

Submitting OPD Shipping Documents as part of a GFR Overseas Invoice

If you are viewing this guide as part of submission of a Goods for Resale (GFR) overseas invoice on Coupa please follow the steps detailed in our '**Converting a GFR PO into an Invoice on Coupa For an Overseas Export Invoice**' guide, found [here](#). Alternatively you can follow the detail below to find out the required OPD (Overseas Purchasing Department) shipping documents which you need to provide us with to ensure you are fully prepared for submitting this OPD invoice.

Important Information

Before you submit your invoice(s) to us please ensure, if you ship by sea, that you have sent the below documents to Ligenta on the email address jlpsupplier@cx.ligentia.com.

This must be completed within 10 days of ETD (Expected Time of Departure).

- Bill of Lading / SWB
- Commercial Invoice
- Packing List
- DCTS statement on your invoice (where applicable) / EURI Certificate (where applicable)

Once the above required documents have been submitted you are ready to submit your invoice to us on Coupa by following the above linked guide. **Invoices must be uploaded to Coupa within 10 days of the ETD.**

Important: Please ensure that the invoice version sent to Ligenta is your **commercial invoice only** and that this commercial invoice value matches the invoice value you are submitting on Coupa. Please do **not** submit a factory invoice to Ligenta described in Step 1 as your commercial invoice copy is required.

Import Support Top Tips

- If your documents do not correspond with each other, it will slow down the process within John Lewis, and could result in delay of payment to you
- Your documents need to correspond and tie back to the 'Seaway Bill'
- The number of cartons on your 'Bill of Lading' and 'Seaway Bill' **must** match the number of cartons on your Packing List
- The number of cartons on your packing list **must** match the number of cartons on your invoice.
- The number of pieces on your packing list **must** match the number of pieces on your invoice.
- **All** POs under your house bill need to be present on the invoice.
- If DCTS declarations apply to you, they need to be present on your invoice or we need a copy of the certificate scanned with your invoice. Similarly, if **EURI** is applicable to you, we require a copy of your **EURI Certificate**.
- Ensure your Coupa invoice value matches the commercial invoice value which you submit to Ligenta on step 1 of this guide.
- If you have any questions or need further guidance or support in regards to your import documents required on Ligenta from our Import Support Team, please contact import.support.administration@johnlewis.co.uk

What Happens Next?

Once you are happy you are able to provide the above information follow our steps detailed in our '**Converting a GFR PO into an Invoice on Coupa For an Overseas Export Invoice**' guide, found [here](#), to submit your invoice to us on Coupa in order for this to be reviewed and approved for payment.

Further guides and supporting material can be found on our [JLP Supplier Support](#) website.