QALA FUTHI UBEKE

Uhlu lokuhlola lokuqala lokugcina amarekhodi

Igama _____ **Ibhizinisi** _____ **Usuku** _____

Uzogcina unalokhu
Uhlelo olululula lwamafolda, iviki elilodwa eliphelele lamarekhodi eligciniwe, uhlu lwabantu abakukweletayo, nokuhlola kokuphela kwenyanga uqhathanisa nebhange lakho.

1. Hlela kanye kuphela

Indawo eyodwa yawo wonke amarekhodi ebhizinisi (isb. ifolda ye-Google Drive ethi "Ibhizinisi", noma ifayela lebhokisi)

UHLU LOKUHLOLA

Yakha la mafolda amane, kube nefolda eyodwa yenyanga ngayinye ngaphakathi kwefolda ngayinye

- ☐ **Imali engenayo**: amakhotheshini, ama-invoyisi owathumelayo, ubufakazi bezinkokhelo ozitholayo
- ☐ **Imali ephumayo**: ama-invoyisi omhlinzeki, amarisidi, ubufakazi bezinkokhelo ozenzayo
- ☐ **Ibhange nentela**: izitatimende zebhange nemibhalo yentela
- ☐ **Imibhalo yebhizinisi**: ukubhaliswa, izinkontileka, amalayisense, umshwalense

Isikhathi sami samarekhodi samasonto onke, imizuzu engu-20–30 (isb. uLwesihlanu 17:00)

ITHIPHU

Qamba amafayela ngendlela ezokwenza uwathole

Bhala `I-invoyisi 014 - Khumalo Stores - Julayi 2026`, hhayi `scan0004`. Thatha isithombe samarisidi ephepha ngalo lolo suku owawathola ngalo.

2. Ukuhlola amarekhodi masonto onke

Isonto ngalinye, yenza lokhu kuhlola okune bese ubhala "Yebo" kukholamu ngayinye. Qala ngaleli sonto.

Isonto eliphela ngo	Ama-invoyisi namarisidi agciniwe	Ubufakazi bokukhokha bugciniwe	Ama-invoyisi angakhokhiwe abuyekeziwe (isigaba 3)	Ikhophi yesipele yenziwe
isb. 5 Julayi	Yebo	Yebo	Yebo	Yebo

Lo msebenzi uhlose ukufundisa kuphela. Akuyona iseluleko sentela, somthetho noma sezezimali. Imithetho nezidingo zingahluka ngohlobo lwebhizinisi nendawo. Buza isiphathimandla esifanele noma umeluleki oqeqeshiwe mayelana nesimo sakho.

ISEXWAYISO

Hlola ibhange ngaphambi kokumaka i-invoyisi njengekhokhiwe

Isithombe-skrini senkokhelo singaba amanga, noma sithunyelwe ngaphambi kokuthi imali ingene ngempela.

3. Amakhasimende asakukweleta

Bhala yonke **i-invoyisi engakhokhiwe** (ibhili oyithumele ikhasimende elingakayikhokhi). Yidwebele umugqa lapho imali isivela ebhange lakho.

Ikhasimende	Inombolo ye-invoyisi	Inani (R)	Usuku lokukhokha	Usuku lokulandelela
isb. Khumalo Stores	014	3 200	15 Julayi	16 Julayi
Isamba engisikweletwayo				

4. Ukuhlola kokuphela kwenyanga uqhathanisa nebhange

Hlanganisa imali engenayo esefolda yakho ethi **Imali engenayo**, nemali ephumayo esefolda yakho ethi **Imali ephumayo**. Qhathanisa ngayinye nesitatimende sakho sebhange senyanga efanayo.

Umugqa	Kusuka emarekhodini ami (R)	Kusuka esitatimendeni sami sebhange (R)	Umehluko: ibhange - amarekhodi (R)
Imali engenayo			
Imali ephumayo			

Uma umehluko ungeyona u-R0, yiziphi izinkokhelo ezingenalo irekhodi? (isb. u-R450 wokuthengisa ngokheshi ngomhla ka-12 Julayi, u-R120 we-airtime ngomhla ka-20 Julayi)

Isinyathelo esilandelayo

Irekhodi elishodayo engizoqala ngalithola noma ngalilungise _____

Kuze kube nini (usuku) _____

Lo msebenzi uhlose ukufundisa kuphela. Akuyona iseluleko sentela, somthetho noma sezezimali. Imithetho nezidingo zingahluka ngohlobo lwebhizinisi nendawo. Buza isiphathimandla esifanele noma umeluleki oqeqeshiwe mayelana nesimo sakho.

Isikhathi sokukwenza kabusha

Gcwalisa umugqa owodwa wesigaba 2 masonto onke ngesikhathi sakho samarekhodi, futhi wenze isigaba 4 ekupheleni kwenyanga ngayinye. Ukuhlola kwamasonto onke kuvimba amarekhodi ukuthi anqwabelane, futhi ukuhlola ibhange nyanga zonke kuthola amarekhodi ashodayo usengakwazi ukuwalandelela.

Lo msebenzi uhlose ukufundisa kuphela. Akuyona iseluleko sentela, somthetho noma sezezimali. Imithetho nezidingo zingahluka ngohlobo lwebhizinisi nendawo. Buza isiphathimandla esifanele noma umeluleki oqeqeshiwe mayelana nesimo sakho.