





PENALTY ADVICE CREATION AND UPDATE

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1 READ THIS FIRST

- Select from dropdown list
 - Click on 
 - System will display dropdown list of authorize value
- Select for search help;
 - Click on  to view the list.
 - To select value; double click on the value or select value and click 
- For fields with multiple selections allowed;
 - you can click on  to select multiple value

2 PENALTY ADVICE CREATION

In this module, user able to:

- Create Penalty Advice Document.
- Update SAVED Penalty Advice Document
- Delete SAVED Penalty Advice Document

USER CLICKS ON

- User needs to click on **Penalty Advice Request** under category **Penalty Advice** in tree menu.

The screenshot shows the 'Penalty Advice Request' form in a web application. On the left, there is a 'Detailed Navigation' menu with the following items: 'Penalty Advice', 'Penalty Advice Report', 'Penalty Advice Request', and 'Stock Take'. The 'Penalty Advice Request' item is highlighted with a red box. An orange callout box with the text 'Click Penalty Advice Request' and an arrow points to this menu item. The main content area is titled 'Penalty Advice' and contains several sections: a header section with fields for 'Plant', 'Vendor Acc No.', and 'Customer Acc No.'; an 'Equipment Details' section with a table with columns 'Storage', 'Batch', 'Material', 'Description', 'Serial Number', and 'Select'; and a 'Penalty Advice' section with a table with columns 'No', 'Stor. Location', 'Material', 'Description', 'Stock Variant Quantity', 'Currency Key', 'Penalty Price/ Unit', 'Penalty Advice Quantity', and 'Penalty Advice Amount'. At the bottom, there are 'Save' and 'Submit for Approval' buttons.

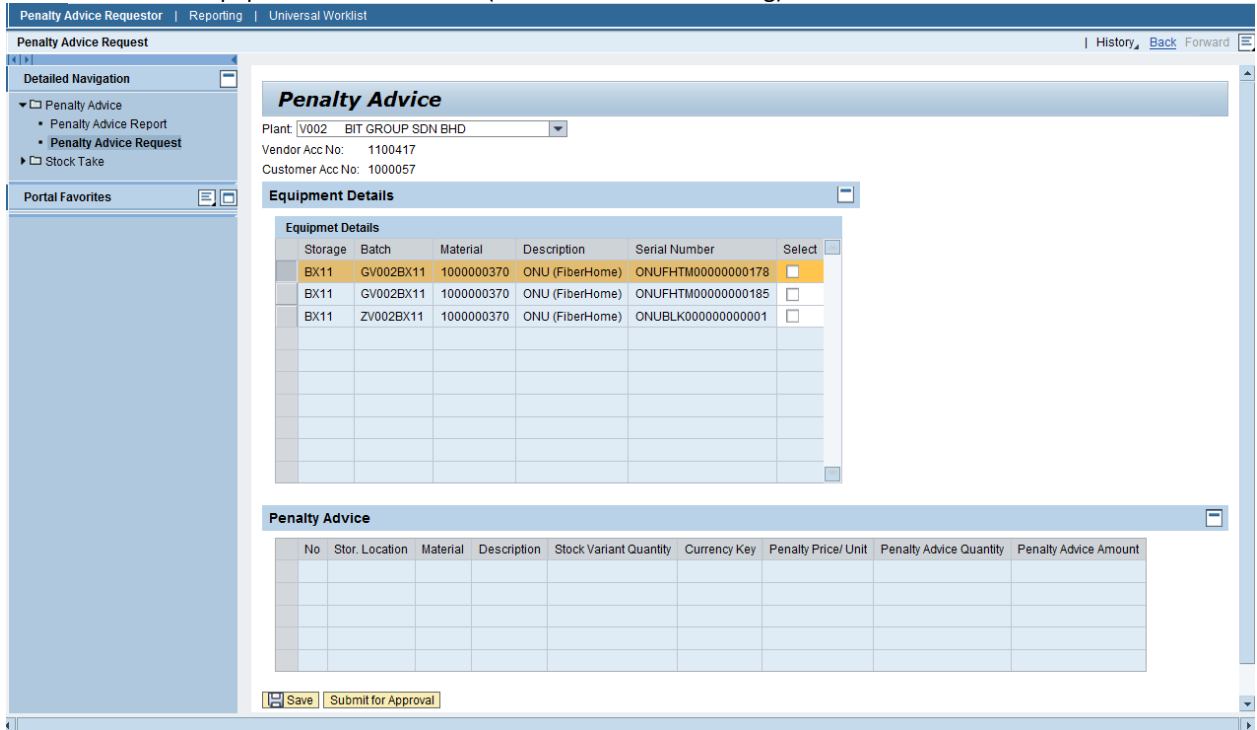
- Penalty Advice will be open upon it.

This screenshot is identical to the one above, but the 'Penalty Advice Request' menu item is now selected, and the main content area is fully loaded. The 'Penalty Advice' section is now active, showing the 'Plant' dropdown menu and the 'Vendor Acc No.' and 'Customer Acc No.' text boxes. The 'Equipment Details' and 'Penalty Advice' tables are also visible. The 'Save' and 'Submit for Approval' buttons remain at the bottom.

2.1 CREATE NEW PENALTY ADVICE

Follow the following steps:

- Select;
 - Plant
- System will display;
 - Vendor Account No
 - Customer Account NO
 - Serial No with equipment status 'BLOCK' (stock take variant-missing)



Penalty Advice

Plant: V002 BIT GROUP SDN BHD
 Vendor Acc No: 1100417
 Customer Acc No: 1000057

Equipment Details

Storage	Batch	Material	Description	Serial Number	Select
BX11	GV002BX11	1000000370	ONU (FiberHome)	ONUJFHTM000000000178	<input type="checkbox"/>
BX11	GV002BX11	1000000370	ONU (FiberHome)	ONUJFHTM000000000185	<input type="checkbox"/>
BX11	ZV002BX11	1000000370	ONU (FiberHome)	ONUJBLK000000000001	<input type="checkbox"/>

Penalty Advice

No	Stor. Location	Material	Description	Stock Variant Quantity	Currency Key	Penalty Price/ Unit	Penalty Advice Quantity	Penalty Advice Amount

Save Submit for Approval

- Select line item by ticking on *select* checkbox

Storage	Batch	Material	Description	Serial Number	Select
PF21	GV003PF21	1000000355	SLT ASTERIA	SLT1000000043	<input type="checkbox"/>

Penalty Advice Requestor | Reporting | Universal Worklist

Penalty Advice Request History Back Forward

Penalty Advice

Plant: V002 BIT GROUP SDN BHD **1** ← **Select Plant**

Vendor Acc No: 1100417
Customer Acc No: 1000057

Equipment Details

Storage	Batch	Material	Description	Serial Number	Select
BX11	GV002BX11	1000000370	ONU (FiberHome)	ONUFHTM00000000178	<input checked="" type="checkbox"/>
BX11	GV002BX11	1000000370	ONU (FiberHome)	ONUFHTM00000000185	<input type="checkbox"/>
BX11	ZV002BX11	1000000370	ONU (FiberHome)	ONUBLK000000000001	<input type="checkbox"/>

2 ← **Select Item by ticking on checkbox**

Penalty Advice

No	Stor. Location	Material	Description	Stock Variant	Quantity	Currency Key	Penalty Price/ Unit	Penalty Advice Quantity	Penalty Advice Amount
000010	BX11	1000000370	ONU (FiberHome)		2.000	MYR	20.00	1.000	20.00

3 ↑ **Penalty advice quantity and price will be displayed here**

Save Submit for Approval
Penalty Advice Report

• User may opt to;

- Submit Penalty Advice for approval

⊕ Click **Submit for Approval**

⊕ Notification that the document has been submitted will be prompted.



- Save and hold the penalty advice (user need to revisit the document – update & submit for approval/delete document)

⊕ Click **Save**

⊕ Notification with new document number will be prompted



2.2 UPDATE SAVED PENALTY ADVICE DOCUMENT

Follow the following steps:

- Click [Penalty Advice Report](#) to view the list of penalty advice
- Click on Penalty Number to open that particular document

Penalty Advice Requestor | Reporting | Universal Worklist

Penalty Advice Request History, Back Forward

Penalty Advice Report

Plant: Search

Penalty Doc No: To ↕

Date: To ↕

Penalty Number	Plant	Customer Acc	Name	Name 2	Sales Org.	Distr. Channel	Division	Sales Office	Approver	Delivery Document No	Sales Document	Billing Doc.	Invoic
5000000024	V002	1000057	Linen Industries Sdn Bhd		1000	01	RN	BPQM	PEN_ADV_APP1				

- Click-to edit

Penalty Advice Requestor | Reporting | Universal Worklist

Penalty Advice Request History, Back Forward

Penalty Advice

Document No: 5000000024 Saved

Plant: V002 BIT GROUP SDN BHD

Vendor Acc No:

Customer Acc No: 1000057

Equipment Details

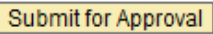
Storage	Batch	Material	Description	Serial Number	Select
BX11	GV002BX11	1000000370	ONU (FiberHome)	ONUFHTM00000000178	<input checked="" type="checkbox"/>

Penalty Advice


No	Stor. Location	Material	Description	Stock Variant	Quantity	Currency Key	Penalty Price/ Unit	Penalty Advice Quantity	Penalty Advice Amount
000010	BX11	1000000370	ONU (FiberHome)		2.000	MYR	20.00	1.000	20.00

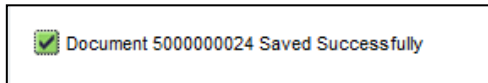
- Tick *select* checkbox to add new line item into penalty document or un-tick selected line item to remove from penalty document.

Equipment Details					
Storage	Batch	Material	Description	Serial Number	Select
BX11	GV002BX11	1000000370	ONU (FiberHome)	ONUFTM00000000178	<input checked="" type="checkbox"/>
BX11	GV002BX11	1000000370	ONU (FiberHome)	ONUFTM00000000185	<input checked="" type="checkbox"/>
BX11	ZV002BX11	1000000370	ONU (FiberHome)	ONUBLK00000000001	<input type="checkbox"/>

- User may opt to;
 - Submit Penalty Advice for approval
 - ⊕ Click 
 - ⊕ Notification that the document has been submitted will be prompted.




- Save and hold the penalty advice (user need to revisit the document – update & submit for approval/delete document)
 - ⊕ Click 
 - ⊕ Notification with new document number will be prompted



2.3 DELETE SAVED PENALTY ADVICE DOCUMENT

Follow the following steps:

- Click  [Penalty Advice Report](#) to view the list of penalty advice
- Click on Penalty Number to open that particular document

Penalty Advice Requestor | Reporting | Universal Worklist

Penalty Advice Request History Back Forward

Penalty Advice Report

Plant:

Penalty Doc No: To

Date: To

Penalty Number	Plant	Customer Acc	Name	Name 2	Sales Org.	Distr. Channel	Division	Sales Office	Approver	Delivery Document No	Sales Document	Billing Doc.	Invoice
5000000024	V002	1000057	Linen Industries Sdn Bhd		1000	01	RN	BPQM	PEN_ADV_APP1				

- Click-to  edit

Penalty Advice Requestor | Reporting | Universal Worklist

Penalty Advice Request History Back Forward

Penalty Advice

Document No: 5000000024 Saved

Plant: V002 BIT GROUP SDN BHD

Vendor Acc No:

Customer Acc No: 1000057

Equipment Details

Storage	Batch	Material	Description	Serial Number	Select
BX11	GV002BX11	1000000370	ONU (FiberHome)	ONUFHTM00000000178	<input checked="" type="checkbox"/>

Penalty Advice

No	Stor. Location	Material	Description	Stock Variant	Quantity	Currency Key	Penalty Price/ Unit	Penalty Advice Quantity	Penalty Advice Amount
000010	BX11	1000000370	ONU (FiberHome)		2.000	MYR	20.00	1.000	20.00

- Un-tick ALL selected line item to remove from penalty document.

<input type="checkbox"/>	BX11	ZV002BX11	1000000370	ONU (FiberHome)	ONUBLK000000000001	<input type="checkbox"/>
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- Penalty document will be considered as deleted if the previous line item(s) is un-ticked and no more additional item to the document.

⊕ Click  Save

⊕ Notification that the document has been deleted will be prompted.

