

Ikhasi 1 — setha kanye. Faka leli namarekhodi akho.
Ikhasi 2 — namathisela futhi usebenzise masonto onke.

Setha uhlelo lwakho lwamarekhodi

● **UHLU LOKUHLOLA**

Yakha lawa mafolda amane

- ☐ Imali engenayo
- ☐ Imali ephumayo
- ☐ Ibhange nentela
- ☐ Amadokhumenti ebhizinisi

INDAWO EYODWA YAMAREKHODI EBHIZINISI (IFOLDA, IDRAYIVU, UHLELO NOMA IBHOKISI)

● **UHLU LOKUHLOLA**

Qeda ukulondoloza kwaleli sonto

- ☐ Ama-invoyisi aleli sonto afakiwe
- ☐ Amarisiithi aleli sonto afakiwe
- ☐ Ubufakazi bokukhokha bulondoloziwe
- ☐ Ama-invoyisi amaklayenti angakhokhiwe abhalwe ohlwini
- ☐ Izinkokhelo zabathengisi ezizayo zibhalwe ohlwini

USUKU NESIKHATHI SOKUBUYEKEZA MASONTO ONKE

Amagama amafayela: Invoice 014 - Khumalo Stores - July 2026.pdf kulula ukuyithola kunokuthi scan0004-final-new.pdf. Londoloza irekhodi ngenkathi lisasesandleni sakho.

Umsebenzi wedokhumenti ngayinye

Idokhumenti	Umsebenzi eliwenzayo
I-quote	Intengo nemigomo ngaphambi kokuba iklayenti livume
I-invoyisi	Isicelo senkokhelo ngemva kokuthengisa noma imigomo evunyelwene
Irisithi	Ubufakazi bokuthi imali itholiwe noma okuthile kuthengiwe
Ubufakazi bokukhokha	Ubufakazi bokuthi inkokhelo yenziwe (hlola nasebhange)
Isitatimende sebhange	Irehodi lemali ehamba nge-akhawunti

Umlandeleli wesonto (namathisela lokhu)

Gcwalisa umugqa owodwa masonto onke. Qala ngesonto elilodwa eliphelele.

Isondo siphela	Ama-invoyisi alondolozwe	Amarisiithi alondolozwe	Ama-invoyisi angakhokhiwe	Izinkokhelo zabathengisi	Isipele senziwe

Uhlu lwaleli sonto olungakhokhiwe noludue

Ama-invoyisi amaklayenti angakhokhiwe

Ikhasimende	Inombolo ye-invoyisi	Inani	Usuku lokukhokha	Ukulandelela

Izinkokhelo zabathengisi ezilandelayo

Umthengisi	Yini	Inani	Usuku lokukhokha	Kukhokhiwe?

Ukuvala kwenyanga

Ekupheleni kwenyanga, bhala izinombolo bese uqhathanisa nebhange.

INGQIKITHI YEMALI ENGENAYO KULE NYANGA

INGQIKITHI YEZINDLEKO KULE NYANGA

KUQHATHANISWA NESITATIMENDE SEBHANGE — KUKHONA OKULAHLEKILE?

Umkhuba owodwa wamarekhodi kuleli sonto

ISINYATHELO
ESILANDELAYO

USUKU
ENGIZOBUYEKEZA
NGALO

INDLELA YESIPELE