

Pre Order Melalui Direct Sales

- Transaksi Pre Order melalui POS ONLINE
- Customer Melakukan PickUp
- Customer Melakukan Pickup (Ada Tambahan Pembelian Item)

1. Klik menu Pos Online, lalu klik **New Transaction**.

2. Isi **CASHIER** field2 yang ada di input item pre order yang telah masuk melalui SIT dari pusat.

3. Klik **Payment** : Dalam contoh ini metode Cash, lalu klik tombol **Invoice** untuk menyelesaikan transaksi sekaligus mencetak invoice.

Customer Melakukan PickUp

1. Pada Saat PICKUP , Customer menunjukkan nota nya contoh: POS/AE-TGR-002/20/12/ Kemudian lakukan **Retur With Replenishment** dengan merefer nomor POS tersebut.

2. Klik menu POS Online, lalu cari nomor POS yang terdapat pada nota yang ada pada customer.

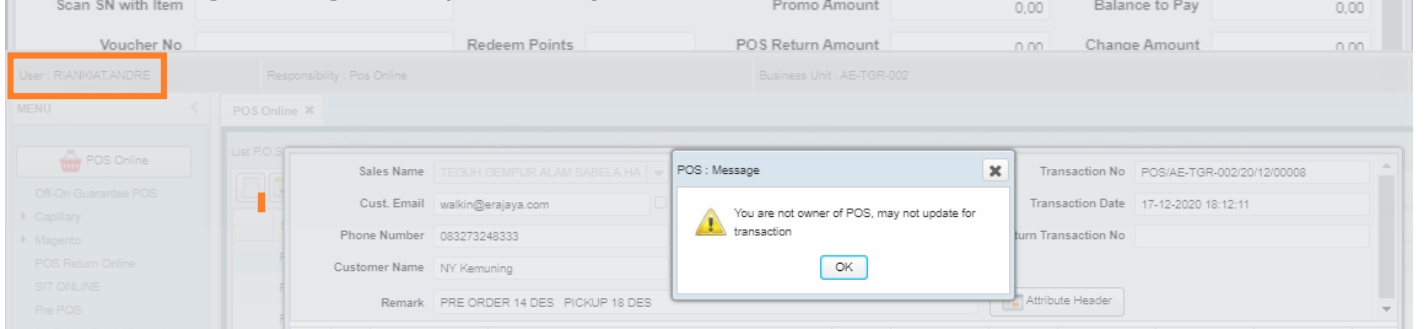
3. Setelah muncul, Double Klik POS tersebut sehingga terbuka Form nya, akan terlihat remark sbg PRE ORDER.

4. Lalu klik Return : [F7] Return .

5. Akan muncul pop up konfirmasi seperti gambar dibawah ini, klik YES (With Replacement : Karena mau di ganti dengan Item Fisik sesungguhnya).

Apabila muncul pemberitahuan seperti pada gambar dibawah ini, hal ini terjadi karena Transaksi POS sebelum nya atas login : RENCANA.GINTING sedangkan sewaktu return nya dilakukan oleh : RIANKIAT.ANDRE

Agar bisa di replace harus user yang login dengan yang return harus sama. Untuk mengatasi hal ini dapat juga dengan Responsibility : POS Online Admin walaupun beda user login dengan responsibility ini tidak menjadi masalah.



Berikut menggunakan Responsibility POS online Admin / User login Transaksi POS dan Return Sama

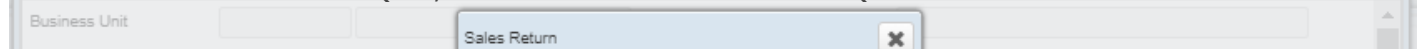
Bila user id Login sama dengan user id sewaktu Return atau dengan responsibility POS Online Admin maka tampil form baru, Isi tampilan form return sebagai berikut.

catatan : Kolom remarks hanya ilustrasi saja kalau ada yang lebih tepat dari sisi operasional silahkan.

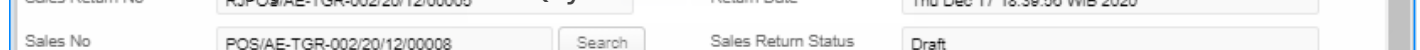
6. Klik tombol **Add** untuk menambahkan item.

7. Akan muncul pop up konfirmasi sebagai berikut, pilih **NO** : Agar dilock di DOA location Item Dummy nya sehingga dianggap tidan available lagi.

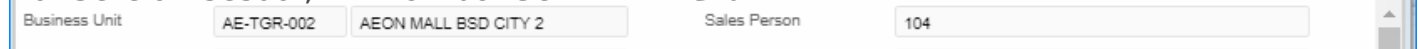
8. Pilih Item dan Scan QTY, contoh berikut adalah 1 QTY.



9. Setelah memilih item dan scan qty, selanjutnya tekan ENTER pada keyboard, terlihat Sales Qty 1 dan Return Qty 1 berarti sudah sesuai.



10. Setelah sesuai, klik tombol **Confirm Return**.



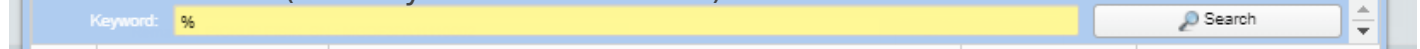
11. Akan muncul Form POS Online Baru dengan merefer ke No. Retur yang telah dibuat, isikan data-data item fisik pengganti.



12. Pilih Item yang sesuai.



13. Pilih Pricelist (ini hanya contoh nama PL).



14. SCAN Serial Number Fisik Sebenarnya sebagai pengganti Item Dummy.



| NO | Code | Description | Currency Code | Suggested Price | Discount Amount | Discount Percent |
|----|-----------------|-----------------|---------------|-----------------|-----------------|------------------|
| 1 | PL-REG-IBOX | PL-REG-IBOX | IDR | 20999000 | | |
| 2 | PL-REGULER-IBOX | PL-REGULER-IBOX | IDR | 20999000 | | |

Form Detail Price List Item

Price List Code: PL-REGULER-IBOX

Price List Description: PL-REGULER-IBOX

Search Item:

Scan Item:

Scan Serial: MGDF3PA11110002

☐ Additional ☒ Select

| No | Type | ItemDescription | UOM | Qty | Get | Unit Price | Disc. % | Disc. Amount | Serial Number | Tax | S/N | Net Amount |
|----|------|--------------------------------------|-----|-----|-------------------------------------|------------|---------|--------------|---------------|-----|-------------------------------------|------------|
| 1 | MAIN | iPhone 12 Pro Max 256GB Pacific Blue | PCS | 1 | <input checked="" type="checkbox"/> | 20,999,000 | 0 | 0 | 0 of 1 SN | 10 | <input checked="" type="checkbox"/> | 20,999,000 |

Min Price: Available to Sold: Total: 20,999,000

Suggested Price: Max Qty Bonus:

Max Price: Qty for Bonus:

Item Code:

Remark:

[Ctrl+D] Detail S/N [Ctrl+S] Submit [Esc] Close

15. IMEI sudah mauk ke line transaksi.

Form Detail Price List Item

Price List Code: PL-REGULER-IBOX

Price List Description: PL-REGULER-IBOX

Search Item:

Scan Item:

Scan Serial:

☐ Additional ☒ Select

| No | Type | ItemDescription | UOM | Qty | Get | Unit Price | Disc. % | Disc. Amount | Serial Number | Tax | S/N | Net Amount |
|----|------|--------------------------------------|-----|-----|-------------------------------------|------------|---------|--------------|---------------|-----|-------------------------------------|------------|
| 1 | MAIN | iPhone 12 Pro Max 256GB Pacific Blue | PCS | 1 | <input checked="" type="checkbox"/> | 20,999,000 | 0 | 0 | MGDF3PA111100 | 10 | <input checked="" type="checkbox"/> | 20,999,000 |

Min Price: Available to Sold: Total: 20,999,000

Suggested Price: Max Qty Bonus:

Max Price: Qty for Bonus:

Item Code:

Remark:

[Ctrl+D] Detail S/N [Ctrl+S] Submit [Esc] Close

16. Setelah selesai, klik tombol **Submit** [Ctrl+S] Submit.

17. Pastikan kolom POS Return Amount = New POS Amount, Changes Amount = 0.

Contoh **POS Return Amount** 20,999,000.00 dan **New POS Amount** =20,999,000.00 **Changes Amount** = 0.

Jadi tidak ada lagi tagihan baru karena Pre order price sama New Price adalah Sama.

Lalu klik tombol Invoice untuk menyelesaikan transaksi.

Sales Name

TEGUH GEMPUR ALAM SABELA HA

Cust. Email

walkin@erajaya.com

Phone Number

083273248333

Customer Name

NY Kemuning

Remark

PICKUP FISIK SN : MGDF3PA11110002

Transaction No

POS/AE-TGR-002/20/12/00009

Transaction Date

17-12-2020 18:44:04

Return Transaction No

RJPOS/AE-TGR-002/20/12/00005

Attribute Header

| No | Info | Item Code | Item Description | Qty | Price | % Disc | Amt Disc | Net Price | Net Amount | Genera |
|----|------|-----------|--------------------------------------|------|---------------|--------|----------|---------------|---------------|--------|
| 1 | | MGDF3PA/A | iPhone 12 Pro Max 256GB Pacific Blue | 1.00 | 20,999,000.00 | | | 20,999,000.00 | 20,999,000.00 | MGDF3 |

Scan Item

...

Cancel Line

Scan Serial

Attribute Line

Scan SN with Item

Voucher No

Redeem Points

Voucher Amount

0,00

Cashback

0,00

Total Amount

20.999.000,00

Discount Header

0,00

Total Payment

0,00

Promo Amount

0,00

Balance to Pay

0,00

POS Return Amount

20.999.000,00

Change Amount

0,00

[F2] New

[F3] Payment

[F4] Invoice

[F5] Refresh

[F6] Cancel

[F7] Return

[F8] Stock

[F9] Price

[Esc] Close

[Ctrl+1] Big Printer

[Ctrl+2] Small Printer

[Ctrl+3] Star Printer

Print # 0

Transaction Status: Intransaction

18. Terlihat dari Nota Print Balanced Cash = 0.

AEON MALL BSD CITY 2

Ini address ya guysIni address ya guysIni address
ya address ya dress ya guysIni address ya
address ya dress ya guysIni address ya address

Customer Melakukan Pickup (Ada Tambahan Pembelian Item)

Anggap POS sudah ada, namun saat Pickup Order , customer menambah item untuk di beli.

Contoh :

Sudah ada Pre Order pada : POS/AE-TGR-002/20/12/00010

**Customer Pickup dan tambah item pembelian : A0884444383383-ELAGO
Tripshell World Travel Adapter with Dual USB Charger**

1. Pada Saat PICKUP , Customer menunjukkan nota nya contoh: POS/AE-TGR-002/20/12/00010. Kemudian lakukan **Retur With Replenishment** dengan merefer nomor POS tersebut.
2. Klik menu POS Online, lalu cari nomor POS yang terdapat pada nota yang ada pada customer.
3. Setelah muncul, Double Klik POS tersebut sehingga terbuka Form nya, akan terlihat remark sbg PRE ORDER.

Sales Name: TEGUH GEMPUR ALAM SABELA HA Transaction No: POS/AE-TGR-002/20/12/00010

Cust. Email: walkin@erajaya.com Transaction Date: 17-12-2020 18:52:09

Phone Number: 08438283482 Return Transaction No:

Customer Name: NY DARMA

Remark: PRE ORDER 14 DES PICKUP 18 DES 2020

| No | Info | Item Code | Item Description | Qty | Price | % Disc | Amt Disc | Net Price | Net Amount | Genera |
|----|------|--------------|--|------|---------------|--------|----------|---------------|---------------|--------|
| 1 | | MGDF3PA/A-PO | Pre Order iPhone 12 Pro Max 256GB Pacific Blue | 1.00 | 20,999,000.00 | | | 20,999,000.00 | 20,999,000.00 | MGDF3 |

Scan Item: [Cancel Line] Cashback: 0,00 Total Amount: 20,999,000.00

Scan Serial: [Attribute Line] Discount Header: 0,00 Total Payment: 20,999,000.00

Scan SN with Item: Promo Amount: 0,00 Balance to Pay: 0,00

Voucher No: Redeem Points: POS Return Amount: 0,00 Change Amount: 0,00

Voucher Amount:

[F2] New [F3] Payment [F4] Invoice [F5] Refresh [F6] Cancel [F7] Return [F8] Stock [F9] Price

[Esc] Close

[Ctrl+1] Big Printer [Ctrl+2] Small Printer [Ctrl+3] Star Printer

Print #: 1 Transaction Status: Paid

4. Klik tombol Return  [F7] Return untuk melakukan Return With Replacement.

5. Akan muncul pop up konfirmasi sebagai berikut, pilih **YES**.

Sales Name: TEGUH GEMPUR ALAM SABELA HA Transaction No: POS/AE-TGR-002/20/12/00010

Cust. Email: walkin@erajaya.com Transaction Date: 17-12-2020 18:52:09

Phone Number: 08438283482 Return Transaction No:

Customer Name: NY DARMA

Remark: PRE ORDER 14 DES PICKUP 18 DES 2020

| No | Info | Item Code | Item Description | Qty | Price | % Disc | Amt Disc | Net Price | Net Amount | Genera |
|----|------|--------------|--|------|---------------|--------|----------|---------------|---------------|--------|
| 1 | | MGDF3PA/A-PO | Pre Order iPhone 12 Pro Max 256GB Pacific Blue | 1.00 | 20,999,000.00 | | | 20,999,000.00 | 20,999,000.00 | MGDF3 |

Scan Item: [Cancel Line] Cashback: 0,00 Total Amount: 20,999,000.00

Scan Serial: [Attribute Line] Discount Header: 0,00 Total Payment: 20,999,000.00

Scan SN with Item: Promo Amount: 0,00 Balance to Pay: 0,00

Voucher No: Redeem Points: POS Return Amount: 0,00 Change Amount: 0,00

Voucher Amount:

[F2] New [F3] Payment [F4] Invoice [F5] Refresh [F6] Cancel [F7] Return [F8] Stock [F9] Price

[Esc] Close

[Ctrl+1] Big Printer [Ctrl+2] Small Printer [Ctrl+3] Star Printer

Print #: 1 Transaction Status: Paid

Confirmation

Is POS Return with replacement ?

Yes No

6. Klik tombol **Add** untuk menambahkan item.

7. Akan muncul pop up konfirmasi sebagai berikut, pilih **NO** : Agar dilock di DOA location Item Dummy nya sehingga dianggap tidan available lagi.

8. Scan Qty Return, contoh 1 Qty

Form POS Return

Business Unit: AE-TGR-002 AEON MALL BSD CITY 2 Sales Person: 104

Sales Return No: RJPOS/AE-TGR-002/20/12/00006 Return Date: Thu Dec 17 18:58:02 WIB 2020

Sales No: POS/AE-TGR-002/20/12/00010 Search Sales Return Status: Draft

Return Person: Remark:

Line No: Scan Quantity:

| Ref No | Item Code | Item Desc | HLR | Sales Qty | Return Qty | Return Avail | Price Return | Tax |
|--------|-----------|-----------|-----|-----------|------------|--------------|--------------|-----|
| | | | | | | | | |

Remark:

Add Delete Select Serial Number View Detail Item

| No | Ref No | Item Group | Item Code | Item Desc | HLR | Sales Qty | Return Qty | Return Avail | Price Return | Tax |
|----|--------|------------|--------------|--|-----|-----------|------------|--------------|--------------|-----|
| 1 | 1 | IPhone | MGDF3PA/A-PO | Pre Order iPhone 12 Pro Max 256GB Pacific Blue | | 1 | 1 | 0 | 20999000 | 10 |

Print Sales Return ☐ Big Printer ☒ Small Printer ☐ Star Printer Confirm Return Cancel Return Close Stock Warehouse

9. Setelah selesai, klik tombol **Confirm Return** .

Form POS Return

| | | | | |
|-----------------|------------------------------|----------------------|---------------------|------------------------------|
| Business Unit | AE-TGR-002 | AEON MALL BSD CITY 2 | Sales Person | 104 |
| Sales Return No | RJPOS/AE-TGR-002/20/12/00006 | | Return Date | Thu Dec 17 18:58:02 WIB 2020 |
| Sales No | POS/AE-TGR-002/20/12/00010 | Search | Sales Return Status | Draft |
| Return Person | | | | |
| Remark | | | | |

Line No Scan Quantity

| Ref No | Item Code | Item Desc | HLR | Sales Qty | Return Qty | Return Avail | Price Return | Tax |
|--------|-----------|-----------|-----|-----------|------------|--------------|--------------|-----|
| | | | | | | | | |

Remark

| No | Ref No | Item Group | Item Code | Item Desc | HLR | Sales Qty | Return Qty | Return Avail | Price Return | Tax |
|----|--------|------------|--------------|--|-----|-----------|------------|--------------|--------------|-----|
| 1 | 1 | IPhone | MGDF3PA/A-PO | Pre Order iPhone 12 Pro Max 256GB Pacific Blue | | 1 | 1 | 0 | 20999000 | 10 |

☐ Big Printer
 ☒ Small Printer
 ☐ Star Printer

10. Akan muncul Form POS Online Baru dengan merefer ke No. Retur yang telah dibuat, isikan data-data item fisik pengganti

11. Pilih Item, Pricelist dan Scan IMEI.

Form Detail Price List Item

| | | | |
|------------------------|-------------|---|--|
| Price List Code | PL-REG-IBOX | Search Item | <input type="text"/> |
| Price List Description | PL-REG-IBOX | <input type="checkbox"/> Additional <input checked="" type="checkbox"/> Select | Scan Item <input type="text"/> Scan Serial <input type="text" value="MGDF3PA11110003"/> |

| No | Type | ItemDescription | UOM | Qty | Get | Unit Price | Disc. % | Disc. Amount | Serial Number | Tax | S/N | Net Amount |
|----|------|--------------------------------------|-----|-----|-------------------------------------|------------|---------|--------------|---------------|-----|-------------------------------------|------------|
| 1 | MAIN | iPhone 12 Pro Max 512GB Pacific Blue | PCS | 1 | <input checked="" type="checkbox"/> | 20,999,000 | 0 | 0 | 0 of 1 SN | 10 | <input checked="" type="checkbox"/> | 20,999,000 |

| | | | | | |
|-----------------|----------------------|-------------------|----------------------|-------|------------|
| Min Price | <input type="text"/> | Available to Sold | <input type="text"/> | Total | 20,999,000 |
| Suggested Price | <input type="text"/> | Max Qty Bonus | <input type="text"/> | | |
| Max Price | <input type="text"/> | Qty for Bonus | <input type="text"/> | | |
| Item Code | <input type="text"/> | | | | |
| Remark | <input type="text"/> | | | | |

12. IMEI sudah masuk.

Form Detail Price List Item

Price List Code: PL-REGULER-IBOX
Price List Description: PL-REGULER-IBOX

Search Item:
Scan Item:
Scan Serial:

☐ Additional
☒ Select

| No | Type | ItemDescription | UOM | Qty | Get | Unit Price | Disc. % | Disc. Amount | Serial Number | Tax | S/N | Net Amount |
|----|------|--------------------------------------|-----|-----|-------------------------------------|------------|---------|--------------|---------------|-----|-------------------------------------|------------|
| 1 | MAIN | iPhone 12 Pro Max 256GB Pacific Blue | PCS | 1 | <input checked="" type="checkbox"/> | 20,999,000 | 0 | 0 | MGDF3PA111100 | 10 | <input checked="" type="checkbox"/> | 20,999,000 |

Min Price: Available to Sold: Total: 20,999,000
Suggested Price: Max Qty Bonus:
Max Price: Qty for Bonus:
Item Code:
Remark:

[Ctrl+D] [Ctrl+S] [Esc]

13. Lalu klik tombol **SUBMIT**.

14. Add lagi Item tambahan yang akan dibeli customer, contoh : A0884444383383.

Sales Name: TEGUH GEMPUR ALAM SABELA HA
Cust. Email: walkin@erajaya.com
Phone Number: 08438283482
Customer Name: NY DARMA
Remark: Pickup Item Pre order with SN : MGDF3PA11110003

Transaction No: POS/AE-TGR-002/20/12/00011
Transaction Date: 17-12-2020 19:00:11
Return Transaction No: RJPOS/AE-TGR-002/20/12/00006

| No | Info | Item Code | Item Description | Qty | Price | % Disc | Amt Disc | Net Price | Net Amount | Genera |
|----|----------------------------------|----------------|--|------|---------------|--------|----------|---------------|---------------|--------|
| 1 | <input checked="" type="radio"/> | MGDF3PA/A | iPhone 12 Pro Max 256GB Pacific Blue | 1.00 | 20,999,000.00 | | | 20,999,000.00 | 20,999,000.00 | MGDF3 |
| 2 | <input type="radio"/> | A0884444383383 | ELAGO Tripshell World Travel Adapter with Dual USB Charger | 1.00 | 1,000,000.00 | | | 1,000,000.00 | 1,000,000.00 | A08844 |

Scan Item:
Scan Serial:
Scan SN with Item:
Voucher No: Redeem Points:
Voucher Amount:

Cashback: 0,00
Discount Header: 0,00
Promo Amount: 0,00
POS Return Amount: 20,999,000,00

Total Amount: 21,999,000,00
Total Payment: 0,00
Balance to Pay: 1,000,000,00
Change Amount: 0,00

[F2] [F3] [F4] [F5] [F6] [F7] [F8] [F9]
 [Esc]

☐ [Ctrl+1] Big Printer ☒ [Ctrl+2] Small Printer ☐ [Ctrl+3] Star Printer

Print #: 0 Transaction Status: Intransaction

15. Terlihat Balance to Pay : 1.000.000, maka customer harus membayar 1.000.000

lagi.

Form Payment POS/AE-TGR-002/20/12/00011

| | | | |
|----------------|----------------------|--------------------|----------------------|
| Payment Method | <input type="text"/> | Card No | <input type="text"/> |
| Bank EDC | <input type="text"/> | Cust / Holder Name | <input type="text"/> |
| Payment Issuer | <input type="text"/> | Approval Code | <input type="text"/> |
| | | Amount (IDR) | <input type="text"/> |

| No | Payment Amount | Payment Method | Account No | Holder Name | APV/VCR Code | Bank EDC | Payment Issuer | Issuer Date | Del |
|----|----------------|----------------|------------|-------------|--------------|----------|----------------|-------------|----------------------------------|
| 1 | 1.000.000 | PCH - Cash | | | | | 138A - CASH | 17-12-2020 | <input type="button" value="X"/> |

| | | | |
|-------------------|----------------------|----------------|----------------------|
| Cashback | <input type="text"/> | Total Amount | 21.999.000 |
| Discount Header | <input type="text"/> | Total Payment | 1.000.000 |
| Promo Amount | <input type="text"/> | Balance to Pay | <input type="text"/> |
| POS Return Amount | 20.999.000 | Change Amount | <input type="text"/> |

Processed by: Processed date: 17/12/2020 19:00:11

16. Setelah selesai, klik Invoice.

AEON MALL BSD CITY 2
Ini address ya guysIni address ya guysIni address
ya address ya dress ya guysIni address ya
address ya dress ya guysIni address ya address

Nama WP : PT.ERAFONE ARTHA RETAILINDO
NPWP : 02.261.661.9-038.000
No. PKP : 02.261.661.9-038.000

No. Faktur : POS/AE-TGR-002/20/12/00011
Tanggal : 17-Dec-2020 19:09
Kasir : TECHH GEMDIR AI AM SAREI A