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Pro Forma Invoice
Installation & Operation
Instructions

Installation

If downloading the program from the web:

a) to download the installer

Double Click on the icon , you will be asked to "Run" or "Save" this program.

Select "save"

Choose a folder, in which to save the installer.

b) When the install is complete:

Double click the icon in the folder where you saved the installer (above)

Select "Run."

The software will now unzip the program, and install it on your computer.

An icon will be placed on your desktop.

Double click the icon to launch the Pro Forma Invoice v1.5 (build 414) (or Go to your Start menu: Start / Program / Proforma Invoice)

If loading the program from a CD:

Insert CD (You must have administrator rights to install this program)

If the software does not take you to the install screen first

Click browse

Go to your disk drive

Locate the setup.exe file

Run the file

Program should install to c:\program files\proforma invoice

Files will install to that directory on your hard drive unless you specifically change the destination.

You should accept all the defaults during the install process.

When the install is complete:

Go to your Start menu:

Start

Program

Proforma Invoice

Operation

- **General Notes**

- Click on the "Add" icon to add a new record
- Click on the "Edit" icon to edit an existing record
- Click on the "Save" icon to save the record
- Click on the "Remove" icon to delete a record
- Click on the "Search" icon to search for records

Pro Forma Menu Definitions

- **Exporters**

- File of all "shipped from" locations under your responsibility
- Name and address 1 are required
- Exporter number is your Farrow customer number.
- Blanket NAFTA Begin and End Dates are used if you use blanket NAFTA
- Default Exporter check box is used to print this Exporter on the blanket NAFTA

- **Consignees**

- File of all consignee names and addresses including IRS#
- Name and address 1 are required
- IRS# - Eliminate unnecessary delays or additional fees at the border by logging all your customers IRS#'s

- **Buyers**

- File all of your purchasers when different from the consignee
- Name and address 1 are required
- IRS# - Eliminate unnecessary delays or additional fees at the border by logging all your customers IRS#'s

- **Producers**

- File all of your producers.
- Name and address 1 are required
- IRS# - Eliminate unnecessary delays or additional fees at the border by logging all your customers IRS#'s

- Required for shipments being released through the Food and Drug Administration
- **Inventory (access through shipping details)**
 - File all of your products which ship on a regular basis.
 - Inventory part number must be unique and is required to save
 - HTSUS numbers are available from your previous invoices, your Farrow representative or by viewing the tariff at www.customs.gov.
 - Enter unit prices only if fixed
 - Click on the NAFTA checkbox if it applies
 - Preference Criteria, Producer and Net Cost are all associated with NAFTA. Please fill in if applicable

Remember, you can add one time Consignees, Buyers, Producers and Inventory during the pro forma preparation process. They will not be saved in the data base.

Operation

Farrow Pro forma Standard Instructions

- Miscellaneous Invoice defaults
 - You can build **ONLY** one invoice default. By building multiple defaults leads to incorrect data printing on the document.

- Box 1 Thru 4
 - Use the arrows in the top right corner of each box to recall stored information or type in new information as needed (NOTE: New information can be entered here but is not saved for later retrieval from the drop down box. It must be entered in the corresponding form for retrieval from the drop down box.)

- Box 5 Thru 21
 - Click on defaults
 - Input the appropriate information in the boxes not completed by the miscellaneous defaults file.

- Goto shipping details to add pro forma descriptions, c/o, unit prices, total values, etc.

IMPORTANT: Box 5 must be completed each time. This number is for your records and is most effective if it coincides with an invoice or a purchase order number.

You have to save the record before you can print it.

Operation

SHIPPING DETAILS

Detailed list of merchandise being exported.

1. Click "Goto Shipping details", located in the top right of the Pro forma Invoice.
2. Click "Add" icon and the Exporter Reference number (BOX 5) entered on the previous screen appears
3. Choose the Inventory Part Number from the inventory drop down box
OR
Type in new Inventory Part Number (Note: New products entered here are not stored for later use.).
4. Complete remaining information
5. Click ADD RECORD to enter the next product or GOTO Pro forma to exit Shipping Details.

The mandatory fields for Shipping Details are the Exporter Ref No, Inventory Part Number and No and Kind of Pkgs.