

JOHN LEWIS  
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**Goods Not For Resale (GNFR)  
Invoice Entry Guide  
Creating Invoices and Credit Notes  
2019**

## Contents

How to create an invoice with a Purchase Order No.	3
How to create an invoice with JLP Charge Account Codes	8
How to create an invoice as a CIS Supplier	11
How to create a Credit Note	13

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

Using JLP iSupplier, you can enter invoices directly into the JLP Financial System.

This allows you to track the status of the invoice from the point of entry through to approval and payment. This also means 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 pick the Purchase Order you want to invoice against. You decide the lines from the Order you want to invoice for.

### 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)

# Raising An Invoice Using A Purchase Order Number

How to create an invoice with a Purchase Order No.

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

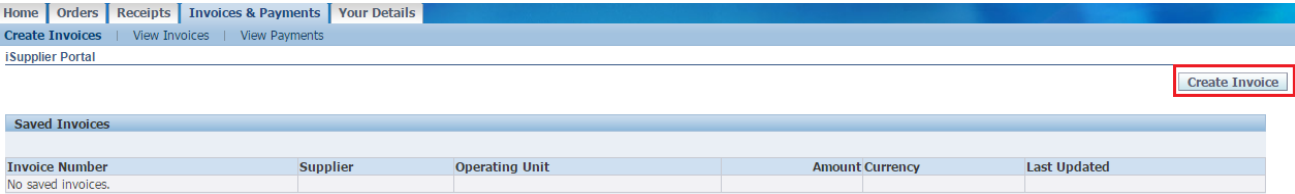
- Click on 'JLP iSP GNFR Invoice Entry'



- Click on 'Invoices & Payments'



- Click on **Create Invoice**



- You will have the following on your screen.

The screenshot shows the invoice creation form with various fields and a table for matching to purchase orders. The form includes fields for Supplier Name, Supplier Number, Operating Unit, Supplier Site, VAT Reg Number, Invoice Number, Invoice Currency, Invoice Date, Tax Point Date, Description, Invoice Type, Processing Team, JLP Bill To Address, JLP Contact, Net Amount, VAT Amount, Gross Amount, and Early Settlement Discount. A red box labeled '1' is around the form fields. Below the form is a table titled 'Match To Purchase Orders' with columns: Select, PO Line, Shipment, Dist, Item, Description, Supplier Item Number, Ordered, Received, Invoiced, Cancelled, Available, UOM, Unit Price, Curr, Requester, To, Ship, Finally Closed, Flag, and Cancelled Flag. A red box labeled '2' is around the table header. The table content shows 'No search conducted.'

## Section 1

- Select the **Operating Unit**.

The **Operating Unit** will depend on your Purchase Order number. This is a very important step to get correct first time.

### **GNFR Invoice With Purchase Orders**

Always 9 Digits (Numbers)

The first 2 or 3 digits of the PO Number

Determines the **Operating Unit**

12xxxxxxx Waitrose Division

22xxxxxxx John Lewis Division

32xxxxxxx John Lewis Corporate

42xxxxxxx John Lewis Group

705xxxxxxx Waitrose (Guernsey)

706xxxxxxx Waitrose (Jersey)

The chart examples above show you which **Operating Unit** to use depending on your PO Number. For example, if your PO starts with a 12 then the Operating Unit is Waitrose Division

- Once you select an **Operating Unit**, this will populate your **Supplier Site** and **VAT Reg Number**
- Ignore the **Additional Information** box. If you have JLP Charge Account Codes, see Page 7

**Note:** If your VAT Reg No. is incorrect, you will need to amend this. For it to be corrected for future orders, 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 Reg No.

- Fill in your **Invoice Number**, **Invoice Date**, **Tax Point Date**, a brief **Description** of what your invoice covers (e.g Leaders Event on DD/MM/YYYY), the **Invoice Type** will be 'Standard' and the **Processing Team** 'Accounts Payable' (unless advised otherwise).
- Enter the name of your contact within JLP (Usually the name on the order that would have been sent to you)
- Enter your Net, VAT and Gross Amounts

**Note:** You can attach a copy of your invoice by clicking on the **View Attachments** button at the top of the page. This will assist your buyer in approving the invoice.

The screenshot shows the Oracle Invoices & Payments form. The navigation bar includes Home, Orders, Receipts, Invoices & Payments, and Your Details. Below the navigation bar are links for Create Invoices, View Invoices, and View Payments. The 'View Attachments' button is highlighted with a red box. The form contains several fields: Supplier Name, Supplier Number, Operating Unit (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. There is also a section for Net Amount, VAT Amount, Gross Amount, and Early Settlement Discount.

- To add an attachment click in to **View Attachments** and then into **Add Attachment**

The screenshot shows the Oracle Attachments Table. The navigation bar is the same as in the previous screenshot. Below the navigation bar are links for Create Invoices, View Invoices, and View Payments. The 'Attachments Table' section has a search bar with a 'Go' button and a 'Show More Search Options' link. The 'Add Attachment...' button is highlighted with a red box. Below the search bar is a table with columns: Title, Type, Description, Category, Last Updated By, Last Updated, Update, and Delete. The table currently shows 'No results found.' Below the table is a link for 'Return To Invoice Entry'.

- Add your attachment and then click onto **Return To Invoice Entry** to complete your invoice

[Return To Invoice Entry](#)

## Section 2

- After completing the top part of the invoice you need to match these details to a 9 Digit Purchase Order No.

- Add your 9 Digit Purchase Order No. in the field marked **PO Number** and press **Go**

When you press **Go** the line(s) of the Purchase Order will appear on the screen.

Add PO Line to Invoice		Add All PO Lines to Invoice														
Select	PO Line	Shipment Dist	Item Description	Supplier Item Number	Ordered	Received	Invoiced	Cancelled	Available	UOM	Unit Price	Curr	Requester	Ship To	Finally Closed Flag	Cancelled Flag
<input type="radio"/>	1	1	1	PRODUCT C	65566	9823.68	9823.68	9823.68	0	0 Amount	1	GBP		LOCATION 123	N	N

- If when you press **Go** there are no results found, you need to make sure you have the correct **Operating Unit**. See Page 4
- If the **Item Description** matches what you are looking to invoice us for. Click the **Add All PO Lines To Invoice**  
If you have more than one VAT rate then you must create a new PO line for each rate. Do this by clicking **Add All PO Lines To Invoice** again and amending the description, prices and VAT rate as appropriate. (See VAT Code Section below)
- This will add the Purchase Order line(s) to the invoice. The line(s) now appear at the bottom of the page for you to review.

Basic Information															
Invoice Lines															
Remove															
Select All   Select None															
Select	Line	Description	Qty	UOM	Unit Price	Amount	VAT Code	VAT Amount	CIS Line Type	PO Number	PO Line	PO Ship	PO Dist	PO Price Inv Corr	Orig Num
<input type="checkbox"/>	1	PRODUCT C	9823.6	Amount	1	9,823.68	STANDARD (20%)	1,964.74		120564789	1	1	1	<input type="checkbox"/>	
						<b>Total</b>	<b>9,823.68</b>	<b>1,964.74</b>							

- Purchase Orders are mainly raised in two ways.
  - 1) If the **Unit Price** is 1 then the **Qty** needs to match the **Net Amount** of your invoice. Amend the **Qty** column if it does not match. You may find the **Qty** column is for much more money than your **Net Amount**. On occasions we raise Purchase Orders for a large amount of money, in order to reuse the Purchase Order No. for multiple orders with you.

2) The Purchase Order will be raised with a **Unit Price** that matches the cost of your service/goods and then the **Qty** will match the number of services/goods we ordered.

3) **VATCode**– You will need to enter a VAT code, even if you are not charging VAT. 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 pressing the magnifying glass.

VAT Code
EXEMPT (0%)
GUERNSEY GST (OOS)
JERSEY GST (5%)
OUT OF SCOPE (0%)
REDUCED (5%)
STANDARD (20%)
ZERO (0%)
FARMING (4%)

For Invoices with multiple VAT rates see below example.

Basic Information														
Invoice Lines														
		<input type="button" value="Remove"/> <input type="button" value="Copy Line 1 VAT Code to All Lines"/>												
		<input type="button" value="Select All"/> <input type="button" value="Select None"/>												
Select	Line	Description	Qty	UOM	Unit Price	Amount	VAT Code	VAT Amount	Type	PO Number	PO Line	PO Ship Dist	PO Price Corr	Orig Inv Num
<input type="checkbox"/>	1	PRODUCT A	67	Amount	1	67.0	STANDARD (20%)	13.4		WT120644038	1	1	1	
<input type="checkbox"/>	2	PRODUCT B	800	Amount	1	800.0	STANDARD (20%)	160.0		WT120644038	2	1	1	
<input type="checkbox"/>	3	DELIVERY CHARGE	20	Amount	1	20.0	ZERO (0%)	0.0		WT120644038	3	1	1	
						<b>Total</b>	<b>887.0</b>	<b>173.4</b>						

- If the all the figures match your invoice, you can press  in the top right hand corner.
- You will now face a warning page confirming if you want to submit the invoice, click 'OK' to agree to submit your invoice.

**YOUR INVOICE IS NOW SUBMITTED**

## Raising An Invoice Using A Charge Code

### How to create an invoice with JLP Charge Account Codes

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

- Click on 'JLP iSP GNFR Invoice Entry'

**Main Menu**

Personalize

- JLP iSP GFR Inquiry
- JLP iSP GFR Invoice Entry
- JLP iSP GNFR Inquiry
- JLP iSP GNFR 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 'Invoices & Payments' then 'Create Invoice'

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

Create Invoices | View Invoices | View Payments

iSupplier Portal

Create Invoice

- You will have the following on your screen.

\* Indicates required field

Supplier Name **SUPPLIER NAME**

Supplier Number **SUPPLIER NUMBER**

\* Operating Unit

\* Supplier Site

\* VAT Reg Number

Additional Information

\* Invoice Number

Invoice Currency GBP

\* Invoice Date

Tax Point Date

\* Description

\* Invoice Type

\* Processing Team

JLP Bill To Address

\* JLP Contact

\* Net Amount

\* VAT Amount

\* Gross Amount

Early Settlement Discount

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



- Select the **Operating Unit**.

The **Operating Unit** will depend on your Purchase Order number. This is a very important step to get correct first time.

#### **GNFR Invoice With Purchase Orders**

Always 9 Digits (Numbers)

The first 2 or 3 digits of the PO Number Determines the **Operating Unit**

12xxxxxxx	Waitrose Division
22xxxxxxx	John Lewis Division
32xxxxxxx	John Lewis Corporate
42xxxxxxx	John Lewis Group
705xxxxxx	Waitrose (Guernsey)
706xxxxxx	Waitrose (Jersey)

The chart examples to the right show you which **Operating Unit** to use depending on your PO Number. For example, if your PO starts with a 12 then the Operating Unit is Waitrose Division

- Once you select an **Operating Unit**, this will populate your **Supplier Site** and **VAT Reg Number**
- In the **Additional Information** box, type in your JLP Account Charge Codes in the format they were given to you.

**Note:** If your VAT Reg No. is incorrect, you will need to amend this. For it to be corrected for future orders, 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 Reg No.

- Fill in your **Invoice Number**, **Invoice Date**, **Tax Point Date**, a brief **Description** of what your invoice covers (e.g Leaders Event on DD/MM/YYYY, the **Invoice Type** will be 'Standard' and the **Processing Team** 'Accounts Payable' (unless advised otherwise).
- Enter the name of your contact within JLP who made the order with you, along with the Net, VAT and Gross amounts of your invoice.

**Note:** You can attach an attachment to this invoice by clicking on the **View Attachments** button at the top of the page.

[View Attachments](#)

Please see **Page 5** for further instructions on how to do this.

- At the bottom of the page you will see a section called **Basic Information**.
- Click on **Add Another Row** in order to add lines to your invoice. You can add as many lines as you need. When you **Add Another Row** it will appear as below.

Basic Information														
Invoice Lines														
Remove														
Select All   Select None														
Select	Line	Description	Qty	UOM	Unit Price	Amount	VAT Code	VAT Amount	CIS Line Type	PO Number	PO Line	PO Ship Dist	PO Price Inv Corr Num	Orig
<input type="checkbox"/>	1					100.00								<input type="checkbox"/>
Recalculate						Add Another Row		Total		100.00	0.00			

- Add a **Description** and **Amount** to your invoice line.
- VAT Code** – You will need to enter a VAT code, even if you are not charging VAT. 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 pressing the magnifying glass.

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

Basic Information														
Invoice Lines														
Remove														
Select All   Select None														
Select	Line	Description	Qty	UOM	Unit Price	Amount	VAT Code	VAT Amount	CIS Line Type	PO Number	PO Line	PO Ship Dist	PO Price Inv Corr Num	Orig
<input type="checkbox"/>	1	PRODUCT C	9823.6	Amount	1	9,823.68	STANDARD (20%)	1,964.74		120564789	1	1	1	<input type="checkbox"/>
Recalculate						Add Another Row		Total		9,823.68	1,964.74			

- Now press the recalculate button (Bottom left hand corner) which will auto-fill the NET, VAT & GROSS boxes in the top right hand corner.
- If the all the figures match your invoice, you can press **Submit** in the top right hand corner.
- You will now face a Confirmation page where you need to click 'OK' to agree to submit your invoice.

**YOUR INVOICE IS NOW SUBMITTED**

## Creating An Invoice As A CIS Supplier

### How to create an invoice as a CIS Supplier

#### CIS

The Construction Industry Scheme (CIS) sets out the rules for how payments to subcontractors for construction work must be handled by contractors in the construction industry.

The scheme applies mainly to contractors and subcontractors in mainstream construction work, however, businesses or organisations whose core activity isn't construction, but have a high annual spend on construction may also count as contractors and fall under the scheme.

Under the scheme, purchasing organisations 'withhold' tax on behalf of the supplier/subcontractor. This tax is then paid directly to HMRC by the purchasing organisation on behalf of the supplier/subcontractor. This is known as 'Withholding Tax'.

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

- Click on 'JLP iSP GNFR Invoice Entry'

The screenshot shows two panels from the JLP iSupplier Portal. The 'Main Menu' panel on the left contains a list of options: 'JLP iSP GFR Inquiry', 'JLP iSP GFR Invoice Entry', 'JLP iSP GNFR Inquiry', and 'JLP iSP GNFR Invoice Entry'. The last option is highlighted with a red box. A 'Personalize' button is visible in the top right of this panel. The 'Worklist' panel on the right shows a table with columns 'From', 'Type', 'Subject', 'Sent', and 'Due'. Below the table, it states 'There are no notifications in this view.' and lists two tips: 'TIP Vacation Rules - Redirect or auto-respond to notifications.' and 'TIP Worklist Access - Specify which users can view and act upon your notifications.'

- Click on 'Invoices & Payments' then 'Create Invoice'

The screenshot shows the navigation bar of the JLP iSupplier Portal. The 'Invoices & Payments' menu item is highlighted with a red box. Below it, the 'Create Invoices' link is visible. In the bottom right corner, the 'Create Invoice' button is highlighted with a red box.

- You will have the following on your screen.

\* Indicates required field

Supplier Name	SUPPLIER NAME	* Invoice Number	<input type="text"/>	* JLP Contact	<input type="text"/>
Supplier Number	SUPPLIER NUMBER	Invoice Currency	GBP	* Net Amount	<input type="text"/>
* Operating Unit	<input type="text"/>	* Invoice Date	<input type="text"/>	* VAT Amount	<input type="text"/>
* Supplier Site	<input type="text"/>	Tax Point Date	<input type="text"/>	* Gross Amount	<input type="text"/>
* VAT Reg Number	<input type="text"/>	* Description	<input type="text"/>	Early Settlement Discount	<input type="text"/>
Additional Information	<p><input type="text"/></p> <p><b>TIP</b> If you are not VAT Registered, enter Not Registered</p> <p>If you've been given a JLP Charge Account Code, enter it in this field</p>	* Invoice Type	<input type="text"/>		
		* Processing Team	<input type="text"/>		
		JLP Bill To Address	<input type="text"/>		

For CIS invoice entry:

- Supplier Site** - as a CIS supplier, it is imperative you select the Supplier Site which contains the word CIS (an example format for a Supplier Site would be P123456CIS)

**Note:** The alternative Supplier Site is for JLP internal use only. Failure to select the correct site may mean that Withholding Tax is not applied correctly to your invoice.

- If you have a Purchase Order No. follow steps on **Page 4** to complete your invoice entry.
- If you have JLP Charge Account Codes follow steps on **Page 8** to complete your invoice entry.

**Important Note:** The one key difference when entering invoices as a CIS supplier is the '**CIS Line Type**' field. There are two options available in the CIS Line Type field, they are:

- Materials** - Select for Invoice Lines relation to the supply of materials. In line with HMRC guidelines, where materials are selected, **Withholding Tax will not be deducted by JLP**
  - Labour** - Select for Invoice Lines relating to the supply of labour. In line with HMRC guidelines, where labour is selected, **Withholding Tax will be deducted by JLP** in accordance with supplier verification and CIS rates.

## Creating A Credit Note

### How to create a Credit Note

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

- Click on 'JLP iSP GNFR Invoice Entry'



- Click on 'Invoices & Payments' then 'Create Invoice'



- You will have the following on your screen.

\* Indicates required field

Supplier Name SUPPLIER NAME	* Invoice Number	* JLP Contact
Supplier Number SUPPLIER NUMBER	Invoice Currency GBP	* Net Amount
* Operating Unit	* Invoice Date	* VAT Amount
* Supplier Site	Tax Point Date	* Gross Amount
* VAT Reg Number	* Description	Early Settlement Discount
<small>✓ TIP If you are not VAT Registered, enter Not Registered</small>	* Invoice Type	
Additional Information <small>If you've been given a JLP Charge Account Code, enter it in this field</small>	* Processing Team	
	JLP Bill To Address	

- Select the same **Operating Unit** you chose for your original invoice.
- Invoice Number** should be your Credit Note Number (Not the original invoice number)
- Invoice Date** should be the date in which your original invoice was submitted
- Description** should say "Credit Note for" then a similar description that you put on your original invoice.
- Invoice Type** should be Credit Memo
- Processing Team** should be Accounts Payable, unless otherwise advised.
- Enter your Net, VAT and Gross Amounts (as a minus number)

**Match To Original Invoice**

Invoice Number   **1**

Select	Inv Line	Inv Dist Item Description	Invoiced	Unit Price UOM	Net Amount Curr	PO Number	PO Line	PO Dis	Price Hold	Qty Ordered Hold
<input type="radio"/>	<b>3</b>	1 PRODUCT A			819.7 GBP				<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/>	2	1 PRODUCT B			111.48 GBP				<input type="checkbox"/>	<input type="checkbox"/>

**2**



**Basic Information**

**Invoice Lines**

Select All | Select None

Select	Line	Description	Qty	UOM	Unit Price	Amount	VAT Code	VAT Amount	CIS Line Type	PO Number	PO Line	PO Ship	PO Dist	Price Corr	Orig Inv Num
<input type="checkbox"/>	1	Product A				-819.70								<input type="checkbox"/>	5/2109834
<input type="checkbox"/>	2	Product B				-111.48								<input type="checkbox"/>	5/2109834
						<b>5</b>									
						Total		-931.18							<b>4</b>

## Section 1

- Here you can match the Credit Note to the relevant invoice:
  - Search for the original invoice by typing in the Invoice Number and pressing 'Go'
  - Alternatively you can click this icon  and search for part of the Invoice Number using % either side (e.g if your invoice number is INV1234 you could search for %1234%)
- **Note:** If you use the  you will need to ensure your pop up blocker does not block pop ups from <https://jlpisupplier.johnlewispartnership.co.uk>

## Section 2

- When you have selected the relevant invoice, you can identify if the original invoice was processed against a Purchase Order. The field, circled above, will be populated with the Purchase Order details.

It also indicates if the original invoice is on **Price Hold** (variance between price and invoice price) or **Qty Hold** (variance between Purchase Order Quantity and invoice quantity).

### Section 3


- Select the relevant line to match to the Credit Note then click **Add** or **Add All** depending on whether you are crediting in part or full.

### Section 4

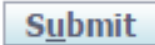
- JLP iSupplier assumes Credit Notes matched to Purchase Orders relate to quantity, but allows you to tick the **Price Corr** box for unit price correction.

### Section 5

- The Invoice Line details will then appear in the **Basic Information** section of the entry screen.
- To complete the entry of the Credit Note line, you will need to enter:
  - **Qty** - credited quantity or unit price.

- **VAT Code** – You will need to enter a VAT code, even if you are not charging VAT. 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 pressing the magnifying glass. 

VAT Code
STANDARD (20%)
ZERO (0%)
REDUCED (5%)
GUERNSEY GST (OOS)
JERSEY GST (5%)
FARMING (4%)
COMPOSITE

- Once you have completed the entry of your Credit Note Lines. You can press  in the top right hand corner.
- You will now face a Confirmation page where you need to click 'OK' to agree to submit your Credit Note.

YOUR CREDIT NOTE IS NOW SUBMITTED