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# Supplier PO Flip Guide

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2015

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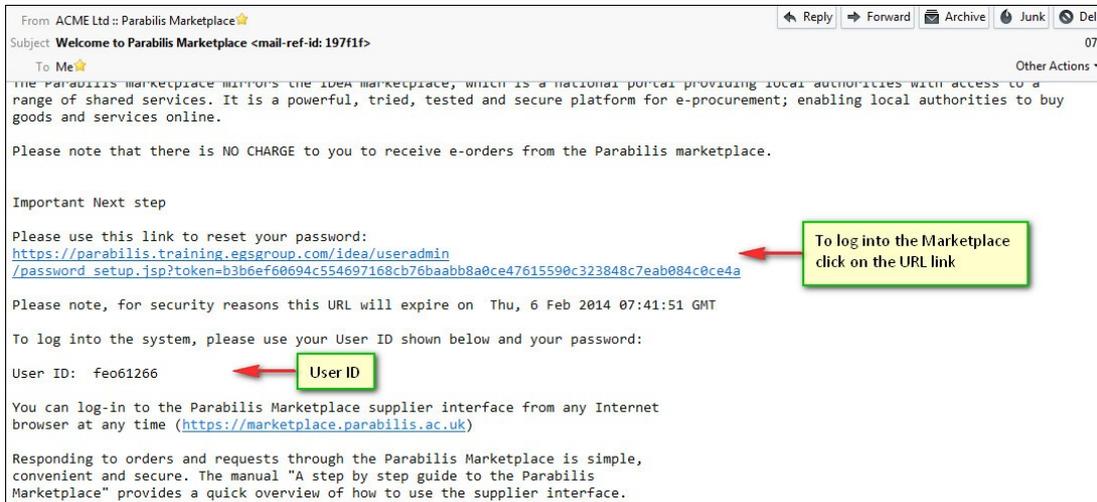
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# 1. How to log into the Supplier Portal

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.



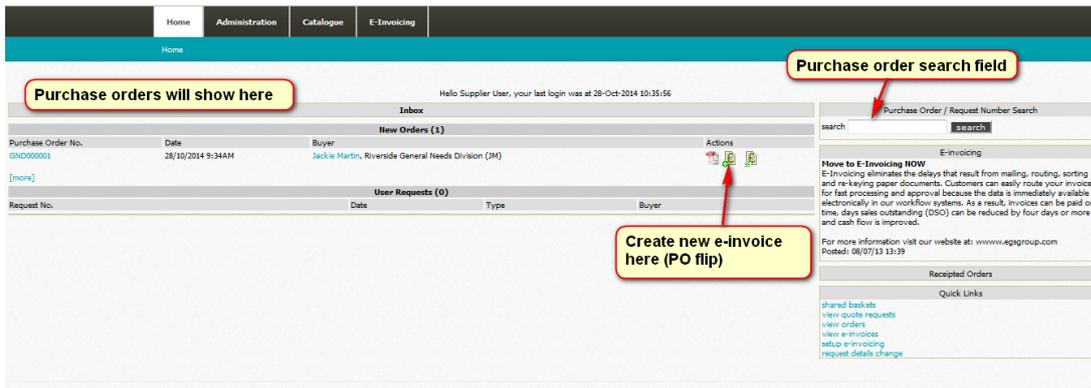
You will then be asked to set up a Password Lookup in case you forget your password, the system will email you a URL link which you can use to reset your password by answering your Password Lookup question correctly. Please note the answer to the Password Lookup question is case sensitive.



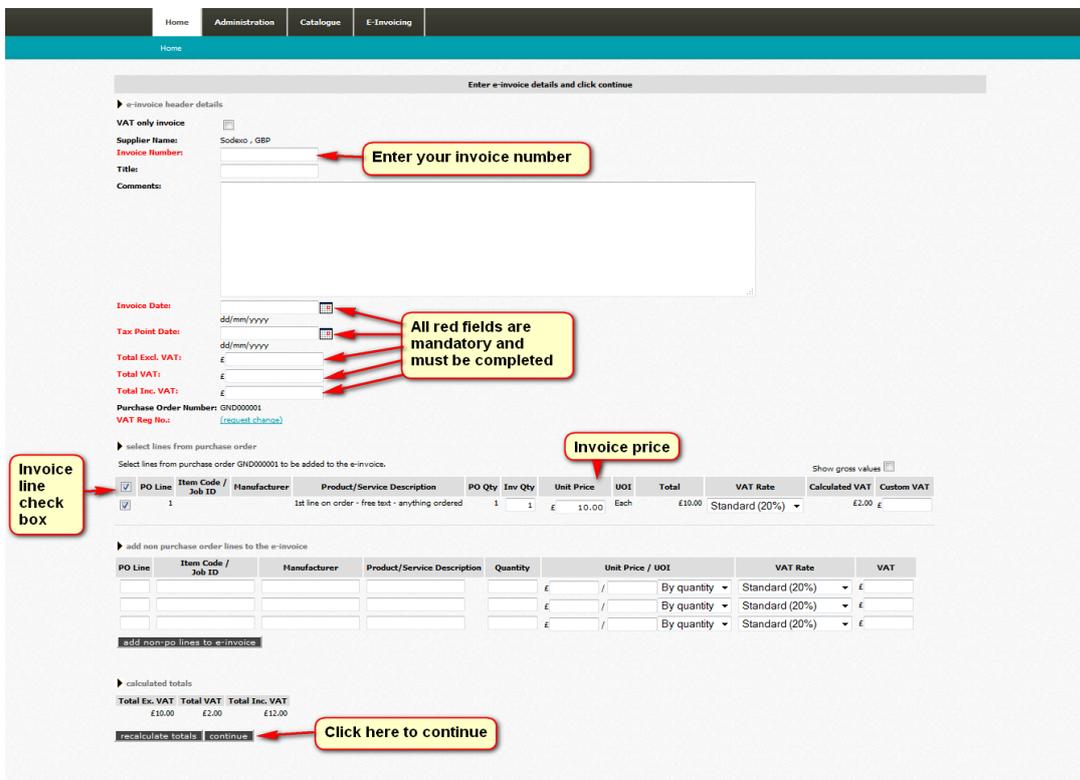
## 2. How to create a PO Flip invoice

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) or by searching for the PO number using the Purchase Order search field (option 2)



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



Successfully submitted e-invoice



-  The System will prevent invoices from being created in the system if the Invoice Number has been registered before by the same supplier.
-  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.

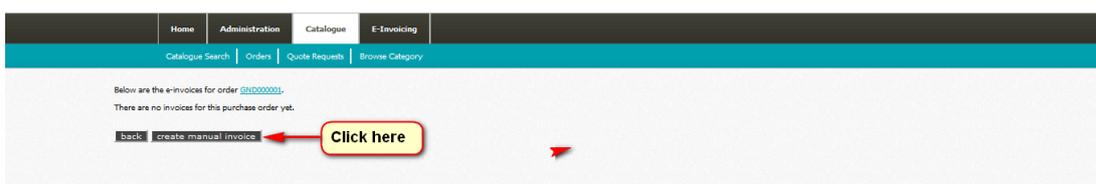
## Option 2 – Create new e-invoice from the search field

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



### 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.

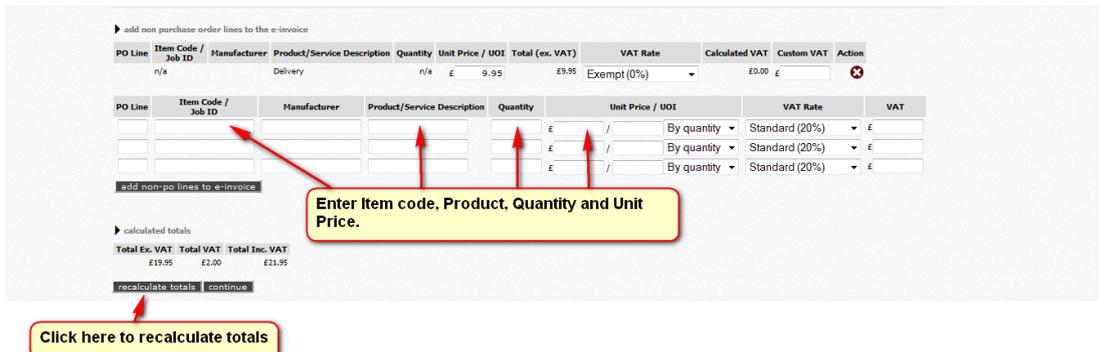
If you would like to create an invoice with a different invoice quantity and/or price, enter the correct figure in the invoice quantity and price fields.

-  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.



add non purchase order lines to the e-invoice

PO Line	Item Code / Job ID	Manufacturer	Product/Service Description	Quantity	Unit Price / UOI	Total (ex. VAT)	VAT Rate	Calculated VAT	Custom VAT	Action
	n/a		Delivery	n/a	£ 9.95	£9.95	Exempt (0%)	£0.00	£	
					£ /		By quantity	Standard (20%)	£	
					£ /		By quantity	Standard (20%)	£	
					£ /		By quantity	Standard (20%)	£	

add non-po lines to e-invoice

calculated totals

Total Ex. VAT	Total VAT	Total Inc. VAT
£19.95	£2.00	£21.95

recalculate totals | continue

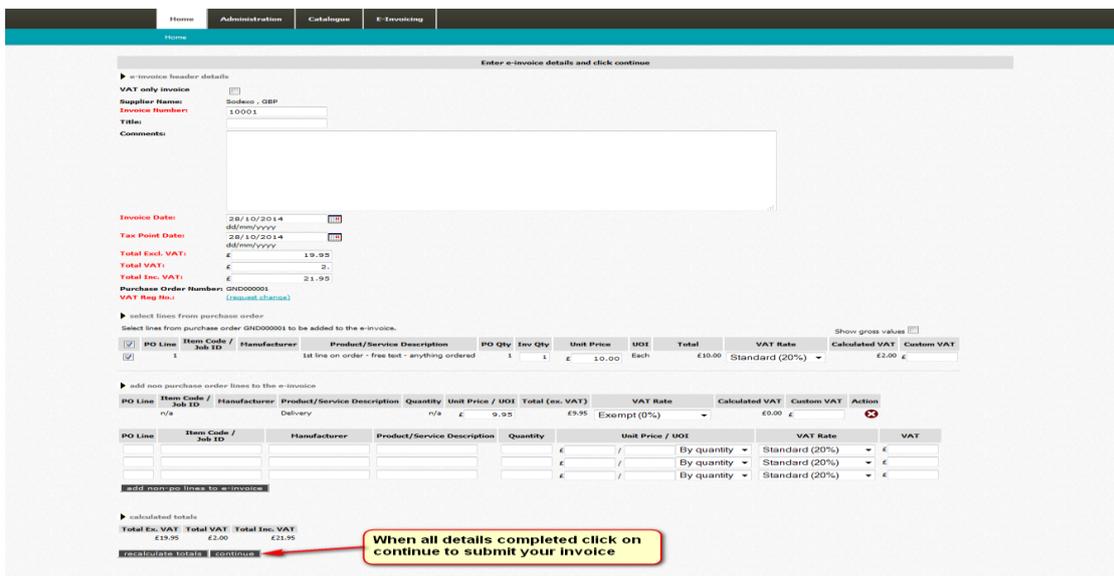
Click here to recalculate totals

Enter Item code, Product, Quantity and Unit Price.

#### 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”.
-  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



Home Administration Catalogue E-Invoicing

Home

Enter e-invoice details and click continue

e-invoice header details

VAT only invoice

Supplier Name:

Invoice Number:

Title:

Comments:

Invoice Date:  dd/mm/yyyy

Tax Point Date:  dd/mm/yyyy

Total Excl. VAT: £ 19.95

Total VAT: £ 2.00

Total Inc. VAT: £ 21.95

Purchase Order Number:  [request changes](#)

VAT Reg No.:

select lines from purchase order

Select lines from purchase order GH000001 to be added to the e-invoice.

PO Line	Item Code / Job ID	Manufacturer	Product/Service Description	PO Qty	Inv Qty	Unit Price	UOI	Total	VAT Rate	Calculated VAT	Custom VAT
<input checked="" type="checkbox"/>	1		1st line on order - free text - anything ordered	1	1	£ 10.00	Each	£10.00	Standard (20%)	£2.00	£

add non purchase order lines to the e-invoice

PO Line	Item Code / Job ID	Manufacturer	Product/Service Description	Quantity	Unit Price / UOI	Total (ex. VAT)	VAT Rate	Calculated VAT	Custom VAT	Action
	n/a		Delivery	n/a	£ 9.95	£9.95	Exempt (0%)	£0.00	£	
					£ /		By quantity	Standard (20%)	£	
					£ /		By quantity	Standard (20%)	£	
					£ /		By quantity	Standard (20%)	£	

add non-po lines to e-invoice

calculated totals

Total Ex. VAT	Total VAT	Total Inc. VAT
£19.95	£2.00	£21.95

recalculate totals | continue

When all details completed click on continue to submit your invoice

## 4. How to attach and upload your invoice image or associated documents

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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.



### Note:

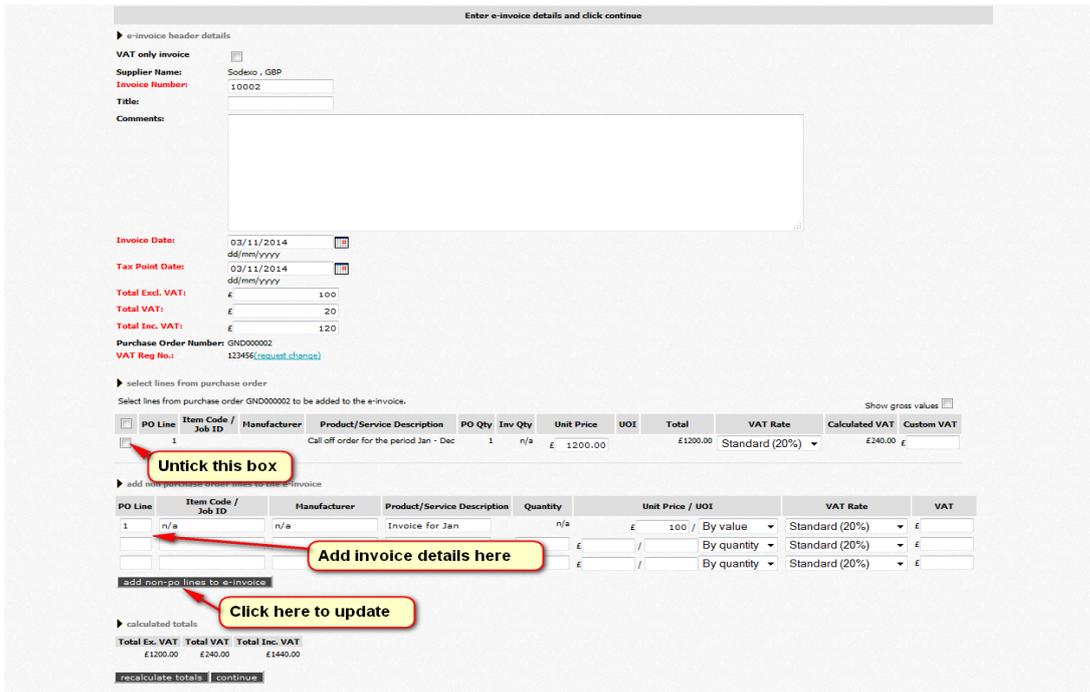
 When uploading any documents they must be in a single pdf file that is relevant to the purchase order being invoiced.

## 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.



**e-invoice header details**

VAT only invoice

Supplier Name: Sodexo, GBP  
 Invoice Number: 10002  
 Title:  
 Comments:

Invoice Date: 03/11/2014  
 Tax Point Date: 03/11/2014  
 Total Excl. VAT: £ 100  
 Total VAT: £ 20  
 Total Inc. VAT: £ 120  
 Purchase Order Number: GND000002  
 VAT Reg No: 123456

**select lines from purchase order**

Select lines from purchase order GND000002 to be added to the e-invoice.

PO Line	Item Code / Job ID	Manufacturer	Product/Service Description	PO Qty	Inv Qty	Unit Price	UOI	Total	VAT Rate	Calculated VAT	Custom VAT
<input type="checkbox"/>	1		Call off order for the period Jan - Dec	1	n/a	£ 1200.00		£1200.00	Standard (20%)	£240.00	£

**add non-purchase order lines to e-invoice**

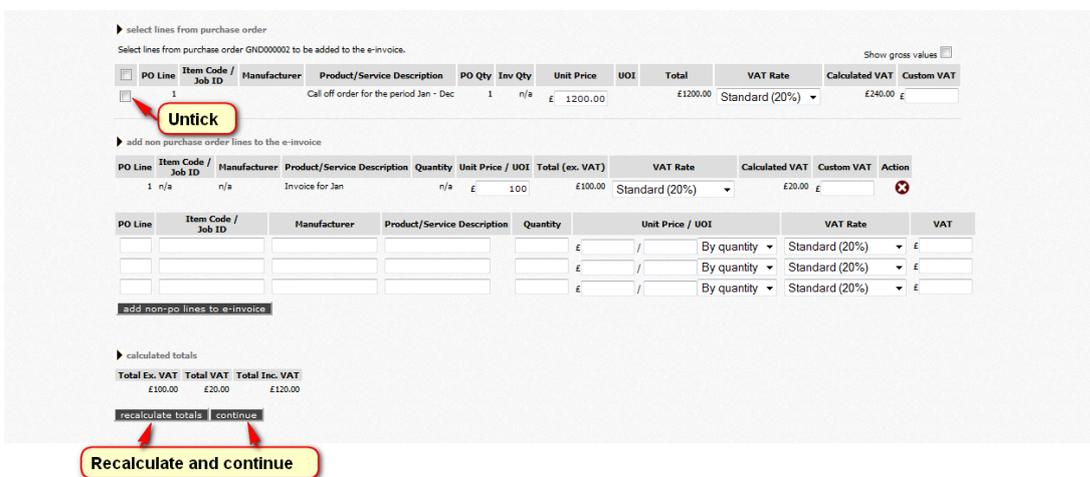
PO Line	Item Code / Job ID	Manufacturer	Product/Service Description	Quantity	Unit Price / UOI	VAT Rate	VAT
1	n/a	n/a	Invoice for Jan	n/a	£ 100 / By value	Standard (20%)	£
					£ / By quantity	Standard (20%)	£
					£ / By quantity	Standard (20%)	£

**calculated totals**

Total Ex. VAT	Total VAT	Total Inc. VAT
£1200.00	£240.00	£1440.00



**Please note** – you will need to un-tick the 'line to be invoiced' again at this point



**select lines from purchase order**

Select lines from purchase order GND000002 to be added to the e-invoice.

PO Line	Item Code / Job ID	Manufacturer	Product/Service Description	PO Qty	Inv Qty	Unit Price	UOI	Total	VAT Rate	Calculated VAT	Custom VAT
<input type="checkbox"/>	1		Call off order for the period Jan - Dec	1	n/a	£ 1200.00		£1200.00	Standard (20%)	£240.00	£

**add non-purchase order lines to e-invoice**

PO Line	Item Code / Job ID	Manufacturer	Product/Service Description	Quantity	Unit Price / UOI	Total (ex. VAT)	VAT Rate	Calculated VAT	Custom VAT	Action
1	n/a	n/a	Invoice for Jan	n/a	£ 100	£100.00	Standard (20%)	£20.00	£	<input type="checkbox"/>
					£ / By quantity		Standard (20%)	£	£	<input type="checkbox"/>
					£ / By quantity		Standard (20%)	£	£	<input type="checkbox"/>
					£ / By quantity		Standard (20%)	£	£	<input type="checkbox"/>

**calculated totals**

Total Ex. VAT	Total VAT	Total Inc. VAT
£100.00	£20.00	£120.00

**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”.
-  If any of the fields above are not applicable enter “n/a” in the field.

## **6. How to create a credit note**

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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.