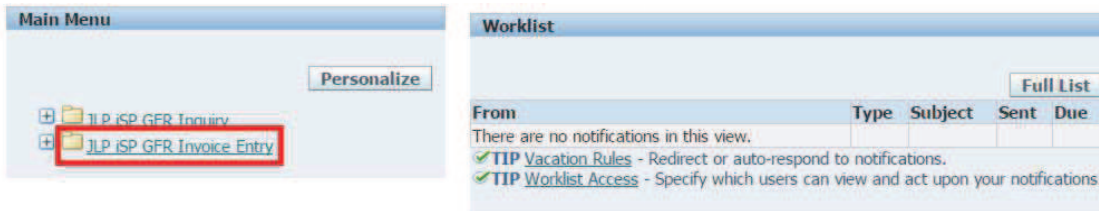


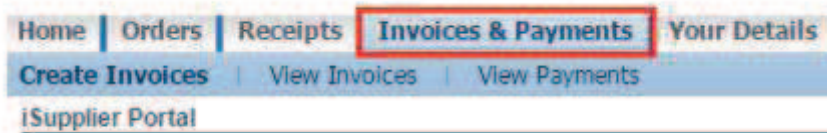
Create a Dissection Charged Invoice

How to create a Dissection Charged Invoice

- Select 'JLP iSP GFR Invoice Entry'



- Click on the 'Invoices & Payments' tab

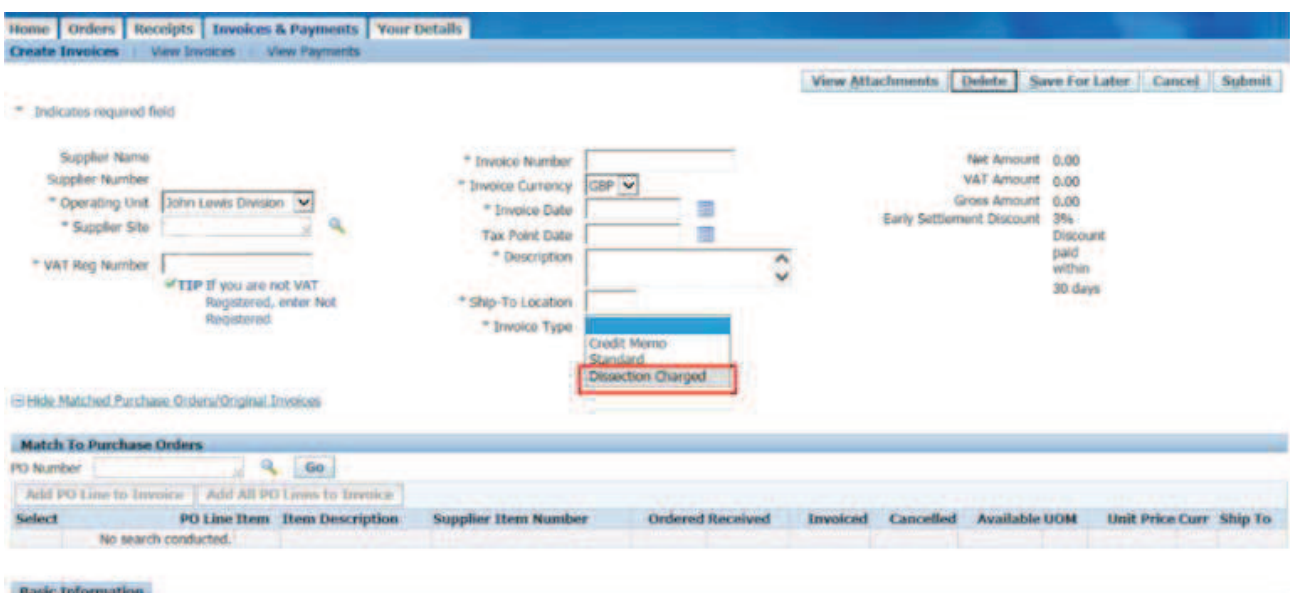


- Click on 'Create Invoice' (on the right hand side)

[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'



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.

- 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	

- 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

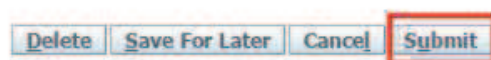
- Fill in the fields; Description, Case Size, Quantity, Unit of Measure, Unit Price.

- 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