EXPRESS GUIDE TO ENTER A GNFR INVOICE OR CREDIT MEMO IN JLP ISUPPLIER

Enter basic Invoice details

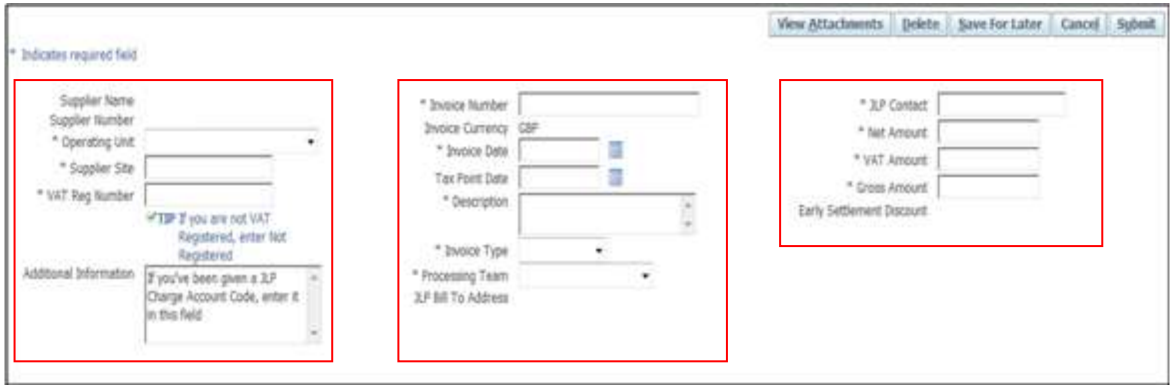
Match invoice to Purchase Order (or match Credit Memo to original invoice)

Submit invoice

Partnership Services processes and pays your invoice

Enter basic invoice details

1. Log onto JLP iSupplier
2. Select the '**JLP iSP GNFR Invoice Entry**' responsibility
3. Click the '**Invoices & Payments**' tab
4. Click the '**Create Invoice**' button



5. Your **Supplier Name** and **Supplier Number** details are pre-populated
6. Select an **Operating Unit** (i.e. the name of the JLP division you are invoicing)
7. Search and select your **Supplier Site** by using the magnifying glass icon
8. Enter your **VAT Reg Number**

9. If you've been given JLP charging code information to quote, enter it in the **Additional Information** field when prompted. If you don't have a charging code, please contact your JLP Buyer
10. Enter your **Invoice Number**, **Invoice Date** and **Tax Point Date**
11. Enter an overall **Description** for the invoice
12. In the Invoice Type dropdown menu, select **Standard** for creating an invoice or **Credit Memo** for creating a credit note
13. Select **Accounts Payable** in the **Processing Team** field, unless you have specifically been asked to route the invoice to a different area of JLP
14. Enter the name of your contact in JLP, in the **JLP Contact** field
15. Complete the **Net Amount**, **VAT Amount** and **Gross Amount** fields.

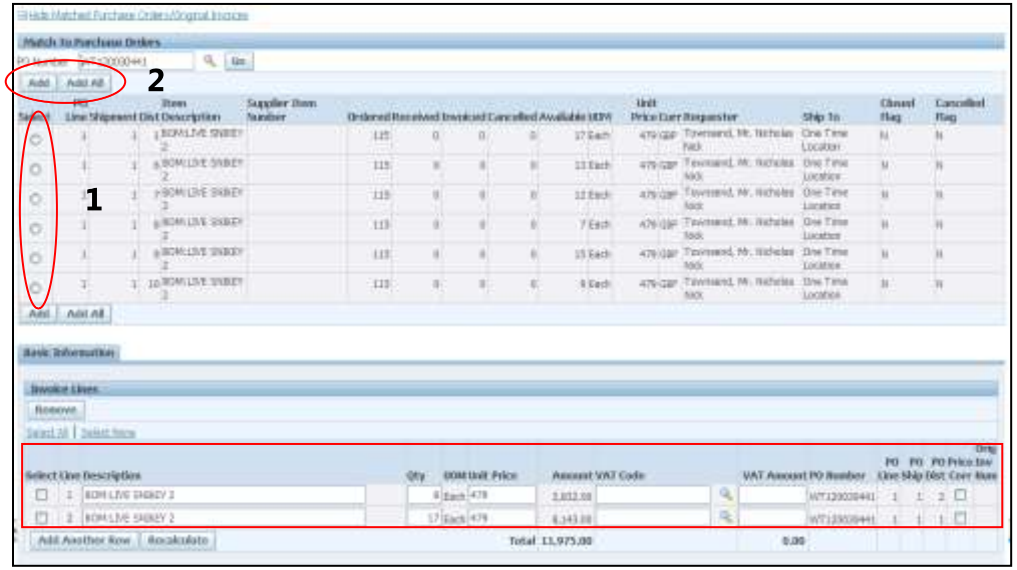
Match an invoice to a Purchase Order

To match to a Purchase Order, enter the first few digits of the Purchase Order (or Servicepower reference number) in the Purchase Order Number field and click '**Go**' or click the magnifying glass icon to perform a detailed search for a Purchase Order.

Please remember that Purchase Orders are Operating Unit specific, so if your Purchase Order isn't appearing when you search for it, please ensure that you have selected the correct Operating Unit in the 'Invoice Header Details'.

Operating Unit	Purchase Order Number
John Lewis Division	22XXXXXXX
John Lewis Division	Servicepower Numbers
Waitrose Division	12XXXXXXX
John Lewis Corporate	32XXXXXXX
Partnership Services	62XXXXXXX
Waitrose Guernsey	705XXXXXX
Waitrose Jersey	706XXXXXX

1. **Select** the radio button next to the Purchase Order line
2. Click '**Add**' button or '**Add All**' to select the Purchase Order line



- The selected PO lines then appear in the **Invoice Lines** section of the screen allowing you to enter **Qty, Unit Price, VAT Code** (Standard, Zero, Exempt, etc.) and **VAT Amount**, for each invoice line
- After completing the Invoice Lines section, click the '**Submit**' button at the top of the screen
- Click '**OK**' to confirm the submission.

Match a Credit Memo to the original invoice

- When entering a Credit Memo, the process to match to a Purchase Order is the same – except that you search for an **original invoice number** to match the Credit Memo to, instead of a PO
- JLP iSupplier assumes credit notes matched to Purchase Orders relate to quantity, but allows users to tick the '**Price Corr**' box when a credit note relates to a unit price correction.

Non-Purchase Order matched invoice lines

- To enter information for Non Purchase Order invoices, click '**Add**' in the Invoice Lines section:
- You will need to enter the **Description** of the invoice line, **Qty** (line amount), the **VAT Code** via the magnifying glass and enter **a VAT Amount** for the invoice line.
- After completing the Invoice Lines screen, click the '**Submit**' button at the top of the screen
- Click '**OK**' to confirm the submission.

Useful Invoice Information

KEY NOTE: When entering a non-Purchase Order matched invoice, it is important to include as much detail as possible (including a helpful description, a charging code in the Additional Information field and the name of your JLP contact in the JLP Contact field).

We recommend you put Purchase Order and non-Purchase Order lines on separate invoices.