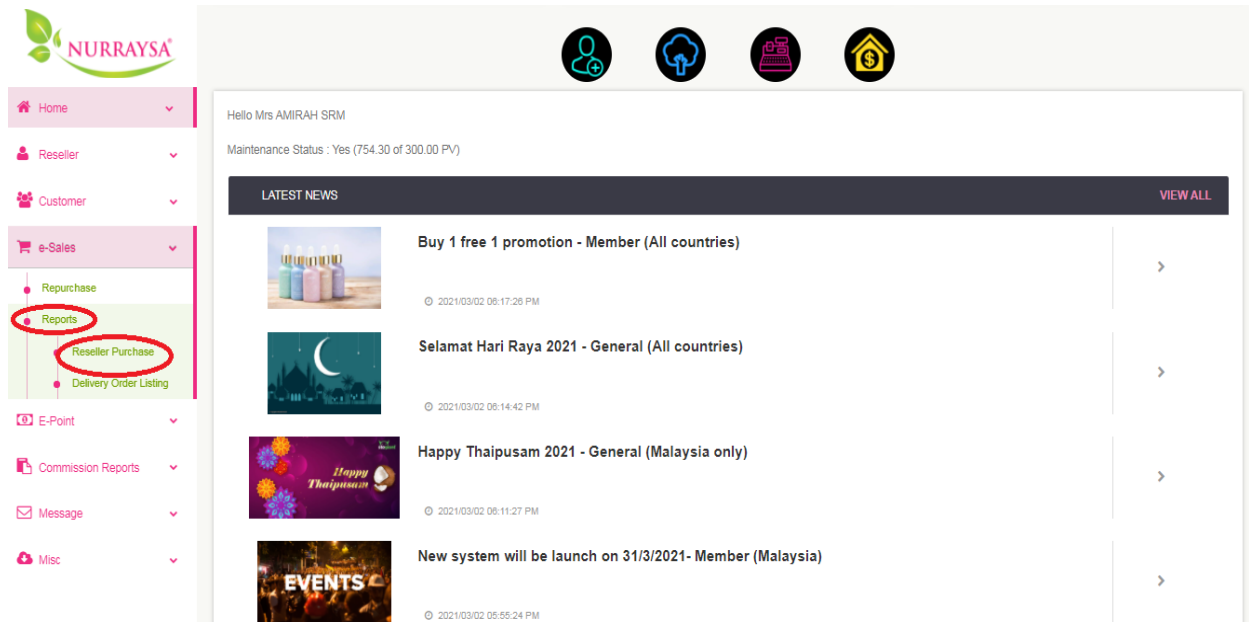


# TUTORIAL UNTUK DOWNLOAD INVOICES (E-Sales > Reports > Reseller Purchase)

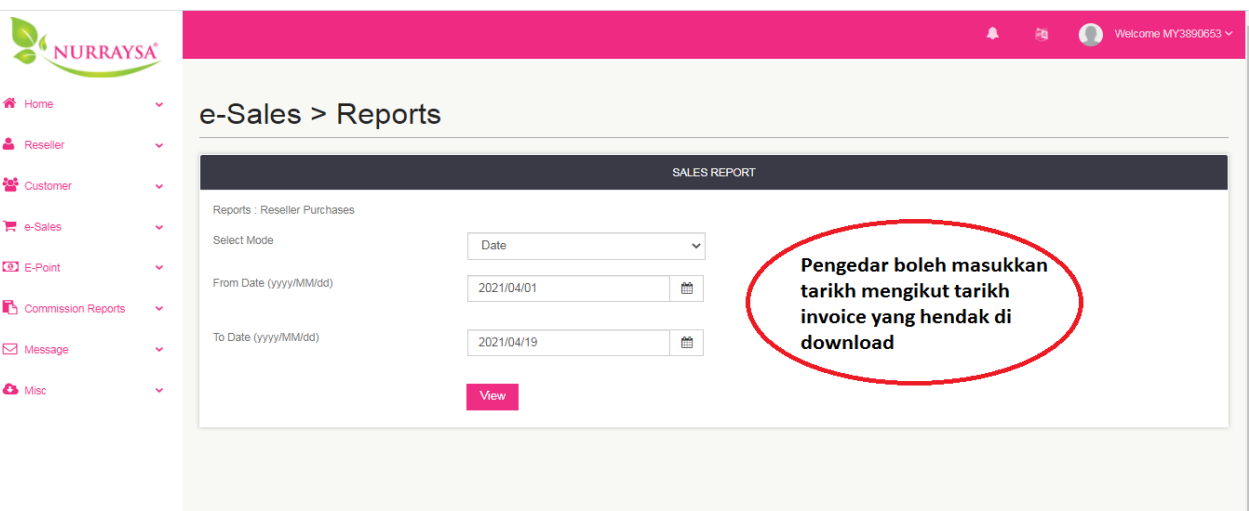
Berikut adalah tutorial cara untuk download invoices dibahagian E-sales.

1. Untuk download invoices yang terkini atau invoices yang terdahulu, pengedar perlu click dibahagian E-sales > Reports > Reseller Purchase



The screenshot shows the NURRAYSA dashboard. On the left is a navigation menu with the following items: Home, Reseller, Customer, e-Sales, E-Point, Commission Reports, Message, and Misc. The 'e-Sales' menu is expanded, showing 'Repurchase', 'Reports', 'Reseller Purchase', and 'Delivery Order Listing'. The 'Reports' and 'Reseller Purchase' items are circled in red. The main content area displays the user's name 'Hello Mrs AMIRAH SRM', their maintenance status, and a 'LATEST NEWS' section with four news items: 'Buy 1 free 1 promotion - Member (All countries)', 'Selamat Hari Raya 2021 - General (All countries)', 'Happy Thaipusam 2021 - General (Malaysia only)', and 'New system will be launch on 31/3/2021- Member (Malaysia)'. Each news item includes a date and time.

2. Pengedar boleh masukkan tarikh mengikut tarikh invoice yang hendak di download



The screenshot shows the 'e-Sales > Reports' section of the NURRAYSA dashboard. The page title is 'e-Sales > Reports'. Below the title is a 'SALES REPORT' section. The 'Reports : Reseller Purchases' section contains a 'Select Mode' dropdown menu set to 'Date'. Below this are two date input fields: 'From Date (yyyy/MM/dd)' with the value '2021/04/01' and 'To Date (yyyy/MM/dd)' with the value '2021/04/19'. A 'View' button is located below the date fields. A red circle highlights the date input fields with the text 'Pengedar boleh masukkan tarikh mengikut tarikh invoice yang hendak di download'.

- Pilih Bil.No @ nombor invoice yang hendak di download, kemudian tekan bil.no tersebut.

Pilih invoice yang hendak di download, kemudian tekan Bil No. tersebut


No	Bil No	Outlet Code	Bill Date	Year Month	Reseller Code	Customer ID	Currency Code	Total PV	Amount
1	HQ00000416	HQ	2021/04/02	202104	MY3890653		MYR	418.50	358.50
2	HQ00000417	HQ	2021/04/02	202104	MY3890653		MYR	199.00	179.00
3	HQ00000418	HQ	2021/04/02	202104	MY3890653		MYR	97.00	95.00
4	HQ00000419	HQ	2021/04/02	202104	MY3890653		MYR	39.80	35.80
5	HQ00000421	HQ	2021/04/02	202104	MY3890653		MYR	0.00	400.00
6	HQ00000423	HQ	2021/04/02	202104	MY3890653		MYR	0.00	200.00
7	HQ00000425	HQ	2021/04/02	202104	MY3890653		MYR	0.00	40.00
8	HQ00000426	HQ	2021/04/02	202104	MY3890653		MYR	0.00	200.00

- Setelah tekan bil.no , akan keluar paparan seperti berikut. Anda boleh tekan button “printer” untuk download invoice tersebut.

Reseller Code : AMIR97 (MY3890653) Bill No : HQ00000416  
Collect Mode : Mail Delivery Year Month : 202104  
Contact : AMIRAH SRM (80123456789) Date : 2021/04/02  
Delivery Address : NO 3, LORONG SUNGAI RIA Kuantan 25150 Pahang Malaysia Issue By : MY3890653  
Courier Company : Poslaju Same Day Pick up (within WM) TSS No :  
Payment Information : BillPlz ( ) - 364.40

Item	Product Code	Product Name	Unit PV	Unit Price	Quantity	Total PV	Amount
1	BLC001	Premium Glowing Cushion Blusher With Vitamin E (Magical Pinky Peach)	27.90	23.90	15	418.50	358.50
Total :						418.50	358.50

Total Amount : MYR 358.50  
Delivery Charge : MYR 5.90  
Grand Total : MYR 364.40

Close  Tekan button "printer" untuk download invoice

- Selepas tekan button “Printer”, paparan tersebut akan keluar. Kemudian pengedar boleh tekan “save” untuk download invoice tersebut.

Print 1 page  
Destination: Save as PDF  
Pages: All  
Layout: Portrait  
More settings

Tekan "Save" untuk download invoice

Save Cancel