Einvoice Report v2

□□ Purpose

The **E-Invoice Report v2** allows you to view e-invoice records based on the selected **Operator, Date Range, Outlet, and Company**.

You can also view the **Total Amount** and download the generated report for further use.

□□ How to Access

Step 1 — Open Laundro Portal

Log in to the **Laundro Portal** using your Username and Password.

Step 2 — Open Report

From the sidebar menu, click:

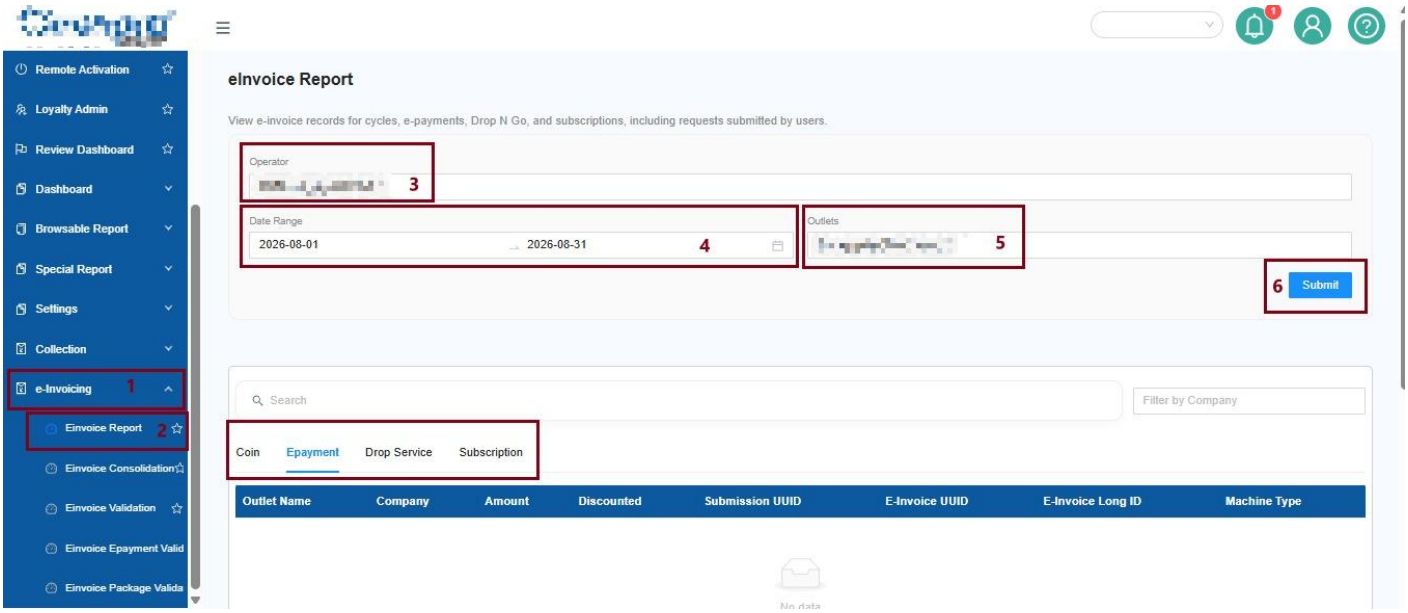
Report

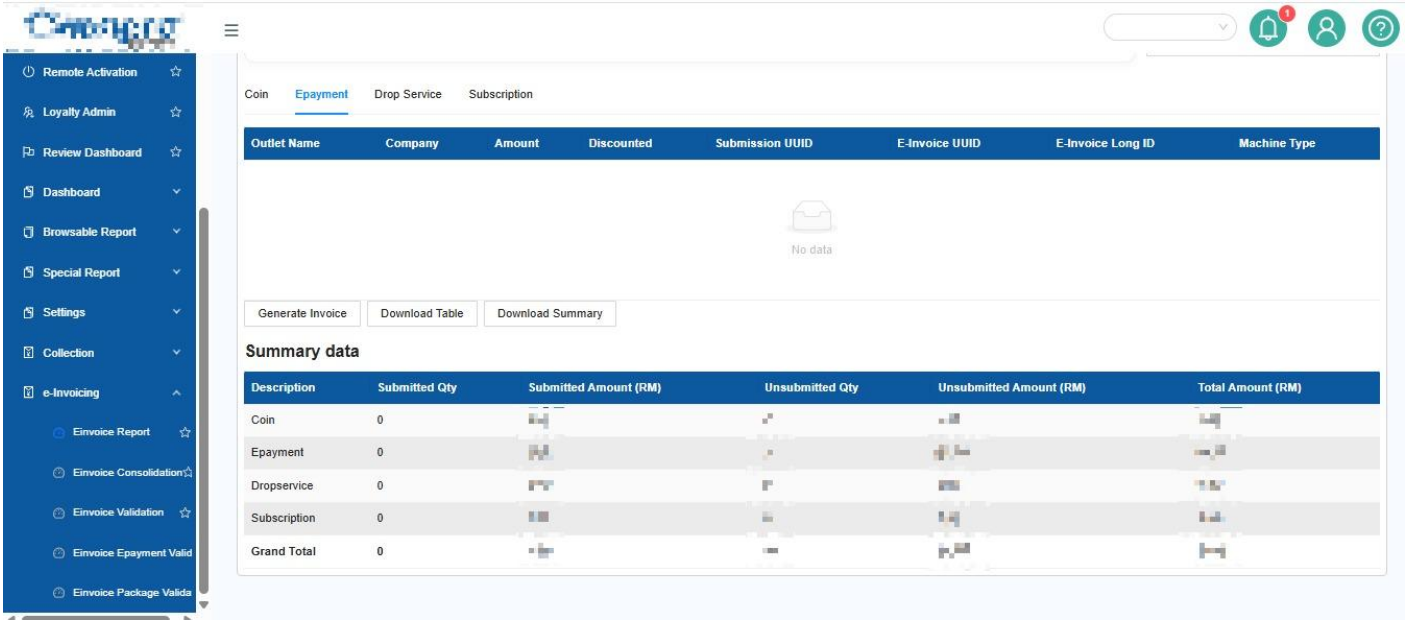
Step 3 — Select E-Invoice Report v2

Under the Report menu, click:

E-Invoice Report v2

You will be directed to the E-Invoice Report v2 page.





1 Select the Report Filters

Use the available filters to select the information you want to view.

Operator

Select the **Operator** you want to include in the report.

□□ Date Range

Select the **date range** for the e-invoice records you want to view.

You can select a date range from the previous months.

□□ Outlet

Select the **Outlet** you want to view.

□□ Company

Select the **Company** you want to include in the report.

This allows you to filter the report based on a specific company.

2□ Generate the Report

After selecting all the required filters:

Click → Submit

The system will generate the E-Invoice Report based on your selected filters.

3□ Check the Total Amount

After the report is generated, the **Total Amount** will be displayed based on your selected filters.

This allows you to quickly check the total amount of the e-invoice records included in the report.

4□ Download the Report

If you need to save or use the report for further processing:

Click → Download Report

The generated report can then be downloaded for further use.

□□ Example

Scenario

You want to check the e-invoice records for **Company A** at **Outlet A** during September 2026.

Select:

Filter	Selection
Operator	Operator A
Date Range	1–30 September 2026
Outlet	Outlet A
Company	Company A

Then:

Click Submit → Review Total Amount → Download Report

The system will generate the e-invoice records based on your selected filters.

□□ Quick Navigation

Laundro Portal → Report → E-Invoice Report v2 → Select Filters → Submit → View / Download Report.

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