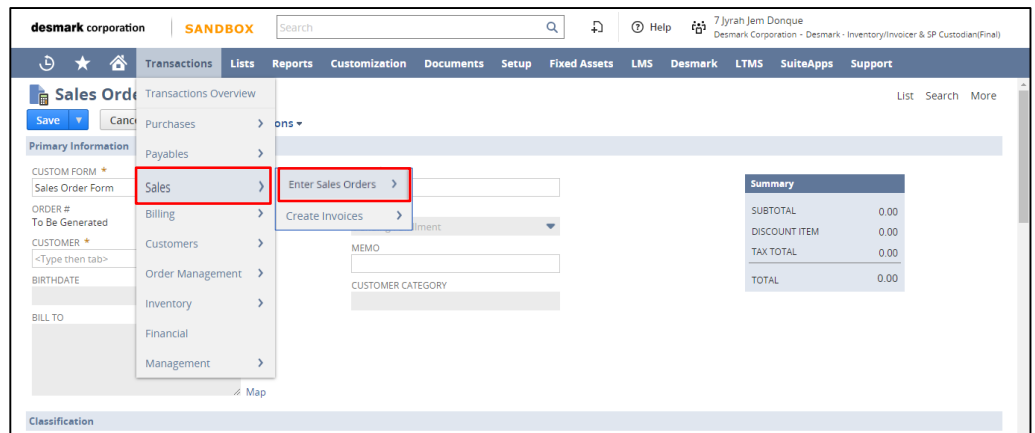


INSTALLMENT

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 for the 'Sales Order' form. The form is divided into sections: Primary Information, Classification, and Sales Information. Red boxes highlight mandatory fields marked with an asterisk.

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 details:

- Item ID:** 32LQ570BPSA
- APPLICABLE FOR LOAN:** ☒
- INVENTORY DETAIL:** Selected, showing a serial number of 123456789.

9. Add Gross Amount

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

- Buttons:** Add Multiple, Clear All Lines, Add TBA Items (highlighted in red).
- Table:**

AT	PROMOTION	PROMOTION	RATE	AMOUNT	TAX	COMMIT	TAX CODE	COMMITMENT	ORDER	TAX	GROSS AMT	OPTIONS	EXCLUDE
NT	PERCENT	FLAT	(INCLUSIVE OF TAX)		RATE			CONFIRMED	PRIORITY	AMT			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 details:

- Buttons:** Add Multiple, Clear All Lines, Add TBA Items.
- Table:**

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								
- Buttons:** Add (highlighted in red), Cancel, Copy Previous, Insert, Remove, Intelligent Recommendations.

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 | **Installation** | 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 #	DATE
SO-505	10/4/2023
CUSTOMER	MEMO
LOUIES A JOHNSON	
BIRTHDATE	CUSTOMER CATEGORY
8/11/1993	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/Invoicer & 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-DESMARK

Previous | Insert | Remove

Summary

SUBTOTAL	0.00
DISCOUNT ITEM	0.00
TAX TOTAL	0.00
TOTAL	0.00

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

MEMO

CUSTOMER
LOUIES A JOHNSON

JOB ORDER

DATE
10/5/2023

DUE DATE

Summary

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

Sales Information

OPPORTUNITY

PARTNER
7 Jyrah Jem Donque

INSTALLMENT SCHEDULE
012

INVOICE TYPE
Sales

CREATED FROM
Sales Order #SO-505

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 # 50-505
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
Philippines Map

DATE 10/4/2023
MEMO
CUSTOMER CATEGORY Regular Customer

Classification

SUBSIDIARY Desmark Corporation
LOCATION CAGAYAN - Desmark Cogan Combi

LEASING SUBSIDIARY Desmark Group : Premio Finance Corporation
BRAND HONDA

LEASING LOCATION Premio Finance Cogan Combi

Item Fulfillment To Be Generated

Save | Cancel

Primary Information

CUSTOM FORM * Desmark Item Fulfillment
REF. NO. To Be Generated
CUSTOMER LOUIES A JOHNSON
CREATED FROM Sales Order #50-505
DATE 10/5/2023
STATUS * Shipped

MEMO
PDI PERSONNEL * John Lester B. Ragas
FORWARDER

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
DESCRIPTION CLICK160 MAT SOLAR RED METTALIC

QUANTITY 1
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
DESCRIPTION

QUANTITY 1.0
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

MEMO

CUSTOMER
LOUIES A JOHNSON

POI PERSONNEL
John Lester B Ragas

CREATED FROM
Sales Order #50-505

PRE-DELIVERY INSPECTION NOTES

DATE
10/5/2023

FORWARDER

STATUS
Shipped

Items

Shipping

Packages

Relationships

Communication

System Information

Custom

Barcoding

ITEM	DESCRIPTION	LOCATION	ON HAND	QUANTITY	UNITS	INVENTORY DETAIL	OPTIONS
ACB160CBTN-M5R	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