

# Supplier PO Flip Guide

2015





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### **1.** How to log into the Supplier Portal

When a customer creates you as a supplier in the e-invoicing solution, an email is sent with details of how to log into the system. The email will contain a link to the Supplier Portal and your User Id. Click on the URL link contained in the email.



You will need to enter a password. Please note the password needs to be alphanumeric, minimum of 8 characters and at least one letter in capitals.

Please fil in the fields below, and submit the form. You will then be redirected to your home page. Password Requirements: The password must contain 8-20 characters with at least one upper case, one lower case and one numeric character. It must not contain more than two consecutive identical characters and it cannot be the same as the user name. Also, various common words such as "password" in the password. Recent password need to be alpha numeric, minimum 8 characters in length with at least one letter in capital Retype Password: update information
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You will then be asked to set up a Password Lookup in case you forget your password, the system will email you a URL link which you can use to reset your password by answering your Password Lookup question correctly. Please note the answer to the Password Lookup question is case sensitive.

	RA Smiths & Sons	r password, select a qu	estion from the list, and answer it in the space provided.	
Queston: Answer:	What is my favorite food? update inf	ormation	Select which question you would like to be asked when you need to use the Password Lookup feature and enter your answer to the question below	
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### 2. How to create a PO Flip invoice

The System assumes that you want to create an invoice which is exactly the same as the Purchase Order. It assumes that all lines on the Purchase Order will be invoiced and that the invoice will contain the same quantities and prices as per the Purchase Order.

You can create your PO Flip invoice against an Order displayed on the home page by clicking on the **Create New E-Invoice** icon (option 1) <u>or</u> by searching for the PO number using the Purchase Order search field (option 2)

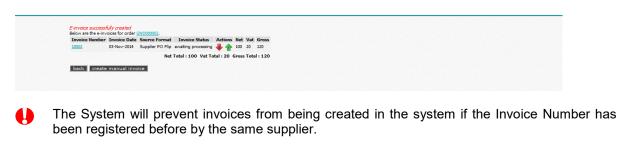
	Home Adr	ninistration	Catalogue	E-Invoicing					
							G		
Purchase or	rders will show	/ here	)	Inbox	Hello Supplier User, your last log	1 was at 28-Oct-2014 10:35:56	P	1	rchase Order / Request Number Search
				New Orders	(1)			search	search
Purchase Order No. GND000001 [more]	Date 28/10/2014 9:34AP	4	Buyer Jackie Marti	n, Riverside General	Needs Division (JM)	Acti	kons	Move to E-Invoici E-Invoicing eliminat	E-invoicing ng HOW tes the delays that result from mailing, routing, sorting r documents. Outcomers can easily route your invoices
Request No.			C	User Request	<b>з (0)</b> Туре	Buyer		for fast processing a electronically in our	and approval because the data is immediately available workflow systems. As a result, invoices can be paid on standing (DSO) can be reduced by four days or more
						Create new ender here (PO flip)		For more informatic Posted: 08/07/13 13	
									Receipted Orders
								shared baskets view quote request view orders view e-invoices setup e-invoicing request details chan	

**Option 1** – create a new e-invoice from the order displayed. There are 6 mandatory fields (shown in red) that must be completed.

	Home												
					Ente	er e-invoice de	tails and	click continue					
e-invoi	ce header de	etails											
VAT only	invoice												
Supplier I Invoice N		Sodexo , GBP											
Title:	umber:			Enter yo	ur invo	pice nur	nber						
Comment													
Invoice D	ater												
		dd/mm/yyyyy											
Tax Point	Date:				red fiel ndator								
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Purchase		ber: GND000001											
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Successfully submitted e-invoice





- The Invoice Date and Received Date must be entered in the format dd/mm/yyyy otherwise the System system cannot create the e-invoice.
- If the VAT Rate displayed per invoice line is incorrect, select the correct VAT description from the drop down list.

Option 2 - Create new e-invoice from the search field

Enter the PO number and click on search, scroll to the bottom of the order

Step 1 - click to create e-invoice



Step 2 – click to create manual invoice

Home Administration Catalogue E-Invoicing	
Catalogue Search Orders Quote Requests Browse Category	
Below are the e-invoices for order (3100000), There are no invoices for this purchase order yet.	
back create manual invoice Click here	-

Step 3 – continue to create your invoice as shown in Option 1

### Note:

If you only want to invoice for part of the order you can omit a PO line from the PO Flip invoice by un-ticking the invoice line check box. Once the check box has been un-ticked you do not have to delete the quantity or price.

If you would like to create an invoice with a different invoice quantity and/or price, enter the correct figure in the invoice quantity and price fields.

Clicking on the re-calculate totals button at the bottom of the page will result in the System re-calculating the total value of the invoice. The System will allow the invoice to be created if the values entered in the Total Excl. VAT, VAT and Total Incl. VAT fields are the same as the calculated totals displayed at the bottom of the page.



### 3. How to add a non-purchase order line to your invoice

There may be occasions when you will need to invoice customers for goods or services which the customer has not specifically asked for and are not contained on the Purchase Order. For example, customers typically forget to include delivery costs on Purchase Orders.

To add non-purchase order line/s to an invoice you need to complete the following four mandatory fields and click on the **add non-po lines to e-invoice** button.

PO Line	Item Code / Job ID	Manufacturer	Product/Service De	escription Quant	ty Unit Price / I	JOI Total (e	x. VAT)	VAT Rat	te Cak	culated V	AT Custom VAT	Action	
	n/a		Delivery	'	/a £ 9.	95	£9.95	Exempt (0%)	-	£0	.00 £	O	
PO Line	Item ( Job	Code / ID	Manufacturer	Product/Serv	ice Description	Quantity		Unit Price	/ UOI		VAT Rate		VAT
		-					£	1	By quantity	• S	tandard (20%)	-	£
							£	1	By quantity	• S	tandard (20%)	•	£
							£	1	By quantity	• S	tandard (20%)	-	£
Total E			Price	r Item coc e.	ie, Floda								
recalci	late totals	continue											

Note:

If you need to add a value rather than a quantity and price, click on the pricing option field and select the option "By value".

*f* If any of the fields above are not applicable enter "n/a" in the field.

Below is an example of a completed invoice ready for submitting

				Enter e-invoice d	tails and click continue				
• e-invoice header de	tails								
VAT only invoice									
Supplier Name:	Sodexo , GBP								
Invoice Number:	10001								
Title:									
Comments									
Invoice Date:	28/10/2014 dd/mm/yyyy								
Tax Point Date:	28/10/2014								
Total Excl. VAT:	dd/mm/yyyy								
Total VAT:	4	19.95							
Total Inc. VAT:	6								
	E GND000001	21.95							
Purchase Order Numb	er: GND000001	21.95							
Purchase Order Numb VAT Reg No.1	er: GND000001 (request change)	21.95							
Purchase Order Numb VAT Reg No.1 select lines from pu	rchase order								
Purchase Order Numb VAT Reg No.1 Select lines from purchase	rchase order se order GND000001 to	be added to the e	-invoice.					Show gross vak	ues 🛄
Purchase Order Numb VAT Reg No.1 Select lines from purchase	er: GND000001 (request change) rchase order se order GND000001 to	be added to the e		PO Qty Inv Qty	Unit Price UOI	Total		Show gross vak Calculated VAT	
Purchase Order Numb VAT Reg No.1	er: GND000001 (request change) rchase order se order GND000001 to	be added to the e		PO Qły Inv Qły 1 1			VAT Rate tandard (20%) 👻		Custom VAT
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# 4. How to attach and upload your invoice image or associated documents

The System will hold a rendered image of the invoice that you have created. You can download this image if needed.

You can also upload your own invoice and associated documents by clicking on the green up arrow. This is useful if more detail is needed on the invoice than was present on the purchase order or for documents such as associated timesheets.

Home	Administration	Catalogue	E-Invoicing	
Catalogue	Search Orders C	Quote Requests	Browse Category	
E-invoice successfully of Below are the e-invoices Invoice Number Inv 10001 26-0	for order GND00001.			
back create ma	nual invoice	Downloa	d a rende your inv	red

#### Note:

When uploading any documents they must be in a single pdf file that is relevant to the purchase order being invoiced.



## 5. How to manage call off invoices

Call off purchase orders can be managed in two ways:

**Option 1:** This method creates a new line for the amount you want to invoice for i.e. for 1 months fee.

Create the e-invoice as you would normally, (step 3) but un-tick the 'line to be invoiced'. Enter your invoice details into the 'Add non purchase order' line and click on the Add button. Recalculate total.

	details							
VAT only invoice								
Supplier Name:	Sodexo , GBP							
Invoice Number:	10002							
Title:								
Comments:								
Invoice Date:	03/11/2014							
	dd/mm/yyyy							
Tax Point Date:								
Total Excl. VAT:	dd/mm/yyyy £ 100	2						
Total VAT:	٤ 20							
Total Inc. VAT:	£ 120	5						
Purchase Order Nun								
VAT Reg No.:	123456(request change)							
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**Option 2**: This method amends the purchase order value and uses the upload function (step 5) for your supporting documentation.



Create your e-invoice (step 3), enter the correct figure in the invoice quantity/ value and price fields or if you only want one line of the order you can omit a PO line from the PO Flip invoice by un-ticking the invoice line check box. Once the check box has been un-ticked you do not have to delete the quantity or price. Click on the re-calculate totals button at the bottom of the page.

### Note:

- If you need to add a value rather than a quantity and price, click on the pricing option field and select the option "By value".
- 1 If any of the fields above are not applicable enter "n/a" in the field.



### 6. How to create a credit note

Credit notes are created in exactly the same way as the invoice creation except for one small difference; the figures should have a negative value. Follow the guide above for creating your invoice but change the value/price to a negative figure.