PRISM PORTAL

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User Manual

Overview

- **Prism Portal**
  - Update Closing stock Balance
  - View Stock in Hand
  - Manage Sales Process
 - Manage Purchases Process

Introduction

❏ Stockist portal aims at easing of Sales process and Purchase process for the stockist and KAD users of Romsons.

❏ Romsons stockist/KAD users can now create Sales Orders, Deliveries, Billings from the portal.

❏ Options were also provided to Cancel Sales Orders, Deliveries, Billings and also manage Payments.

❏ Romsons admins can approve customers for the stockist from the portal.

Login Flow

- Once the User is assigned to a Business Partner, an Email will be sent to the registered Email Address.

- Set the password by clicking on the link received in Email.

- Now the user enters login details(i.e, Email ID and Password) and click on 'Login' button to login to Romsons portal.

- User can retain the password using the "Forgot Password" link in the login page.

Login Flow
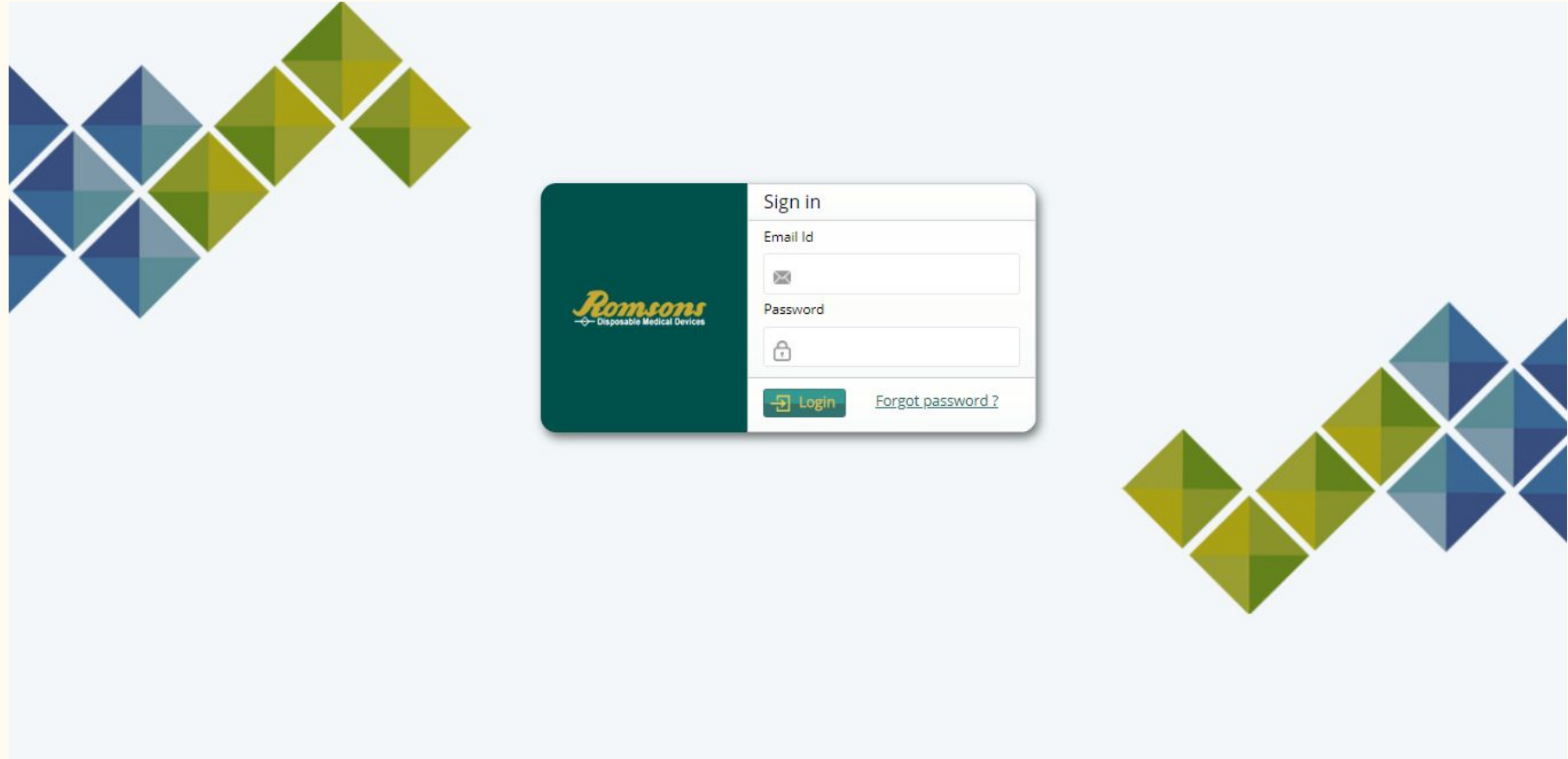
Login Flow

- User will navigate to selection page in case single user have roles both as stockist and KAD .
- User will be navigated to respective plant if user acts as only stockist or KAD.
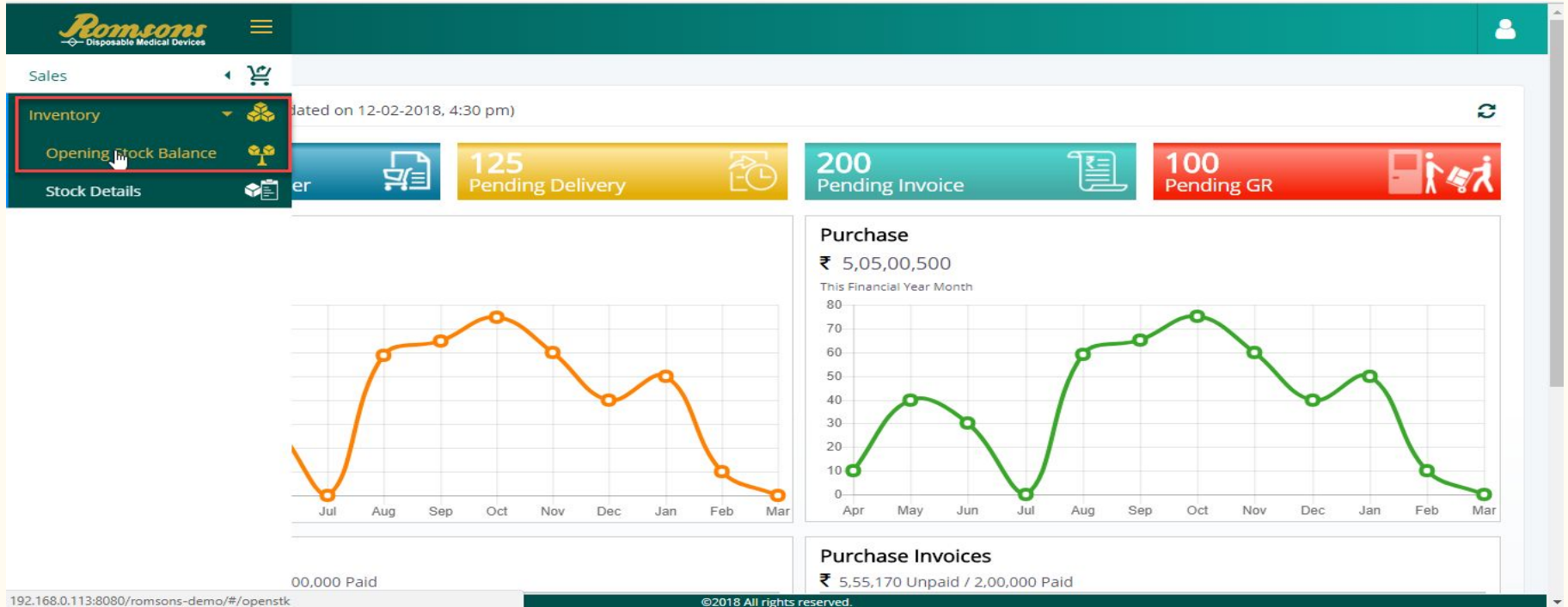
Direct Sales Process

Hospital Sales Process

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Opening Stock Balance

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Opening Stock Balance (Cont...)

Opening Stock Balance (Cont...)

- How to Upload the closing stock balance?
  - The user can update values under ''Closing Stock Value'' with updated stock balance in the downloaded excel sheet.
  - Now, the user should just click on "Upload Closing Stock" from the Progress Bar and select the file. This will give a preview of the updated data, where the user can click on 'Submit' or 'Close' buttons.
  - Also, the user can edit manually the stock balance and Save the data.

Opening Sto...

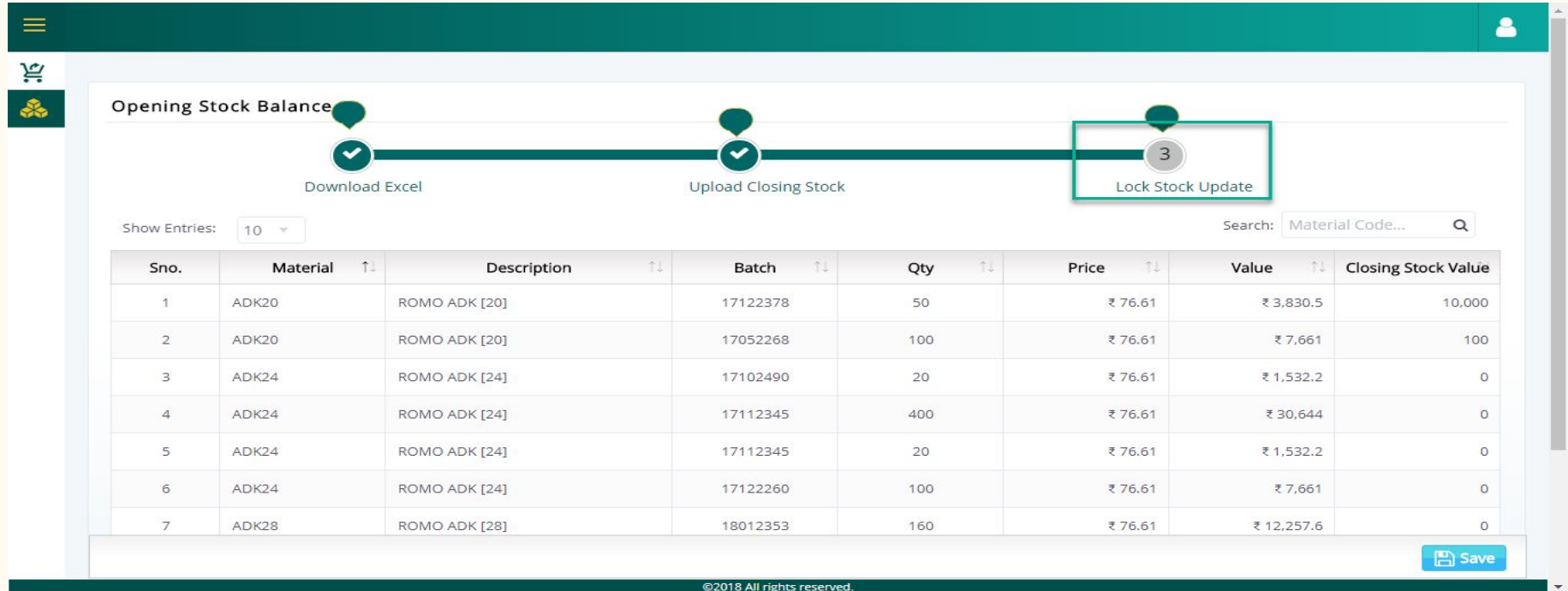## Stock Balance Details

Show [10] entries   Search: [_____]

Sno.	Matrial	Description	Batch	Qty	Price	Value	Closing Stock Value
1	SC30	SPECICAN (30ML)...	RM18A059	2.0	2.87	5740.0	0.0
2	SC70	SPECICAN (70ML)...	RM17K139	100.0	3.93	393.0	0.0
3	SC70	SPECICAN (70ML)...	RM18A047	100.0	3.93	393.0	0.0
4	TRCTP	TRACHEA TEE PLU...	RM17L149	50.0	69.04	3452.0	0.0
5	VCDWTL	VENTILATOR CIRC...	RM17L171	10.0	310.08	3100.8	0.0
6	R10	URINE COLLECTIN...	N17L099	15.0	21.56	323400.0	0.0
7	RDL	DIGNITY ADULT D...	180109DLA	3.12	19.89	62056.8	0.0
8	RDM	DIGNITY ADULT D...	171229DMC	6.24	18.32	114316.8	0.0
9	RDXL	DIGNITY ADULT D...	171128DXLB	2.28	21.3	48564.0	0.0

Submit   close

Show Entries:

Sno.		Closing Stock Value
1		10,000
2		100
3		0
4		0
5		0
6		0
7		0

Save

Opening Stock Balance (Cont…)

- How to Lock the closing stock balance?
  - Once the user has updated all stock balance, now a click on "Lock Stock Update" from Progress Bar will freeze all the Opening Stock Balance and no changes can be done further.

Sales Process

- Once stock is updated (This is a one time process), users can now carry forward with the sales process.
- New customers can be created and sent for approval from the Romsons admin.
- Once approved, sales orders can be created against the customer.

Customer Management

Customer Details:

Here we are providing option to create the customer in stockist and KAD portal.Once the customer is created, the customer must be approved by admin of Romsons .
A customer can be linked only for a single drug licence.

Create Customer in Stockist portal:

- Navigate to customer details page from the Customer Details option under the Sales Menu
- To create customer, click on create button in the customer details page on left panel.
- Provide all the mandatory details and click on save button.
- The customer will be created with the status as pending.
- Once the admin approves, the the status will be changed as Active.
- If the Admin rejects the customer, then the status will be changed as rejected.

Customer list view page

BANSAL PHARMA

Customer Details

Show entries 10

Search:

	Type	Customer Id	Customer Name	Phone Number	Email Id	DL No	GST No	Credit Limit	Status
☐	Registered	0000001045	BALAJI SURGICALS			82,82	37AAFFB7059R1ZP	0.00	Active
☐	Registered	0000001046	SRI SRINIVASA MEDICAL ENTERPRISES			171, 171	37ABUPR8367A1Z1	0.00	Active
☐	Non Authorised Deale	0000500128	Sairam		sairam@gmial.com	00215587		2000.00	Active
☐	Non Authorised Deale	0000500131	Prathyusha		prathyu@romsons.com	DLG-098		2000000.00	Active
☐	Non Authorised Deale	0000500134	ANUSHA		ANUSHA@GMAIL.COM	002		2000000.00	Active
☐	Non Authorised Deale	0000500135	prathyusha	9696969696	prathyu@romsons.com	001		2000000.00	Active
☐	Non Authorised Dealer		ANUSHA		ANUSHA@GMAIL.COM	002		0.0	Rejected
☐	Authorised Dealer		ratan		ratan@inc.com	F009dd		2000.0	Pending
☐	Non Authorised Dealer		Prathyusha		prathyu@romsons.com	DLG-098		100000.0	Rejected

Showing page 1 of 1

Previous 1 Next

Export Excel   Create

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Create Customer

Customer Details

Type:*

Please Select Type ▼

Name*

Telephone

Email*

Credit Limit

0.00

Status*

▼

Address Details

Door Number

Street*

City*

District

State*

PIN code*

Please Select State ▼

Compliance Details

GST Number

PAN Number*

Drug Licence*

◀ Back

💾 Save

Export Excel:

Click on export excel button to download all the customer list file as a csv.

Customer ID	Customer Name	Email	GSTIN	DL No	Credit Limit	Type	Plant ID	Plant Name
1045	BALAJI SURGICALS		37AAFFB7059R1ZP	82,82	0	Registered	S003	BANSAL PHARMA
1046	SRI SRINIVASA MEDICAL ENTERPI		37ABUPR8367A1Z1	171, 171	0	Registered	S003	BANSAL PHARMA
500128	Sairam	sairam@gmial.com		215587	2000	Non Authorised Deale	S003	BANSAL PHARMA
500131	Prathyusha	prathyu@romsons.com		DLG-098	2000000	Non Authorised Deale	S003	BANSAL PHARMA
500134	ANUSHA	ANUSHA@GMAIL.COM		2	2000000	Non Authorised Deale	S003	BANSAL PHARMA
500135	prathyusha	prathyu@romsons.com		1	2000000	Non Authorised Deale	S003	BANSAL PHARMA
	ANUSHA	ANUSHA@GMAIL.COM		2	0	Non Authorised Dealer	S003	BANSAL PHARMA
	ratan	ratan@inc.com		F009dd	2000	Authorised Dealer	S003	BANSAL PHARMA
	Prathyusha	prathyu@romsons.com		DLG-098	100000	Non Authorised Dealer	S003	BANSAL PHARMA

Sales

- Sales
  - Sales Order
    - Create Sales Order
    - Export Excel
    - Edit Sales Order
    - Cancel Sales Order
    - Print / Preview

Sales Order

- How to Create a Sales Order in Romsons Stockist Web Portal?

  - From the left menu, click on Sales and then click on Sales Order

Sales Order (Cont…)

● Now the User must click on 'Create' button.

Sales Order (Cont…)

- Select the Order Type from the dropdown i.e, Direct Sales or Sales Return.
- Enter the Customer name, and then click on 'OK' button (Auto suggestion available for Customer Name).

Sales Order (Cont...)

- Sales Order page will be displayed, where items can be added from Excel or Manual Entry
- All the header fields are editable except 'Sold to Party'
- Enter the Item details(i.e, Material Number, Quantity), this will auto fill Unit of Measure and Description. Auto suggest dropdown will be available for Material.

- Now click on 'Calculate Total' button, which auto calculates Unit Price, Fixed Scheme, Scheme value, Net Value, Rate, IGST, (U)SGST/CGST, Total Value.

Sales Order (Cont…)

Sales Order / New

1 Sales Order — **2** Delivery — **3** Post Goods Issue — **4** Billing

Requested Delivery Date	PO Number	PO Date	Inco Terms	Payment Terms
			Costs, insurance & freight	Pay immediately w/o deduction

Sold To Party*

SRI RAKSHITH MEDICAL AND SURGICALS

GSTN: 36AIJPA9701H1ZE DL: 20B & 21B 80/RR-II/AP/2012
Address: 0000044742 , # 9-10-49, SHOP NO. 4,
DURGESHWARA , WARANGAL , 506002 , , IN

Ship To Party

SRI RAKSHITH MEDICAL AND SURGICALS

GSTN: 36AIJPA9701H1ZE DL: 20B & 21B 80/RR-II/AP/2012
Address: 0000044742 , # 9-10-49, SHOP NO. 4,
DURGESHWARA , WARANGAL , 506002 , , IN

Header Text

Special instruction

	Material	Qty	UOM	Description	Unit Price	Fix.Sch.	Sch.Val	Add Dis.	Dis %/ Val	Dis Amt	Net Val	S/U GST		CGST	
												Rate	Value	Rate	Value
	Material nc	Qty		Description	0		0	Select Dis type	0	0	0		0		

+ Add Lines **❌ Remove Lines**   **📄 Display scheme** **⊞ Calculate Total** **↥ Upload Excel** **💾 Save** **❌ Cancel**

Sales Order (Cont…)
Created Sales Order

Sales Order / Display (0000078731)

① Sales Order — ② Delivery — ③ Post Goods Issue — ④ Billing

Order Type*	Requested Delivery Date	PO Number	PO Date	Inco Terms	Payment Terms
Direct sales	06/03/2018		06/03/2018	Costs, insurance & freight	Pay immediately w/o deductior

Sold To Party*	Ship To Party	Header Text
Eshwaree Enterprises	Eshwaree Enterprises	Special instruction
GSTN: 36AAEFE8972F1Z6 PAN: AAEFE8972F DL: 20B & 21B : TG/15/04/2015-4308 & 4309 Address: 0000044794 , # 9-96 / 17, Gouri Sadan, Laxminaga, Hyderabad , , 9866996184 , IN	GSTN: 36AAEFE8972F1Z6 PAN: AAEFE8972F DL: 20B & 21B : TG/15/04/2015-4308 & 4309 Address: 0000044794 , # 9-96 / 17, Gouri Sadan, Laxminaga, Hyderabad , , 9866996184 , IN	

Material	Qty	UOM	Description	Unit Price	Fix.Sch.	Sch.Val	Add Dis.	Dis %/ Val	Dis Amt	Net Val	S/U GST		CGST		IGST		Total Va
											Rate	Value	Rate	Value	Rate	Value	
AMA	15.000	PCS	AERO MIST(ADULT	33.74	1 %	5.06	Select Dis type	0	0	501.04	6	30.06	6	30.06	0	0	561
AMC	10.000	PCS	AERO MIST(CHILD	33.74	1 %	3.37	Select Dis type	0	0	334.03	6	20.04	6	20.04	0	0	374
AMKAC	16.000	PCS	AERO MASK KIT-AI	30.24	1 %	4.84	Select Dis type	0	0	479	6	28.74	6	28.74	0	0	536

❌ Cancel

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Export to Excel

- Navigate to Sales Orders from left menu under Sales.
- Click on "Export to Excel" button, to download all the data in Sales Order.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	SO Number	Document Category	Document Type	Document Description	PO Number	PO Date	Req Delivery Date	Ship to party	Ship to party Number	Sold to party Number	Sold to party	Total Amount	Status
2	79118	Order	ZKS	RMSS - Order Direct	Test	21-03-2018	21-03-2018	ARNAV HEALTHCARE	1044	ARNAV HEALTHCARE	1044	205.2	Pending
3	79117	Order	ZKS	RMSS - Order Direct	Test	21-03-2018	21-03-2018	ARNAV HEALTHCARE	1044	ARNAV HEALTHCARE	1044	205.2	Pending
4	79090	Order	ZKS	RMSS - Order Direct	POARNV	20-03-2018	23-03-2018	ARNAV HEALTHCARE	1044	ARNAV HEALTHCARE	1044	14614.65	Partial delivery I
5	79086	Order	ZKS	RMSS - Order Direct	2003002	20-03-2018	20-03-2018	SRI RAKSHITH MEDICAL AND SURGICALS	1043	SRI RAKSHITH MEDICAL AND SURGICALS	1043	7161.2	Delivery Initiate
6	79084	Order	ZKS	RMSS - Order Direct	2003001	20-03-2018	20-03-2018	SRI RAKSHITH MEDICAL AND SURGICALS	1043	SRI RAKSHITH MEDICAL AND SURGICALS	1043	3680.64	Pending
7	79083	Order	ZKS	RMSS - Order Direct		20-03-2018	20-03-2018	SRI RAKSHITH MEDICAL AND SURGICALS	1043	SRI RAKSHITH MEDICAL AND SURGICALS	1043	1836.53	Pending
8	79069	Order	ZKS	RMSS - Order Direct	PO2003	20-03-2018	22-03-2018	SRI RAKSHITH MEDICAL AND SURGICALS	1043	SRI RAKSHITH MEDICAL AND SURGICALS	1043	20901.88	Pending
9	79067	Order	ZKS	RMSS - Order Direct	Test Delievry	20-03-2018	20-03-2018	SRI RAKSHITH MEDICAL AND SURGICALS	1043	SRI RAKSHITH MEDICAL AND SURGICALS	1043	149.64	Delivery Initiate
10	79065	Order	ZKS	RMSS - Order Direct	Final Test	20-03-2018	20-03-2018	ARNAV HEALTHCARE	1044	ARNAV HEALTHCARE	1044	271.82	Delivery Initiate
11	79063	Order	ZKS	RMSS - Order Direct	Test Delivery	20-03-2018	20-03-2018	SRI RAKSHITH MEDICAL AND SURGICALS	1043	SRI RAKSHITH MEDICAL AND SURGICALS	1043	548.13	Delivery Initiate
12	79061	Order	ZKS	RMSS - Order Direct	PO-Sales TEST	20-03-2018	20-03-2018	SRI RAKSHITH MEDICAL AND SURGICALS	1043	SRI RAKSHITH MEDICAL AND SURGICALS	1043	773.36	Delivery Initiate
13	79058	Order	ZKS	RMSS - Order Direct	PO-Delivery Test	19-03-2018	19-03-2018	SRI RAKSHITH MEDICAL AND SURGICALS	1043	SRI RAKSHITH MEDICAL AND SURGICALS	1043	485.31	Partial delivery I
14	79041	Order	ZKS	RMSS - Order Direct		19-03-2018	22-03-2018	SRI RAKSHITH MEDICAL AND SURGICALS	1043	ARNAV HEALTHCARE	1044	2383163.76	Pending
15	79040	Order	ZKS	RMSS - Order Direct	PO1903	16-03-2018	19-03-2018	SRI RAKSHITH MEDICAL AND SURGICALS	1043	SRI RAKSHITH MEDICAL AND SURGICALS	1043	128079.67	Delivery Initiate
16	79039	Order	ZKS	RMSS - Order Direct	PO123	20-03-2018	20-03-2018	SRI RAKSHITH MEDICAL AND SURGICALS	1043	SRI RAKSHITH MEDICAL AND SURGICALS	1043	5463.84	Delivery Initiate
17	79031	Order	ZKS	RMSS - Order Direct	Po-Test	19-03-2018	19-03-2018	ARNAV HEALTHCARE	1044	ARNAV HEALTHCARE	1044	629.83	Partial delivery I
18	79030	Order	ZKS	RMSS - Order Direct		19-03-2018	19-03-2018	ARNAV HEALTHCARE	1044	ARNAV HEALTHCARE	1044	766.1	Partial delivery I
19	79003	Order	ZKS	RMSS - Order Direct	PO-Delivery Test	16-03-2018	16-03-2018	ARNAV HEALTHCARE	1044	ARNAV HEALTHCARE	1044	769.22	Partial delivery I
20	78988	Order	ZKS	RMSS - Order Direct	PO-Delivery Test	15-03-2018	15-03-2018	ARNAV HEALTHCARE	1044	ARNAV HEALTHCARE	1044	775.05	Partial delivery I
21	78939	Order	ZKS	RMSS - Order Direct	New one-po	14-03-2018	10-04-2018	ARNAV HEALTHCARE	1044	ARNAV HEALTHCARE	1044	14337.92	Pending
22	78931	Order	ZKS	RMSS - Order Direct	new po -1403	14-03-2018	20-03-2018	SRI RAKSHITH MEDICAL AND SURGICALS	1043	ARNAV HEALTHCARE	1044	53253.5	Delivery Initiate
23	78922	Order	ZKS	RMSS - Order Direct	PO-wizard Test to de	14-03-2018	14-03-2018	ARNAV HEALTHCARE	1044	ARNAV HEALTHCARE	1044	25.74	Delivery Initiate
24	78921	Order	ZKS	RMSS - Order Direct	Test Wizard PO	14-03-2018	14-03-2018	ARNAV HEALTHCARE	1044	ARNAV HEALTHCARE	1044	93.22	Delivery Initiate
25	78869	Order	ZKS	RMSS - Order Direct		12-03-2018	12-03-2018	SRI RAKSHITH MEDICAL AND SURGICALS	1043	SRI RAKSHITH MEDICAL AND SURGICALS	1043	346231.75	Pending
26	78768	Order	ZKS	RMSS - Order Direct		06-03-2018	06-03-2018	SRI RAKSHITH MEDICAL AND SURGICALS	1043	SRI RAKSHITH MEDICAL AND SURGICALS	1043	783.32	Partial delivery I
27	78761	Order	ZKS	RMSS - Order Direct		06-03-2018	06-03-2018	ARNAV HEALTHCARE	1044	ARNAV HEALTHCARE	1044	770072.25	Delivery Initiate
28	78759	Order	ZKS	RMSS - Order Direct		06-03-2018	06-03-2018	ARNAV HEALTHCARE	1044	ARNAV HEALTHCARE	1044	219513.6	Delivery Initiate
29	78758	Order	ZKS	RMSS - Order Direct		06-03-2018	06-03-2018	ARNAV HEALTHCARE	1044	ARNAV HEALTHCARE	1044	43204.93	Delivery Initiate
30	78721	Order	ZKS	RMSS - Order Direct		06-03-2018	06-03-2018	SRI RAKSHITH MEDICAL AND SURGICALS	1043	SRI RAKSHITH MEDICAL AND SURGICALS	1043	15465.11	Delivery Initiate
31													
32													
33													
34													
35													

SO_List

Edit Sales Order

- Firstly, navigate to Sales Orders from left menu under Sales
- Select the Sales Orders which are in "Pending" status and click on "Edit" button, this will open Sales Order page where the user can edit Quantity,Material,Additional Discount, PO Number, PO Date,Shit to Party,Header text can be edited
- Now, the user must click on "Save" button for the changes to be displayed

Edit sales Order

Cancel Sales Order

- Firstly, navigate to Sales Orders from left menu under Sales
- Select the Sales Orders which are in "Pending" status and click on "Cancel SO" button
- Click on "OK" button in the alert popup, this will cancel the sales order.

Print / Preview

- Navigate to Sales Orders from left menu under Sales
- Select the Sales Orders for which user wants a print/preview
- Click on "Print/Preview" button, to print the SO's.

SALES ORDER

Customer Name & Address : **ARNAV HEALTHCARE** **6-1-328, PADMARAO NAGAR** **SECUNDERABAD**	Sales Order No. Order Date Status	79117 21.03.2018 Approved

SL No.	Material Code	Material Description	Qty.	Rate/Qty	Value	Fix.Sch	Disc. Value
1	ACA	AERO COMFORT (ADULT)	5	41.04	205.20	0.00	0.00
			5		205.20	0.00	0.00
			5		205.20	0.00	0.00

	Discount:	0.00
	Total Amt (Less Disc):	205.20
	Grand Total:	0.00

Outbound Delivery

- Sales
  - Outbound Delivery
    - Create
    - Export to Excel
    - Edit
    - Cancel
    - Print / Preview
    - Post Goods Issue

Create Outbound Delivery

- How to Create a Outbound Delivery Order in Romsons Stockist Web Portal?

  - From the left menu, click on Sales and then click on Outbound Delivery

- Select Date and Sales Order Number
- Click on 'OK' button

- User can change delivery quantity from each batch (i.e, Based on Batch Quantity) and Planned GI Date
- Now, click on "Save" button to create a Outbound Delivery Order

Created Outbound Delivery

Delivery / Display (0080116713)

✓	✓	3	4
Sales Order	Delivery	Post Goods Issue	Billing

Ship To Party Name
0000001044 - ARNAV HEALTHCARE

GSTN: 36AAIFP7442D1Z8 DL: 237/HD/AP/2006/W Address:
0000044743 , 6-1-328, PADMARAO NAGAR , SECUNDERABAD ,
500025 , 9848875160 , IN

Doc Date *
21/03/2018

Total weight
400.000 KG

Planned GI Date
10/04/2018

Sales Order Number
0000078939

GI Date

Item No	Material Code	Description	Delivery Qty	Batch Qty	UOM	Batch	Batch SLED/BBD	SO Number	SO Item
000010	AMC	AERO MIST(CHILD)	100		PCS	⊕		0000078939	000010
000020	ANA	AERO NEB(ADULT)	100		PCS	⊕		0000078939	000020
000030	ADK20	ROMO ADK [20]	50		PCS	⊕		0000078939	000030
000040	AMA	AERO MIST(ADULT)	50		PCS	⊕		0000078939	000040
000050	ANC	AERO NEB(CHILD)	100		PCS	⊕		0000078939	000050

❮ Back   🔒 Create New   🖨 Print / Preview   ✎ Edit   Expand/Collapse Batches   ✖ Cancel Delivery

Edit Outbound Delivery

- Select the checkboxes of Delivery Order for which the status is/are "Goods to be Issued" and click on "Edit" button
- The user can modify values only in 'Delivery Quantity' field
- Please click on "Save" button to update the changes made

Cancel Outbound Delivery

- Select the checkboxes of Delivery Order for which the status is/are "Goods to be Issued" and click on "Cancel Delivery" button
- Once the Delivery Order is cancelled, it will be removed from list view and its related Sales Order's status will be moved to "Pending"

Print / Preview Outbound Delivery

- To see how the Delivery Order is displayed in printable format, the user needs to select the check box and click on "Print / Preview" button

Post Goods Issue

Once the Delivery Order is created successfully, it implies that goods are ready for delivery.

To create PGI for delivery document click on PGI in outbound delivery page.Once the PGI is completed then the delivery document is ready for billing process.

Billing

Billing Process :

Once the PGI(post goods issue) is completed for particular delivery document, then the billing process will be started.once the billing document is created the invoice number will be generated.

Below functionalities are available in billing process
❖ Create Billing
❖ Edit Billing
❖ Cancel Billing
❖ Print/Preview Billing document(Multiple print option is also available).

Create Billing

Create billing

Sales Order — Delivery — ✓ — Billing (4)

Del Date : **23-03-2018**

Sold To Party:

BALAJI SURGICALS
HOTEL BHUPAL COMPLEX KURNOOL

Ship To Party:

BALAJI SURGICALS
HOTEL BHUPAL COMPLEX KURNOOL

Header Text:

Transport information

Enter Text

Transport information details

Material	Description	UOM	QTY	Price	Fix.Sch.	Sch.Val	Dis % Val	Dis Amt	Net Val	S/U GST Rate	S/U GST Value	CGST Rate	CGST Value	IGST Rate	IGST Value	Total Val
AP	ASEPTO PUMP	PCS	25	1,778.5	3	50	0	0	1,728.7	0	0	0	0	12	207.44	1,936.14
ANSPYTG	ANEROID SPHYGMOMANOMETER	PCS	10	13,056	1	131	0	0	12,925.44	0	0	0	0	12	1,551.05	14,476.49
ANGNEBTG	ANGEL NEBULIZER SYSTEM (AERO)	PCS	15	13,608	2	204	0	0	13,403.88	0	0	0	0	12	1,608.47	15,012.35
AMA	AERO MIST(ADULT)	PCS	15	506.1	8	8	0	0	498.1	0	0	0	0	12	59.77	557.87
AMC	AERO MIST(CHILD)	PCS	24	809.76	3	3	0	0	806.76	0	0	0	0	12	96.81	903.57

◀ Back | 🔒 Create New | 💾 Save

Create Billing

To create billing follow below steps

- Navigate to Billing list page.
- Click on create button.
- Create billing popup will be opened,Provide Delivery document number and doc date and click on Ok.
- Create Billing will be opened
- User can only add header text in the billing,there is no option to edit any details in the create page.
- select any text type and add text against text type and click on save.
- User can add multiple header text for one document.
- After clicking on save button invoice number will be generated.

Invoice will be created with the status Posted.

Display Billing document

Display Billing :

The user can see added header text for one document.

In display billing document screen user have below actions to perform

- Cancel billing document
- Print/Preview
- Create new Billing Document
- Edit Billing Document.

All the above actions also present on list view of billing documents.

Billing / Display (0090008882)

Sales Order ✓ ─── Delivery ✓ ─── Post Goods Issue ✓ ─── Billing ✓

Del No. : 0080116418   Del Date : 06-03-2018

Sold To Party:

BALAJI SURGICALS,IN

Ship To Party:

BALAJI SURGICALS,IN

Header Text:

Please Select Header Text

Material	UOM	QTY	Description	Price	Fix.Sch.	Sch.Val	Dis % Val	Dis Amt	Net Val	S/U GST		CGST		IGST		Total Val
										Rate	Value	Rate	Value	Rate	Value	
AP	PCS	25	ASEPTO PUMP	₹1,778.5	3	50	0%	0	1,728.7	0	0	0	0	12	207.44	1,936.14
ANSPYTG	PCS	10	ANEROID SPHYGMOMANOMETER	₹13,056	1	131	0%	0	12,925.44	0	0	0	0	12	1,551.05	14,476.49
ANGNEBTG	PCS	15	ANGEL NEBULIZER SYSTEM (AERO)	₹13,608	2	204	0%	0	13,403.88	0	0	0	0	12	1,608.47	15,012.35
AMA	PCS	15	AERO MIST(ADULT)	₹506.1	8	8	0%	0	498.1	0	0	0	0	12	59.77	557.87
AMC	PCS	24	AERO MIST(CHILD)	₹809.76	3	3	0%	0	806.76	0	0	0	0	12	96.81	903.57

Back   Create New   Print/Preview   Edit   Cancel Billing

BANSAL PHARMA

Edit Billing Document

User can only added header texts for particular documents.

To Edit billing document please follow the below steps.

- Select any document in billing list.
- Click on Edit button and edit billing document page is opened.
- Select any Header text type and edit the text ,now click on save to save the new changes.

User can see the changes with opening Billing/invoice document.

Cancel Billing

To cancel billing document please follow the below steps

- Select single or multiple billing documents which are in posted status.
- Click on Cancel document and pop up will be opened.

Cancel Billing /Export Excel

- Provide reversal date and click on ok.
- If the documents are in "posted" status the document is canceled successfully message will be displayed.
- If the documents are in "canceled" status then the document is already canceled message will be opened.

"To be billed" status will be displayed For cancelled documents the The status in the outbound delivery.

Export Excel:

Click on Export excel button to download the billing documents,here we are providing csv file extension.

Print/Preview

- To print/preview invoice document select any document and click on print/preview option.

Here we are providing multiple billing documents at a time.

- To print/preview multiple invoices at a time slect multiple documents and click on print/preview button.

Sample billing document is provided below for preview

Print/Preview of billing document

TAX INVOICE

BANSAL PHARMA
,176B,,IST C ROAD, SARDARPURA, ,
JODHPUR- (India)
TEL: 094141-32092
FAX:
EMAIL:

PAN No. :
GSTN NO.:1111111
DL.No :
State Code:11
COMMODITY : MEDICAL EQUIPMENT/DEVICES

Billing Details
M/s : BALAJI SURGICALS
HOTEL BHUPAL COMPLEX
, , KURNOOL- (India)
TEL: Mob: State Code :37
FAX: E-Mail:
DL.No : 82,82
GST NO :37AAFFB7059R1ZP   PAN No. : AAFFB7059R

Shipping Details
M/s : BALAJI SURGICALS
HOTEL BHUPAL COMPLEX
, , KURNOOL- (India)
TEL: Mob: State Code : 37
FAX: E-Mail:
DL.No : 82,82
GST NO :37AAFFB7059R1ZP   PAN No. : AAFFB7059R

Invoice No : 90009034	Date : 06.03.2018	Transport :	Doc.Through :
Packing Slip No : 80116418	Date : 06.03.2018	Freight :	P.O.No :
Ref./Order No : 78750	Date : 06.03.2018	G.R./R.R No :	Road Permit No. :
		No of PKG : 00000	

SNo.	Description Of Goods Batch No. D.O.Mfg D.O.Exp	HSN Code	Qty	Unit	Rate	Disc % Value	Amount	IGST Rate	IGST Amt
1	ASEPTO PUMP BATCH002 00/00 00/00	9018	25	PCS	71.14	0.00	1,728.70	12.00 %	207.44
2	ANEROID SPHYGMOMANOMETER BATCH002 00/00 00/00	9018	10	PCS	1,305.60	0.00	12,925.44	12.00 %	1,551.05
3	ANGEL NEBULIZER SYSTEM (AERO) BATCH002 00/00 00/00	9019	15	PCS	907.20	0.00	13,403.88	12.00 %	1,608.47
4	AERO MIST(ADULT) BATCH002 00/00 00/00	9019	15	PCS	33.74	0.00	498.10	12.00 %	59.77
5	AERO MIST(CHILD) BATCH002 00/00 00/00	9019	24	PCS	33.74	0.00	806.76	12.00 %	96.81
6	AERO MASK KIT-ADULT & CHILD MASK BATCH002 00/00 00/00	9019	10	PCS	30.24	0.00	298.40	12.00 %	35.81
7	AEROMAC PLUS BATCH002 00/00 00/00	9019	32	PCS	921.60	0.00	29,483.20	12.00 %	3,537.98
	Total		131				59,144.48		7,097.33

Type of Supply : Registered

Discount: 0.00
Total Amt (Less Disc) : 59,144.48

CERTIFICATE
Certified that particulars given above are true and correct and the amount indicated represents the price
actually charged and that there is no flow of additional consideration directly or indirectly from the buyer.

Total IGST: 7,097.33
Grand Total : 66,241.81

(SIXTY SIX THOUSAND TWO HUNDRED FORTY ONE Rupees EIGHTY ONE Paise Only)

Taxable value	RATE	IGST	Total Amount	Total QTY.
0.00	5%	0.00	0.00	
59,144.48	12%	7,097.33	66,241.81	131
0.00	18%	0.00	0.00	
0.00	28%	0.00	0.00	
Grand Total		7,097.33	66,241.81	131

Page:2 of 2

BANSAL PHARMA

Challan Cum Invoice No : 90009034

INSURANCE
Goods of this consignment are covered under open transit policy no. .... Declaration No........................... Incase of discrepancy in the
consignment kindly file your claim insurer ....with proof.

E &O.E
Terms & Conditions
SELF PRINTED INVOICE BY
M/S BANSAL PHARMA JODHPUR

FOR BANSAL PHARMA

Partner/Prop./Auth. Signature