

JOHN LEWIS
PARTNERSHIP

JOHN LEWIS
& PARTNERS

WAITROSE
& PARTNERS

Goods For Resale (GFR)
Invoice Inquiry
Managing Invoices On Hold
2019

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What are the benefits of managing your account via iSupplier?

Using JLP iSupplier you are able to upload Proof Of Deliveries (PODs), find out scheduled payment dates, check the status of your invoices and more.

JLP iSupplier is a user-friendly tool to quickly find out everything you need to know about your invoices, payments and orders.

NOTE

JLP iSupplier is primarily an invoicing tool. Purchase Orders on JLP iSupplier should not be considered placed/confirmed Orders. Only orders received directly from your Buyer/Branch via your normal method, (e.g EDI, Fax or Email) should be fulfilled.

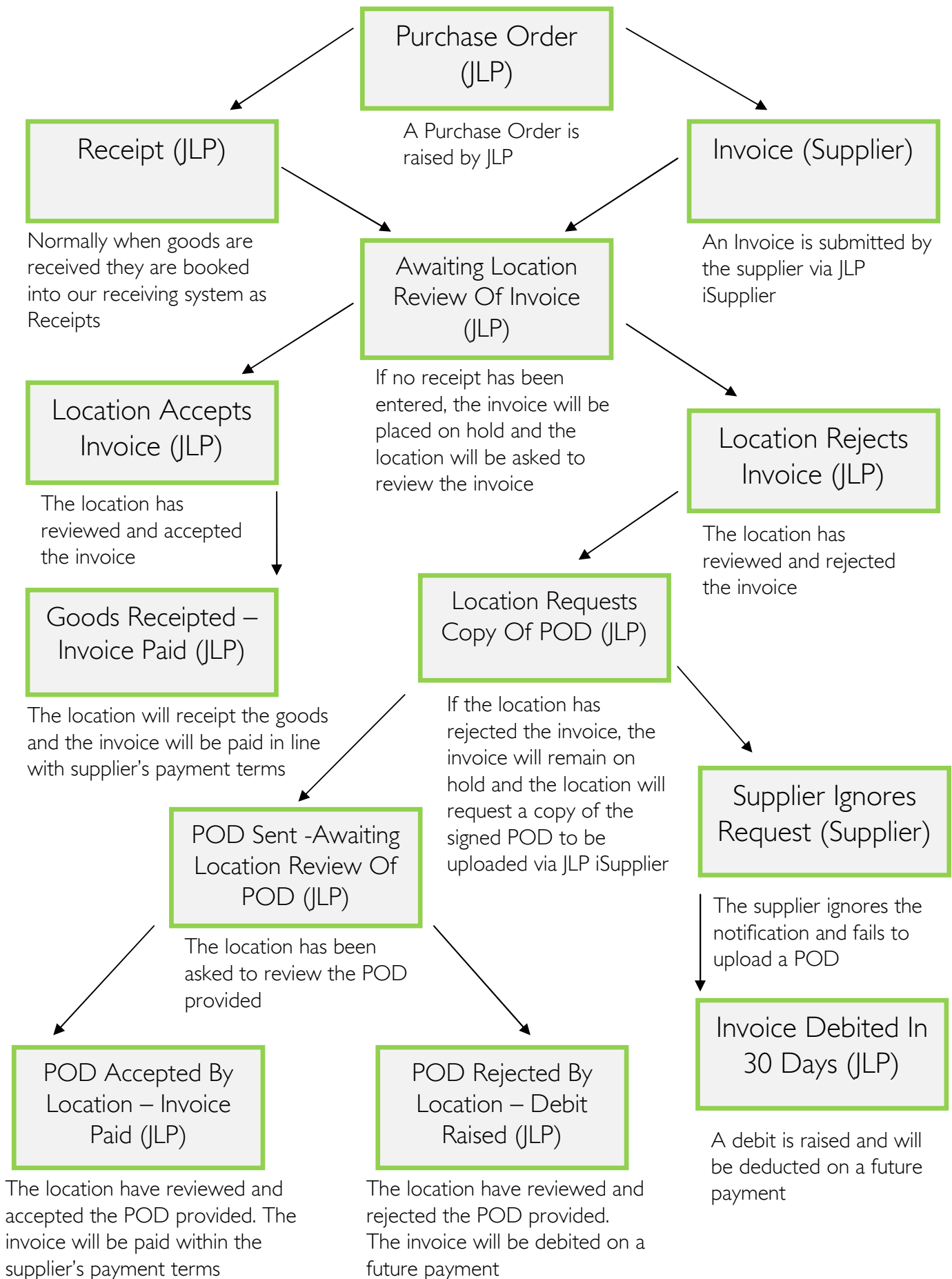
Support

If you require any further support please contact us below:

Email: financialprocessing@johnlewis.co.uk

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

Overview Of Process (Invoice on Hold Due to No Receipt)



Upload A POD / Attachment

If JLP needs you to upload a Proof of Delivery (POD) for an invoice, you will receive this notification:

Subject:

Action Required: John Lewis Partnership is unable to pay invoice XXX as we have no record of delivery having been made
[where XXX is invoice number]

Body:

We are unable to pay this invoice as we have no record of delivery having been made. Please take one of the following actions:

1. If you delivered this stock, login to JLP iSupplier, search for the invoice in the Invoices & Payments tab, then click Upload POD to upload a signed proof of delivery. We recommend the PDF file format. If you have more than one proof of delivery to upload for this invoice, please upload them all at once as only one upload is allowed per invoice at any one time OR
2. If you didn't deliver this stock, no action is required. The invoice will be automatically debited in 30 days

- ❖ If you do nothing, the invoice will be automatically debited in 30 days
- ❖ Alternatively, you may upload a POD via JLP iSupplier which will be automatically routed to the location to review. We show you below how to upload the POD.

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

- Select 'JLP iSP GFR Inquiry' or 'JLP iSP GFR Invoice Entry'



- Click on the 'Invoices & Payments' tab



- You can search for Invoices using: Invoice Number, PO Number, Payment Number etc as criteria. Alternatively click 'Go' with no criteria to view all Invoices

Note: You can also use the Oracle wildcard '%' in any search field if you do not know the full details you wish to search for. (E.g searching for invoice number %1234% will search for all invoices containing 1234)

The screenshot shows the Oracle Invoices interface. At the top, there are tabs for 'View Invoices' and 'View Payments'. Below the tabs is a 'Simple Search' section with various input fields for Invoice Number, PO Number, Payment Number, Invoice Status, Payment Status, Invoice Amount, Amount Due, and Invoice Date. There are 'Go' and 'Clear' buttons. Below the search form is a table of invoice results. The table has columns for Invoice Number, Invoice Date, Type, Currency, Amount, Location, Due Date, Status, Hold Status, Payment Date, Payment Reference Number, PO Receipt Reason Site, Supplier, Synthetic Supplier Image, and Upload POD. The first row of data is for Invoice Number J_2206_12, Invoice Date 22-Jun-2017, Type Standard, Currency GBP, Amount 48.00, Location 001, Due Date 19-Jul-2017, Status Awaiting Supplier POD, Hold Status Not Paid, and a green plus sign in the Upload POD column. The 'Status' and 'Upload POD' columns are highlighted with red boxes.

Invoice Number	Invoice Date	Type	Currency	Amount	Ship-To Location	Due	Status	Hold Status	Payment Date	Payment Reference Number	PO Receipt Reason Site	Supplier	Synthetic Supplier Image	Upload POD
J_2206_12	22-Jun-2017	Standard	GBP	48.00	001	19-Jul-2017	Awaiting Supplier POD	Not Paid					View Image	+

- Once you have found your invoice, you can upload a POD by clicking on the green plus sign. The status on this invoice will show as 'Awaiting Supplier POD'

Note: You are unable to submit a POD against an invoice if the plus sign is grey. This means the invoice's status doesn't currently permit the uploading of a POD

- Click on 'Add Attachment'

Standard Invoice:
Currency=GBP

General

Invoice Date
Received Date
Status **Awaiting Supplier POD**
Status Description **Awaiting Supplier POD**
On Hold
Source **ISP**
PO Number
Ship-To Location **001**
Supplier
Supplier Site
Address

Invoice Summary

Item
Item Tax
Delivery Cost
Delivery Cost Tax
Total

Upload POD

Add Attachment...

Title	Type	Description	Category	By	Last Updated	Last Updated	Delete
No results found.							

Payment Information

Paid
Discount Taken
Due
Status
Payment Date
Payment Reference
Term

To upload a Proof of Delivery (POD):

- Click the Add Attachment button
- Enter a useful Title & Description
- Ensure the File radio button is selected and then click the Browse button to specify a file to upload. We recommend the PDF format.
- Press Apply

Once you upload a POD, any further additions/revisions/ deletions must be completed by 18:30 on the same day. The screen will not then permit further amendments.

For help or support click [here](#).

Invoice Lines | **Scheduled Payments**

Line #	Item Number	Description	Case Size	Qty UOM	Case Qty	Unit Price	Amount VAT Code	VAT Amount	PO Number	Status
1	80362402	VICTORIA 1 DOOR BEDSIDE WHT	1	1 Each		40.00	40.00 STANDARD	8.00		

- Enter a title and description for the attachment (mentioning the acronym "POD" would be useful)

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

Create Invoices | View Invoices | View Payments

Add Attachment

Cancel | Add Another | Apply

Attachment Summary Information

Title

Description

Category Document Upload

Define Attachment

Type File URL Text

Browse...

Cancel | Add Another | Apply

- Make sure the 'File' radio button has been selected and then click on the 'Browse' button
- Select the POD file which you would like to attach (we recommend the PDF Format)

- Select 'Apply'
- Once the attachment has been added this will show in the 'Upload POD' region. This will show the title and description you have added and also the date in which it was last updated. You can add more than one attachment to an invoice but they must all be added on the same day, before 18:30.

Standard Invoice:
Currency=GBP

General

Invoice Date
Received Date
Status: **Awaiting Supplier POD**
Status Description: **Awaiting Supplier POD**
On Hold
Source: **ISP**
PO Number
Ship-To Location: **001**
Supplier
Supplier Site
Address

Invoice Summary

Item
Item Tax
Delivery Cost
Delivery Cost Tax
Total

Upload POD

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Update	Delete
Test Attachment	File	This is a	Document		10-Jul-2017		

Payment Information

Paid
Discount Taken
Due Status
Payment Date
Payment Reference
Term

To upload a Proof of Delivery (POD):


- Click the Add Attachment button
- Enter a useful Title & Description
- Ensure the File radio button is selected and then click the Browse button to specify a file to upload. We recommend the PDF format.
- Press Apply

Once you upload a POD, any further additions/revisions/deletions must be completed by 18:30 on the same day. The screen will not then permit further amendments.

For help or support click [here](#).

Invoice Lines | Scheduled Payments

Line	Item Number	Description	Case Size	Qty UOM	Case Qty	Unit Price	Amount VAT Code	VAT Amount	PO Number	Status
1	80352402	VICTORIA 1 DOOR BEDSIDE WHI	1	1 Each		40.00	40.00 ZERO	0.00		

Note: You are able to update the attachment / description using the pencil on this line  and are able to delete this using the trash can.



Viewing The Status Of An Invoice

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

- Select 'JLP iSP GFR Inquiry' or 'JLP iSP GFR Invoice Entry'

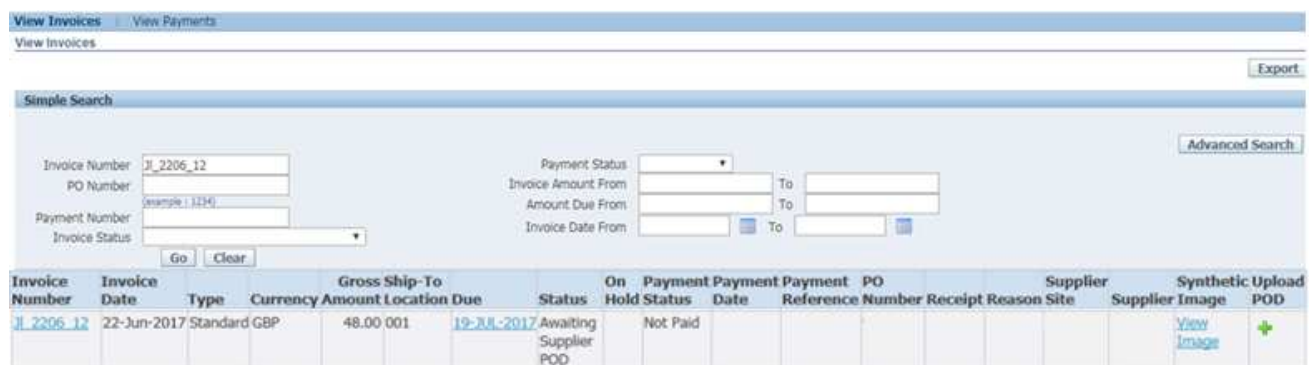


- Click on the 'Invoices & Payments' tab



- You can search for Invoices using: Invoice Number, PO Number, Payment Number etc as criteria. Alternatively click 'Go' with no criteria to view all Invoices

You can also use the Oracle wildcard '%' in any search field if you do not know the full details you wish to search for. (E.g searching for invoice number %1234% will search for all invoices containing 1234)



Invoice Number	Invoice Date	Type	Currency	Amount	Ship-To Location	Gross Due	Status	On Hold	Payment Status	Payment Date	Payment Reference	PO Number	Supplier Site	Supplier Image	Synthetic Upload POD
JL_2206_12	22-Jun-2017	Standard	GBP	48.00	001	19-Jul-2017	Awaiting Supplier POD		Not Paid					View Image	+

- When you've found your Invoice, click the invoice number to display a detailed overview of the invoice (as seen below)

Currency=GBP Export

General

Invoice Date
Received Date
Status Awaiting Supplier POD
Status Description Awaiting Supplier POD
On Hold
Source ISP
PO Number
Ship-To Location
Supplier
Supplier Site
Address

Invoice Summary

Item
Item Tax
Delivery Cost
Delivery Cost Tax
Total

Upload POD

Add Attachment...

Title	Type	Description	Category	By	Last Updated	Last Updated	Delete
No results found.							

Payment Information

Paid
Discount Taken
Due
Status
Payment Date
Payment Reference
Term

To upload a Proof of Delivery (POD):

- Click the Add Attachment button
- Enter a useful Title & Description
- Ensure the File radio button is selected and then click the Browse button to specify a file to upload. We recommend the PDF format.
- Press Apply

Once you upload a POD, any further additions/revisions/ deletions must be completed by 18:30 on the same day. The screen will not then permit further amendments.

For help or support click [here](#).

Invoice Lines Scheduled Payments

Line	Item Number	Description	Case Size	Qty UOM	Case Qty	Unit Price	Amount VAT Code	VAT Amount	PO Number	Status
1	80362402	VICTORIA 1 DOOR BEDSIDE WHT	1	1 Each		40.00	40.00 STANDARD	8.00		

- The status of the invoice can be found under **Status** on the left hand side, in the **General** section

Below are a list of statuses and descriptions you may see for your invoice:

- Awaiting Location Review Of Invoice** – Invoice awaiting review by the Branch/Distribution Centre

This means that no receipt has been entered against the purchase order, so the invoice has been routed to the branch/DC for review

- Awaiting Location To Book In** – Invoice awaiting branch/warehouse to receipt all lines

This means that the branch/warehouse know they have received the goods and will shortly book them in

- Awaiting Supplier POD** – Invoice awaiting a copy of the supplier's Proof Of Delivery

This means that the branch/warehouse have not receipted the goods, and are requesting a copy of the signed POD to investigate. Please see page 4 for further instructions on uploading the POD

- **Awaiting Location Review Of POD** – Invoice awaiting branch/warehouse review of Proof Of Delivery provided

This means that the branch/warehouse have received the signed POD and are investigating whether they have received the goods

- **Approved** - Invoice approved and scheduled for payment

This means that the invoice has been received by JLP, processed and approved for payment. No action is required and the invoice will be paid in line with the scheduled payment date