

## TATACARA KERJA :- LANGKAH UNTUK MENCETAK EINVOICE

PENGGUNA BERKENAAN

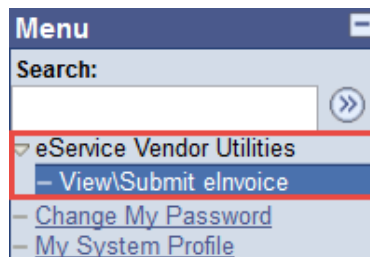
PEMBEKAL

**Nota Penting:-**  
eInvoice Submission Report hanya boleh dicetak apabila eInvoice status adalah **eSubmitted**.

Langkah  
1

### LAYARI KE HALAMAN VIEW\SUBMIT EINVOICE:

**Menu > eService Vendor Utilities > View\Submit eInvoice**



Langkah  
2

### DI HALAMAN VIEW\SUBMIT EINVOICE,

**View\Submit eInvoice**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** **Add a New Value**

Limit the number of results to (up to 300):

**Invoice Tracking ID:** begins with  **A**

**Vendor ID:** begins with

**Business Unit:** begins with

**Contract ID:** begins with

**PO Number:** begins with

**Invoice:** begins with

**Invoice Date:** =

**B**

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

A. Di petak **Find an Existing Value**, sila masukkan keterangan di petak yang disediakan seperti berikut:-

- **Invoice** :- Sila masukkan nombor **Inbois** (Contoh: RCPAY23)

B. Sila tekan punat **Search**

**Nota:** Maklumat boleh dimasukkan dalam semua petak atau dibiarkan kosong.

Keputusan **Search Results** akan tertera setelah menekan punat **Search**

## TATACARA KERJA :- LANGKAH UNTUK MENCETAK EINVOICE

Langkah  
3

DI HALAMAN VIEW\SUBMIT EINVOICE,


**View\Submit eInvoice**

<b>Vendor ID</b> RC1234	<b>elInvoice Number</b> 000000064	<b>Invoice Status</b> eSubmitted
<b>Business Unit</b> SD05A	<b>Invoice</b> RCPAY23	<b>Invoice Date</b> 21/08/2017
<b>Contract ID</b>	<b>PO Number</b> 0000003443	<b>Currency Code</b> BND <a href="#">View ShipTo Loc</a>
<b>*Amount</b> 5.000	<b>PO Type</b> Service	<a href="#">Check Query History</a>
<b>Description</b> Maintenance work		<b>*Bank Account #</b> 6732382238
<a href="#">Load Document Matrix</a>	<a href="#">Reset Document Matrix</a>	<a href="#">Process</a>

**Document Matrix**

<b>C</b>	<ul style="list-style-type: none"> <li>Cancel invoice</li> <li style="border: 1px solid red;">Print invoice</li> <li>Submit invoice</li> </ul>	<b>D</b>
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- C. Sila pilih **Print elInvoice** dari senarai **drop-down** untuk mencetak **elInvoice**
- D. Sila tekan punat **Process** untuk proses seterusnya



### eInvoice Submission Report

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**Invoice Details** **NOTA**

<b>elInvoice Number:</b> 000000064	<b>elInvoice Status:</b> Received
<b>Vendor ID:</b> RC1234 - Fury Sdn Bhd	
<b>Invoice ID:</b> RCPAY23	<b>Invoice Date:</b> 08/21/2017
<b>Invoice Amount:</b> \$5.00	<b>Currency:</b> BND
<b>Business Unit:</b> SD05A - Jabatan Perbendaharaan	
<b>Contract ID:</b>	<b>PO ID:</b> 0000003443
<b>PO Type:</b> Service	<b>Bank Account #:</b> 6732382238
<b>Created By:</b> RC1234 - Fury Sdn Bhd	
<b>Submitted Time:</b> 08/21/2017 15:12:07	

**Nota:** *eInvoice Submission Report* akan menunjukkan status eInvoice sebagai **Received**