

## New Look of Techland Web site

Our web site has been revamped with more user-friendly outlook as well as update news and events. The newly added Japanese interface is most welcome by the Japanese clients, who can browse and access supporting service in their mother language. In addition, our innovative "Client Support Centre" provides a handy link for existing clients to handles data exchange as well as providing online supporting service.



The e-Newsletter serves as a useful media to broadcast Techland's latest events, industrial news as well as useful tips of TecSystems usage. It is highly recommended you to refer such useful subscription to your friends or partners by simply send them a link of our site. The subscription form of e-Newsletter can be easily found in the front page of our site.

Welcome to visit our new web site:  
[www.techland.com.hk](http://www.techland.com.hk)

## Event Highlights

### International ICT Expo 2009

Techland's been joining the "ICT Expo" for many years with aims to promote the ERP solution to SME sectors. In the show, TecSystems demonstrates its flexible modular structure which can be implemented step by step to match the cost-effective requirements of the SME.



### 72nd China Electronics Fair (Shanghai)

Techland's Shanghai office has joined the 72<sup>nd</sup> China Electronics Fair, which is one of the largest exhibition in Shanghai. Many visitors show interest in our system features that can tackle the electronic industries such as "i.Coder", "i.Search", "TecCRM"



Tec Systems  
功能小貼示

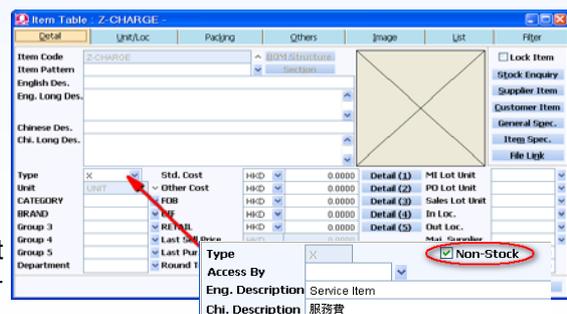
## How to handle Service Item and Related Invoice / Debit Note Easily

Apart from issuing Invoice for selling goods, you may apply Debit Note to bill your clients for other services or claims. In TecSystems, Debit Note can be handled with the following steps :

1. Setup an "Non-Stock" Item Type e.g. Code = "X". In this case the type code will be sorted to the bottom of the list, facilitate filtering in analysis.
2. Set a generic Item Code for "Charges / Services" e.g. "Z-CHARGE", "Z-TRANSPORT", "Z-MAINTENANCE". Apply a prefix such as "Z" to enable the service items to be sorted to the bottom of the list.
3. Create a document group called "Debit Note" under Invoice type if it's related to customer, or under Purchase Returns type if it's related to supplier.

### Operation – Issue Debit Note with charges

1. Create new document under new Debit Note
2. Apply Charges Item e.g. "Z-CHARGE" to transaction, press [Edit] button to modify the description if necessary. If quantity or unit price not applicable, leave them and input the transaction amount.
3. Print Debit Note with proper format. In case document format requires modification, please contact our consultant or customer service.



Please feel free to contact our customer service at (852) 2416-6711 / (755) 3395-5388 / (021) 5840-2256