


Invoice Management Instruction Manual

Website : http://epi_tukar_faktur.online-pharos.com

1. Login page

Suggested Use Mozilla Firefox Browser Latest Version

Login Invoice



[Registration](#)
[Forgot Password](#)
[Web Help](#)

You should login using given username and password.

2. Registration page

The image displays two screenshots of a registration page. The left screenshot shows the 'Registration' header, a 'Supplier Code' input field, a red instruction 'Supplier Code View in Purchase Order', and a blue 'Save' button. The right screenshot shows the 'Registration' header, a text box containing '01819', a red instruction 'Supplier Code View in Purchase Order', the text 'MEDIPPEX - ETABLISSEMENT SIPPEX', a grey 'Plase Save' button, and a blue 'Save' button. Both screenshots feature the PHAROS logo and the copyright notice '© Tukar Faktur Pharos Indonesia 2014' at the bottom.

If you are a new supplier, you must register yourself by entering supplier code (already printed on Purchase Order) on this page.

On this registration step, enter your valid mobile phone number and email address, click “Save” and the user name and password will be sent to both of them.



PT.Pharos Indonesia <email@pharos.com>

ke saya ▾



Inggris ▾



Bahasa Indonesia ▾

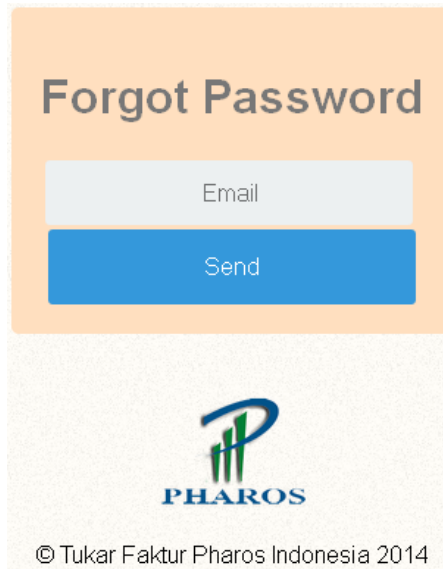
[Terjemahkan pesan](#)

**Congratulations, You Have
Registered
Your Userid & Password**

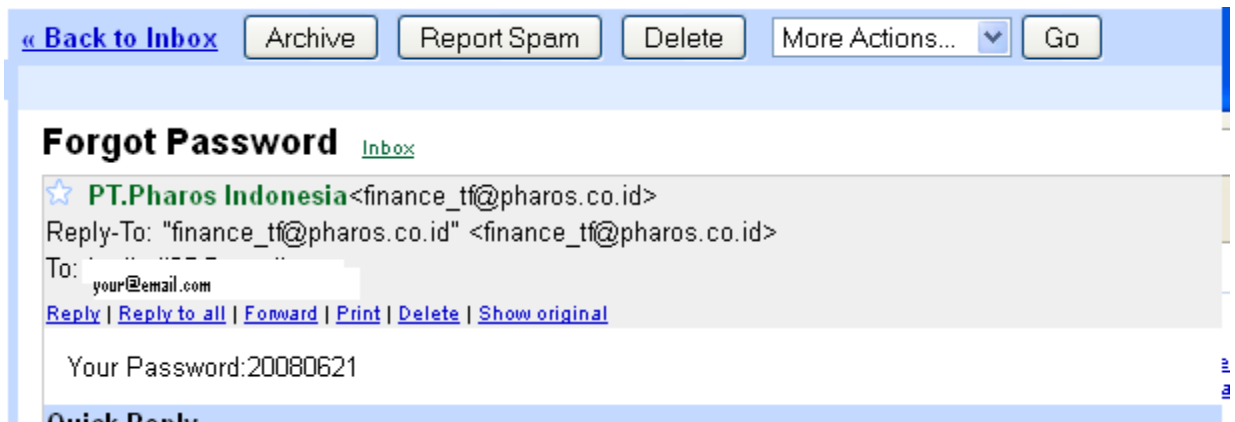
Userid :FKT-01766

Password :20091025

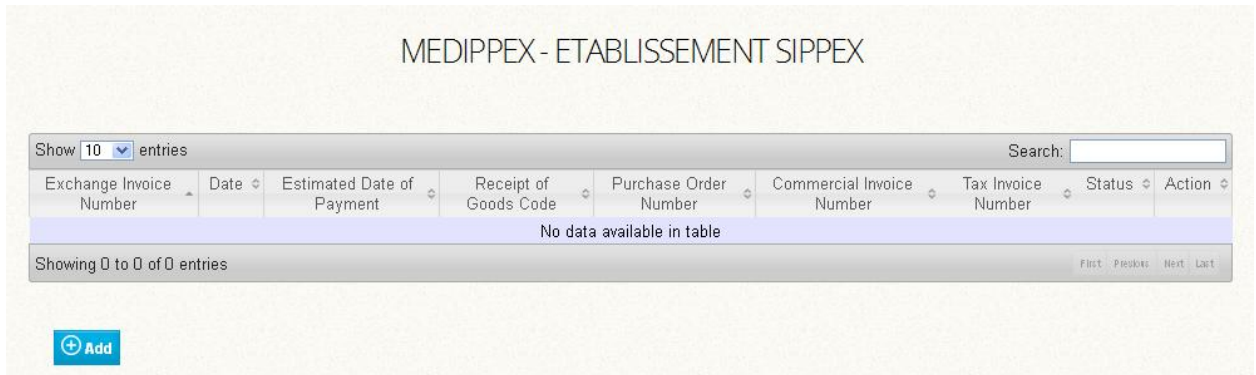
3. Forgot password page









If you forgot the password, you can get it back by entering your valid email address and the password will be sent to you.



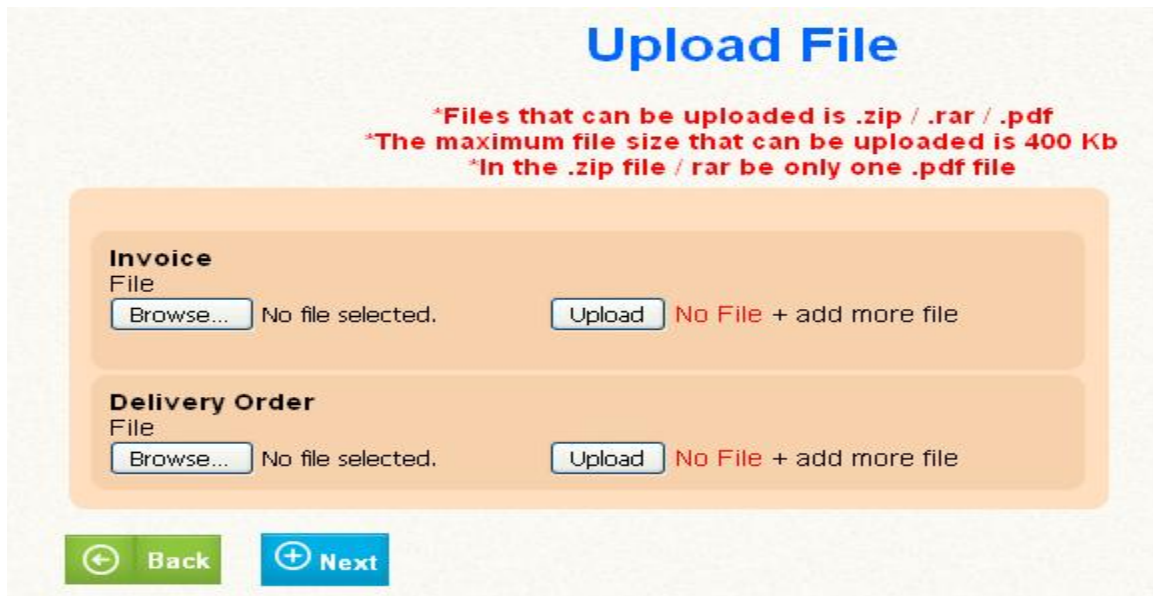
4. Invoice page



You can manage your invoices: add, edit, print, download and see the detail of the invoices.

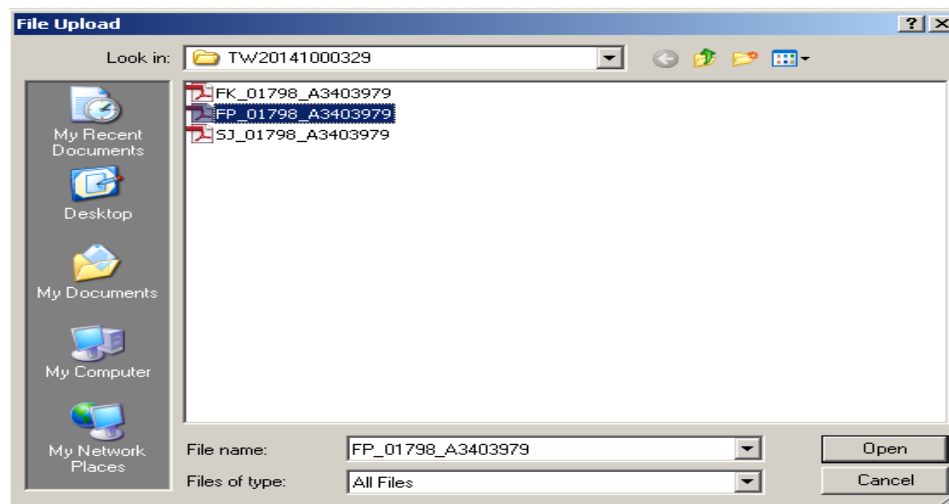
	To edit the invoice that has been made
	To delete the invoice that has been made
	To print the invoice that has been made
	To re-download the invoice that has been made
	See the detail of invoice
	To add new invoice

5. Add invoice page



You can add a new Invoice and Delivery Order by uploading your file created before. (The invoice will be checked by our Finance Department before it will be processed further.)

To upload a file, click "Browse". "File Upload" window will be shown. Find the file in your directory, choose the file, then click "Open" or just double-click the file to upload it.



Upload File

*Files that can be uploaded is .zip / .rar / .pdf
*The maximum file size that can be uploaded is 400 Kb
*In the .zip file / rar be only one .pdf file

Invoice

File

Browse...

No file selected.

Upload



+ add more file

Delivery Order

File

Browse...

No file selected.

Upload

No File + add more file



An icon (i.e. PDF icon) will appear in the right side if the file successfully uploaded. You can continue uploading another one by clicking the “Next” button, or “Back” to cancel.

The next page will shown:

ADD EXCHANGE INVOICE

Purchase Order	Receipt of Goods Code	Warehouse	Receipt of Goods Date	Date of Transaction	Estimated Date of Payment
-- Select Purchase Order --		PT. PHAROS INDONESIA		24-03-2015	

Value of Invoices (exclude Tax)

Currency
--Select Currency--

Commercial Invoice Number

Exchange Invoice Number
TW2015030010

At the Purchase Order column, you must select one Purchase Order Number to create an invoice.

ADD EXCHANGE INVOICE

Purchase Order	Receipt of Goods Code	Warehouse	Receipt of Goods Date	Date of Transaction	Estimated Date of Payment
<input type="text" value="- Select Purchase Order -"/> <input type="text" value="- Select Purchase Order -"/> <input type="text" value="N2500015"/>	<input type="text"/>	<input type="text" value="PT. PHAROS INDONESIA"/>	<input type="text"/>	<input type="text" value="23-03-2015"/>	<input type="text"/>

Then, you can select Receipt of Goods Code as written on the PO.
After the code was selected, the date related to Purchase Order will automatically appear.
Select the item code, item name and quantity.

ADD EXCHANGE INVOICE

Purchase Order	Receipt of Goods Code	Warehouse	Receipt of Goods Date	Date of Transaction	Estimated Date of Payment
<input type="text" value="N2500015"/>	<input type="text" value="- Select Receipt of Goods Code -"/> <input type="text" value="- Select Receipt of Goods Code -"/> <input type="text" value="N3500065"/>	<input type="text" value="PT. PHAROS INDONESIA"/>	<input type="text"/>	<input type="text" value="23-03-2015"/>	<input type="text"/>

After PO Number and Receipt of Goods Code was selected, you must supply the Total Value of Invoices, Currency and Commercial Invoice Number

Value of Invoices (exclude Tax)

1,000

Currency

USD

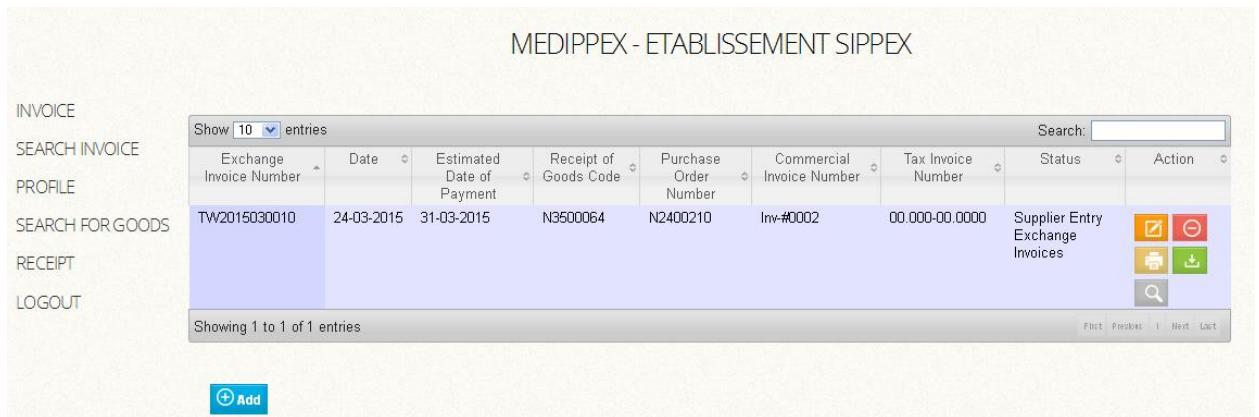
Commercial Invoice Number

INV-#-111201

Exchange Invoice Number

TW2015030009





The button below gives the information :

1. the data that you are processing .

2. press , to change the data if there are mistakes.

3. press , to delete entered data

4. press , to print the invoice that you have been made.

5. press , to duplicate data invoice exchange.

6. press , to see detail of transaction.

7. Data shown is the data that we are processing

Edit data

You cannot edit the detail of PO and Receipt of Goods Code. If you wish to do that, please delete the data and re-entering it again. If you want to edit data, except PO and Receipt of Goods Code, please use the menu below:

Tukar Faktur
Pharos Indonesia

Contact Us: (021) 7200 981
Jl Limo No. 40 Permata Hijau
Jakarta Selatan

UPDATE EXCHANGE INVOICE

Purchase Order	Receipt of Goods Code	Warehouse	Receipt of Goods Date	Date of Transaction	Estimated Date of Payment
N2400210	N3500064	PT. PHAROS INDONESIA	02-03-2015	24-03-2015	31-03-2015

Value of Invoices (exclude Tax)

Valuta
USD

Commercial Invoice Number

Exchange Invoice Number

Print out:

Date : 24 Mar 2015 02:54:19

- Original -

Receipt of Exchange Invoice

No.TW2015030010

Supplier 01819-MEDIPPEX - ETABLISSEMENT SIPPEX Invoice Number Inv-#0002

No.	PO		Bill of	Invoice
	Number	Date		Quantity
1	N2400210	17 Jul 2014	1	
INFUSION SOFT BAG 300 ML				

Value of Invoice : 1.000,00 USD

Payment due date : 31 Mar 2015

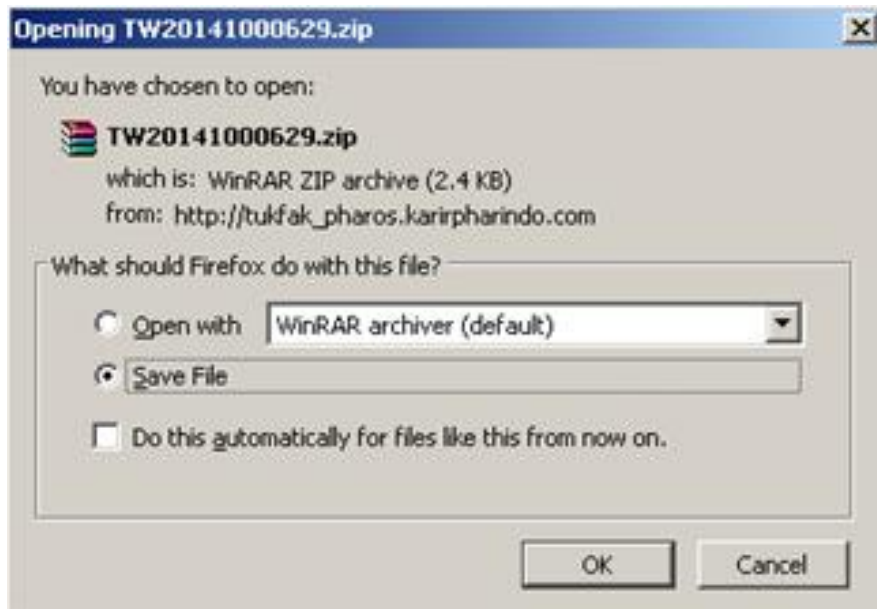
Receiver,

(Pharos Online)



You can follow those steps when you need to print another documents.

Download and save to your computer



Save the file in your folder.

See invoice details:


INVOICE DETAILS

PO Code	Receipt of Goods Code	Warehouse	Receipt of Goods Date	Date of Transaction	Estimated Date of Payment
N2400210	N3500064	PT. PHAROS INDONESIA	02-03-2015	24-03-2015	31-03-2015

Value of Invoices (exclude PPN)
USD 1000


Commercial Invoice Number
Inv-#0002

Exchange Invoice Number
TW2015030010


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Find invoice

This menu gives you information about the status of your invoice. We will processing the data at 07.00 PM and 06.00 AM everyday.


1. See status. Status of your invoice will be shown.
2. Press  button on each column to rearrange the data as you need

SEARCH INVOICE

Exchange Invoice Number	Date	Estimated Date of Payment	Receipt of Goods Code	Purchase Order Number	Commercial Invoice Number	Tax Invoice Number	Status	Action
TW2015030010	2015-03-24	2015-03-31	N3500064	N2400210	Inv-#0002	00.000-00.0000	9-Reject - errorr file	

Showing 1 to 1 of 1 entries

[First](#) [Previous](#) | [Next](#) [Last](#)



Please contact us if you find a status Reject errorr file

SEARCH INVOICE

Exchange Invoice Number	Date	Estimated Date of Payment	Receipt of Goods Code	Purchase Order Number	Commercial Invoice Number	Tax Invoice Number	Status	Action
TW2015030010	2015-03-24	2015-03-31	N3500064	N2400210	Inv-#0002	00.000-00.0000	Reject Exchange Invoices File	

Showing 1 to 1 of 1 entries


[First](#) [Previous](#) | [Next](#) [Last](#)




Please contact us if you find a status Reject Exchange Invoice File .

Status: Processing by Finance

SEARCH INVOICE


Exchange Invoice Number	Date	Estimated Date of Payment	Receipt of Goods Code	Purchase Order Number	Commercial Invoice Number	Tax Invoice Number	Status	Action
TW2015030010	2015-03-24	2015-03-31	N3500064	N2400210	Inv-#0002	00.000-00.0000	Being in the process of Finance	

Showing 1 to 1 of 1 entries First Previous | Next Last


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Status : Approved

SEARCH INVOICE


Exchange Invoice Number	Date	Estimated Date of Payment	Receipt of Goods Code	Purchase Order Number	Commercial Invoice Number	Tax Invoice Number	Status	Action
TW2015030010	2015-03-24	2015-03-31	N3500064	N2400210	Inv-#0002	00.000-00.0000	Approve Exchange Invoices File	

Showing 1 to 1 of 1 entries First Previous | Next Last


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Status: Processing payment

SEARCH INVOICE


Exchange Invoice Number	Date	Estimated Date of Payment	Receipt of Goods Code	Purchase Order Number	Commercial Invoice Number	Tax Invoice Number	Status	Action
TW2015030010	2015-03-24	2015-03-31	N3500064	N2400210	Inv-#0002	00.000-00.0000	Being the Payment Process	

Showing 1 to 1 of 1 entries First Previous | Next Last

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Status: Payment done

SEARCH INVOICE

Exchange Invoice Number	Date	Estimated Date of Payment	Receipt of Goods Code	Purchase Order Number	Commercial Invoice Number	Tax Invoice Number	Status	Action
TW2015030010	2015-03-24	2015-03-31	N3500064	N2400210	Inv-#0002	00.000-00.0000	Already Payment Release	

Showing 1 to 1 of 1 entries

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Find Receipt of Goods Code:

To find a Receipt of Goods Code, use menu "Search for Goods Receipt" then entry the Receipt of Goods Code.

[Search Receipt of Goods](#)

Supplier	Code of receipt of goods	Date of receipt of goods	Purchase Order	Date of Purchase Order
01819 - MEDIPPEX - ETABLISSEMENT SIPPEX	N3500064	2015-03-02	N2400210	2014-07-17

Showing 1 to 1 of 1 entries

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Logout

Please logout after completing the steps.

If you have any question, please feel free to contact us by email,

to : finance_tf@pharos.co.id

cc: pharos.tf@gmail.com

thx.

ver. 2015.10.27