

Process of issuing General Invoice at Import Section



Revisions

Name	Version	Author	Revision Date
Process of issuing General	1.0	Mohammad Junaid	16-02-2017
Invoice at Import Section			



NOTE: AWB status must be ARR

AWB "Arrival" screen

Make sure the field "Rcv Agent" is updated with correct Agent Code

📓 SVTrain csp-17.1.0-Final-GEN-HF-13FE82017-build:28-rev:299755 (12000955-TIF-TEST) Arrival/Delivery	_		×
Main Master Data Options Help			
1 Arrival 2 Delivery 2 Image 4 Query 5 Bond 6 View Delivery	News	Messa	je
AWE: 065 7485-1210 Issue.Cartier: SV = 12000955 = 0660741 Master.AVRE: 00000009 = 1 CAAdemt: 1300090-000 = 1 Bond = 00000018H Test.CHAMP (Debt.JED) Walk in consignee for DOM (TIF) TNT EXPRESS (BAH) TGC = Locations: MPORT Status: ARE = Bond = 0000018H GC = Locations: MPORT Status: ARE = Bond = 0000018H GC = Locations: MPORT Status: ARE = Bond = 0000018H GC = Locations: MPORT Status: ARE = Bond = 00000018H GC = Locations: MPORT Status: ARE = Bond = 00000018H GC = Dest: TIT NAVE Bank: = Rcv. Date: 01FEB17 Time-GB000 Rev From: EC Status: P Docs # AVV: 4 650 S50.0 Statu: Consignee Invoice AVVB Artived: 4 650.0 Statu: Artive: 4 650.0 Statu: Artive: 4 650.0 Statu:<	Active Menu Arrival/ Record 065-74	Screen Delivers 1 List 1851211	
NFD Date: 10FEB17 Time: 1058 Send Arrival FSU Prints FaxEmail Est Charges Discrepancy IRR Damage Free Msg Show Msgs History Notes Trace	Edit (Add (Delet OK Exit :	(F2) (Ins) te (Del) Screen	
FSU/AVR: No Flight Leg found FSU was sent	1		

Go to "Delivery" screen

SVTrain csp-17.1.0-Final-GEN-HF-13FEB2017-build:28-rev:299755 (12000955-TIF-TEST) Arrival/Delivery	– 🗆 ×
Main Master Data Options Help	
Main Master Data Options Help 1 Arrival Z Delivery 3 Image 4 Guerry 5 Bond 6 Vew Delivery AVRE 065 7485-1210 Issue Carrier: SV m 12000955 m 6660741 2833002 Master AVRE W ULD: Bond Consistant: Bond Consistant: Consistant: 130009-0DM Person ID m Test CHAMP (DebU-JED) Walk in consignee for DOM (TF) Tite: Constituer: ARR Block DLV Offsitz JED Dest: TF Nature Goods: TEST SH52: m Bank: m Delivery Places: 4 Weight: 650.0 Agent Ref: Delivery Date: m Time: Chatries P.P. Receipt No: Chatries P.P. Receipt No: Time: Chatries P.P. Receipt No: Chatries P.P. Receipt No: Chatries P.P. Construct P.P. Chatries P.P. <td< th=""><th>News Message Active Screens Menu Arrival/Delivery Record List 065-74851210</th></td<>	News Message Active Screens Menu Arrival/Delivery Record List 065-74851210
Receives by IN Number Account Date: Image: Section 100 and 100	
Int. Remark NFD Date: 16FEB177 ¥ Time: 10.56 Send Delivery FSU Prints Free Msg Show Msgs History Note: Gen.Invoice	Query (F7) Edit (F2) Add (Ins) Delete (Del) OK Exit Screen
Becord 1 of 1	_



-

Click "Edit (F2)"

Insert the following:

- "Delivery Date"
 - "ID Number"
- "Time" "Received By" "Phone Number"

NUMBER OF A DESCRIPTION		
rrival 2 Delivery 3 Image 4 Que	ry 15 Bond 16 View Delivery	
Toomood Transferrer	7 A A7	News Messag
WB: 065 7485-1210	Issue Carrier: SV A 12000955 A 2017-02-16 10:56 6660741 2833002	
laster AWB:	ULD: Bond	Active Screen
onsignee: 00000009	RovAgent: 1300090-0DM A Person ID:	Menu Arrival/Delivery
est CHAMP {Debit-JED}	Walk in consignee for DOM {TIF}	Panto Denvery
GC	Location: IMPORT	065-74851210
iqin: JED 🔺 Dest: TIF	Nature Goods: TEST SHC: Bank:	
livery Pieces: 4	Weight: 650.0 Agent Ref:	
livery Date: 09FEB17 -	Time: 11:02 Charges P P Receipt No:	
eceived By* Mohammed	ID Number 1234567890 Phone number 0505999999	
	Account Date:	
	consignee invoice [_]	
xt.Remark		
		Query (F7)
		E ALA (E ALA
it. Remark		Eult (rz)
it. Remark		Add (Ins)

Click "OK"

NOTE: "General Invoice" button is now Yellow

📓 SVTrain csp-17.1.0-Final-GEN-HF-13FEB2017-build:28-rev:299755 (12000955-TIF-TEST) Arrival/Delivery	- 🗆 ×
Main Master Data Options Help	
1 Arrival 2 Delivery 1 image 4 Guery 5 Bond 6 View Delivery AWB: 065 7485-1210 Issue Carrier: 8 / 2000955 3 2017-02-16 10:56 (6660741 2833002	News Message
Master AVR: ULD: Bond Consignes: 0000009 IT Rcv.Acent: 1300090-0DM Parson ID; IM Test CHAMP (Obeit, ED) Walk in consignee for DOM (TIF) Im Im Im Im	Active Screens Menu Arrival/Delivery Record List
Image: Section of the section of th	065-74851210
ExtRemark	Query (F7)
Int. Remark NFD Date: 10:56 Send Delivery FSU Prints Free Msg Show Msgs History Notes Add. Services Gen.Invoice	Edit (F2) Add (Ins) Delete (Del) OK
Pacard 1 of 1	EXIL Screen

To review and print the General Invoice

Click on "Gen.Invoice"

😹 SVTrain csp-17.1.0-Final-GEN-HF-13FEB2017-build:28-rev:299755 (12000955-TIF-TEST) Import AWB General Invoice											-		×
Main Master Data Options He	elp												
1 Invoice 2 Detail 3 Query	7										New	s Messa	ae .
												5 me o ou	ge
Station:	TIF	Currency: SAR	*	Invoic	e Type: Invoice	-							
Invoice Date:	09FEB17 💌	Invoice #:		Due Da	ate:	¥					Activ	e Scree	15
Enclosure:		System 2017-02-16 11:03 1928345										-IMP Inv	Ţ
											Reco	rd List	
AWB:	065 7485-12	10		Custo	mer Ref:						065-7	7485121	0
Invoice To:	13000900DM	T Walk in consignee fo	or DOM {TI	F}									
Discount/Surcharge	s Excl	ude Tax 🗌											
	Product	Description		Remark	An	nount	Tax	Total After Dis/Sur					
	1 8900 Dom	estic Combined for Genera	al Cargo	-		152	21.00						
Products:													
		Description	SHC	SHC G	Quantity		Amo	unt	Calc Sign				
	1 Days				9.00	9.00			*				
	2 Chargeable w	eignt			000.00	109.00			+				
Product Refore Tax:	1521.00	Product Tax:	_	Produ	ct Total: 1521.0)	1						
Invoiced Before Tax:	1521.00	Invoice Tax:		Invoice	Total: 1521.0)	Total	Dis/Sur					
	1021100	invoice rux.		mitores	Total		Total	Disistar			-		
Invoice Remarks:											Edi	ery (F7) t (F2)	
									=		Ad	d (ins)	
Remarks:											Del	lete (Del))
	Exclude from Ac	counting Runs 🗌 Office:	TEST								OK		
Prints Print Invoic	e Email Invoice	Payment Notes Que	ery No Inve	oice No.							Exi	t Screen	
					Record 1 of 1						1		

Click on "Print"

Then, choose "Final General Invoice"

💰 SVTrain csp-17.	1.0-Final-GEN-H	IF-13FEB201	7-build:28-	rev:299755 (120	00955-TIF	-TEST) In	nport AW	B General Inv	oice					_		×
Main Master Data	a Options He	elp														
<u>1 Invoice</u> <u>2 Det</u>	tail <u>3</u> Query	7												News	s Messa	ige
Station Invoice Enclos	n: e Date: s <u>ure:</u>	TIF	× 	Currency: Invoice #:	SAR -	Syster	Invoice Due Da	e Type: Invo ate: 2017-0	ice	3 1928345	ō			Active Arriva AWB-	e Scree I/Deliver	ns ry –
AWB:		065 74	5 7485-1210 Customer Ref.											065-7	485121	0
Invoice	<u>e To:</u>	130009000	M <u>^</u> T	Walk in cons	signee for	DOM {T	IF}									
Disco	unt/Surcharge	s	Exclude	Tax 🗌												
		Product Description				Rema	rk	Amount 1501.00	Tax	Total After Dis/Sur						
		2	Domest	ic combined ic	JI General	rcargo				1521.00						
Produc	<u></u>		0.			0110	0110.0	Quantit				Only Dire	J			
		1 Davs	De	scription		SHC	SHC G.	9.00	9.00	Amo	unt	* Calc Sign	-			
		2 Charge	able weigt	nt				650.00	169.	00		+				
		3				<u> </u>							-			
Produc	ct Before Tax:	1521.00		Product Tax	:		Produ	ct Total: 152	1.00				-			
Invoice	ed Before Tax:	1521.00		Invoice Tax:			Invoice	e Total: 152	1.00	Total	Dis/Sur					
Invoice	e Remarks:													Que	ery (F7)	
_												_		Adr	d (Ins)	
Remar	IKS:													Del	ete (Del)
	Draft Genera	al Invoice	m Accou	nting Runs 🗔	Office:	TEST								OK		
Prints	Final Genera	I Invoice	voice	ayment Note	es Quer	ry No Inv	oice No.							Exit	t Screer	1
								Record 1 of	1					· ·		

General invoice should be displayed for printing



→ Cargo ▼	/.cargospot-trai	ning.champ.a	ero /carg	o_sv/o 🌶	D → C 🤗 sv.ca	irgospot-trai	ining.cham	×		_ ~	口 分 公 戀
	äj: SA	oge UT	щ)//		CA	1	R	G	(C	
Invoice Numbo Date / Time Place Printed By Collected By	er : 2125774 : 09 Feb : Taif : Mohami :	47 17 12:00 med Junaid			^{voice}		SAUDI A Saudi Ar Kingdom Custome Ext.1 Email: cargocice	ARABIAN abian Airli of Saudi er Care:+9 @saudiair	AIRLI ines Arabia 66920 flines.o	INES a)001668 com	
<u>Agent</u> Walk in consig TAIF TAIF - NA Saudi Arabia	nee for DOM		Shij TNT P.O Gate Muh King MUh BAH	Dent Box 20 e No.23 harraq gdom O HARRA	tess 504, Building No , Avenue 20, Blo f Bahrain Q - 00973	o.50 ock 224,	<u>Consign</u> Test CH/ KSA JED - NA Saudi Ara	aee: AMP Aabia			
Flight Details Flt No.	Date	Customs	Refere	nce No							
Shipment Detai	ls										
Air Waybill	House AV	VB ORI/	DEST	Pieces 4	Gross Wt (Kg) 650.0	Chargeabl 650	e Wt (Kg)	Commo	lity	Charge Cod	e
				Stor	age Location His	story:					
					Location	Pieces	Date In	Time In	Date	Out Time	Out
					IMPORT	4	16 Feb 17	10:56			
Spl. Handling C	odes:										
						Charge [Discount/Su	ircharge	Revis	ed Charge	
1. Domestic	Combined for	General Ca	irgo			1,521.00		0.00		1,521.00	
Sub-Total						1,521.00		0.00		1,521.00	-
VAT @ 0.0%										0.00	
TOTAL Due								\$	SAR	1,521.00	



NOTE: After printing of General Invoice, system will issue an invoice number automatically, and "Payment" button will become active.

💰 SVTrain	csp-17.1.0-Final-GEN-H	HF-13FEB2017-build:28-r	ev:299755 (12000955-T	IF-TEST) I	mport AV	B General Invoice					_		×
Main Mas	ter Data Options H	elp											
<u>1</u> Invoice	2 Detail 2 Query										News	s Messa	ige
	Station: Invoice Date: Enclosure:	TIF A 09FEB17 Y	Currency: SAR Invoice #: 21257	747 C-	Invoice Due Da	Type: Invoice ate: 11MAR 2017-02-1	17 6 11:06 1928	1345			Active Arriva	e Screer	ns y
	AWB: Invoice To:	065 7485-1210 13000900DM T	5 [7485-1210] Customer Ref:										0 -212.
	Discount/Surcharge	s Exclude	Tax 🗌										
		Product 1 8900 Domestic	ral Cargo		Remark	Amou 1521.0	int Tax	Total After Dis/Sur					
	Products:												
		Des	scription	SHC	SHC G.	Quantity	1	Amount	Calc Sign				
		1 Days	e	-		9.00	9.00		*				
		3				000.00	109.00						
	Product Before Tax:	1521.00	Product Tax:		Produ	ct Total: 1521.00)						
	Invoiced Before Tax:	1521.00	Invoice Tax:		Invoic	Total: 1521.00) T(otal Dis/Sur					
	Invoice Remarks:										Que	ery (F7) t (F2)	
	Remarks:										Add	l (Ins) ete (Del')
		Exclude from Account	ting Runs 🔲 Office:	TEST							OK		
	Prints Print Invoid	e Email Invoice Pa	yment Notes Qu	ery No Inv	roice No.	1					Exit	t Screen	1
						Record 1 of 1							

To process and record payment

Click on "Payment"

Make sure of "FOP" (Form of Payment)

SVTrain csp-17.1.0-Final-GEN-HF-13FEB2017-build:28-rev:299755 (12000955-TIF-TEST) Gen Inv Payment	– 🗆 X
Main Master Data Options Help	
1 Payment	News Message
	Active Screens AWB-IMP Inv Gen Inv Parment Record List
Station: TF A Explimp: Import T A	
Customer: 13000900DM Walk in consignee for DOM {TIF}	
Payment Date: 16FEB17 Receipt No: Currency: SAR Amount No Tax; 1521.00 Tax;	
FOP: Cash Bank Code:	
Cheque Number: Show Full Expiry Date: Reference No: Confirm #:	
Remarks:	
Invice Payment Prints	
	Duery (F7) Edit (f2) Add (fms) Delete (Del)
	OK
Well-fer-content to PA	Cancel

Click "OK"



SVTrain csp-17.1.0	Final-GEN-HF-13FEB2017-build:28-rev:299755 (12000955-TIF-TEST) Gen Inv Payment	<u> </u>		×
ain Master Data	Options Help			
Payment Station: Invoice No: Customer, Darmont Date:	TIF Exp1mp: Import T 158193 12000955 Import 21257747 Import Valk in consignee for DOM (TF) Import I	Activ AWB Gen Recc 065-	e Scree -IMP Inv Inv Payn ord List 748512	ns nent
FOP: Cheque Numbe Reference No:	InffCoTir Relegations 20072139 SRA A Amount No Tax: 1 Cash Bank Code: # Cosh ShowFull Expiry Date:			
Remarks:				
Prints		Qu Ed Ad De	iery (F7) it (F2) d (Ins) lete (De dit Scree	l) n

To print payment receipt

Click on "Prints"

Choose "Payment Receipt"

🍰 S	VTrain csp-17.1.0	Final-GEN-HF-13FEB2017-build:28-rev:299755 (12000955-TIF-TEST) Gen Inv Payment	÷		×
Main	Master Data	Options Help			
 [1 Pa	station: Invoice No: <u>Customer</u> , Payment Date:	TB Explimp: Import II 158193 12000955 2017-02-16 11:12 213577477	Act AM Ge Res 065	ws Mess live Scree B-IMP Inv n Inv Payr cord List 5-748512	age
	Currence: FOP: Cheque Numb Reference No: Remarks:	SAR Amount No Tax; Cash W Bank/Code; Amount No Tax; r: Show Full Confirm #: Confirm #:			
	Prints Paym	ent Receipt		Juery (F7) dit (F2) dd (Ins) Delete (De DK Exit Scree	l)

Payment Receipt should be displayed for printing



Receive	ed From: Walk in consig TAIF	nee for DOM	NO. Date: Account:	20372759 16-Feb-2017
	NA TAIF Saudi Arabia		Our Ref:	21257747
Ref.	Description		Tax Amount	Detail Amount
	AWB No Description of Goods Number of pieces receiv Flight Number Date of Arrival Payment of 1,521.00 S/ by Cash has been received again An amount of 0.00 SAR	065-74851210 TEST red 4 SV 1111 01-Feb-2017 AR ist invoice number 21257747.	ect to settlement	1,521.00
Amount One Th	in words: ousand Five Hundred and	Twenty One		1,521.00
			•	Operator: 12000955



To print the delivery receipt

Go to "Delivery" screen

Click on "Prints"

Choose "Delivery Receipt"

SVTrain csp-17.1.0-Final-GEN-HF-13FEB2017-build:28-rev:299755 (12000955-TIF-TEST) Arrival/Delivery	- 🗆 X
Main Master Data Options Help	
1 Arrival 2 Delivery 3 Image 4 Query 5 Bond 6 View Delivery	News Message
AWE 065 7485-1210 Issue Carrier: SV A 12000955 A 2017-02-16 10:56 6660741 22833002	
Master AWB: Bond	Active Screens
Consignee: 00000009 AT RCvAgent 1300090-0DM A Person ID:	Menu Anti-
Test CHAMP (Debit-JED) Walk in consignee for DOM (TIF)	Arrival/Delivery
TGC Location: MPORT Status: DLV Slock DLV	Record List 065-74851210
Origin: JED A Dest: TIF Nature Goods; TEST A SHC: A Bank:	000 1400 1210
Dalivary Disease 4 Majabb 650.0 Asant Bat	
Delivery Prices: 4 Weight: 050.0 Agent Ket:	
Received By Monammed ID Number 12/3456/890 Phone number (0505999999	
Account Date:	
Invoice #: 21257747 C-	
Consignee Invoice	
ExtRemark	
	Query (F7)
Int. Remark	Edit (F2)
Notification of Non Delivery	Add (Ins)
NFD Dat Delivery Receipt 56 Send Delivery FSU	OK
Prints Warehouse Release story Notes Add. Services Gen.Invoice	Exit Scroon
	LAR Screen

Delivery Receipt should be displayed for printing







NOTE: "Delivery Receipt" is important for warehouse staff to deliver shipment to customers

NOTE: After printing of "Delivery Receipt", system will issue a Delivery Receipt number automatically

📓 SVTrain csp-17.1.0-Final-GEN-HF-13FEB2017-build:28-rev:299755 (12000955-TIF-TEST) Arrival/Delivery			×
Main Master Data Options Help			
1 Arrival 2 Delivery 3 Image 4 Query 5 Bond 6 View Delivery	New	s Messa	ge
AWE: 065 7485-1210 Issue Carrier: SV A 12000955 A 2017-02-16 10:56 6660741 [2833002			
Master AWB: ULD: Bond	Activ	e Scree	ns
Consignee: 00000009 TT Roy Agent: 1300090-0DM Person ID; P	Men	J Dolivoj	
Test CHAMP {Debit-JED} Walk in consignee for DOM (TIF)	Alliva	avDelivel	у
TGC IMPORT Status: DLV Block DLV	Reco 065-	ord List 7485121	10
Orligin: JED A Dest: TIF Nature Goods: TEST A SHC: A Bank:			-
Delivery Pieces: 4 Weight: 650.0 Agent Ref:			
Delivery Date: 09FEB17 Time: 1102 Charges P P Receipt No: 70407833			
Received By* Mohammed ID Number 1224567890 Phone number 0505999999			
Account Date: 16FER7			
Invoice #: [21257747] C-			
Consignee invoice			
Ext.Remark			
		0.01 (E7)	
ter Tennet I	Ed	it (F2)	
	Ad	d (Ins)	
NFD Date: 16FER17 Time: 10:56 Send Delivery FSU	De	lete (Del)
Drinte Frae Men Show Mene History Notes Add Services Gan Invoice	OF	(
	Ex	it Screer	1



In case customer didn't collect his shipment within the same day of delivery, additional charges should be applied

To collect additional charges for extra days, you have to issue:

- 1- Supplementary Invoice
- 2- New payment Receipt
- 3- New Delivery Receipt

To issue a "Supplementary Invoice"

Go to "Delivery Screen"

Click Edit (F2)

NOTE: System will ask you to generate a "Supplementary Invoice"

Click "Yes"

📓 SVTrain csp-17.1.0-Final-GEN-HF-13FE82017-build:28-rev-299755 (12000955-TIF-TEST) Arrival/Delivery	– 🗆 ×
Main Master Data Options Help	
1 Arrival 2 Delivery 3 Image 4 Query 5 Bond 6 View Delivery	News Message
AWB. 065 7485-1210 Issue Carrier. Sv 🔺 12000955 🔺 2017-02-16 11:07 6660741 2833002	
Master AWB: ULD: Bond	Active Screens
Consignee: 000000009	Menu
Test CHAMP {Debit-JED} Walk in consignee for DOM {TIF}	Amvai/Delivery
TGC Location: MPORT Status: DLV Block DLV	Record List
Origin: JED Cest: TIF Nature Goods; TEST SHC. Bank:	005-74651210
Delivery Pieces: 4 Weight: 650.0 Agent Ref:	-
Delivery Date: 09FEB17 Time: 11:02 Charges P P Receipt No: 70407833	
Received By* Mohammed ID Nu noe Already Invoiced X	
This AWB was already invoiced via a general invoice. Do you want to create a supplementary invoice? Yes No	
ExtRemark	
Int. Remark	Query (F7) Edit (F2) Add (Ins) Delete (Del)
NO ULINE: [TOFLET7.] IIIIII: [TO'59] Send Ulewery 150 [.] Prints: Free Mag. Show Mags: History Notes: Add. Services Gen.Invoce	OK Cancel

Make sure to update "Delivery Date" & "Time"

Click "OK"



💰 SVTrain csp-17.1.0-Final-GEN-HF-13FEB2017-build:28-rev:299755 (12000955-TIF-TEST) Arrival/Delivery	- 🗆 X
Main Master Data Options Help	
1 Arrival 2 Delivery 3 Image 4 Query 5 Bond 5 View Delivery	News Message
AWB: 065 7485-1210 Issue Carrier: SV A 12000955 2017-02-16 11:29 6660741 2833002	
Master AWB: ULD: Bond	Active Screens
Consignee: 00000009	Arrival/Delivery
Test CHAMP {Debit-JED} Walk in consignee for DOM {TIF}	Record List
TGC Location: IMPORT A Status: DLV Block DLV	065-74851210
Origin: JED A Dest: TIF Nature Goods: TEST A SHC: A Bank:	
Delivery Pieces: 4 Weight: 650.0 Agent Ref:	
Delivery Date: 10FEB17 Time: 13:00 Charges P P Receipt No: 70407833	
Received By* Mohammed ID Number 1234567890 Phone number 0505999999	
Account Date: 16FEB17	
Invoice #: 21257747 C-	
Consignee Invoice	
ExtRemark	
	Query (F7)
Int. Remark	Edit (F2)
	Delete (Del)
NFD Date: 16FEB17 Time: 10:56 Send Delivery FSU	ОК
Prints Free Msg Show Msgs History Notes Add. Services Gen.Invoice	Exit Screen
Percent 4 of 4	

To review and print the General Invoice

Click on "Gen.Invoice"

NOTE: You will notice a new invoice listed in the "Record List"

💰 SVTrain	csp-17.1.0-Final-GEN-H	IF-13FEB201	7-build:28-i	rev:299755 (120	00955-TIF	F-TEST) In	nport AV	/B Genera	l Invoice						1		×
Main Mast	ter Data Options He	elp															
<u>1</u> Invoice	2 Detail 3 Query														News	s Messa	ige
	Supplementary livoice Station: TW Currency: SAR Invoice Type: Imvice Y Invoice Date: 0FEB17 Invoice # Due Date: Y Enclosure: III IIII IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII											Active Arriva AWB- Reco 065-7	ns y 0 -212.				
Involce To: 13000900DM T Walk in consignee for DOM (TIF) Discount/Surcharges Exclude Tax																	
	Products:		al Cargo		Remark		Amount 169.00		Тах	Total After Dis/Sur							
		Description SHC SHC G., Quantity Amount Calc Sign															
		1 Days 2 Charge 3	able weigh	t				1.00 650.00		1.00 169.00			*				
	Product Before Tax: Invoiced Before Tax:	169.00 169.00		Product Tax: Invoice Tax:	:		Produ	ct Total: e Total:	169.00 169.00		Total	Dis/Sur					
	Invoice Remarks:														Que	ery (F7) t (F2)	
	Remarks:				1										Add	l (Ins) ete (Del)
	Prints Print Invoic	Exclude fr	woice	nting Runs 🗌 ayment Note	Office: es Que	TEST ry No Inv	oice No.								OK Exi	t Screer	1
								Record	2 of 2						_		

To print the "Supplementary Invoice" and record the new "Payment" and new "Delivery Receipt", please follow same steps illustrated above.