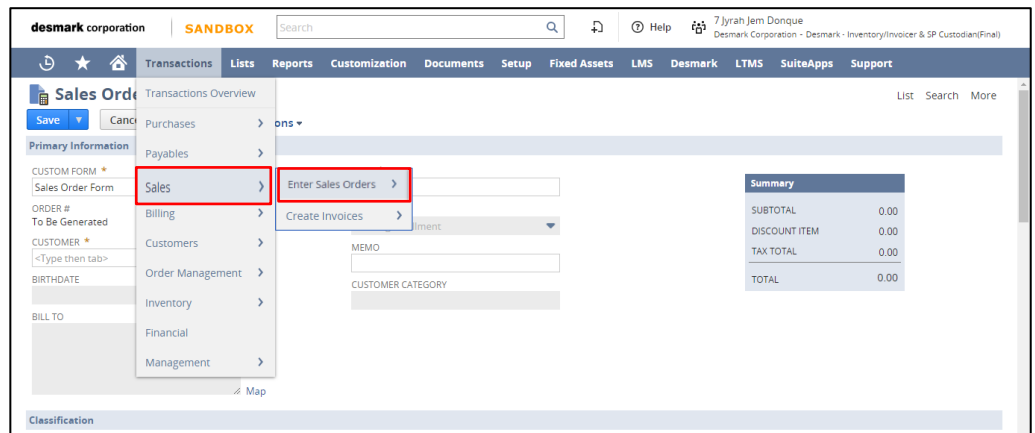


INSTALLMENT

Sales Order

1. Transactions
2. Sales
3. Enter Sales Order



4. You will be redirected to the *Sales Order page*. Fill out all mandatory details or the box with the red asterisk
 - i. After selecting the Customer – the customer's address will reflect in the BILL TO section
 - ii. Date is defaulted to the CURRENT DATE
 - iii. Status is automatic
 - iv. Leasing Location should be PREMIO FINANCE – BRANCH
 - v. For *interest term* and *downpayment*, leave it blank first and proceed in selecting the itemid

The screenshot shows the Desmark Corporation software interface with the 'Sales Order' form. The form is divided into several sections: Primary Information, Classification, and Sales Information. Various fields are highlighted with red boxes and arrows, indicating mandatory details to be filled out.

Primary Information

- CUSTOM FORM * (Sales Order Form)
- DATE * (10/4/2023)
- STATUS * (Pending Fulfillment)
- CUSTOMER * (LOUIES A JOHNSON)
- BIRTHDATE (8/11/1993)
- BILL TO (LOUIES A JOHNSON, ZONE 8 UPPER BULUA, CAGAYAN DE ORO, CITY, CAGAYAN DE ORO 9000)
- CUSTOMER CATEGORY (Regular Customer)

Classification

- SUBSIDIARY * (Desmark Corporation)
- LOCATION * (BUKIDNON : Desmark Don Carlos Combi)
- LEASING SUBSIDIARY (Desmark Group : Premio Finance Corporation)
- BRAND (LG)
- LEASING LOCATION (Premio Finance Don Carlos Combi)

Sales Information

- OPPORTUNITY
- ITEM CLASS * (Motorcycle)
- TYPE OF SALES * (Loan)
- INTEREST TERM * (<Type then tab>)
- DOWNPAYMENT *
- COLLECTOR GENERIC NAME
- APPLICABLE MINIMUM DOWNPAYMENT
- UNIT PRICE
- CASH PRICE
- LCP/SRP
- AMOUNT AFTER DOWNPAYMENT
- INTEREST RATE
- INSTALLMENT FEES (REBATE)
- INSTALLMENT SCHEDULE
- TOTAL PAYABLE AFTER INTEREST
- MONTHLY INSTALLMENT EXCLUDING REBATE
- MONTHLY INSTALLMENT INCLUDING REBATE
- MONTHLY PRINCIPAL AMOUNT
- MONTHLY INTEREST AMOUNT INCLUDING REBATE
- CREDIT CARD AMOUNT

5. Select the Item ID
6. Check the ☒ for the Applicable for Loan
7. In the Inventory Detail column, click the box to select the serial number
8. Click add then OK

The screenshot shows the 'Items' window with the following data:

ITEM *	AVAILABLE	QUANTITY	UNITS	APPLICABLE FOR LOAN	PRICING TYPE	INVENTORY DETAIL	DESCRIPTION	PRICE LEVEL	TOTAL UNIT PRICE (RATE INCLUSIVE VAT)	PERCENTAGE DISCOUNT	FLAT DISCOUNT
32LQ570BPSA	1	1	Unit	<input checked="" type="checkbox"/>			32 INCH SMART TV				

The 'Inventory Detail' pop-up window shows the following data:

ITEM	QUANTITY	UNITS
32LQ570BPSA	1	Unit

The 'Inventory Detail' form shows the following data:

SERIAL/LOT NUMBER	QUANTITY
123456789	1

9. Add Gross Amount

The screenshot shows the 'Items' window with the following data:

AT NT	PROMOTION PERCENT DISCOUNT	PROMOTION FLAT DISCOUNT	RATE (INCLUSIVE OF TAX)	AMOUNT	TAX RATE	COMMIT	TAX CODE *	COMMITMENT CONFIRMED	ORDER PRIORITY	TAX AMT	GROSS AMT	EXCLUDE ITEM FROM RATE REQUEST
				14,276.79	12.0%	Available Qty	VAT_PH:REGULAR			1,713.21	15,990.00	

- i. For Motorcycle units – click the Add TBA items
- ii. click save

The screenshot shows the 'Items' window with the following data:

ITEM *	AVAILABLE	QUANTITY	UNITS	APPLICABLE FOR LOAN	PRICING TYPE	INVENTORY DETAIL	DESCRIPTION	PRICE LEVEL	TOTAL UNIT PRICE (RATE INCLUSIVE VAT)	PERCENTAGE DISCOUNT	FLAT DISCOUNT
ACB160CBTN-MSR	2	1	Unit	Yes			CLICK160 MAT SOLAR RED METTALIC				
BATTERY TBA		1									
MANUAL TBA		1									
SIDE MIRROR (LEFT) TBA		1									
SIDE MIRROR (RIGHT) TBA		1									
TOOLS - TBA		1									
WARRANTY GUIDEBOOK-TBA		1									

10. Go back to the interest term and downpayment – select the interest term

INTEREST TERM *

<Type then tab>

Search

- HONDA GROUP H1.1-1
- HONDA GROUP H1.1-2
- HONDA GROUP H1.1-3
- HONDA GROUP H1.1-4
- HONDA GROUP H1.1-5
- HONDA GROUP H1.1-6
- HONDA GROUP H1.1-7

11. Manually input the downpayment

i. The Applicable Minimum Downpayment will automatically reflect below

12. Select the Collector's designated code

13. Click Save

Sales Information

OPPORTUNITY	UNIT PRICE	TOTAL PAYABLE AFTER INTEREST
ITEM CLASS *	CASH PRICE	MONTHLY INSTALLMENT EXCLUDING REBATE
Motorcycle	LCP/SRP	MONTHLY INSTALLMENT INCLUDING REBATE
TYPE OF SALES *	AMOUNT AFTER DOWNPAYMENT	MONTHLY PRINCIPAL AMOUNT
Loan	INTEREST RATE	MONTHLY INTEREST AMOUNT INCLUDING REBATE
INTEREST TERM *	INSTALLMENT FEES (REBATE)	CREDIT CARD AMOUNT
HONDA GROUP H1.1-3	200.00	
DOWNPAYMENT *	INSTALLMENT SCHEDULE	
10,900	012	
COLLECTOR: GENERIC NAME		
Collector 1		
APPLICABLE MINIMUM DOWNPAYMENT		
10,900		

Items | **Installment** | Shipping | Billing | Accounting | Relationships | Communication | System Information | Custom | Barcoding | LTMS

DISCOUNT ITEM: RATE

Add Multiple | Clear All Lines | Add TBA Items

ITEM *	AVAILABLE	QUANTITY	UNITS	APPLICABLE FOR LOAN	PRICING TYPE	INVENTORY DETAIL	DESCRIPTION	PRICE LEVEL	TOTAL UNIT PRICE (RATE INCLUSIVE VAT)	PERCENTAGE DISCOUNT	FLAT DISCOUNT
32LQ570BPSA	1	1	Unit	<input checked="" type="checkbox"/>			32 INCH SMART TV				

✓ Add | ✕ Cancel | Copy Previous | + Insert | Remove | Intelligent Recommendations

Save | Cancel | Auto Fill | Actions

You will be redirected to the Confirmation SO Page

✓ **Confirmation**
Transaction successfully Saved

Sales Order ← → List Search

SO-505 LOUIES A JOHNSON **PENDING FULFILLMENT**

Next Bill | Bill Remaining | Down Payment | Installment | Actions

Primary Information

ORDER # SO-505	DATE 10/4/2023
CUSTOMER LOUIES A JOHNSON	MEMO
BIRTHDATE 8/11/1993	CUSTOMER CATEGORY Regular Customer
BILL TO LOUIES A JOHNSON ZONE 8 UPPER BULUA, CAGAYAN DE ORO CITY CAGAYAN DE ORO 9000 Philippines Map	

Summary

SUBTOTAL	109,732.14
DISCOUNT ITEM	
TAX TOTAL	13,167.86
TOTAL	122,900.00

Invoicing

1. In the *sales information line*, you will see the loan details

Sales Information		
OPPORTUNITY	UNIT PRICE	TOTAL PAYABLE AFTER INTEREST
	145,480.00	
ITEM CLASS	CASH PRICE	MONTHLY INSTALLMENT EXCLUDING REBATE
Motorcycle		
TYPE OF SALES	LCP/SRP	MONTHLY INSTALLMENT INCLUDING REBATE
Loan	122,900.00	11,215.00
INTEREST TERM	AMOUNT AFTER DOWNPAYMENT	MONTHLY PRINCIPAL AMOUNT
HONDA GROUP H1.1-3	112,000.00	9,333.33
DOWNPAYMENT	INTEREST RATE	MONTHLY INTEREST AMOUNT INCLUDING REBATE
10,900	1.18%	1,881.67
COLLECTOR GENERIC NAME	INSTALLMENT FEES (REBATE)	CREDIT CARD AMOUNT
Collector 1	200.00	
APPLICABLE MINIMUM DOWNPAYMENT	INSTALLMENT SCHEDULE	
10,900	012	

2. Click Installment button, then the cashier will now receive the customer's downpayment

✓ **Confirmation**
Transaction successfully Saved

Sales Order

← → List Search

SO-505 LOUIES A JOHNSON **PENDING FULFILLMENT**

Next Bill

Bill Remaining

Down Payment

Installment

Actions ▾

Primary Information

ORDER #
SO-505

DATE
10/4/2023

CUSTOMER
LOUIES A JOHNSON

MEMO

BIRTHDATE
8/11/1993

CUSTOMER CATEGORY
Regular Customer

BILL TO
LOUIES A JOHNSON
ZONE 8 UPPER BULUA, CAGAYAN DE ORO CITY
CAGAYAN DE ORO
9000
Philippines Map

Summary

SUBTOTAL

109,732.14

DISCOUNT ITEM

TAX TOTAL

13,167.86

TOTAL

122,900.00

3. After the receiving of downpayment, you can now make an invoice

- i. Click next bill button

Sales Order

← → List Search

SO-505 LOUIES A JOHNSON **PENDING FULFILLMENT**

Next Bill

Bill Remaining

Down Payment

Actions ▾

Primary Information

ORDER #
SO-505

DATE
10/4/2023

CUSTOMER
LOUIES A JOHNSON

MEMO

BIRTHDATE
8/11/1993

CUSTOMER CATEGORY
Regular Customer

BILL TO
LOUIES A JOHNSON
ZONE 8 UPPER BULUA, CAGAYAN DE ORO CITY
CAGAYAN DE ORO
9000
Philippines Map

Summary

SUBTOTAL

109,732.14

DISCOUNT ITEM

TAX TOTAL

13,167.86

TOTAL

122,900.00

4. You have to reselect the customer's name

desmark corporation | **SANDBOX** | Search | Help | 7 Jyrah Jem Donque | Desmark Corporation - Desmark - Inventory/Invoice & SP Custodian(Final)

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

Invoice | List | Search | More

To Be Generated

Save | Cancel | Actions

Primary Information

CUSTOM FORM *
Desmark Product Invoice

INVOICE #
To Be Generated

CUSTOMER *

LOUIES A JOHNSON

LOUIES BELL L PAALISBO

DUE DATE

MEMO

JOB ORDER

PARTNER
7 Jyrah Jem Donque

INSTALLMENT SCHEDULE
012

INVOICE TYPE
Sales

Summary

SUBTOTAL	109,732.14
DISCOUNT ITEM	0.00
TAX TOTAL	13,167.86
TOTAL	122,900.00

5. If freebies were not included upon making the sales order, it could be done in creating the invoice

Items | Shipping | Billing | Accounting | Relationships | Communication | System Information | Custom | Barcoding | LTMS | Philippines Invoicing

DISCOUNT ITEM | RATE

Items 0.00 | Withholding Tax 0.00

Add Multiple | Clear All Lines

ITEM*	BACK ORDERED	UNBILLED	QUANTITY	UNITS	INVENTORY DETAIL	DESCRIPTION	WARRANTY INFORMATION	PRICE LEVEL	UNIT PRICE	AMOUNT	TAX CODE*	TAX RATE	GROSS
ACB160CBTN-MSR	1	1	1	UNIT		CLICK160 MAT SOLAR RED METTALIC		Base Price	0.00	0.00	VAT_PH-REGULAR	12.0%	
BATTERY TBA	1	1	1					Base Price	0.00	0.00	VAT_PH-UNDEF-PH	0.0%	
MANUAL TBA	1	1	1					Base Price	0.00	0.00	VAT_PH-UNDEF-PH	0.0%	
SIDE MIRROR (LEFT) TBA	1	1	1					Base Price	0.00	0.00	VAT_PH-UNDEF-PH	0.0%	
SIDE MIRROR (RIGHT) TBA	1	UNBILLED	1					Base Price	0.00	0.00	VAT_PH-UNDEF-PH	0.0%	
TOOLS - TBA	1	1	1					Base Price	0.00	0.00	VAT_PH-UNDEF-PH	0.0%	
WARRANTY GUIDEBOOK-TBA	1	1	1					Base Price	0.00	0.00	VAT_PH-UNDEF-PH	0.0%	
Jersey													
JERSEY-DESMARK													

Previous | Insert | Remove

6. After inputting ang double checking the details, you may now save the invoice, and the cashier may now print the invoice.

Confirmation
Transaction successfully Saved

Invoice | List | Search

INV-CGN4 LOUIES A JOHNSON | PAID IN FULL

Actions

Primary Information

INVOICE #
INV-CGN4

CUSTOMER
LOUIES A JOHNSON

DATE
10/5/2023

DUE DATE

MEMO

JOB ORDER

Summary

SUBTOTAL	0.00
DISCOUNT ITEM	0.00
TAX TOTAL	0.00
TOTAL	0.00
AMOUNT DUE	0.00

Sales Information

OPPORTUNITY

CREATED FROM
Sales Order #SO-505

PARTNER
7 Jyrah Jem Donque

INSTALLMENT SCHEDULE
012

INVOICE TYPE
Sales

Fulfillment

1. Go back to Sales Order, and click **Fulfill** button, and select the PDI personnel

Sales Order SO-505 LOUIES A JOHNSON **PENDING FULFILLMENT**

Fulfill | Down Payment | Actions

Primary Information

ORDER # SO-505 DATE 10/4/2023
 CUSTOMER LOUIES A JOHNSON MEMO
 BIRTHDATE 8/11/1993 CUSTOMER CATEGORY Regular Customer
 BILL TO LOUIES A JOHNSON
 ZONE 8 UPPER BULUA, CAGAYAN DE ORO CITY
 CAGAYAN DE ORO 9000 Philippines Map

Classification

SUBSIDIARY Desmark Corporation LEASING SUBSIDIARY Desmark Group : Premio Finance Corporation LEASING LOCATION Premio Finance Cogan Combi
 LOCATION CAGAYAN : Desmark Cogan Combi BRAND HONDA

Item Fulfillment To Be Generated

Primary Information

CUSTOM FORM * Desmark Item Fulfillment
 REF. NO. To Be Generated
 CUSTOMER LOUIES A JOHNSON
 CREATED FROM Sales Order #SO-505
 DATE 10/5/2023
 STATUS * Shipped

PDI PERSONNEL * John Lester B Ragas

2. Click the *Inventory detail* box, to double check the serial/engine# and bin location, then click **SAVE**

Items | Shipping | Packages | Relationships | Communication | System Information | Custom | Barcoding

SELECT ITEM

Mark All | Unmark All

FULFILL	ITEM	DESCRIPTION	LOCATION	ON HAND	REMAINING	COMMITTED	QUANTITY	UNITS	INVENTORY DETAIL	OPTIONS	EXCLUDE ITEM FROM RATE REQUEST
<input checked="" type="checkbox"/>	ACB160CBTN-MSR	CLICK160 MAT SOLAR RED METTALIC	CAGAYAN : Desmark Cogan Cor		1		1	Unit			<input type="checkbox"/>
<input checked="" type="checkbox"/>	BATTERY TBA		CAGAYAN : Desmark Cogan Cor		1		1				<input type="checkbox"/>
<input checked="" type="checkbox"/>	MANUAL TBA		CAGAYAN : Desmark Cogan Cor		1		1				<input type="checkbox"/>
<input checked="" type="checkbox"/>	SIDE MIRROR (LEFT) TBA		CAGAYAN : Desmark Cogan Cor		1		1				<input type="checkbox"/>
<input checked="" type="checkbox"/>	SIDE MIRROR (RIGHT) TBA		CAGAYAN : Desmark Cogan Cor		1		1				<input type="checkbox"/>
<input checked="" type="checkbox"/>	TOOLS - TBA		CAGAYAN : Desmark Cogan Cor		1		1				<input type="checkbox"/>
<input checked="" type="checkbox"/>	WARRANTY GUIDEBOOK-TBA		CAGAYAN : Desmark Cogan Cor		1		1				<input type="checkbox"/>

Save | Cancel

Serialized item

OK | **Close**

ITEM ACB160CBTN-MSR QUANTITY 1
 DESCRIPTION CLICK160 MAT SOLAR RED METTALIC UNITS Unit

Inventory Detail

Add Multiple | Express Entry

SERIAL/LOT NUMBER	BIN	STATUS	QUANTITY
KF49E7000447/MH1KF4977NK000856	1st Floor	Good	1

Add | **Cancel** | **Insert** | **Remove**

OK | **Close**

TBAs/Non-serialized item

OK | **Close**

ITEM BATTERY TBA QUANTITY 1.0
 DESCRIPTION UNITS

Inventory Detail

Add Multiple

BIN	STATUS	AVAILABLE	QUANTITY
CON-SMALL ROOM	Good	5	1

Add | **Cancel** | **Insert** | **Remove**

OK | **Close**

3. The item is now shipped.

desmark corporation | **SANDBOX**

Search

Help

7 Jyran jem Donque
Desmark Corporation - Desmark - Inventory/Invoice & SP Custodian(Final)

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

Confirmation

Transaction successfully Saved

Item Fulfillment

IF-177 LOUIES A JOHNSON

SHIPPED

Edit

Back

Print

Share

Actions

Primary Information

REF. NO.
IF-177
CUSTOMER
LOUIES A JOHNSON
CREATED FROM
Sales Order #50-305
DATE
10/5/2023
STATUS
Shipped

MEMO

PDI PERSONNEL
John Lester B Ragas
PRE-DELIVERY INSPECTION NOTES
FORWARDER

Items

Shipping

Packages

Relationships

Communication

System Information

Custom

Barcoding

ITEM	DESCRIPTION	LOCATION	ON HAND	QUANTITY	UNITS	INVENTORY DETAIL	OPTIONS
ACB160CBTH-M5B	CLICK160 MAT SOLAR RED METTALIC	CAGAYAN : Desmark Cogon Combi	1	1	Unit		
BATTERY TBA		CAGAYAN : Desmark Cogon Combi	13	1			
MANUAL TBA		CAGAYAN : Desmark Cogon Combi	13	1			
SIDE MIRROR /LEFT TBA		CAGAYAN : Desmark Cogon Combi	13	1			
SIDE MIRROR /RIGHT TBA		CAGAYAN : Desmark Cogon Combi	13	1			

Note: The GLs are now predefined. Zero rate for RFCs