

AUTHORIZE RETURN

Scenario: The actual unit released is different from what was invoiced.
(Actual engine no. is different from the engine no. on the invoice)

ACTUAL UNIT RELEASED

ITEM ID : NMAX ABS BKT3 MATTE GREEN BLACK
ENGINE NO. : **G3L8E-1742447**
CHASSIS NO. : **PA0SG7710P0200428**

INVOICE DETAILS

ITEM ID : NMAX ABS BKT3 MATTE GREEN BLACK
ENGINE NO. : **G3L8E-1711114**
CHASSIS NO. : **PA0SG7710P0199974**

PREMIO Corporation
Motorcycle and Home Appliances
Branch: Hasipic, Cebu City (Capitol) Cebu 6000, Philippines
Tel: VAT Reg. TIN: 006-437-206-00087
Customer Name: CENIZA, JANDAEVEN TENEBRO

PC Talamban 3s Mary Jane BM
Bldg: CE ALEJO BLDG. VAMENTA BLVD., CARMEN, CAGAYAN DE ORO CITY 9000
Unit: 341-505-617
Business Style: Individual
Address: JANDAEVEN T CENIZA, CANDUMAN, MANDALUE CITY CEBU 6014, Philippines

Sales Invoice
Sales Invoice #: PTC-0000000000000019
Sales Invoice Date: 10/26/2023
Date & Time Printed: 10/26/2023 15:26:11

No.	Item	Description	Serial# Stamps No.	Color	Qty	Unit Price	Amount
1	NMAX ABS BKT2	NMAX ABS MATTE GREEN BLACK	G3L8E-1711114/ PA0SG7710P0199974	MATTE GREEN/BLACK	1	155,540.00	155,540.00
2	JERSEY PREMIO	JERSEY PREMIO			1		0.00
3	HPH FULL FACE HELMET	HPH FULL FACE HELMET			1		0.00
4	REGISTRATION PLATE FOR PREMIO	REGISTRATION PLATE FOR PREMIO			1		0.00
5	BATTERY				1		
6	MANUAL				1		
7	SIDE MIRROR (LEFT)				1		
8	SIDE MIRROR (RIGHT)				1		
9	TOOLS				1		
10	WARRANTY GUIDEBOOK				1		

THIS IS A SYSTEM GENERATED INVOICE RECEIPT CAS Permit No.AC-127-101223-000025
Range of SM from PTC000000000000001 - PTC999999999999999

TOTAL SALES (VAT INCLUSIVE) PHP 155,540.00
LESS: VAT PHP 16,665.00
AMOUNT: NET OF VAT PHP 138,875.00
TOTAL AMOUNT DUE PHP 138,875.00

Prepared by: Maria R. Garcia
Reviewed by: Mary Jane M. Mambura
Customer Signature: Jandeven T. Ceniza

To correct this, the branch will perform the Return process.

***This process can only be done if the Sales Order was already **FULFILLED**.

The invoker will go back to the **INVOICE** and will click the **Authorize Return** button.

Invoice

PTC-0000000000000019 JANDAEVEN T CENIZA PAID IN FULL

Edit Back **Authorize Return** Early Repayment Actions

Primary Information

INVOICE # PTC-0000000000000019
CUSTOMER JANDAEVEN T CENIZA
DATE 10/26/2023
DUE DATE
MEMO

CUSTOMER CATEGORY Regular Customer
BIRTHDATE 1/11/1998

Summary

SUBTOTAL 138,875.00
DISCOUNT ITEM
TAX TOTAL 16,665.00
TOTAL 155,540.00
AMOUNT DUE 0.00

Sales Information

SALES REP
OPPORTUNITY
SALES EFFECTIVE DATE 10/26/2023

CREATED FROM Sales Order #SO-PTC14
PARTNER 200 LUTCHE L BARATAS
INSTALLMENT SCHEDULE 012

INVOICE TYPE Sales
ACCOUNT STATUS Active
PAYMENT METHOD Installment

Classification

SUBSIDIARY Premio Corporation
DEPARTMENT
CLASS Motorcycle

LOCATION Cebu PC : Premio Talamban 3s
COLLECTOR GENERIC NAME

SERIES TYPE
☐ FREEZE LOAN ACCOUNT

On the **Return Authorization** page, check the **REPLACE** checkbox.

Return Authorization List Search More

To Be Generated

Save Cancel Actions

Primary information

CUSTOM FORM *
Desmark - Return Authorization Form

RTN, AUTH. #
To Be Generated

CUSTOMER *
JANDAEVEN T CENIZA

DATE *
10/28/2023

STATUS *
Pending Approval

PO #

MEMO

☒ REPLACE
☐ REPAIR

Summary

SUBTOTAL	138,875.00
DISCOUNT	0.00
TAX TOTAL	16,665.00
TOTAL	155,540.00

Sales Information

SALES REP

CREATED FROM
Invoice #PTC -0000000000000019

PARTNER
200 LUTCHE L BARATAS

SALES EFFECTIVE DATE
10/26/2023

Classification

SUBSIDIARY
Premio Corporation

CLASS
Motorcycle

LOCATION
CEBU PC : Premio Talamban 35

DEPARTMENT

Wrong unit invoiced-should be NMAX ABS BKT3 MATTE GREEN BLACK

Next, go to **Communication > Files**, to attached the supporting documents for the reason to return

JANDAEVEN T CENIZA

DATE *
10/28/2023

STATUS *
Pending Approval

Wrong Unit invoiced should be NMAX ABS BK

☒ REPLACE
☐ REPAIR

TAX TOTAL 16,665.00

TOTAL 155,540.00

Sales Information

SALES REP

CREATED FROM
Invoice #PTC -0000000000000019

PARTNER
200 LUTCHE L BARATAS

SALES EFFECTIVE DATE
10/26/2023

Classification

SUBSIDIARY
Premio Corporation

CLASS
Motorcycle

LOCATION
CEBU PC : Premio Talamban 35

DEPARTMENT
Head Office : Purchasing

Communication

Messages Events Tasks Phone Calls **Files**

Remove all Clear All Lines

ATTACH FILE *

☒ Add ☐ Cancel ☐ Insert ☐ Remove

FOLDER	SIZE (KB)	LAST MODIFIED	FILE TYPE
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Upload the attachment

File

Save Cancel

ATTACH FROM *
Computer

FILE NAME

FOLDER *
APPROVAL

URL

SELECT FILE
Choose File No file chosen

CHARACTER ENCODING
Unicode (UTF-8)

☐ INACTIVE
☐ AVAILABLE WITHOUT LOGIN
☐ COMPANY-WIDE USAGE
☐ GENERATE URL TIME STAMP

Once File Attached, Click **SAVE**. This is now pending for Approval from HO.

HEAD OFFICE LEVEL

This is the **APPOVER's** screen. HO shall have the call to approve or not the requested Return.

Return Authorization

RA-PTC1 JANDAEVEN T CENIZA

PENDING APPROVAL

Back

Approve Return

Cancel Return

Actions

Primary Information

RTN AUTH. #
RA-PTC1
CUSTOMER
JANDAEVEN T CENIZA
DATE
10/28/2023
PO #

MEMO
Wrong Unit Invoiced should be NMAX ABS BKT3 MATTE GREEN BLACK
☒ REPLACE
☐ REPAIR

Summary	
SUBTOTAL	138,875.00
DISCOUNT	
TAX TOTAL	16,665.00
TOTAL	155,540.00

Sales Information

SALES REP
SALES EFFECTIVE DATE
10/26/2023

CREATED FROM
Invoice #PTC -0000000000000019

PARTNER
200 LUTCHE L BARATAS

Classification

SUBSIDIARY
Premio Corporation
DEPARTMENT
Head Office : Purchasing

CLASS
Motorcycle

LOCATION
CEBU PC : Premio Talamban 35

Once **HO Approved**, the unit subject for return is now ready for **ITEM RECEIPT** on branch level, to record it back to branch's inventory on-hand.

Confirmation

Return Authorization successfully Approved

Return Authorization

RA-PTC1 JANDAEVEN T CENIZA

PENDING RECEIPT

Back

Close

Actions

Primary Information

RTN AUTH. #
RA-PTC1
CUSTOMER
JANDAEVEN T CENIZA
DATE
10/28/2023
PO #

MEMO
Wrong Unit Invoiced should be NMAX ABS BKT3 MATTE GREEN BLACK
☒ REPLACE
☐ REPAIR

Summary	
SUBTOTAL	138,875.00
DISCOUNT	
TAX TOTAL	16,665.00
TOTAL	155,540.00

Sales Information

SALES REP
SALES EFFECTIVE DATE
10/26/2023

CREATED FROM
Invoice #PTC -0000000000000019

PARTNER
200 LUTCHE L BARATAS

Classification

SUBSIDIARY
Premio Corporation
DEPARTMENT
Head Office : Purchasing

CLASS
Motorcycle

LOCATION
CEBU PC : Premio Talamban 35

ON BRANCH LEVEL

Branch will now perform the **RECEIVING OF INVENTORY**.

Find the Return Authorization number in global search then click **Receive**. Fill up the Memo, the reason of the return.

Return Authorization

RA-PTC1 JANDAEVEN T CENIZA

PENDING RECEIPT

Receive

Actions

Primary Information

RTN AUTH. #
RA-PTC1
CUSTOMER
JANDAEVEN T CENIZA
DATE
10/28/2023
PO #

MEMO
Wrong Unit Invoiced should be NMAX ABS BKT3 MATTE GREEN BLACK
☒ REPLACE
☐ REPAIR

Summary	
SUBTOTAL	138,875.00
DISCOUNT	
TAX TOTAL	16,665.00
TOTAL	155,540.00

Sales Information

CREATED FROM
Invoice #PTC -0000000000000019

PARTNER
200 LUTCHE L BARATAS

Classification

SUBSIDIARY
Premio Corporation
DEPARTMENT
Head Office : Purchasing

CLASS
Motorcycle

LOCATION
CEBU PC : Premio Talamban 35

Once click the **Receive**, you will be directed to **Item Receipt** page.

Then fill out necessary details. *This is the same like you are receiving a Transfer order or arrival from supplier.* **Delivery Receipt Number** is the **Return Authorization No.** Supplier Date is the date upon IR.

Item Receipt

To Be Generated

Save Cancel

Primary Information

CUSTOM FORM *
Desmark Item Receipt

DELIVERY RECEIPT NUMBER *
RA-PTC1

CREATED FROM
Return Authorization #RA-PTC1

DATE *
10/28/2023

INSPECTED BY *
MARIA REGINA B BARBADILLO

MEMO
D BE NMAX ABS BKT3 MATTE GREEN BLACK

SUPPLIER DATE INVOICE

COMPANY DRIVER
Company Driver

CURRENCY
Philippine Peso

Classification

SUBSIDIARY
Premio Corporation

TO LOCATION
CEBU PC : Premio Talamban 3S

Intercompany Management

CONSIGNMENT INVENTORY

CONSIGNMENT SUBSIDIARY

CONSIGNMENT LOCATION

Items

SELECT ITEM

Mark All Unmark All

RECEIVE	ITEM	DESCRIPTION	ON HAND	TO LOCATION	REMAINING	QUANTITY	UNITS	INVENTORY DETAIL	OPTIONS	UNIT REMARKS	RESTOCK?
<input checked="" type="checkbox"/>	NMAX ABS BKT2 MATTE GREEN/BLACK	NMAX ABS MATTE GREEN BLACK	2	CEBU PC : Premio Talamban 3S	1	1	Unit				<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	JERSEY-PREMIO	JERSEY PREMIO	33	CEBU PC : Premio Talamban 3S	1	1	Pc				<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	HEL-HE112 w/ Premio	HPH FULL FACE HELMET	13	CEBU PC : Premio Talamban 3S	1	1	Pc				<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	REGISTRATION- PREMIO	REGISTRATION PLATE FOR PREMIO	18	CEBU PC : Premio Talamban 3S	1	1	Pc				<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	BATTERY TBA		33	CEBU PC : Premio Talamban 3S	1	1	Unit				<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	MANUAL TBA		33	CEBU PC : Premio Talamban 3S	1	1	Unit				<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	SIDE MIRROR (LEFT) TBA		33	CEBU PC : Premio Talamban 3S	1	1	Unit				<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	SIDE MIRROR (RIGHT) TBA		33	CEBU PC : Premio Talamban 3S	1	1	Unit				<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	TOOLS - TBA		33	CEBU PC : Premio Talamban 3S	1	1	Unit				<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	WARRANTY		33	CEBU PC : Premio Talamban 3S	1	1	Unit				<input checked="" type="checkbox"/>

Then review all the inventory details and Click **SAVE**. Once saved, it will be back to your on-hand inventory.

REMINDER:

Once the Return Authorization was processed. Request from Accounting Department to CM the invoiced Sales. Please take note, process should be **Return Authorization** first before **CM**.

REPLACEMENT APPROVAL FROM SUPPLIER : INVOICED NOT IN NETUSITE (IN P3 PA)

1. CREATE SO FOR THE REPLACED UNIT
2. CREATE INVOICE (INVOICED IS THE CURRENT PRICE , IF CASH CURRENT CASH PRICE , IF INSTALLMENT CURRENT SRP PRICE)
3. FOR ADD ON, ACCEPT PAYMENT FOR THE ADD –ON
4. FULLFILL SO
5. THEN REFER TO ACCOUNTING FOR THE CM OF THE OLD INVOICED.