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**PARTNERSHIP**

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**Goods For Resale (GFR)  
Invoice Entry Guide  
Creating Invoices and Credit Notes  
2019**

## Contents

Create an invoice from a Purchase Order	3
Create an invoice (if Purchase Order is missing in JLP iSupplier)	9
Create a Dissection Charged Invoice	14
Create a Credit Note	17

### What are the benefits of entering invoices through JLP iSupplier?

Using JLP iSupplier, you can enter invoices directly into JLP's Finance System.

This allows you to track the status of the invoice from the point of entry through to approval and payment. This also means that the day you submit your invoice, is the day we receive it. No postal delay. No processing delay.

By entering the invoice directly into JLP iSupplier, there is no risk of invoices being lost in the post or being sent to the wrong address. Invoices submitted successfully via JLP iSupplier are cleared overnight.

The risk of the invoice being matched to the wrong Purchase Order is reduced. You simply select the purchase order and then choose the lines you wish to invoice against.

### Supplier Invoice / Credit note change announcement

From 20 April 2021 the John Lewis Partnership will update the iSupplier portal for the following changes when you, the Supplier, submit an invoice or credit note through the portal; It will be a mandatory obligation for Suppliers to enter the tax point date in addition to the invoice date that you currently provide.

It will also be mandatory to enter the original invoice number and the corresponding original invoice date when submitting a credit note.

No future dated invoice dates or tax point dates will be accepted.

If you have any queries regarding these requirements please consult HMRC guidance or your accountant or tax adviser.

### Support

If you require any further support please contact us below:

Email: [financialprocessing@johnlewis.co.uk](mailto:financialprocessing@johnlewis.co.uk)

Phone: 0345 6100 333 (Select option 1 then option 2)

## Create An Invoice From A Purchase Order

### How to create an invoice from a Purchase Order


Log in at <http://jlp suppliers.com/isupplier/>

- Select 'JLP iSP GFR Invoice Entry'



- Type your purchase order number into the search box and click go



This will bring up your order number and show you the Operating Unit, Order Date, Currency, Amount and Ship To Location. Click on the **Create Invoice** icon 



**Note:** If your order has not been found, click on the 'Orders' tab at the top of the screen



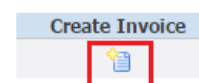
Click 'Advanced Search'

The screenshot shows the 'Purchase Orders' page with a navigation bar at the top containing 'Home', 'Orders', 'Receipts', 'Invoices & Payments', and 'Your Details'. Below the navigation bar, there is a 'Purchase Orders' section with an 'Export' button. A 'Views' section contains a dropdown menu set to 'All Purchase Orders' and a 'Go' button. The 'Advanced Search' button is highlighted with a red box.

Type in your Purchase Order No. and click 'Go'

The screenshot shows the 'Advanced Search' form. It includes a 'Specify parameters and values to filter the data that is displayed in your results set.' section. There are two radio buttons: 'Show table data when all conditions are met.' (selected) and 'Show table data when any condition is met.'. Below this, there are several input fields: 'PO Number' (with a dropdown set to 'is' and a text input field), 'Document Type' (with a dropdown set to 'is' and a search icon), 'Order Date' (with a dropdown set to 'is' and a date picker icon), and 'Operating Unit' (with a dropdown set to 'is' and a search icon). At the bottom, there is a 'Go' button highlighted with a red box, along with 'Clear', 'Add Another', 'Document Type', and 'Add' buttons.

Click on the icon to the right of the order - 'Create Invoice'



- Key information from the purchase order will then default onto the Invoice Header. You simply need to fill in the '**Invoice Number**', '**Invoice Date**' (which should not be later than today's date), '**Tax Point Date**', '**Net Amount**', '**VAT Amount**' and '**Gross Amount**'. The rest of the fields should be filled in for you.

The screenshot shows the invoice creation form with the following fields and values:

Supplier Name	Supplier Name	* Invoice Number	INVOICE NUMBER	* Net Amount	0.0
Supplier Number	Change Supplier	Invoice Currency	GBP	* VAT Amount	0.0
* Operating Unit		* Invoice Date	18-Dec-2020	* Gross Amount	0.0
* Supplier Site	P123456	Tax Point Date	18-Dec-2020	Early Settlement Discount	0% Discount paid within 16 days
* VAT Reg Number	NO_SUPP_VAT_REG_NU	* Ship-To Location	0079		
	TIP If you are not VAT Registered, enter Not Registered	* Invoice Type	Standard		

**Note:** If you're VAT/GST registered and entering an invoice with VAT/GST, check your VAT/GST Reg Number is correct & change if necessary. For it to be corrected on future invoices, email [financialprocessing@johnlewis.co.uk](mailto:financialprocessing@johnlewis.co.uk)

with “Database” in the subject of your email and advise them of the correct VAT/GST Reg Number.

**Note:** If you’re entering an invoice with VAT, in a currency other than GBP, for supplies which take place in the UK, you must enter (in the Tax Rate of Exchange field) the exchange rate you have used to convert the amount of VAT into GBP, to enable us to declare the same figure - see HMRC Notice 700 para 7.7 for details. Similar rules apply for GST in Jersey. Otherwise leave the Tax Rate of Exchange field blank.

\* Indicates required field

Supplier Name  
Supplier Number  
\* Operating Unit  
\* Supplier Site

\* VAT Reg Number [NO\_SUPP\_VAT\_REG\_NL]  
 TIP If you are not VAT Registered, enter Not Registered

\* Invoice Number  
 Invoice Currency EUR  
 \* Invoice Date 10-Jul-2017  
 Tax Point Date 10-Jul-2017  
 \* Ship-To Location 0321  
 \* Invoice Type Standard  
 Tax Rate Of Exchange

Net Amount 0.00  
 VAT Amount 0.00  
 Gross Amount 0.00  
 Early Settlement Discount 0%  
 Discount paid within 60 days

View Attachments Delete Save For Later Cancel Submit

Hide Matched Purchase Orders/Original Invoices

**Early Settlement Discount** –Your agreement with us will be detailed in the top right corner of the page. If you wish to change this agreement please email [financialprocessing@johnlewis.co.uk](mailto:financialprocessing@johnlewis.co.uk) with “Discount” in the subject of your email.

- In the ‘Match to Purchase Orders’ region you will see the lines of the selected purchase order. If you wish to invoice against all the lines, click ‘Add All PO Lines to Invoice’. Alternatively select one line and add it to the invoice by clicking ‘Add PO Line to Invoice’

Match To Purchase Orders

PO Number 123456 Go

Select	PO Line	Item	Item Description	Supplier Item Number	Ordered	Received	Invoiced	Cancelled	Available UOM	Unit Price	Curr	Ship To
<input type="radio"/>	0	000	Product A	000	23		0	0	23 Each	6.54	GBP	0123
<input type="radio"/>	1	111	Product B	111	7		0	0	7 Kilogram	9.75	GBP	0123
<input type="radio"/>	2	222	Product C	222	7		0	0	7 Kilogram	9.75	GBP	0123
<input type="radio"/>	3	333	Product D	333	22		0	0	22 Each	8	GBP	0123
<input type="radio"/>	4	444	Product E	444	9		0	0	9 Each	6.31	GBP	0123
<input type="radio"/>	5	555	Product F	555	16		0	0	16 Each	6.54	GBP	0123
<input type="radio"/>	6	666	Product G	666	51		0	0	51 Each	5.94	GBP	0123
<input type="radio"/>	7	777	Product H	777	14		0	0	14 Each	7.52	GBP	0123
<input type="radio"/>	8	888	Product I	888	23		0	0	23 Each	5	GBP	0123
<input type="radio"/>	9	999	Product J	999	67		0	0	67 Each	5.94	GBP	0123

**Note:** If your order has been raised in a foreign currency this will show on each of the lines. The invoice must be entered in the same currency as that used on the purchase order.

Select	PO Line Item	Item Description	Supplier Item Number	Ordered	Received	Invoiced	Cancelled	Available UOM	Unit Price	Curr	Ship To
<input type="radio"/>	1 83643701	VANESSA WAX LEATHER CHOCOLAT	5054042168100	20		0	0	20 Each	116	EUR	321 - Overseas Order
<input type="radio"/>	2 83643702	VANESSA WAX LEATHER CREAM	5054042168117	15		0	0	15 Each	116	EUR	321 - Overseas Order

- In the 'Invoice Lines' region you will see the lines now added to the invoice. Check the details of each line to ensure the Item Number, Description, Case Size, Qty, Unit of Measure (UOM), Unit Price, VAT Code, VAT Amount and PO Number are all correct.

Select Line	Item Number	Description	Case Size	Qty	UOM	Case Qty	Unit Price	Amount	VAT Code	VAT Amount	PO Number
<input type="checkbox"/>	1	000 Product A	6	23	Each		6.54	150.42	ZERO (0%)	0.00	123456
<input type="checkbox"/>	2	111 Product B	2	7	Kilogram		9.75	68.25	STANDARD (20%)	13.65	123456
<input type="checkbox"/>	3	222 Product C	2	7	Kilogram		9.75	68.25	ZERO (0%)	0.00	123456
<b>Total</b>								<b>286.92</b>		<b>13.65</b>	

If you amend any details you will need to click 'Select All' and then click on 'Recalculate'

Select Line	Item Number	Description	Case Size	Qty	UOM	Case Qty	Unit Price	Amount	VAT Code	VAT Amount	PO Number
<input type="checkbox"/>	1	000 Product A	6	23	Each		6.54	150.42	ZERO (0%)	0.00	123456
<input type="checkbox"/>	2	111 Product B	2	7	Kilogram		9.75	68.25	STANDARD (20%)	13.65	123456
<input type="checkbox"/>	3	222 Product C	2	7	Kilogram		9.75	68.25	ZERO (0%)	0.00	123456
<b>Total</b>								<b>286.92</b>		<b>13.65</b>	

Once you are content that all the invoice lines are correct, see the top right hand corner of the page where you will see a summary of your invoice totals (Net, VAT and Gross). Check that the totals are correct.

[View Attachments](#) [Delete](#) [Save For Later](#) [Cancel](#) [Submit](#)

Net Amount 286.92  
 VAT Amount 13.65  
 Gross Amount 300.57  
 Early Settlement Discount 0%  
 Discount paid within 14 days

**Note:** You can add an attachment to the invoice by clicking on the **View Attachments** button at the top of the page. Please see page 8 for further instructions on how to add attachments.

[View Attachments](#)

## For shipments from non-EU countries

We ask that you submit your invoices within 10 days of vessel departure. There is a requirement to attach the following documents:

- Copy of the packing list
- Preference certificate if required (GSP Form A, EUR1, ATR etc)
- Bill of lading
- Any other document as applicable.

Please note if you are attaching these documents to multiple invoices across the one Bill of Lading, these can be attached together in one pdf attachment on each order.

Please courier original preference documents and bill(s) of lading to John Lewis plc, Import Logistics & Compliance, 171 Victoria Street, London, SW1E 5NN.

NB you may find it more convenient to use Seawaybills; all documents (other than preference certificates) can then be attached to your JLP iSupplier invoice, without the need for couriering.

## For shipments from EU countries

There is a requirement to attach a copy packing list.

If the totals are correct, click the **Submit** button. If they are incorrect, review the line details at the bottom of the page and click 'Select All' then 'Recalculate'

- Once you've clicked Submit, review the Confirmation page which appears and then click **OK** to agree to submit your invoice.

**YOUR INVOICE IS NOW SUBMITTED**

## How To Upload An Attachment

- Click on **View Attachments** at the top of the page

The screenshot shows the 'Create Invoices' page with a navigation bar at the top containing 'Home', 'Orders', 'Receipts', 'Invoices & Payments', and 'Your Details'. Below the navigation bar are links for 'Create Invoices', 'View Invoices', and 'View Payments'. A red box highlights the 'View Attachments' button. Other buttons include 'Delete', 'Save For Later', 'Cancel', and 'Submit'. The main form area contains various fields for invoice creation, including 'Supplier Name', 'Supplier Number', 'Operating Unit' (set to 'John Lewis Division'), 'Supplier Site', 'VAT Reg Number', 'Invoice Number' (123456), 'Invoice Currency' (GBP), 'Invoice Date' (03-Jul-2017), 'Tax Point Date' (03-Jul-2017), 'Description', 'Ship-To Location', 'Invoice Type' (Dissection Charged), and 'Dissection Number'. A summary section on the right lists 'Net Amount', 'VAT Amount', 'Gross Amount', and 'Early Settlement Discount'.

- Click on **Add Attachment**

The screenshot shows the 'Attachments' section of the 'Create Invoices' page. It features an 'Attachments Table' with a search bar and a 'Go' button. Below the search bar is a 'Show More Search Options' link and a red box highlighting the 'Add Attachment...' button. The table below has columns for 'Title', 'Type', 'Description', 'Category', 'Last Updated By', 'Last Updated', 'Update', and 'Delete', but it currently shows 'No results found.'. At the bottom of the page, there is a 'Return To Invoice Entry' link and a footer with navigation links and copyright information.

- Click on **Choose File**, add the file you would like to attach and select **Apply**

The screenshot shows the 'Attachment Summary Information' and 'Define Attachment' sections. The 'Attachment Summary Information' section has fields for 'Title', 'Description', and 'Category' (set to 'Document Upload'). The 'Define Attachment' section has radio buttons for 'File', 'URL', and 'Text'. The 'File' option is selected, and a red box highlights the 'Choose File' button. Below the radio buttons is a large empty text area. At the bottom of the section are buttons for 'Cancel', 'Add Another', and 'Apply'.

- Click on **Return To Invoice Entry** to complete your invoice

[Return To Invoice Entry](#)



## Create An Invoice (if Purchase Order is missing in JLP iSupplier)

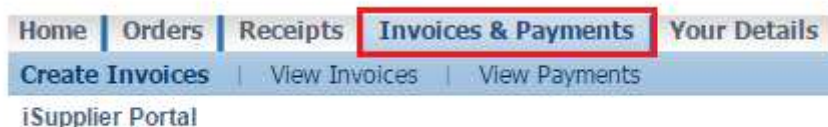
How to create an invoice if you cannot find your Purchase Order in iSupplier

Log in at <http://jlpsuppliers.com/isupplier/>

- Select 'JLP iSP GFR Invoice Entry'



- Click on the 'Invoices & Payments' tab



- Click 'Create Invoice' (on the right hand side)

[Create Invoice](#)

Supplier Name	<a href="#">Change Supplier</a>	* Invoice Number	<input type="text"/>	* Net Amount	<input type="text" value="0.0"/>
Supplier Number		* Invoice Currency	GBP	* VAT Amount	<input type="text" value="0.0"/>
* Operating Unit	<input type="text"/>	* Invoice Date	<input type="text"/>	* Gross Amount	<input type="text" value="0.0"/>
* Supplier Site	<input type="text"/>	Tax Point Date	<input type="text"/>	Early Settlement Discount	
* VAT Reg Number	NO_SUPP_VAT_REG_NU	* Ship-To Location	<input type="text"/>		
	<b>TIP</b> If you are not VAT Registered, enter Not Registered	* Invoice Type	Standard		

- The Invoice Entry screen will appear blank for you to complete. The mandatory fields are marked with a \*, however you should enter as many details as possible.

**Note:** If you use the  you will need to ensure your browser does not block pop ups from <https://jlpisupplier.johnlewispartnership.co.uk>

**Operating Unit** - Select the area of the John Lewis Partnership you are invoicing, this can be found on your Purchase Order

**Supplier Site** - Should default. You may have more than one supplier site number, which you can search for using the magnifying glass.

**VAT Reg Number** - Should default.

**Note:** If you're VAT/GST registered and entering an invoice with VAT/GST, check your VAT/GST Reg Number is correct & change if necessary. For it to be corrected on future invoices, email [financialprocessing@johnlewis.co.uk](mailto:financialprocessing@johnlewis.co.uk) with "Database" in the subject of your email and advise them of the correct VAT/GST Reg Number.

**Invoice Number** - The invoice number as used in your finance system. This must be a unique number; invoice numbers cannot be reused.

**Invoice Currency** – This will default to GBP but can be overridden if required.

**Note:** If you're entering an invoice with VAT, in a currency other than GBP, for supplies which take place in the UK, you must enter (in the Tax Rate of Exchange field) the exchange rate you have used to convert the amount of VAT into GBP, to enable us to declare the same figure - see HMRC Notice 700 para 7.7 for details. Similar rules apply for GST in Jersey. Otherwise leave the Tax Rate of Exchange field blank.



Supplier Name  
Supplier Number  
\* Operating Unit  
\* Supplier Site  
\* VAT Reg Number

**TIP** If you are not VAT Registered, enter Not Registered

\* Invoice Number  
\* Invoice Currency USD  
\* Invoice Date  
Tax Point Date  
\* Ship-To Location  
\* Invoice Type  
Tax Rate Of Exchange

Net Amount 0.00  
VAT Amount 0.00  
Gross Amount 0.00  
Early Settlement Discount

**Invoice Date** - This will default to today's date. Amend this to match the invoice date used in your finance system (which should not be a date later than today's date).

**Tax Point Date** - Tax point date used in your finance system (by default this will use the same date as the Invoice Date).

**Ship-to-Location** - The 4 Digit location number of the branch or distribution centre where the products or services have been sent to. This can be found on your Purchase Order or you can request a list of these by contacting 03456 100 333 or [financialprocessing@johnlewis.co.uk](mailto:financialprocessing@johnlewis.co.uk)

**Invoice Type** - The two options for this field are 'Standard' for creating an invoice and 'Credit Memo' for creating a credit note.

Please see **Page 17** for information on entering a Credit Note.

**Note:** You can add an attachment to this invoice by clicking at the top of the page. Please see **Page 8** for further instructions on how to do this.

[View Attachments](#)

- Underneath 'Invoice Lines', click 'Add Another Row' at the bottom of the page to create lines for your invoice. Fill in each line with the correct details:

**Item Number** -

For John Lewis Division this is the Dissection followed by Stock Number.  
For Waitrose Division this is the line number (6 digit number)

**Description** - Description of the item

**Case Size** - The number of units per case

**Qty** - The number of cases

**UOM** - Unit of Measure, eg. Each, Metre, Square Metre (Metre, Square Metre - John Lewis Division only).

**UNIT PRICE** - The unit price of the goods supplied.

**VAT Code** – You will need to enter a VAT/GST code, even if you are not charging VAT (in which case enter “OUT OF SCOPE”). You can enter the first letter of the tax code and press the ‘TAB’ button on your keyboard, the system will then auto-fill the VAT Code & amount. Alternatively you can select a VAT code by clicking the

VAT Code
COMPOSITE
GUERNSEY GST (OOS)
JERSEY GST (5%)
OUT OF SCOPE (0%)
REDUCED (5%)
STANDARD (20%)
ZERO (0%)

**VAT Amount** - Should calculate after a VAT code is selected.

**PO Number** – Please enter your 6-digit PO number in this box, excluding any letter prefixes. If you do not have a PO number, please enter your delivery note number.

## EXAMPLE

Select Line	Item Number	Description	Case Size	Qty	UOM	Case Qty	Unit Price	Amount	VAT Code	VAT Amount	PO Number
<input type="checkbox"/>	1	111111 Product A	12	1	Each	30	30.00	30.00	STANDARD (20%)	6.00	123456
<input type="checkbox"/>	2	222222 Product B	12	4	Each	30	120.00	120.00	STANDARD (20%)	24.00	123456
<input type="checkbox"/>	3	333333 Product C	12	2	Each	30	60.00	60.00	STANDARD (20%)	12.00	123456
<b>Total</b>								<b>210.00</b>		<b>42.00</b>	

- This Invoice is for 1 × Case Product A (item no. 111111), 4 × Cases of Product B (item no. 222222) and 2 × Cases of Product C (item no. 333333).
- Each Case contains 12 tubs, which is entered in the Case Size. The Qty column is then amended depending on how many Cases are ordered.
- As you can see in the screenshot, the Amount column is updated based on Qty multiplied by Unit Price.
- The VAT Amount calculates 20% from the Amount column.

- The final column is PO Number, where you need to add the number provided by the branch without the letter prefix.
- Once you are content that all the invoice lines are correct, see the top right hand corner of the page where you will see a summary of your invoice totals (Net, VAT and Gross).

<input type="button" value="Delete"/>	<input type="button" value="Save For Later"/>	<input type="button" value="Cancel"/>	<input type="button" value="Submit"/>
Net Amount	286.92		
VAT Amount	13.65		
Gross Amount	300.57		
Early Settlement Discount	0%		
	Discount paid within 14 days		

If the totals are correct, click the **Submit** button. If they are incorrect, review the line details at the bottom of the page and click 'Select All' then 'Recalculate'

- Once you've clicked Submit, review the Confirmation page which appears and then click **OK** to agree to submit your invoice.

**YOUR INVOICE IS NOW SUBMITTED**

## Create a Dissection Charged Invoice

### How to create a Dissection Charged Invoice

- Select 'JLP iSP GFR Invoice Entry'

**Main Menu**

Personalize

- JLP iSP GFR Inquiry
- JLP iSP GFR Invoice Entry**

**Worklist**

Full List

From	Type	Subject	Sent	Due
There are no notifications in this view.				
✓ TIP Vacation Rules - Redirect or auto-respond to notifications.				
✓ TIP Worklist Access - Specify which users can view and act upon your notifications.				

- Click on the 'Invoices & Payments' tab

Home | Orders | Receipts | **Invoices & Payments** | Your Details

Create Invoices | View Invoices | View Payments

iSupplier Portal

- Click on 'Create Invoice' (on the right hand side)

Create Invoice

The Invoice Entry screen will appear blank for you to complete. The mandatory fields are marked with a \*, however you should enter as many details as possible.

- From the 'Invoice Type' drop down menu, select 'Dissection Charged'

Home | Orders | Receipts | Invoices & Payments | Your Details

Create Invoices | View Invoices | View Payments

View Attachments | Delete | Save For Later | Cancel | Submit

\* Indicates required field

Supplier Name  
Supplier Number  
\* Operating Unit: John Lewis Division  
\* Supplier Site  
\* VAT Reg Number

\* Invoice Number  
\* Invoice Currency: GBP  
\* Invoice Date  
Tax Point Date  
\* Description  
\* Ship-To Location  
\* Invoice Type: Dissection Charged

Net Amount: 0,00  
VAT Amount: 0,00  
Gross Amount: 0,00  
Early Settlement Discount: 3%  
Discount paid within: 30 days

Hide Matched Purchase Orders/Original Invoices

**Match To Purchase Orders**

PO Number: [ ] Go

Add PO Line to Invoice | Add All PO Lines to Invoice

Select	PO Line Item	Item Description	Supplier Item Number	Ordered	Received	Invoiced	Cancelled	Available UOM	Unit Price	Curr	Ship To
No search conducted.											

**Basic Information**

**Note:** The 'Dissection Charged' option is only available in the John Lewis Division operating unit. Invoices charged to dissection can only be entered in GBP.

- A new field will appear for 'Dissection Number'. Enter the dissection number provided by your business contact. This should be a 3 digit number.

\* Indicates required field

Supplier Name  
Supplier Number  
\* Operating Unit: John Lewis Division  
\* Supplier Site  
\* VAT Reg Number  
 TIP If you are not VAT Registered, enter Not Registered

\* Invoice Number: 123456  
\* Invoice Currency: GBP  
\* Invoice Date: 03-Jul-2017  
Tax Point Date: 03-Jul-2017  
\* Description  
\* Ship-To Location  
\* Invoice Type: Dissection Charged  
\* Dissection Number:  

Net Amount  
VAT Amount  
Gross Amount  
Early Settlement Discount

- Ensure the remaining fields are completed.

**Note:** You can add an attachment by clicking on the **View Attachments** button at the top of the page. This may assist your buyer in approving the invoice. Please see page 8 for further instructions on how to add attachments.

- Scroll down to the bottom of the screen and select 'Add Another Row'

Select	Line	Item Number	Description	Case Size	Qty	UOM	Case Qty	Unit Price	Amount	VAT Code	VAT PO Amount	PO Number	PO Line
Total										0.00		0.00	

Buttons: Recalculate, Add Another Row

- This will bring up a blank invoice row.

Select	Line	Item Number	Description	Case Size	Qty	UOM	Case Qty	Unit Price	Amount	VAT Code	VAT Amount
<input type="checkbox"/>	1					Each	1		0.00		
Total										0.00	0.00

Buttons: Recalculate, Add Another Row

- Fill in the fields; Description, Case Size, Quantity, Unit of Measure, Unit Price.

- Please ensure the line contains a valid 'VAT Code'. If you're not charging VAT select OUT OF SCOPE. By clicking on the magnifying glass you will be able to see the various different VAT codes.

VAT Code
COMPOSITE
GUERNSEY GST (OOS)
JERSEY GST (5%)
OUT OF SCOPE (0%)
REDUCED (5%)
STANDARD (20%)
ZERO (0%)

- If VAT is being charged, please check the 'VAT Registration Number' Field to ensure a correct VAT Registration Number has been entered.

- Once you are content that all the invoice lines are correct, see the top right hand corner of the page where you will see a summary of your invoice totals (Net, VAT and Gross).



Net Amount	286.92
VAT Amount	13.65
Gross Amount	300.57
Early Settlement Discount	0%
	Discount paid within 14 days

If the totals are correct, click the **Submit** button. If they are incorrect, review the line details at the bottom of the page and click 'Select All' then 'Recalculate'

- Once you've clicked Submit, review the Confirmation page which appears and then click **OK** to agree to submit your invoice.

**YOUR INVOICE IS NOW SUBMITTED**



## Create a Credit Note

### Create a Credit Note

Please refer to Pages 7 and 8 to access the Invoice Entry screen, then follow the below steps

\* Indicates required field

Supplier Name YOUR SUPPLIER NUMBER

Supplier Num .23 **1**

\* Operating Unit **1**

\* Supplier Site

\* VAT Reg Number

**TIP** If you are not VAT Registered, enter Not Registered

\* Invoice Number YOUR CREDIT NUMBER **2**

\* Invoice Currency GBP

\* Invoice Date DD-MM-YYYY

Tax Point Date DD-MM-YYYY

\* Ship-To Location 0123

\* Invoice Type Credit Memo **3**

Net Amount  
VAT Amount  
Gross Amount  
Early Settlement Discount **6**

**Match To Original Invoice**

Invoice Number 124546 **4** Go

Add Add All

Select	Inv Line Item Description	Invoiced	Unit Price UOM	Net Amount	VAT Amount Curr	PO Number	PO Line
<input type="radio"/>	1 Product A	2	10.24 Each	20.48	0 GBP	062707	0
<input type="radio"/>	2 Product B	4	9.26 Each	37.04	0 GBP	062707	0
<input type="radio"/>	3 Product C	1	10.24 Each	10.24	0 GBP	062707	0

**Basic Information**

Invoice Lines

Remove

Select All | Select None

Select Line Item Number	Description	Case Size	Qty	UOM	Case Qty	Unit Price	Amount VAT Code	VAT Amount PO
<input type="checkbox"/>	1 111111 Product A	1	-2	Each		10.24	-20.48 (ZERO (0%))	0.00 062707
							<b>Total</b>	<b>-20.48</b>
								<b>0.00</b>

Recalculate Add Another Row **5**

- 1 - Select the 'Operating Unit'
- 2 - Type your Credit Note number in the box marked 'Invoice Number'
- 3 - Select **Credit Memo** in the Invoice Type field.
- 4 - In the Match to Original Invoice section, enter the Invoice Number against which you wish to match the Credit Memo. Click 'Go'. Click 'Add All' to add all lines of the original invoice to this credit memo, or select a line at a time and click 'Add'
- 5 - Make sure the line(s) add up to what you are expecting to credit
- 6 - Check the summary in the top right corner and if you're happy with the totals, click **Submit** in the top right hand corner and Select **OK** to confirm submission.

**YOUR INVOICE IS NOW SUBMITTED**