

SUPPLIER PO FLIP GUIDE

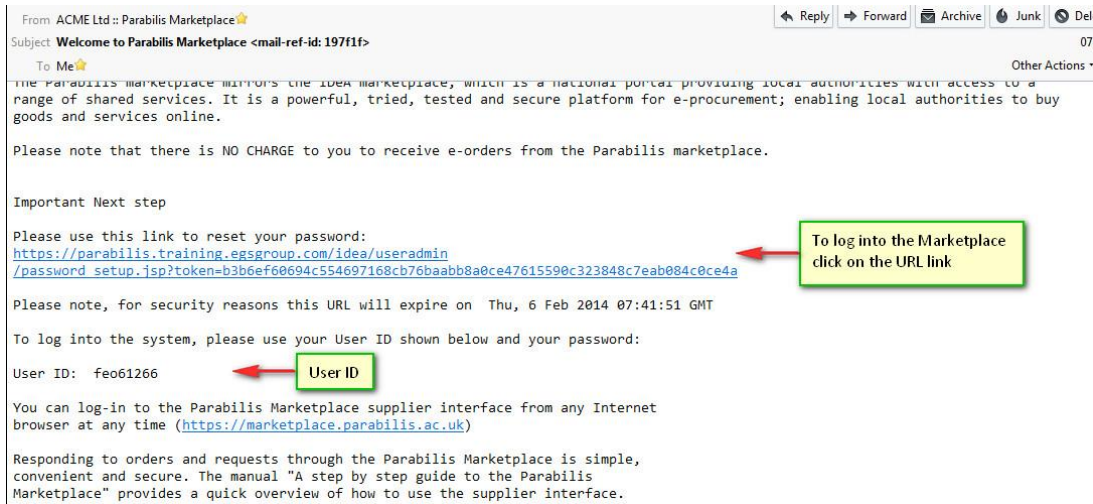


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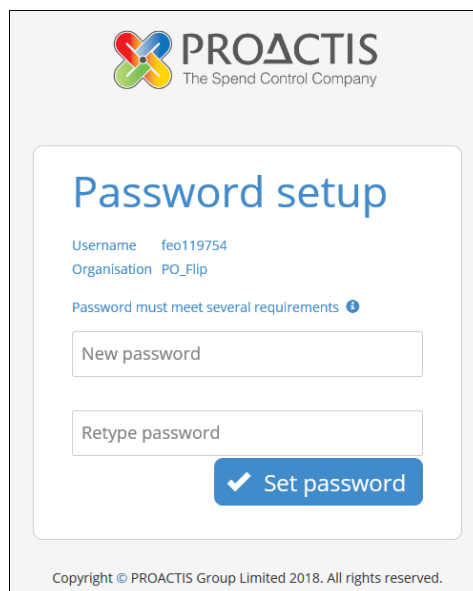
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1. How to log into the Supplier Portal

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.



The screenshot shows the PROACTIS Password setup page. The page features the PROACTIS logo at the top, followed by the text "The Spend Control Company". Below this, the page title "Password setup" is displayed. The page shows the following information:

- Username: feo119754
- Organisation: PO_Flip
- Password must meet several requirements (with an information icon)
- A text input field for "New password"
- A text input field for "Retype password"
- A blue button with a checkmark icon and the text "Set password"

At the bottom of the page, the copyright notice reads: "Copyright © PROACTIS Group Limited 2018. All rights reserved."

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.

Update password hint

Question

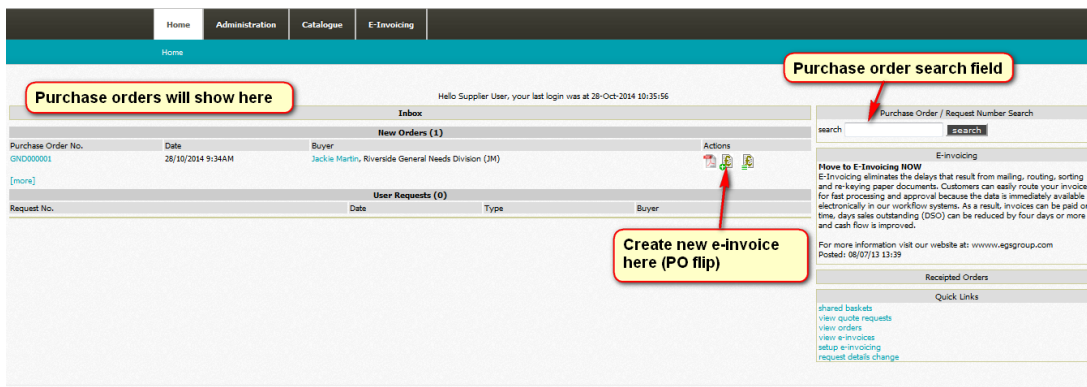
What is my favorite food? ▼

Answer

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)



The screenshot shows the E-Invoicing system interface. At the top, there are navigation tabs: Home, Administration, Catalogue, and E-Invoicing. The main content area is titled 'Hello Supplier User, your last login was at 28-Oct-2014 10:35:56'. Below this, there are two main sections: 'New Orders (1)' and 'User Requests (0)'. The 'New Orders (1)' section contains a table with columns for Purchase Order No., Date, Buyer, and Actions. A red box highlights the 'Purchase orders will show here' area. A red arrow points to the 'Purchase order search field' at the top right. Another red arrow points to the 'Create new e-invoice here (PO flip)' icon in the 'Actions' column of the 'New Orders' table. The 'User Requests (0)' section is currently empty. On the right side, there is a 'Purchase Order / Request Number Search' field with a search button. Below this, there is an 'E-Invoicing' section with a 'Move to E-Invoicing NOW' button and a description of the benefits of e-invoicing. At the bottom right, there are 'Received Orders' and 'Quick Links' sections.

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

Home Administration Catalogue E-Invoicing

Home

Enter e-invoice details and click continue

▶ e-invoice header details

VAT only invoice

Supplier Name: Sodexo , GBP

Invoice Number: **Enter your invoice number**

Title:

Comments:

Invoice Date: **All red fields are mandatory and must be completed**

Tax Point Date:

Total Excl. VAT:

Total VAT:

Total Inc. VAT:

Purchase Order Number: GND000001

VAT Reg No: [\[request change\]](#)

▶ select lines from purchase order

Select lines from purchase order GND000001 to be added to the e-invoice.

Invoice price

Invoice line check box

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	VAT Rate	VAT
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ / /	By quantity Standard (20%)	£
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ / /	By quantity Standard (20%)	£
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ / /	By quantity Standard (20%)	£

▶ calculated totals

Total Excl. VAT	Total VAT	Total Inc. VAT
£10.00	£2.00	£12.00

Click here to continue

Successfully submitted e-invoice




E-invoice successfully created

Below are the e-invoices for order [GND0000001](#).

Invoice Number	Invoice Date	Source Format	Invoice Status	Actions	Net	Vat	Gross
10002	03-Nov-2014	Supplier PO Flip	awaiting processing		100	20	120

Net Total : 100 Vat Total : 20 Gross Total : 120

[back](#) [create manual 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 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

No	Item Code / Job ID	Product / Service Description	Unit Price / UOI	Qty	VAT	Total Price (Excl)
1	Sodexo (non-catalogue)	1st line on order - free text - anything ordered	£10.00 / Each	1	£2.00	£10.00
						Contract: -
Manufacturer: Category: Management and Business Professionals and Administrative Services						
						Total (Excl): £10.00
						VAT: £2.00
						Total (Incl): £12.00

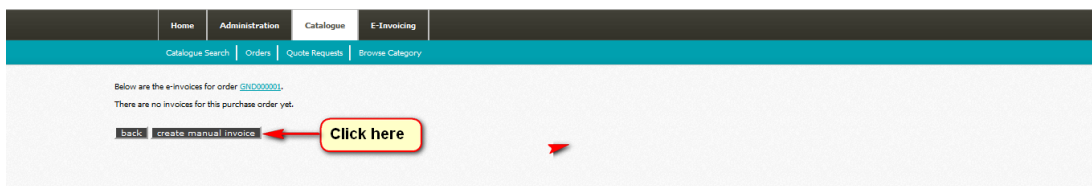
Important Instructions to Suppliers/Vendors:
Please ensure purchase order number quoted on all invoices, otherwise this may result in delayed payments

Terms and Conditions
Please see website for terms & conditions www.riverside.org.uk

back | list/create e-invoice

Click here 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 mandatory fields and update the price fields on the Purchase order line.

- i** 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	£	

PO Line	Item Code / Job ID	Manufacturer	Product/Service Description	Quantity	Unit Price / UOI	VAT Rate	VAT
					£ /	By quantity	Standard (20%)
					£ /	By quantity	Standard (20%)
					£ /	By quantity	Standard (20%)

add non-po lines to e-invoice

calculated totals



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

recalculate totals continue

Enter Item code, Product, Quantity and Unit Price.

Click here to recalculate totals

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

add e-invoice header details

VAT only invoice

Supplier Name: Solera, GBP

Invoice Number: 10001

Title:

Comments:

Invoice Date: 28/10/2014

Tax Point Date: 28/10/2014

Total Excl. VAT: £ 19.95

Total VAT: £ 2.00

Total Inc. VAT: £ 21.95

Purchase Order Number: GND000001

VAT Reg No.: (request_changes)

select lines from purchase order

Select lines from purchase order GND000001 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
1			1st line on order - free test - 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	£	

add non-po lines to e-invoice

PO Line	Item Code / Job ID	Manufacturer	Product/Service Description	Quantity	Unit Price / UOI	VAT Rate	VAT
					£ /	By quantity	Standard (20%)
					£ /	By quantity	Standard (20%)
					£ /	By quantity	Standard (20%)

add non-po lines to e-invoice

calculated totals

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

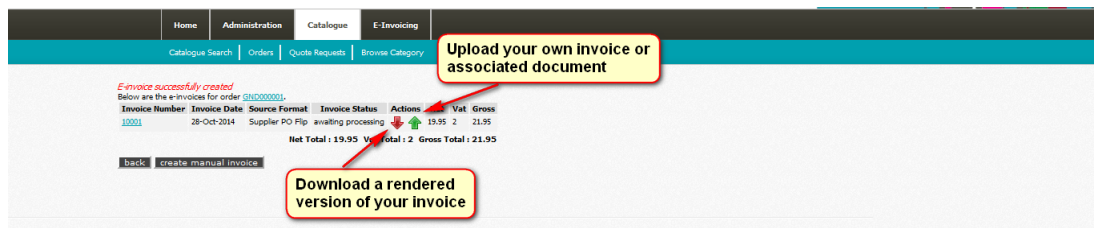
recalculate totals continue

When all details completed click on continue to submit your invoice


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

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.

Enter e-invoice details and click continue

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(request change)

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	£

Untick this box

add non-purchase order lines to the e-invoice

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

Add invoice details here

add non-po lines to e-invoice

Click here to update

calculated totals

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

recalculate totals | continue



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	£

Untick

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
<input type="checkbox"/>	1	n/a	Invoice for Jan	n/a	£ 100	£100.00	Standard (20%)	£20.00	£	<input checked="" type="checkbox"/>
<input type="checkbox"/>					£ / By quantity		Standard (20%)		£	
<input type="checkbox"/>					£ / By quantity		Standard (20%)		£	
<input type="checkbox"/>					£ / By quantity		Standard (20%)		£	

add non-po lines to e-invoice

calculated totals

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

recalculate totals | continue

Recalculate and continue

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

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.