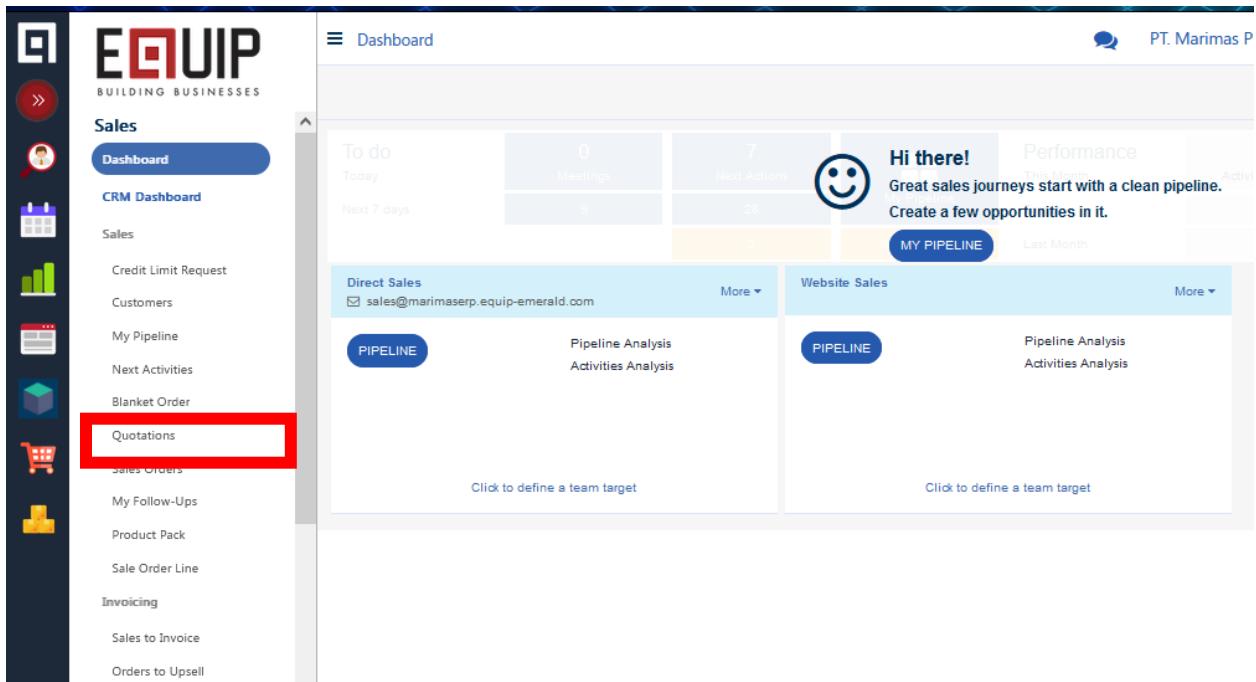


# SALES ORDER

1. Pilih menu **Sales** atau bisa pilih icon seperti di bawah ini :

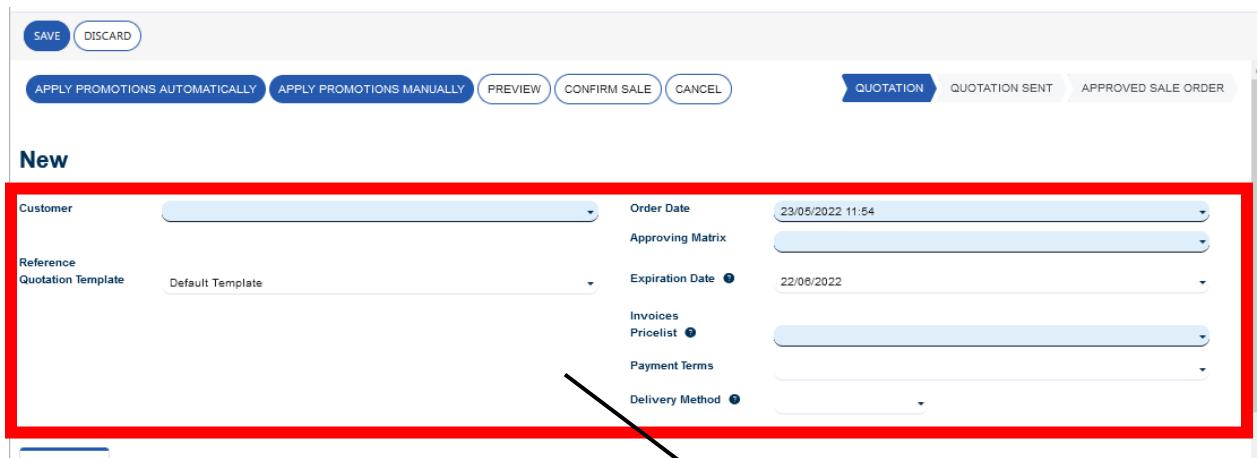
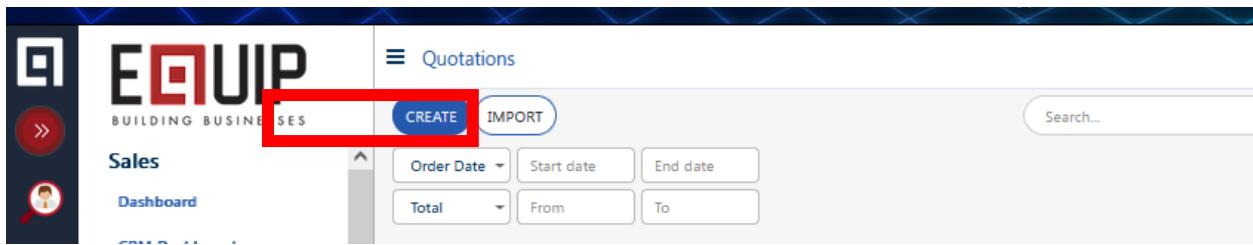


2. Pilih menu **Quotations**



The screenshot shows the EQUIP software interface. On the left, a dark sidebar menu is open under the 'Sales' category. The 'Quotations' option is highlighted with a red box. The main dashboard area is titled 'Dashboard' and features a 'To do' section with 'Meetings' and 'Next Actions' counts, and a 'Hi there!' greeting with a smiley face icon. Below this are sections for 'Direct Sales' and 'Website Sales', each with a 'PIPELINE' button and 'Pipeline Analysis' and 'Activities Analysis' links. The top right corner shows the company name 'PT. Marimas P' and a user icon.

### 3. Pilih Create

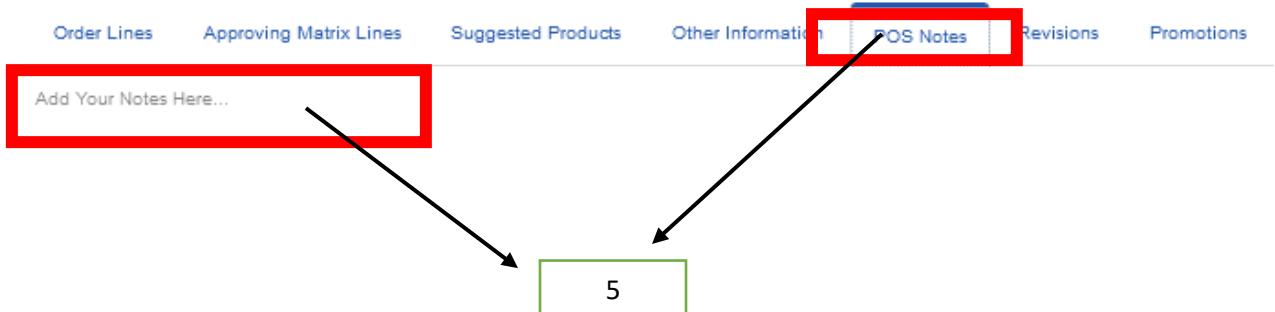


Customer: [dropdown]  
Order Date: 23/05/2022 11:54  
Approving Matrix: [dropdown]  
Reference Quotation Template: Default Template  
Expiration Date: 22/08/2022  
Invoices Pricelist: [dropdown]  
Payment Terms: [dropdown]  
Delivery Method: [dropdown]

4

### 4.

- a. Pilih **Customer** sesuai yang dibutuhkan
- b. Isikan tanggal pada kolom **Order Date**
- c. Pilih **Penjualan** pada **Approving Matrix**
- d. Pilih **Invoice Pricelist** sesuai dengan kelompok harga Customer yang dipilih



5. Isikan **nomer Faktur** dari SISKA di tab Other Information

6. Klik **Add an item**

Order Lines Approving Matrix Lines Suggested Products Other Information POS Notes Revisions Promotions

ADD PACK

+ ADD AN ITEM

**Create: Order Lines**

Product:

Promotion:

Ordered Quantity: 1.00000

Source Warehouse: GUDANG ACCOUNTING

Unit Price: 0.00000

Cost: 0.00000

Subtotal: 0.00

Discount Type:

Multi Discounts: 0

Discount: 0.00

Description:

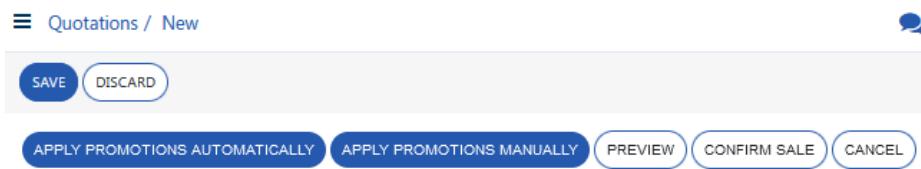
SAVE & CLOSE SAVE & NEW DISCARD

7

7.

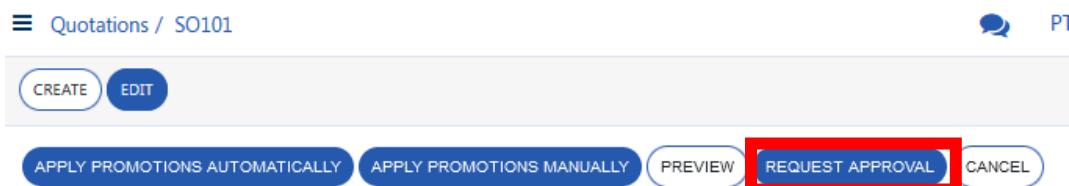
- a. Pilih kode barang yang akan diinput pada **Product**
- b. Isikan QTY dan Satuan pada kolom **Ordered Quantity**. Setelah memilih satuan, kolom Unit Price dan Cost akan terisi otomatis
- c. Pilih **Accounting** pada kolom **Analytic Account**
- d. Isikan Tax pada kolom **Taxes**
- e. Pilih **Save & New** jika akan input barang lebih dari 1 item, jika sudah selesai pilih **Save & Close**
- f. Untuk membatalkan inputan pilih **Discard**

8. Klik **Save**



**New**

9. Pilih **Request Approval**



**SO101**