INV-140
Edit View		104		MAIRDOR-134543563463444							Invoice #INV-169
Edit View		105		MAIRD-SAR-20231016-093418		10/19/2023	10/19/2023 12:47:00 pm	UBMDL	28203576872143446564	1,191.75	Invoice #INV-JRB24

Step 8: Type the Mairdore Application Code in the highlighted portion and Click anywhere in the screen to Load.

desmark corporation

SANDBOX



Help



545 GUINONTAO MITZY
Desmark Corporation - LTMS - Incharge

Transactions Lists Reports Customization Setup Fixed Assets LMS Desmark **LTMS** SuiteApps Support

LTMS List

List Search Audit Trail

VIEW Custom Default

Edit View

New LTMS

FILTERS

MAIRDOR REFERENCE

MAIRD-SAR-20231011-088236

CUSTOMER

STYLE

Normal

EDIT VIEW		INTERNAL ID	BRANCH	CUSTOMER	MAIRDOR REFERENCE	LTO NRU CODE & OFFICE	DATE REQUEST PAYMENT	PAYMENT DATE	BANK SOURCE	BANK REFERENCE NUMBER	LTO AMOUNT	INVOICE NO
Edit View		109	CAGAYAN : Desmark Borja 35	KC L LUCION	MAIRD-SAR-20231011-088236	1001-CDO						Invoice #INV-JRB18

Step 9: Click Edit

desmark corporation | **SANDBOX**

545 GUINONTAO MITZY
Desmark Corporation - LTMS - Incharge

Transactions Lists Reports Customization Setup Fixed Assets LMS Desmark **LTMS** SuiteApps Support

LTMS List

List Search Audit Trail

VIEW Custom Default Edit View New LTMS

FILTERS

MAIRDOE REFERENCE: MAIRD-SAR-20231011-088236
CUSTOMER:
STYLE: Normal

EDIT VIEW INTERNAL ID BRANCH CUSTOMER MAIRDOE REFERENCE LTO NRU CODE & OFFICE DATE REQUEST PAYMENT PAYMENT DATE BANK SOURCE BANK REFERENCE NUMBER LTO AMOUNT INV

Edit View 109 CAGAYAN : Desmark Borja 35 KC L LUCION MAIRD-SAR-20231011-088236 1001-CDO

Inv. #INV-JRB18

Step 10: Fill in the Date Request Payment: Date if when you requested the Payment.
After you input the Date Request Payment: Click **SAVE**

desmark corporation | **SANDBOX**

545 GUINONTAO MITZY
Desmark Corporation - LTMS - Incharge

Transactions Lists Reports Customization Setup Fixed Assets LMS Desmark **LTMS** SuiteApps Support

LTMS

Save Cancel Change ID Actions

CUSTOM FORM *
Custom LTMS Form

INVOICE NO *
Invoice #INV-JRB18

BRANCH
CAGAYAN : Desmark Borja 35

CUSTOMER
KC L LUCION

DIY DATE *
10/11/2023

MAIRDOE REFERENCE *
MAIRD-SAR-20231011-088236

LTO NRU CODE & OFFICE *
1001-CDO

DATE REQUEST PAYMENT
10/16/2023

DATE DOCS FORWARDED TO LTO (FOR HUB)

DATE RECEIVED ACTUAL CR (FOR HUB)

DATE FORWARDED BY HUB TO BRANCH

DATE RECEIVED FROM HUB (FOR BRANCH)

DATE RECEIVED BY CUSTOMER

Step 11: Leave as BLANK all data highlighted in RED below. In this instance, it will be the Operations Department that will enter all of the necessary details, since they are the one who made the LTO payments.

desmark corporation

SANDBOX

545 GUINONTAO MITZY
Desmark Corporation - LTMS - Incharge

TransactionsListsReportsCustomizationSetupFixed AssetsLMSDesmarkLTMSSuiteAppsSupport

BRANCH
CAGAYAN : Desmark Borja 35

CUSTOMER
KC L LUCION

DIY DATE *
10/11/2023

MAIRDOE REFERENCE *
MAIRD-SAR-20231011-088236

LTO NRU CODE & OFFICE *
1001-CDO

DATE REQUEST PAYMENT
10/16/2023

PAYMENT DATE (FOR HQ)

BANK REFERENCE NUMBER

BANK SOURCE

LTO AMOUNT

DATE RECEIVED FROM HUB (FOR BRANCH)

DATE RECEIVED BY CUSTOMER

Once all the details are completely filled out by Operations Department, it means that the LTO Registrations of the Sold Unit is already paid in Mairdoe Portal.

desmark corporation

SANDBOX

545 GUINONTAO MITZY
Desmark Corporation - LTMS - Incharge

TransactionsListsReportsCustomizationSetupFixed AssetsLMSDesmarkLTMSSuiteAppsSupport

INVOICE LTO
Invoice #INV-JRB18

BRANCH
CAGAYAN : Desmark Borja 35

CUSTOMER
KC L LUCION

DIY DATE *
10/11/2023

MAIRDOE REFERENCE *
MAIRD-SAR-20231011-088236

LTO NRU CODE & OFFICE *
1001-CDO

DATE REQUEST PAYMENT
10/16/2023

PAYMENT DATE (FOR HQ)
10/17/2023 3:34:40 pm

BANK REFERENCE NUMBER
29695313175628988957

BANK SOURCE
UBMKD

LTO AMOUNT
1,128.00

DATE FORWARDED BY HUB TO BRANCH

DATE RECEIVED FROM HUB (FOR BRANCH)

DATE RECEIVED BY CUSTOMER

This time, the LTO HUB will be the one to input the following Data Highlighted:

Date Docs Forwarded to LTO – means date when you sent all the documents to LTO

Date Received Actual CR (HUB) – means date when you received the Original CR of customer

Date Forwarded by Hub to Branch – means date when you transferred the Original CR to the Branch

desmark corporation

SANDBOX

🔍

🌟

🏠

Transactions

Lists

Reports

Customization

Setup

Fixed Assets

LMS

Desmark

LTMS

SuiteApps

Support

🔊 Help 545 GUINONTAO MITZY
Desmark Corporation - LTMS - Incharge

LTMS

← → List More

Save Cancel Change ID Actions

CUSTOM FORM *
Custom LTMS Form

INVOICE NO *
Invoice #INV-JRB18

BRANCH
CAGAYAN : Desmark Borja 35

CUSTOMER
KC L LUCION

DIY DATE *
10/11/2023

MAIRDOE REFERENCE *
MAIRD-SAR-20231011-088236

LTO NRJ CODE & OFFICE *
1001-CDO

DATE REQUEST PAYMENT
10/16/2023

PAYMENT DATE (FOR HO)
10/17/2023 3:34:40 pm

BANK REFERENCE NUMBER
37537125806024432251

BANK SOURCE
UBMDL

LTO AMOUNT
1,128.00

DATE DOCS FORWARDED TO LTO (FOR HUB)
10/18/2023

DATE RECEIVED ACTUAL CR (FOR HUB)
10/23/2023

DATE FORWARDED BY HUB TO BRANCH
10/25/2023

DATE RECEIVED FROM HUB (FOR BRANCH)

DATE RECEIVED BY CUSTOMER

FOR BRANCH

Once the complete documents (OR/CR of the customer) was received,

you can now fill in the needed details to complete the Registration Details of the Customer

Date Received from Hub – means date when you received the registration from your LTO HUB.

Date Received by Customer – means date when customer claimed Original/Photocopy of OR/CR.

desmark corporation

SANDBOX

Help

545 GUINONTAO MITZY
Desmark Corporation - LTMS - Incharge

Transactions

Lists

Reports

Customization

Setup

Fixed Assets

LMS

Desmark

LTMS

SuiteApps

Support

LTMS

Save

Cancel

Change ID

Actions

CUSTOM FORM *
Custom LTMS Form

INVOICE NO *
Invoice #INV-JRB18

BRANCH
CAGAYAN : Desmark Borja 35

CUSTOMER
KC L LUCION

DIY DATE *
10/11/2023

MAIRDOE REFERENCE *
MAIRD-SAR-20231011-088236

LTO NRJ CODE & OFFICE *
1001-CDO

DATE REQUEST PAYMENT
10/16/2023

PAYMENT DATE (FOR HO)
10/17/2023 3:34:40 pm

BANK REFERENCE NUMBER
37537125806024432251

BANK SOURCE
UBMDL

LTO AMOUNT
1,128.00

DATE DOCS FORWARDED TO LTO (FOR HUB)
10/18/2023

DATE RECEIVED ACTUAL CR (FOR HUB)
10/23/2023

DATE FORWARDED BY HUB TO BRANCH
10/25/2023

DATE RECEIVED FROM HUB (FOR BRANCH)

DATE RECEIVED BY CUSTOMER