Cancellation

Masuk ke dalam menu My Sales Plan lalu pilihlah salah satu item yang akan di cancel lalu pilih button cancel dengan cara menchecklist salah satu itemnya seperti terlihat pada gambar di bawah ini.

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Setelah klik button cancel maka akan muncul form cancellation seperti pada gambar di bawah ini.

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Pilihlah category yang sesuai dengan kondisi item yang di cancelnya di karenakan karena hal apa...? seperti terlihat pada gambar di bawah ini.

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Setelah terpilih category nya apa maka berilah alasannya, pada gambar di bawah ini adalah contoh cancel karena category price dengan reason of cancel "kalah tender" dengan competitor VAECO.

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Setelah semua selesai terisi lalu pilih icon save untuk menyimpannya.

Setelah di save maka statusnya akan berubah menjadi Waiting Cancel.

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