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### Flowchart Program

1. **User**
   - Create/Edit Purchase Requisition
     - Yes (Send E-mail to Purchasing)
     - Yes (Send E-mail to Purchasing Manager)
     - Yes (Send E-mail to Project Control)
     - Yes (Send E-mail to Authority)
     - Yes (Send E-mail to HOD)
     - Yes (Send E-mail to Accounting)
     - No (Send E-mail to Requestor)
     - No (Send E-mail to HOD)

2. **Start Requisition**
   - Yes (Send E-mail to Purchasing)
   - Yes (Send E-mail to Purchasing Manager)
   - Yes (Send E-mail to Project Control)
   - Yes (Send E-mail to Authority)
   - Yes (Send E-mail to HOD)
   - Yes (Send E-mail to Accounting)
   - No (Send E-mail to Requestor)

3. **Submit to HOD**
   - Yes (Send E-mail to IT)
   - Yes (Send E-mail to Project Control)
   - Yes (Send E-mail to Authority)
   - Yes (Send E-mail to HOD)
   - No (Send E-mail to HOD)

4. **Check Reviewed by IT**
   - Yes (Send E-mail to IT)
   - Yes (Send E-mail to HOD)
   - Yes (Send E-mail to Accounting)
   - Yes (Send E-mail to Authority)
   - Yes (Send E-mail to Authority level)

5. **E-Mail All Step**
   - Review by IT
   - Review by HOD
   - Review by Purchasing Manager
   - Review by Purchasing
   - Review by Project Control
   - Review by Authority

6. **Cancel**
Login System

1. Choose Company, Enter Username and Password (Business air system)

Main Form
### PR

- **Purchase Requisition**  
  - Create PR Form  
- **PR List**  
  - View status and Monitor PR Form  
- **Review and Approved**  
  - View PR Form and Approved Form (Authority level)  
- **Setting View and Approve**  
  - Your Employee of Department can setting Review by HOD and Approved by Authority level  
- **Setting PR**  
  - (For Purchasing administrator Level Only) Setting information about supplier, Item, Project and setup system  
- **Purchasing Dept. Report**  
  - (For Purchasing administrator Level Only) Report of Purchasing department
## Setting View and Approve

### PURCHASING ONLINE

**Set**: PR - View by Department Head
- Department: IT
- Employee of Location: BHK Office
- Employee: Mrs. Susan Panywattrak

### Table:

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Set</td>
<td>Choose setting Review by HOD or Approved by Authority level of Department</td>
</tr>
<tr>
<td>2  Department</td>
<td>Show follow department of user login</td>
</tr>
<tr>
<td>3  Employee of location</td>
<td>Choose location of employee</td>
</tr>
<tr>
<td>4  Employee</td>
<td>Choose employee for Review by HOD or Approved by Authority level of Department (Over rank 3)</td>
</tr>
</tbody>
</table>

1. Choose for setting to review by HOD or Approved by Authority level of Department.
2. When you have chosen location of employee, the system will show employee of location.
3. When you click button “Save”, the employee will set to show in the table.
Purchase Requisition

PURCHASING ONLINE

PURCHASE REQUISITION

PR No.: 
PR Title: Please select from dropdown
Company: 
Department: LBFLP – PROPERTY ADMM
Date Required: 09/11/2017
FAX: 
Secondary E-Mail: 
3 Quotations provided: 
If no, provide explanation: 
Supplier 1: 
Supplier 2: 
Supplier 3: 
Remarks: 
Currency: 
Review by Purchasing: 
Review by Purchasing Manager: 
Review by IT: 
Review by HQ: 
Review by Project Control: 
Review by Accounting: 
Approved by Authority: 

Attach File (if file only): Do not use special characters (\, /,
Quote 1: 
Quote 2: 
Quote 3: 
IT Ticket or Picture: 
Submit: 9:00
People: 9:00
Other: 9:00
Total: 9:00
### Title and Description

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PR No.</td>
<td>Number of document</td>
</tr>
<tr>
<td>PR Title</td>
<td>The title of product, service or event that you would like to purchase. For example: printer, toner, deep clean service</td>
</tr>
<tr>
<td>Company</td>
<td>Company of purchase requisition</td>
</tr>
<tr>
<td>Department</td>
<td>Department of purchase requisition</td>
</tr>
<tr>
<td>Date Required</td>
<td>Wanted date to send items</td>
</tr>
<tr>
<td>Tel No.</td>
<td>Telephone of requester</td>
</tr>
<tr>
<td>Secondary E-Mail</td>
<td>The additional email address or contact person for purchaser to follow up. Click Refresh details of supplier or quotation after you complete adjusting process</td>
</tr>
<tr>
<td>3 Quotations provides</td>
<td>Choose Yes or No for 3 Quotations provides</td>
</tr>
<tr>
<td>If no, provide explanation</td>
<td>Explanation for when you choose NO for 3 quotations provides</td>
</tr>
<tr>
<td>Supplier 1, Supplier 2, Supplier 3</td>
<td>Enter Supplier from Database (If you add supplier, you inform purchase Dept.)</td>
</tr>
<tr>
<td>Freight</td>
<td>Freight of purchase requisition</td>
</tr>
<tr>
<td>Other</td>
<td>Charges other of purchase requisition</td>
</tr>
<tr>
<td>Calculate Vat</td>
<td>Mark for calculate vat (Default Mark)</td>
</tr>
<tr>
<td>Adjust Detail</td>
<td>Adjust detail of supplier or quotation; it will appear as another window for you to fill in</td>
</tr>
<tr>
<td>Remark</td>
<td>Remark for purchase requisition</td>
</tr>
<tr>
<td>Currency</td>
<td>The currency of the items in PR</td>
</tr>
<tr>
<td>Review by Purchasing</td>
<td>Choose review by Purchasing</td>
</tr>
<tr>
<td>Review by Purchasing Manager</td>
<td>Choose review by Purchasing Manager</td>
</tr>
<tr>
<td>Review By IT</td>
<td>Choose Yes or No for review By IT. If you choose yes, the system will show textbox for enter the ticket number.</td>
</tr>
<tr>
<td>Review by HOD</td>
<td>Choose review by Department head (If you add department head, you can add at menu (Setting View and Approve))</td>
</tr>
<tr>
<td>Review By Project Control</td>
<td>Choose Yes or No for review By Project Control. If you choose yes, the system show project list to choose project.</td>
</tr>
<tr>
<td>Review by Accounting</td>
<td>Choose review by Accounting</td>
</tr>
<tr>
<td>Approved by Authority level</td>
<td>Choose review by Authority level (If you add Authority level, you can add at menu (Setting View and Approve))</td>
</tr>
<tr>
<td>Quote1,Quote2,Quote3</td>
<td>You can Upload the quotation that you have</td>
</tr>
<tr>
<td>IT Ticket or Picture</td>
<td>You can upload sample picture of the item you would like to purchase /or IT ticket for IT items</td>
</tr>
</tbody>
</table>

1. You enter information title No. 1-12.
2. When you enter information title No. 1-12, next step you add item that you want to order.

<table>
<thead>
<tr>
<th>Item</th>
<th>Unit</th>
<th>City</th>
<th>Description</th>
<th>Quote 1</th>
<th>Quote 2</th>
<th>Quote 3</th>
<th>Quote 4</th>
<th>Quote 5</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff bus</td>
<td>BAG</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Delete | 0 - | |

Subtotal: 0.00
Freight: 0.00
Other: 0.00
Vat: 0.00
Total: 0.00
3. For adding the items, When you chose Category of items, the system will show item list of category. (Figure below)

4. Next Step, Choose Unit of item. (Figure below)
Entry "Qty" and "Description" of item. For "Select Quote" and the price in Quote 1-3, if you don't know you can pass to next step.

Click “Add item" for the next item you would like to order. For "Check low price" the system will default this field, if you need item not lowest price please unmark.

You enter information title No. 12-20.

If you have your quotation 1, 2 or 3 sample picture of item /or IT ticket, you can attached pdf file.

Mask "Submit to HOD" , when you have done to entry the Purchase Requisition.

Click "Save" button, when you have done to entry the Purchase Requisition. The system send e-mail to HOD for start requisition or re step to preparer.

**HOD Start Requisition or re step to preparer**

1. HOD click link in email to login PR Online system then HOD can review all the PR details
2. After HOD check all the information in that PR. HOD can
   - Tick on "Re step to preparer" click "Save".
   - If HOD would like preparer to edit/refuse PR information. HOD can input reason that you would like requester to know System send email to preparer.
   - Tick on "Start requisition" click "Save" If HOD agree all PR information to process. After HOD start requisition the system will send notification email to Purchasing for next step find quotation/review information.
3. If there are quotation/IT ticket/other information attach to this PR you can click on "File Quote 1", "File Quote 2", "File Quote 3" or "IT ticket or Picture" to view PDF file
**PR LIST**

### PURCHASING ONLINE

#### REQUISITION FORM LIST

<table>
<thead>
<tr>
<th>Status</th>
<th>Year</th>
<th>NO</th>
<th>Comp. Name</th>
<th>Dept Name</th>
<th>View</th>
<th>Purchasing</th>
<th>Purchasing WO</th>
<th>IT</th>
<th>Department</th>
<th>Head</th>
<th>Project Control</th>
<th>Accounting</th>
<th>Authority level</th>
<th>Start Req</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start</td>
<td>2014</td>
<td>1000002</td>
<td>Thai Plaza Limited</td>
<td>IT</td>
<td>Click</td>
<td>Pending</td>
<td>Pending</td>
<td>N/A</td>
<td>Pending</td>
<td>N/A</td>
<td>Pending</td>
<td>Pending</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Status</strong></td>
</tr>
<tr>
<td></td>
<td>Drafts: Purchase requisition still can edit by requester because PR don’t start approval in the system yet.</td>
</tr>
<tr>
<td></td>
<td>Start: PR in the purchasing review/edit information/approval process</td>
</tr>
<tr>
<td></td>
<td>Final: PR approved by all user level and waiting to issue PO (This step all user level cannot edit the PR)</td>
</tr>
<tr>
<td>2</td>
<td><strong>Year</strong></td>
</tr>
<tr>
<td></td>
<td>Year of purchase requisition</td>
</tr>
</tbody>
</table>

When you click link “Click”, the system show figure.
Review and Approved

1. You can review and Approve by many choice option.

   **Option 1 Log in to the system and click “You have approve/review” Option**

   When you have list review or approve, the system show link “You have approve/review”

   **Option 2 Log in to the system and click “PR” -> ”Review and Approve” Option**

   You click menu PR >> Review and Approved.

2. Show page for review or approve. (figure below)
Option 3 You receive email notification to approve then click link "Click to Approval". This option will be linked to the PR Online system. After you log in the system will link you to that PR no. for approval as capture below

Dear all concerned,

The purchase requisition form No. 17-003244 have been approved by the Authority Level

Click to Approval

<table>
<thead>
<tr>
<th>PURCHASE REQUISITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company :</td>
</tr>
<tr>
<td>Department :</td>
</tr>
<tr>
<td>Date Required :</td>
</tr>
<tr>
<td>TEL. :</td>
</tr>
<tr>
<td>3 Quotations provides :</td>
</tr>
<tr>
<td>If no, provide explanation :</td>
</tr>
<tr>
<td>If the lowest price is not selected, provide explanation :</td>
</tr>
<tr>
<td>Ticket ID :</td>
</tr>
<tr>
<td>Project Name :</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Unit</th>
<th>QTY</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>TONER XEROX</td>
<td>BOX</td>
<td>1</td>
<td>TN XEROX CT202264 Black #CP225W</td>
<td>1,900.00</td>
</tr>
<tr>
<td>TONER XEROX</td>
<td>BOX</td>
<td>1</td>
<td>TN XEROX CT202265 Cyan #CP225W</td>
<td>1,900.00</td>
</tr>
<tr>
<td>TONER XEROX</td>
<td>BOX</td>
<td>1</td>
<td>TN XEROX CT202266 Magenta #CP225W</td>
<td>1,900.00</td>
</tr>
<tr>
<td>TONER XEROX</td>
<td>BOX</td>
<td>1</td>
<td>TN XEROX CT202267 Yellow #CP225W</td>
<td>1,900.00</td>
</tr>
</tbody>
</table>

For Review by Purchasing and Purchasing Manager

The step that is reviewed by purchasing and purchasing manager the systems allow to edit and review the purchase requisition form. (Figure below)
When you reviewed the PR form, you have marked checkbox “View” and click button “Save”. To finish step for review. (The system send email to the next reviewer)

**For Review by IT**

In the Form that request review IT reviewing only, the system will bypass the HOD step

<table>
<thead>
<tr>
<th>NO.</th>
<th>Comp.Name</th>
<th>Dept. Name</th>
<th>View</th>
<th>Purchasing</th>
<th>Purchasing MGR</th>
<th>IT</th>
<th>Department Head</th>
<th>Project Control</th>
<th>Accounting</th>
<th>Authority level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1400002</td>
<td>Thai Wah Plaza Limited</td>
<td>IT</td>
<td>View</td>
<td>View</td>
<td>View</td>
<td></td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>1400004</td>
<td>Thai Wah Plaza Limited</td>
<td>IT</td>
<td>View</td>
<td>View</td>
<td>View</td>
<td></td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

When you reviewed the PR form, you have marked checkbox “View” and click button “Save”. To finish step for review. (The systems send email to the next reviewer)

**For Review by Department Head (HOD)**

<table>
<thead>
<tr>
<th>NO.</th>
<th>Comp.Name</th>
<th>Dept. Name</th>
<th>View</th>
<th>Purchasing</th>
<th>Purchasing MGR</th>
<th>IT</th>
<th>Department Head</th>
<th>Project Control</th>
<th>Accounting</th>
<th>Authority level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1400002</td>
<td>Thai Wah Plaza Limited</td>
<td>IT</td>
<td>View</td>
<td>View</td>
<td>View</td>
<td></td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>1400004</td>
<td>Thai Wah Plaza Limited</td>
<td>IT</td>
<td>View</td>
<td>View</td>
<td>View</td>
<td></td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

When you reviewed the PR form, you have marked “View” or “Reject” and click button “Save”. To finish step for review. (The systems send email to the next reviewer)

*** Reject: Form status cancel and final step.

**For Review by Project Control**

In the Form that request Project Control reviewing and will bypass the Accounting reviewing step

<table>
<thead>
<tr>
<th>NO.</th>
<th>Comp.Name</th>
<th>Dept. Name</th>
<th>View</th>
<th>Purchasing</th>
<th>Purchasing MGR</th>
<th>IT</th>
<th>Department Head</th>
<th>Project Control</th>
<th>Accounting</th>
<th>Authority level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1490002</td>
<td>Thai Wah Plaza Limited</td>
<td>IT</td>
<td>View</td>
<td>View</td>
<td>View</td>
<td></td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
When you reviewed the PR form, you have marked checkbox “View” and click button “Save”. To finish step for review. (The systems send email to the next reviewer)

For Review by Accounting

When you reviewed the PR form, you have marked checkbox “View” and click button “Save”. To finish step for review. (The systems send email to the next reviewer)

For Review by Authority Level

When you reviewed the PR form, you have marked checkbox “Approve” and click button “Save”. To finish step for review. (The systems send email to return all steps)
Part Purchasing Department

**Edit PR Form in step (review by Purchaser and Purchasing Manager)**
The step for review by Purchaser and Purchasing Manager, the system allow to edit the purchase requisition form. (Figure below)

1. When you click link “Edit” of PR, the system show page form for edit PR Form.

2. The purchaser can add/update/delete item in PR form. For how to use adjust OR form please refer to page 5

3. When you updated PR Form, click button “Save”. The system will show message “Save Complete PR NO xxxx”.

*** For Purchasing will add 3 functions (Next pages)
For edit of Purchasing will add 3 functions

1. Create supplier from “Create/Update”

2. Button “Adjust Detail” for Adjust Detail item, Description, QTY, Supplier and amount

   2.1 When you clicked button “Adjust Detail”, the system will show page for adjusting. (figure below)

   2.2 When you updated detail of items, you click button “Save”. The system will show message “updated complete”.

3. Button “Attach File Supplier More” for attach file Supplier more. (figure below)
3.1 When you clicked button “Adjust Detail”, the system will show page for adjusting. (figure below)

3.2 Choose the supplier that you want to specify in PR and click “Browse” button to attach the documents

3.3 When you clicked button “Save”, the system will show message and table. (figure below)
**Part PO**

<table>
<thead>
<tr>
<th>Home</th>
<th>PR</th>
<th>PO</th>
<th>RS</th>
<th>Capex and PR from document</th>
<th>Check Purchasing Status</th>
<th>Log Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>You have approve/reject</td>
<td>*** IF YOU CAN NOT ***</td>
<td>PR has been issued as PO</td>
<td>Approve PO</td>
<td>PO List and Open Receiving Slip</td>
<td>Report</td>
<td></td>
</tr>
</tbody>
</table>

**PO (authority for purchasing)**

- **PR has been issued as PO**: PR status final that prepare has been issued as PO
- **Approve PO**: PO wait for approval from purchasing manager and finance control
- **PO List and Open Receiving Slip**: show PO wait approval from approver
- **Report**: The report about PO

**PR has been issued as PO**

1. Select Menu PO > “PR has been issued as PO” follow below picture

2. Click menu “PR has been issued as PO” will show page follow below picture.

**PR has been issued as PO or Adjust PR**

<table>
<thead>
<tr>
<th>Company: Laguna Phuket Kindergarten</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year:</td>
<td>Month:</td>
</tr>
<tr>
<td>Urgent: Urgent, Normal</td>
<td>Over 100,000</td>
</tr>
</tbody>
</table>

[View Report]

4. Choose PR has been issued as PO from column “Send PO” follow below picture.
5. When you choose list for has been issued as PO, the system fill information of PR prepare for create PO follow below picture.

6. When you view and input information for PO, You click button “Save”. Save complete show follow below picture.
PR Adjust

1. Select Menu PO > “PR has been issued as PO” follow below picture

   ![Menu Screenshot]

2. Click menu “PR has been issued as PO” will show page follow below picture.

   ![Report Screenshot]

4. Choose PR adjust from column “PR Adjust” follow below picture.

5. When you choose list for PR adjust, the system fill information of PR for adjust PR follow below picture.

6. Choose Item need to adjust. (Adjust Unit/ Price only)

7. When you done Unit/ Price, you click button “Save”.
APPROVE PO

1. Select Menu PO > Approve PO
2. The system show list status pending of approver only.
3. Choose list need to approve at column “Purchasing MGR” follow below picture.

4. When you choose list for approve, the system show detail of PO for approve follow below picture.
5. When you view information of PO, you can mark approve or reject.

6. When you click button “Confirm” for approve or reject, the system show dialog follow below picture.

And button “Re step to purchasing team” for edit PO by purchasing team.
**PO List and Open Receiving Slip**

1. Select Menu PO > PO List and Open Receiving Slip.
2. The system show PO List follow provide with information follow authorize.

*For authorize follow manager below picture*

<table>
<thead>
<tr>
<th>PO NO</th>
<th>From PO NO</th>
<th>Vendor Name</th>
<th>Description</th>
<th>PO Total</th>
<th>Purchasing MGR</th>
<th>PC/LEC</th>
<th>Adjust PO</th>
<th>Restop PO</th>
<th>PO Form</th>
<th>Receiving Slip</th>
</tr>
</thead>
<tbody>
<tr>
<td>LP1209-002</td>
<td>10-003427</td>
<td>PHUKET ALAI LTD- PHT</td>
<td>position light roof 24/160W type T8 240/24V 96W 240V 240/24V</td>
<td>184.00</td>
<td>Approve</td>
<td>Pending Approve</td>
<td>24V</td>
<td>Open</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*For authorize follow creator below picture*

<table>
<thead>
<tr>
<th>PO NO</th>
<th>From PO NO</th>
<th>Vendor Name</th>
<th>Description</th>
<th>PO Total</th>
<th>Purchasing MGR</th>
<th>PC/LEC</th>
<th>Adjust PO</th>
<th>Restop PO</th>
<th>PO Form</th>
<th>Receiving Slip</th>
</tr>
</thead>
<tbody>
<tr>
<td>LP1209-002</td>
<td>10-003417</td>
<td>PHUKET ALAI LTD- PHT</td>
<td>position light roof 24/160W type T8 240/24V 96W 240V 240/24V</td>
<td>184.00</td>
<td>Approve</td>
<td>Pending Approve</td>
<td>24V</td>
<td>Open</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. You can print PO form by click at “open” in column “PO Form”. Show below picture.
Part RS

RS

- **PO List and Open Receiving Slip**: show step of PO and PO can open receiving slip
- **Receiving Slip List**: show receiving slip review from purchasing manager or the sending
- **RS for Enter CN**: Add goods from supplier and check received by purchasing manager
- **Report**: show PO wait approval from approver

**PO List and Open Receiving Slip**

1. Select Menu RS > PO List and Open Receiving Slip.
2. The system show PO List follow provide with information follow authorize below picture.

3. You can open receiving by click “open” at column “Receiving Slip” (Red border).
4. When you choose list for receiving slip, the system fill information of PO prepare for create RS follow below picture.

![Receiving Form Image]

5. When you view and input information for RS, You click button “Create Receive”. Save complete show follow below picture.

![Receiving Form Image]
6. You can print by click “Preview Form” below picture.

7. When you click button, the system show report form below picture.
Receiving Slip List

1. Select Menu RS > Receiving Slip List.
2. The system shown Receiving Slip List of receive slip creator only and purchasing manager below picture.

3. You can check receive and adjust receive by click No. at column “RS No.” below picture.

4. When you click number, the system show information below picture.
5. You can add invoice or Receive All Items Complete

**Case Add Invoice**

1. You click button “Add invoice”. The system prepare for input new invoice below picture.

   ![Invoice Input Screen]

   **Ref. PR No.** 17-000003  
   **Supplier:** Laguna Holiday Club Ltd. (61 Moo4)  
   **Date Receive:** 21/09/2017  
   **Invoice No.:** inv123  
   **Credit Term:** 30 Days  
   **Discount:** 0.00  
   **Freight:** 0.00  
   **Remark:**  
   ![Update Master Button]

   ![Invoice Detail Table]

   **PO QTY:** 1.00  
   **Receive QTY:** 1.00  
   **Balance QTY:** 4,000.00  
   **Unit/Price:** -  
   **Disc.:** 0.00  
   **Freight:** 0.00  
   **Sub Total:** 4,000.00  
   **Val 7.00%:** 280.00  
   **Total:** 4,280.00  

   ![Create Receive Button]

2. When you input information of invoice, you click button “Create Receive”.

**Case Receive All Items Complete**

![Receive All Items Complete]

1. You mark at “Receive all items complete”

2. You click button “Save”, when the system show dialog below picture.
Message from webpage

Save Complete

OK
RS for Enter CN

1. Select Menu RS > RS for Enter CN.
2. The system shown receiving slip final status.

Receiving Slip For Enter CN

3. You can cancel by click No. at column “RS No.” Below picture.

4. When you click number, the system show information below picture.
5. You cancel item by choose item below picture.