

JOHN LEWIS
PARTNERSHIP

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**Goods Not For Resale (GNFR)
Invoice Inquiry Guide**

Viewing Payments, Remittance Advice,
Invoices, Receipts and Purchase Orders
2019

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What are the benefits of managing your account via iSupplier?

Using JLP iSupplier you can download copy Remittance Advices, 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.

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)

View Payments And Remittance Advices

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

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



- Click on the 'Invoices & Payments' tab



- Click on 'View Payments'



- You can search for Payments using: Payment Reference, Invoice Number, PO Number etc criteria. Alternatively click 'Go' without criteria to view all payments

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)

- Once you've searched for a payment, you can download a PDF of the Remittance Advice directly from JLP iSupplier by clicking 'View Remittance'

Simple Search

Note that the search is case insensitive

Payment Reference:

Invoice Number:

PO Number:

Release Number:

Status:

Payment Amount From: To:

Payment Date From: To:

(example: 23-May-2016)

Previous 1-25 Next 25

Payment Reference	Initiated Payment Date	Currency	Gross Amount	Method	Status	Status Date	Invoice	PO Number	Remittance	Remit-to Supplier	Remit-to Supplier Site
222222	DD-MM-YYYY	GBP	1,043.69	JLP BACS	Reconciled	DD-MM-YYYY	Multiple		View Remittance	SUPPLIER A	P123456

- You can also click on the Payment Reference number and this will show you all invoices paid within that payment reference

Payment Date: DD-MM-YYYY
Method: JLP BACS
Status: RECONCILED
Status Date: 20-May-2016

Included Invoices

Invoice	Invoice Date	Description	Type	Currency	Amount	Status	Payment Status	Disc Taken	Payment PO Number	Receipt	Attachments
INVOICE D	DD-MM-YYYY		Standard	GBP	582.85	Approved	Paid	0.00	582.85		
INVOICE E	DD-MM-YYYY		Standard	GBP	460.84	Approved	Paid	0.00	460.84		

View Invoices

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

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

The screenshot shows two panels. The 'Main Menu' panel on the left has a 'Personalize' button and three folder icons. The third folder, 'JLP iSP GNFR Inquiry', is highlighted with a red box. The 'Worklist' panel on the right has a 'Full List' button and a table with columns: From, Type, Subject, Sent, Due. Below the table, there are two green checkmarks with 'TIP' labels: '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 the 'Invoices & Payments' tab then click 'View Invoices'

The screenshot shows a navigation bar with five tabs: 'Home', 'Orders', 'Receipts', 'Invoices & Payments', and 'Your Details'. The 'Invoices & Payments' tab is highlighted with a red box. Below this bar, there are two sub-tabs: 'View Invoices' and 'View Payments'. The 'View Invoices' sub-tab is also highlighted with a red box.

- You can search for Invoices using Invoice Number, PO Number, Payment Number etc criteria. Alternatively click 'Go' without 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)

The screenshot shows the 'Simple Search' interface. It has several input fields for search criteria: Invoice Number (with 'INVOICE ABC' entered), PO Number (with 'example : 1234' as a hint), Release Number (with 'example : 1234-2' as a hint), Payment Number, Invoice Status (dropdown), Payment Status (dropdown), Invoice Amount From/To, Amount Due From/To, and Invoice Date From/To. There are 'Go' and 'Clear' buttons. Below the search fields is a table with the following data:

Invoice	Invoice Date	Type	Currency	Gross Amount	Due Status	Reason Hold	On Payment Status	Scheduled Payment Date	Payment Reference	PO Number	Receipt Assignee	Attachments	Supplier Site	Supplier Image	Synthetic to Supplier	Remit-to Supplier Site	Remit-to Supplier	Discount Date
INVOICE ABC	DD-MM-YYYY	Standard	GBP	11,788.42	0.00	Approved		Paid	DD-MM-YYYY	222222			P12345	SUPPLIER NAME				

- When you've found your Invoice, you can click the invoice number to display more detail (as seen below)

The screenshot shows an invoice detail page with the following sections:

- 1 General:** Invoice Date DD-MM-YYYY, Status **Approved**, On Hold, Batch, Supplier **SUPPLIER A**, Supplier Site, Address **SUPPLIER ADDRESS**, Attachments.
- 2 Invoice Summary:** Item 9,823.68, Tax 1,964.74, Prepayment 0.00, Retainage 0.00, Withholding Tax 0.00, Total 11,788.42.
- 3 Payment Information:** Paid 11,788.42, Discount Taken 0.00, Due 0.00, Status **Paid**, Payment Date, Payment Reference, Term **12 of the month**.
- 4 Invoice Lines:** A table with columns: Line, Type, Description, Qty, UOM, Price, Amount, PO Number, Status, Tax Included, Retainage, PO Line, PO Shipment, Buyer, Receipt.

Line	Type	Description	Qty	UOM	Price	Amount	PO Number	Status	Tax Included	Retainage	PO Line	PO Shipment	Buyer	Receipt
2	Item	PRODUCT A	9823.68	Amount	1.00	9,823.68	12345678	Approved		0.00	1	1	BUYERS NAME	
3	Tax	GB VAT REGIME - GB VAT				1,964.74		Approved		0.00				

Section 1 - General Section

- Invoice Date** - The date on the invoice
- Status & Status Descriptions:**
 - 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

- Ready for Import** - Invoice submitted and awaiting processing.

This means the invoice has been submitted to JLP and is waiting to be processed. Once the invoice has been processed, the status will be updated appropriately.

- In Process** - Invoice submitted and being processed

This means that the invoice has been received by JLP and is currently in process. Once the invoice has been processed, the status will be updated as appropriate

- **Cancelled** - The invoice has been received by JLP but has been cancelled following processing. This may be due to a number of reasons, including duplicate invoice number or a requirement to re-enter the invoice into a different JLP Operating Unit
- **Blank** - Whenever an invoice has a blank status, it should also have a 'Scheduled Payment Date' or 'Excluded from Import'. This indicates that the invoice has been received by JLP but has been returned to your organisation. The JLP Financial Processing team will indicate in the Invoice Number field, why an invoice has been returned to your organisation (a separate email will also be issued to inform you of the rejection).
- **On Hold** - This indicates that an invoice has been placed on hold within JLP. This will either be because of a **Price Hold** or **Quantity Hold**. Wherever an invoice is **On Hold**, you will be able to click on the hold reason to view details of the hold, e.g Invoice Details vs. Purchase Order or Invoice Details vs. Receipted Details

Section 2 - Invoice Summary

- **Item and Tax** - The total amount of the invoice lines
- **Withholding Tax** - If you are a part of the CIS scheme, the Withholding Tax will be advised here
- **Total** - The total cost of the invoice including the item and delivery cost

Section 3 - Payment Information

- **Paid** - The amount JLP has paid

- **Discount Taken** - The amount of early settlement discount taken on this invoice
- **Due** - The remaining amount JLP is due to pay
- **Status** - Paid / Partially Paid / Not Paid
- **Payment Date** - This is the date the invoice is scheduled to be paid
- **Payment Reference** - Where an invoice has been paid, the payment reference will be shown. The same number will appear on the remittance advice

Section 4 - Details Information

- **Invoice Lines** - This shows the details of each invoice line and their current status
- **Scheduled Payment** - This shows the invoice payment status and the scheduled date
- **Hold Reasons** - Wherever an invoice is on hold, you will be able to view the details of the hold (E.g Invoice Details vs Purchase Order or Invoice Details vs Receipted Details). This will also show whether it has been released

View Receipts

How to View Receipts

When goods or services are received, they are **Receipted** onto the system. An invoice is then 'matched' to both the Purchase Order and Receipt. Payment is scheduled only if the invoice matches with both the Purchase Order and the Receipt.

JLP iSupplier allows you to view Receipts which, in turn, will assist you with why invoices have not been paid.

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

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

The screenshot shows two side-by-side panels. The left panel, titled 'Main Menu', contains a 'Personalize' button and a list of menu items: 'JLP iSP GFR Inquiry', 'JLP iSP GFR Invoice Entry', and 'JLP iSP GNFR Inquiry'. The 'JLP iSP GNFR Inquiry' item is highlighted with a red box. The right panel, titled 'Worklist', contains a 'Full List' button and a table with columns 'From', 'Type', 'Subject', 'Sent', and 'Due'. Below the table, there is a message: 'There are no notifications in this view.' and 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 the 'Receipts' tab

The screenshot shows a navigation bar with five tabs: 'Home', 'Orders', 'Receipts', 'Invoices & Payments', and 'Your Details'. The 'Receipts' tab is highlighted with a red box. Below the main tabs, there is a sub-menu with 'Receipts' and 'Returns' options.

- You can search for Receipts using Receipt Number, PO Number, Shipment Number etc criteria. Alternatively click 'Go' without criteria to view all receipts

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 Receipt Number %1234% will search for all delivery notes containing 1234)

View Receipts

Simple Search

Delivery Note Number

PO Number

Ship-To Location

Receipt Date

(example: 29-Mar-2016)

Item Number

Supplier Item

Item Description

Delivery Note Number	Creation Date	Ship-To Location	GRNO	PO Number	Invoice
No search conducted.					

- Once you've searched for your Receipt, you will be presented with a list of results:

Receipt	Creation Date	Organization	Packing Slip	Waybill/Airbill	PO Number	Invoice	Attachments
123	03-Dec-2015 08:48:14				PO NUMBER		
456	03-Dec-2015 08:40:09				PO NUMBER		
789	03-Dec-2015 08:39:10				PO NUMBER		
1011	24-Aug-2015 10:15:30				PO NUMBER		
1213	07-Jul-2015 14:55:05				PO NUMBER		
1415	22-Apr-2015 09:36:53				PO NUMBER		
1617	23-Feb-2015 08:56:40				PO NUMBER		

- To view Receipt detail, click on the relevant Receipt Number

Creation Date DD-MM-YYYY
 Organization
 Supplier SUPPLIER NAME
 Supplier Site SUPPLIER SITE

Packing Slip
 Waybill/Airbill
 Attachments None

Receipt Transactions											
Receipt Date	PO Number	Line	Shipment	Item/Job	Description	UOM	Ordered	Returned	Net Received	Location	Invoice
DD-MM-YYYY	1234567	1	1		PRODUCT A	Amount:	4911.84		4911.84	123	

View Purchase Orders

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

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

Main Menu

Personalize

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

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 'Orders' tab

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

Purchase Orders | PO Revisions

- All Orders will appear in front of you. You can also use the 'Advanced Search' button to search for a PO using other criteria
- You can view Purchase Order detail by clicking the PO number

Views

Order Information **1**

General	Terms and Conditions	Summary
Total 9,823.68 Supplier SUPPLIER A Supplier Site Address SUPPLIER ADDRESS Order Date DD-MM-YYYY Description Status Closed Note to Supplier Operating Unit Supplier Order Number Attachments None	Payment Terms 12 of the month Carrier FOB Freight Terms Shipping Control Ship-To Address Address SHIP TO ADDRESS Bill-To Address Address BILL TO ADDRESS	Total 9,823.68 Received 9,823.68 Invoiced 9,823.68 Payment Status Paid

2

3

PO Details

Show All Details | Hide All Details

Details	Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
Show	1	Amount			PRODUCT B	Amount	9823.68	1.00	9,823.68	Closed		

Section 1 - Order Information

- **Total** - The total amount of the PO
- **Supplier** - Your organisation name
- **Supplier Site** - Your site number (some suppliers have more than one site)
- **Address** - Your organisation's address
- **Order Date** - The date the order was raised
- **Status** - PO Statuses:
 - **Open** - The Purchase Order is open for Receipts and Invoices
 - **Closed** - The Purchase Order has been closed although Invoices can still be processed
 - **Closed for Invoicing** - The Purchase Order has been closed for invoicing, although invoices can still be processed against it
 - **Closed for Receiving**- The Purchase Order has been closed for receiving, although invoices can still be processed against it
 - **Finally Closed** - The Purchase Order has been final closed and cannot be received, invoiced or amended
 - **Cancelled** - The Purchase Order has been cancelled, invoices can be processed for the quantity not cancelled
- **Operating Unit** – The Operating Unit displays the area of the Partnership responsible for the Purchase Order, Invoice or Receipt.

TERMS & CONDITIONS SECTION

- **Payment Terms** - The payment term agreed between your organisation and John Lewis Partnership
- **Ship-To Address:**
 - **Address** - The JLP address of the Branch or Distribution Centre the goods or services are delivered to
- **Bill-To Address:**
 - **Address** - JLP's billing address

Section 2 - Summary

- **Total** - The total amount of the Purchase Order
- **Received** - Net amount of received goods
- **Invoiced** - Net amount of invoices
- **Payment Status** - Paid / Not Paid / Partially Paid

Section 3 - PO Details

- **Line** - The PO line number
- **Description** - Description of the item
- **Qty** - The Qty on the PO line (if the Price = £1 then the Qty represents the Net amount of the Purchase Order Line)

- **Price** - Price per unit (if the Price = £1 then the Qty represents the Net amount of the Purchase Order Line)
- **Amount** - The net amount for the PO line(s)
- **Status** - PO Line Statuses:
 - **Open** - The Purchase Order line is open for Receipts and Invoices
 - **Closed** - The Purchase Order line has been closed although Invoices can still be processed
 - **Closed for Invoicing** - The Purchase Order line has been closed for invoicing, although invoices can still be processed against it
 - **Closed for Receiving**- The Purchase Order line has been closed for receiving, although invoices can still be processed against it
 - **Finally Closed** - The Purchase Order line has been final closed and cannot be received, invoiced or amended
 - **Cancelled** - The Purchase Order line has been cancelled, invoices can be processed for the quantity not cancelled