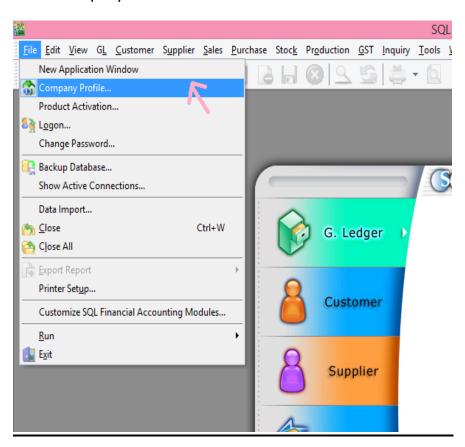
SELF BILLING

Recipient is allowed to issue self-billed invoice for supply in his possession if

- The value at the time of supply is not known by the supplier;
- The recipient and the supplier are both registered persons;
- Both agree in writing;
- Both agree that no tax invoice will be issued by supplier.

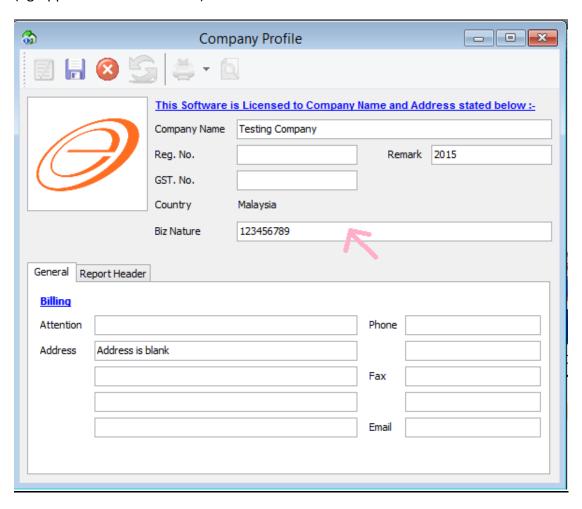
STEP 1 KEY IN APPROVAL NUMBER

File > Company Profile



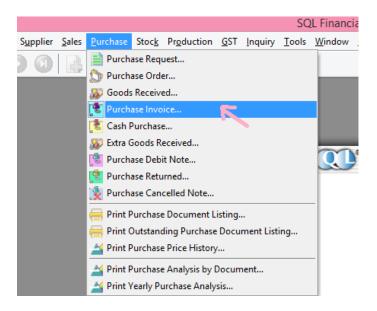
Key in **APPROVAL NO** in Biz Nature column

(eg Approval No: 123456789)



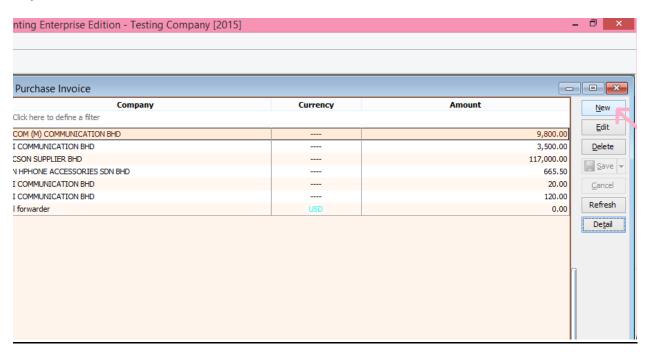
STEP 2 PURCHASE INVOICE

Purchase Invoice

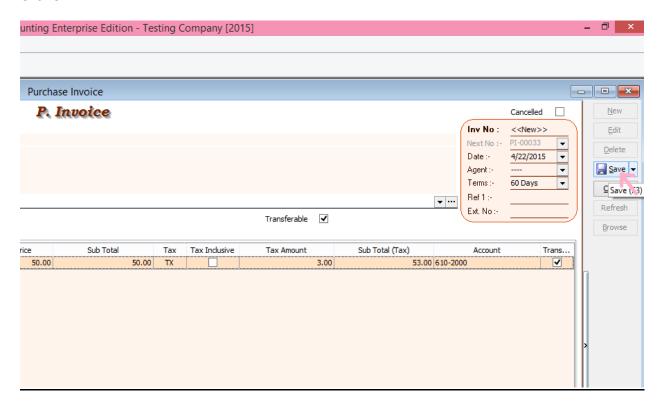


Click NEW

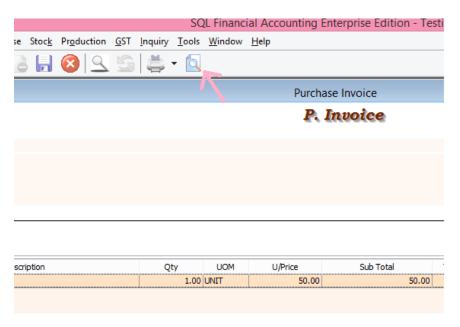
Key in info



Click SAVE



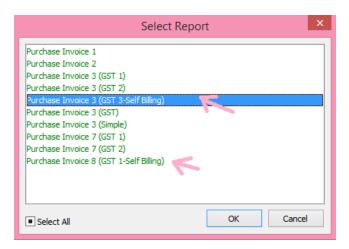
Click PREVIEW



Select report format

Purchase Invoice 3(GST 3-Self Billing) or

Purchase Invoice 8(GST 1-Self Billing)



APPROVAL NO will appear in the reports





Tax Invoice : P1-00033

Approval No. : 123456789

NOKIA CORP LTD SUITE 210 COMPLEX NOKIA NO 234 NOKIA ROAD

30489 LA GST ID No: Your Ref. :
Our D/O No :

Terms : 60 Days
Date : 4/22/2015
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