



PANDUAN PROSES RECREATE INVOICE

Biztrade - Ranchmarket

1. Masuk ke menu Concess Invoice Outbox

BizTrade

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PER

Total Purchase Order	:	0
Total Purchase Order Pending VIEW	:	0
Total Purchase Order Pending ACCEPT	:	0

INVOICE

Total Invoice	:	0
Total Invoice Pending SEND	:	0

SYSTEM MESSAGE

April 2025

TEST PUBLISH LATER

TEST PUBLISH LATER

Sent 16 April 2025, 11:23 AM

May 2022

Peraturan Direktorat Jendral Pajak PER-03/PJ/2022

Dear All Supplier RanchMarket.

Berdasarkan peraturan Direktorat Jendral Pajak Nomor PER-03/PJ/2022 tentang Faktur Pajak dimana dalam Bab III Pasal 6 mengatur mengenai penulisan identitas pembeli dalam Faktur Pajak, maka mohon dapat dibaca pengumuman RanchMarket dibawah ini.

2. Buka salah satu Concess Invoice yang mau di tukar fakturkan.

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ALL : 4

NEW : 2

MODIFY : 1

SENT : 1

Q

☐	NO.	SUPPLIER	INVOICE NO.	INVOICE DATE	CONTRACT NO	STORE CODE	STORE NAME	VENDOR CODE	SENT DATE	CREATION DATE	TOTAL AMOUNT	STATUS	ACTION
☐	1	SUPPLIER 001	-	23/05/2025	4600000030	1107	Ranch Market Pesanggrahan	3000009999	N/A	23/05/2025	193.153	NEW	
☐	2	SUPPLIER 001	-	23/05/2025	4600000030	1107	Ranch Market Pesanggrahan	3000009999	N/A	23/05/2025	60.360	NEW	
☐	3	SUPPLIER 001	SW_INV_2308	23/08/2024	4600002381	1101	Ranch Market Pondok Indah	3000009999	23/08/2024	23/08/2024	7.032.474	SENT	
☐	4	SUPPLIER 001	CONSIGNMENT_0002	29/05/2024	4600002381	1101	Ranch Market Pondok Indah	3000009999	N/A	25/06/2024	7.806.047	MODIFY	

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3. Lakukan pencocokan dengan Data Sales pada menu Trade – Sales Consignment Inbox

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SUPPLIER 001
JL. ANGKASA III NO. 58A

12345 Jakarta Barat
Jakarta Raya Indonesia
Tel No:
Fax No:

Concess Invoice

Vendor Code. : 3000009999

Customer Name. : Ranch Market Pesanggrahan

Store Code. : 1107

Customer Address:
Jl Pesanggrahan Raya No 2
11610 Jakarta Barat
Jakarta Raya Indonesia
TELP: 62-21-92688560/Fax No: 62-21-58304800
NPWP:0018214205054000

Invoice No. :

Invoice Date : 23/05/2025

Contract No : 460123456

NPWP No : 00.123.456.7-890.000

TOP : Z014

Faktur Pajak no. :

Minimum Share : 0.00

No.	Billing Doc	Billing Date	Article Number	Article Description	Billing Qty	UOM	Net Sales	Margin Cost	Net Sales After Commission	VAT in
1	0096000362	22/03/2025	000000000010200067	PRODUCT0001	2,00	EA	90.090	29.730	60.360	0

Sub Total

Commission Amount

DPP Amount

DPP Other Value

VAT Amount

Total Invoice

90.090

29.730

60.360

0

0

60.360

4. Jika ditemukan ketidakcocokan antara Data Sales & Invoice. Scroll ke bagian bawah Invoice, kemudian tekan tombol “Recreate”

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Fax No:

Concess Invoice

Vendor Code. : 3000009999

Customer Name. : Ranch Market Pesanggrahan

Store Code. : 1107

Customer Address:
JI Pesanggrahan Raya No 2
11610 Jakarta Barat
Jakarta Raya Indonesia
TELP: 62-21-92688560/Fax No: 62-21-58304800
NPWP:0018214205054000

Invoice No. :

Invoice Date : 23/05/2025

Contract No : 460123456

NPWP No : 00.123.456.7-890.000

TOP : Z014

Faktur Pajak no. :

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No.	Billing Doc	Billing Date	Article Number	Article Description	Billing Qty	UOM	Net Sales	Margin Cost	Net Sales After Commission	VAT in
1	0096000362	22/03/2025	000000000010200067	PRODUCT0001	2,00	EA	90.090	29.730	60.360	0

Sub Total	90.090
Commission Amount	29.730
DPP Amount	60.360
DPP Other Value	0
VAT Amount	0
Total Invoice	60.360

PRINT

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CANCEL

RECREATE

5. Sistem akan meminta konfirmasi recreate Invoice, klik YES untuk melanjutkan

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Fax No:

Concess Invoice

Vendor Code. : 3000009999

Customer Name. : Ranch Market Pesanggrahan

Store Code. : 1107

Customer Address:
Jl Pesanggrahan Raya No 2
11610 Jakarta Barat
Jakarta Raya Indonesia
TELP: 62-21-92688560/Fax No: 62-21-58304800
NPWP:0018214205054000

Invoice No. :

Invoice Date : 23/05/2025

Contract No : 460123456

NPWP No : 00.123.456.7-890.000

TOP : Z014

Faktur Pajak no. :

Minimum Share : 0.00

No.	Billing Doc	Billing Date	Article Number
1	0096000362	22/03/2025	000000000010200067

Net Sales

Margin Cost

Net Sales After Commission

VAT in

90.090	29.730	60.360	0
--------	--------	--------	---

Sub Total

Commission Amount

DPP Amount

DPP Other Value

VAT Amount

Total Invoice

90.090

29.730

60.360

0

0

60.360

Are you sure to recreate this concess invoice?

YES

NO

PRINT

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CANCEL

RECREATE

6. Setelah konfirmasi, system akan men-Hide Concess Invoice untuk di create ulang, dan Supplier dapat menunggu 1 x 24 Jam untuk hasil Invoice yang telah di Recreate

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Concess Invoice have been queued for recreation. Please check again in 24 hours.

ALL : undefined

NEW : undefined

MODIFY : undefined

SENT : undefined

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