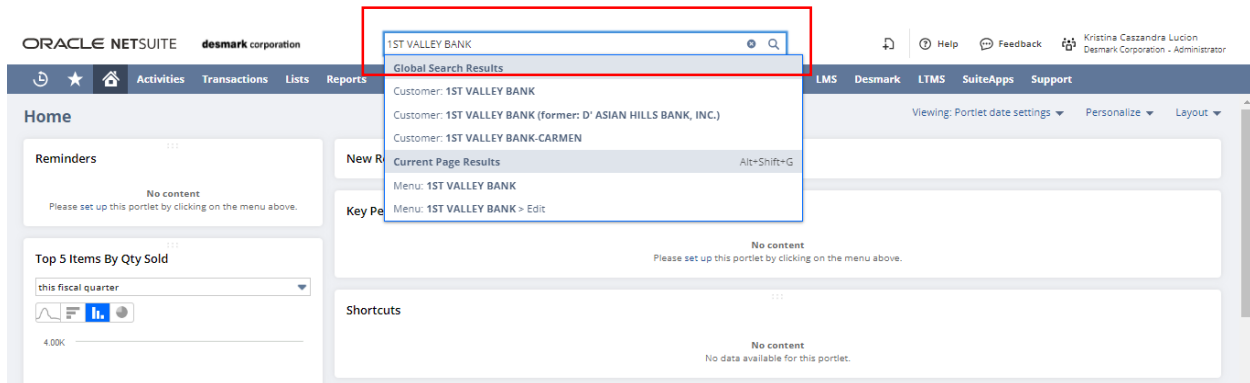


UPDATE:

- COMPANY customer should be categorized as REGULAR CUSTOMER.

****to edit the category of the existing customer record for *COMPANY* (customer), do this:**

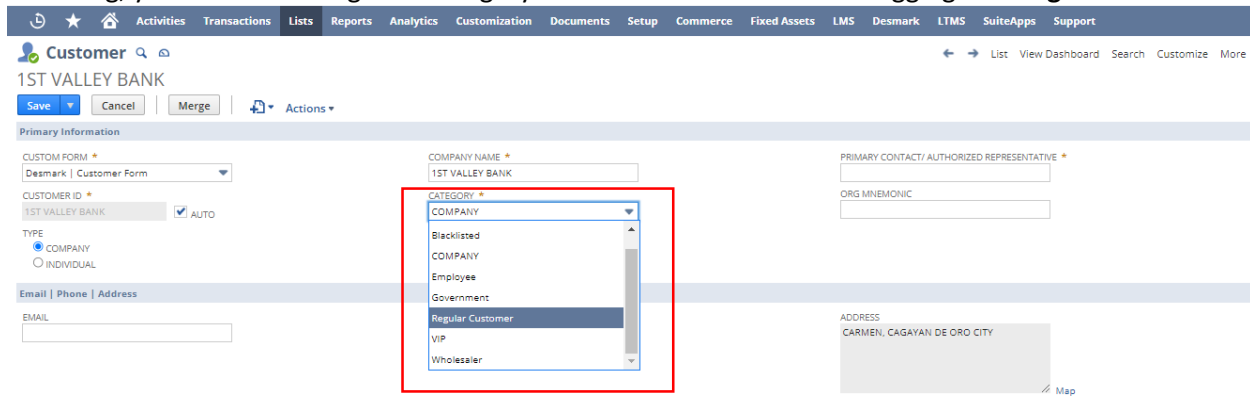
Search for customer on the Global search and **create or update** the customer's information especially the CATEGORY for **COMPANY** customer



On the Customer Information Page, click **EDIT**



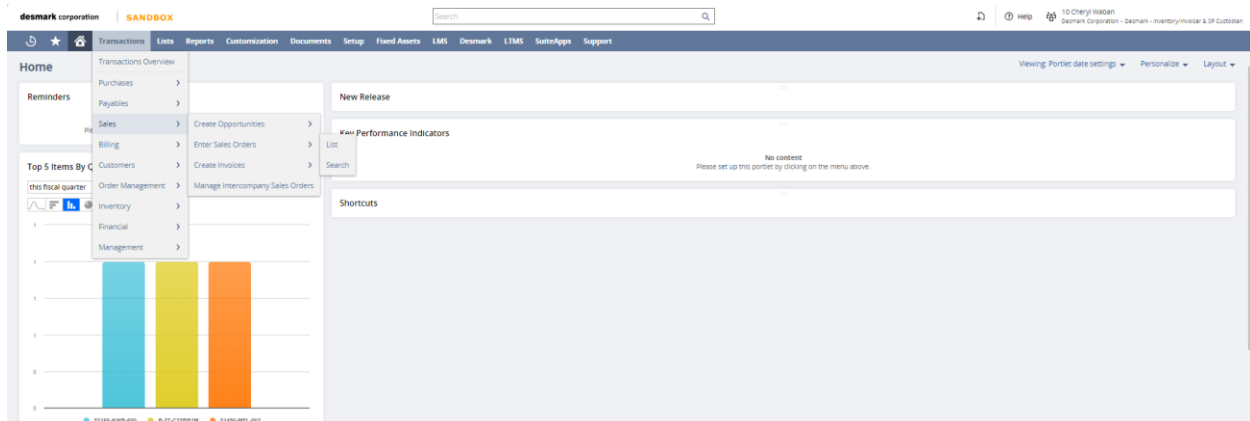
In editing, you can now change the category of the COMPANY customer tagging as a **Regular customer**.



After updating the customer details, click **SAVE**.

APPLIANCE SALES ORDER (CASH)

1. Go to Transaction → Sales → Enter Sales Order



2. Fill up all necessary fields. Customer Name, Date, Brand, Subsidiary, Location, Item Class, Type of Sales

The screenshot shows the 'Sales Order' form with the following fields highlighted by red boxes:

- Primary Information:**
 - DATE * (10/1/2023)
 - CUSTOMER * (dropdown menu)
- Classification:**
 - SUBSIDIARY * (dropdown menu)
 - LOCATION * (dropdown menu)
 - BRAND * (dropdown menu)
- Sales Information:**
 - ITEM CLASS * (dropdown menu)
 - TYPE OF SALES * (dropdown menu)

The form also includes a 'Summary' table on the right:

| Summary | |
|---------------|------|
| SUBTOTAL | 0.00 |
| DISCOUNT ITEM | 0.00 |
| TAX TOTAL | 0.00 |
| TOTAL | 0.00 |

For Customer Field, you may click the list to find the customer name if already exist:

The screenshot shows the 'Sales Order' form with the 'CUSTOMER *' dropdown menu open. The dropdown list shows a search bar and a list of customer names: ABBY DOMINGO, ABBY GENE N BARRIGA, ABBY GIL CORTEZ QUINAMOT, ABBY P MORSE, ABBY Q VALMIORES, ABBYGAE KATE TORRALBA MAGBILANG, ABBYGAE L EDAÑO, ABDILAH SARANDA MEDITAR, and ABDOLAH V PINERA.

The screenshot shows the 'Sales Order' form with the 'CUSTOMER *' dropdown menu open. The dropdown list shows a search bar and a list of customer names: ABBY DOMINGO, ABBY GENE N BARRIGA, ABBY GIL CORTEZ QUINAMOT, ABBY P MORSE, ABBY Q VALMIORES, ABBYGAE KATE TORRALBA MAGBILANG, ABBYGAE L EDAÑO, ABDILAH SARANDA MEDITAR, and ABDOLAH V PINERA.

DATE to fill up

DATE *
10/2/2023

STATUS *
Pending Fulfillment

MEMO

CUSTOMER CATEGORY
Regular Customer

Oct 2023

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | 1 | 2 | 3 | 4 |

Subsidiary & Branch Location

SUBSIDIARY *
Desmark Corporation

LOCATION *
CAGAYAN : Desmark Cogon Combi
CAGAYAN : Desmark Cogon Combi
CAGAYAN : Desmark El Salvador 3S
CAGAYAN : Desmark Laguindingan 3S
CAGAYAN : Desmark Manolo 3S
CAGAYAN : Desmark Manolo Combi
CAGAYAN : Desmark Nazareth Warehouse
CAGAYAN : Desmark Puerto 3S

INTEREST TERM

BRAND to fill up

LEASING SUBSIDIARY
Desmark Group : Premlo Finance Corporation

BRAND
SAMSUNG
SAMSUNG
PANASONIC
LG
APAMI
ASAHI
AV SOLUTION
BR CHUA

INTEREST TERM

ITEM Class

ITEM CLASS *
Appliance
Appliance
Appliance : AIR PURIFIER
Appliance : CEILING SUSPENDED
Appliance : COMPONENT
Appliance : DIGITAL IMAGING
Appliance : ELECTRIC FAN
Appliance : FLOOR MOUNTED AIRCON

UNIT PRICE

TYPE OF SALES to fill up

TYPE OF SALES *
Cash
Cash
Check
Credit Card
Debit Card
Fund Transfer
Gcash
Grabpay

PAIRED INTERCOMPANY TRANSACTION
<Type then tab>

Then the ITEM to find in the list

Items Shipping Billing Accounting Relationships Communication System In

DISCOUNT ITEM

Add Multiple Clear All Lines Add TBA Items

ITEM *
Q Search
<Type then tab>

Add Cancel Copy Previous Insert Remove Intelligent Rec

For the selected ITEM, system will automatically shows the current available on hand.

Items Shipping Billing Accounting Relationships Communication System Information Custom Barcoding LTMS

DISCOUNT ITEM

Add Multiple Clear All Lines Add TBA Items

| ITEM * | AVAILABLE | QUANTITY | UNITS | APPLICABLE FOR LOAN | PRICING TYPE | INVENTORY DETAIL | DESCRIPTION | PRICE LEVEL | INCL |
|----------------|-----------|----------|-------|---------------------|--------------|------------------|-------------------------|-------------|------|
| UA55CU7000GXXP | 5 | 1 | unit | | | | 55 INCH 4K UHD SMART TV | Custom | |

Add Cancel Copy Previous Insert Remove Intelligent Recommendations

Since the amount reflected on the Gross amount is **LCP**, please input your Branch **Percentage Discount** on "Percentage Discount" column to arrive to the correct CASH PRICE amount.

*****For Credit Card Price Percentage discount is strictly 3%.**

Click the Inventory detail to assign serial number to be sold.

The screenshot shows the Desmark Corporation system interface. A Sales Order form is open, and an "Inventory Detail" pop-up window is displayed. The pop-up window shows a list of items with columns for "ITEM", "DESCRIPTION", "QUANTITY", and "UNIT". The items listed are:

| ITEM | DESCRIPTION | QUANTITY | UNIT |
|----------------|-------------------------|----------|------|
| UASBCUT0000KOP | 55 INCH 4K UHD SMART TV | 1 | UNIT |
| Drum0rwa700786 | | 1 | |
| Drum0rwa700787 | | 1 | |
| Drum0rwa700788 | | 1 | |
| Drum0rwa700804 | | 1 | |
| Drum0rwa700823 | | 1 | |

The main Sales Order form shows the following details:

- Subsidiary:** Desmark Corporation
- Location:** CAGAYAN - Desmark Cagay Combi
- Leasing Location:** SAMSUNG
- Item Class:** Appliance
- Type of Sales:** Cash
- Interest Term:** 12
- Downpayment:** 0
- Applicable Minimum Downpayment:** 0
- Unit Price:** 21,940.00
- Paired Intercompany Transaction:** 0

The bottom of the form shows a table with columns: ITEM#, COMMITTEE, FULLFILL, INVOICE, ORDERED, AVAILABLE, QUANTITY, DATE, APPLICABLE PERCENT, and PRICE. The first row shows: UASBCUT0000KOP, 0, 0, 0, 1, 1, UNIT, 12/12/2023, 21,940.00, 19,599.20.

Then review everything from the data filled up to serial number assigned to given price. Then click **SAVE**.

The screenshot shows the Desmark Corporation system interface. A Sales Order form is open, and the "Save" button is highlighted with a red box. The form shows the following details:

- Order #:** SO-388
- Customer #:** ABDOLAH V PINEDA
- Birthdate:** 12/12/2023
- Classification:** Desmark Corporation
- Location:** CAGAYAN - Desmark Cagay Combi
- Leasing Location:** SAMSUNG
- Item Class:** Appliance
- Type of Sales:** Cash
- Interest Term:** 12
- Downpayment:** 0
- Applicable Minimum Downpayment:** 0
- Unit Price:** 21,940.00
- Paired Intercompany Transaction:** 0

The bottom of the form shows a table with columns: ITEM#, COMMITTEE, FULLFILL, INVOICE, ORDERED, AVAILABLE, QUANTITY, DATE, APPLICABLE PERCENT, and PRICE. The first row shows: UASBCUT0000KOP, 0, 0, 0, 1, 1, UNIT, 12/12/2023, 21,940.00, 19,599.20.

Once SAVED, a confirmation will show that the Transaction successfully saved. Then it will automatically GO to **INVOICE**.

Confirmation
Transaction successfully Saved

Invoice

Primary Information

CUSTOM FORM *
Desmark Recalculate Invoice

INVOICE #
To Be Generated

CUSTOMER *
CUSTOMER

DATE *
10/1/2023

DUE DATE

MEMO

JOB ORDER
-Type then tap-

Summary

| | |
|---------------|------|
| SUBTOTAL | 0.00 |
| DISCOUNT ITEM | 0.00 |
| TAX TOTAL | 0.00 |
| TOTAL | 0.00 |

Classification

SUBSIDIARY *
DEPARTMENT

ITEM CLASS *
LOCATION *

BRAND

Sales Information

INVOICE TYPE
Sales

OPPORTUNITY

TYPE OF SALE

INTEREST TERM
-Type then tap-

INSTALLMENT SCHEDULE

INTEREST RATE

INSTALLMENT FEES

CUSTOMER CATEGORY

SALES ORDER NUMBER

MONTHLY PRINCIPAL AMOUNT

MONTHLY INTEREST AMOUNT INCLUDING REBATE

BIRTHDATE

In INVOICE, you have to input the customers name, update all the fields – Same as what you have filled up during the Sales Order process.

Save

Primary Information

CUSTOM FORM *
Desmark Recalculate Invoice

INVOICE #
To Be Generated

CUSTOMER *
ABDOLAH V PINIDA

DATE *
10/2/2023

DUE DATE

MEMO

JOB ORDER
-Type then tap-

Summary

| | |
|---------------|------|
| SUBTOTAL | 0.00 |
| DISCOUNT ITEM | 0.00 |
| TAX TOTAL | 0.00 |
| TOTAL | 0.00 |

Classification

SUBSIDIARY *
Desmark Corporation

DEPARTMENT

ITEM CLASS *
Appliance

LOCATION *
CAGAYAN - Desmark Cogen Corp

BRAND
SAMSUNG

Sales Information

INVOICE TYPE
Sales

OPPORTUNITY

TYPE OF SALE
CASH

INTEREST TERM
-Type then tap-

INSTALLMENT SCHEDULE

INTEREST RATE

INSTALLMENT FEES

CUSTOMER CATEGORY
Regular Customer

SALES ORDER NUMBER

MONTHLY PRINCIPAL AMOUNT

MONTHLY INTEREST AMOUNT INCLUDING REBATE

BIRTHDATE

Items 0.00

| ITEM* | QUANTITY | UNITS | INVENTORY DETAIL | DESCRIPTION | WARRANTY INFORMATION | PRICE LIST | UNIT PRICE | AMOUNT | TAX CODE* | TAX RATE | GROSS AMT | TAX AMT | OPTIONS | COST ESTIMATE TYPE | EST. EXTENDED COST | EXCLUDE FROM PRICING REQUEST | APPLY WH TAX | COLOR | WH TAX CODE | WH TAX RATE | WH TAX BASE AMOUNT | WH TAX AMOUNT |
|----------------|----------|-------|------------------|-------------------------|----------------------|------------|------------|--------|----------------|----------|-----------|---------|---------|--------------------|--------------------|------------------------------|--------------|-------|-------------|-------------|--------------------|---------------|
| UASDCU700000XP | 1 | UNIT | | 55 INCH 4K UHD SMART TV | | Custom | | | VAT_PH-REGULAR | 12.0% | | | | Average | 18,806.57 | | | | | | | |

desmark corporation | **SANDBOX** SEARCH

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

To Be Generated

CUSTOMER * ABDOLIA V PINEDA

DATE * 10/2/2023

Classification

SUBSIDIARY * Desmark Corporation

DEPARTMENT

Sales Information

INVOICE TYPE Sales

OPPORTUNITY

TYPE OF SALE Cash

INTEREST TERM *Type then tab*

BIRTHDATE

Items 0.00 @Withholding Tax 0.00*

Add Multiple Clear All Lines

ITEM # QUANTITY UNITS INVENTORY DETAIL DESCRIPTION WARRANTY INFORMATION PRICE UNIT PRICE PRODUCT TAX CODE RATE GROSS AMT TAX AMT NET AMT

UAS5CU70000VUP 1 UNIT X 55 INCH 4K UHD SMART TV CUSTOM 21,940.00 19,589.29 VAT_PH-REGULAR 12.0% 21,940.00 2,350.71

Save Cancel Auto Fill Actions

Inventory Detail

ITEM UAS5CU70000VUP

QUANTITY 1.0

UNITS UH

Serial Number

Serial Number 09m3me700023

SN 1st Floor

Status Good

Quantity 1

Add Multiple Express Entry

Add Cancel Insert Remove

OK Close

DISCOUNT ITEM 0.00

TAX TOTAL 0.00

TOTAL 0.00

BRAND SAMSUNG

SALES ORDER NUMBER

MONTHLY PRINCIPAL AMOUNT

MONTHLY INTEREST AMOUNT INCLUDING REBATE

Summary

SUBTOTAL 19,589.29

DISCOUNT ITEM

TAX TOTAL 2,350.71

TOTAL 21,940.00

AMOUNT DUE 0.00

Once Paid from Cashier Invoice Status as **PAID IN FULL**

Invoice ← → List Search

INV-340 ABDOLIA V PINEDA **PAID IN FULL**

Actions *

Primary Information

INVOICE # INV-340

CUSTOMER ABDOLIA V PINEDA

DATE 10/2/2023

DUE DATE

MEMO

JOB ORDER

Classification

SUBSIDIARY Desmark Corporation

ITEM CLASS Appliance

LOCATION CAGAYAN - Desmark Cogan Corner

BRAND SAMSUNG

Sales Information

INVOICE TYPE Sales

OPPORTUNITY

TYPE OF SALE Cash

INTEREST TERM

INSTALLMENT SCHEDULE

INTEREST RATE

INSTALLMENT FEES

SALES ORDER NUMBER

MONTHLY PRINCIPAL AMOUNT

MONTHLY INTEREST AMOUNT INCLUDING REBATE

Items 19,589.29 @Withholding Tax 0.00*

ITEM BACK ORDERED QUANTITY UNITS INVENTORY DETAIL DESCRIPTION WARRANTY INFORMATION PRICE UNIT PRICE AMOUNT TAX CODE TAX RATE GROSS AMT TAX AMT NET AMT OPTIONS COST ESTIMATE TYPE EST. EXTENDED COST EST. GROSS PROFIT EST. GROSS PROFIT INCLUDE ITEM FROM RATE REQUEST APPLY WH TAX COLOR

UAS5CU70000VUP 1 UNIT X 55 INCH 4K UHD SMART TV CUSTOM 21,940.00 19,589.29 VAT_PH-REGULAR 12.0% 21,940.00 2,350.71 Average Cost 16,006.57 2,982.72 15,225.96

Once Paid, Back to Sales Order then click **FULLFILL**.

Sales Order

SO-268 ABDOLIA V PINEDA

PENDING FULFILLMENT

Edit

Back

Fulfill

Next Bill

Bill Remaining

Close Order

Restructure Installment

Installment

Actions

Primary Information

ORDER #
SO-268

CUSTOMER
ABDOLIA V PINEDA

BIRTHDATE

BILL TO
Z-4 LUBLUBAN, LIBERTAD, MISAMIS ORIENTA Map

DATE
10/2/2023

MEMO

CUSTOMER CATEGORY
Regular Customer

Summary

SUBTOTAL
19,589.29

DISCOUNT ITEM
2,350.71

TAX TOTAL
21,940.00

Classification

SUBSIDIARY
Desmark Corporation

LOCATION
CAGAYAN - Desmark Cagayn Corpi

LEADING SUBSIDIARY
Desmark Group - Premio Finance Corporation

BRAND
SAMSUNG

LEASING LOCATION

Sales Information

OPPORTUNITY

ITEM CLASS
Appliance

TYPE OF SALES
CASH

INTEREST TERM

DOWNPAYMENT

APPLICABLE MINIMUM DOWNPAYMENT

UNIT PRICE

PAIRED INTERCOMPANY TRANSACTION

CASH PRICE
21,940.00

LOI/SPR

AMOUNT AFTER DOWNPAYMENT

INTEREST RATE

INSTALLMENT FEES (REBATE)

INSTALLMENT SCHEDULE

INTERCOMPANY STATUS

TOTAL PAYABLE AFTER INTEREST

MONTHLY INSTALLMENT EXCLUDING REBATE

MONTHLY INSTALLMENT INCLUDING REBATE

MONTHLY PRINCIPAL AMOUNT

MONTHLY INTEREST AMOUNT INCLUDING REBATE

CREDIT CARD AMOUNT

Items

Shipping

Billing

Accounting

Relationships

Communication

Related Records

System Information

Custom

Barcode

LTMS

DISCOUNT ITEM

RATE

Item Fulfillment

To Be Generated

Save

Cancel

Primary Information

CUSTOM FORM *
Desmark Item Fulfillment

REF NO.
To Be Generated

CUSTOMER
ABDOLIA V PINEDA

CREATED FROM
Sales Order #SO-268

DATE *
10/9/2023

MEMO

PO PERSONNEL

PRE-DELIVERY INSPECTION NOTES

VENDOR

STATUS
Shipped

Items

Shipping

Package

Relationships

Communication

System Information

Custom

Barcode

Mark All

Unmark All

ITEM

DESCRIPTION

LOCATION

ON HAND

REMAINING

COMMITTED

QUANTITY

UNITS

INVENTORY DETAIL

OPTIONS

EXCLUDE ITEM FROM RATE REQUEST

☒

UASDCUT000000P

55 INCH AI UHD SMART TV

CAGAYAN - Desmark Cagayn Corpi

1

1

UNIT

Save

Cancel