



## Understanding SOR or D2C Sale or Return Data Report and Coupa Invoice Lines

### How to Understand Your Weekly SOR or D2C Excel Sale or Return Data Report?

Once you have downloaded your Excel weekly sale or return report you will be able to perform any reviews you deem necessary. We recommend that you apply a filter on this report if you wish to view transactions by a specific location (shop,) or invoice line, or transaction type.

Please note that your Coupa weekly sale or return data may differ from your EDI due to timing differences of transactions being recorded. Transactions which occur on the last day of the weekly reporting period may be missing from your Coupa weekly sale or return report but show on your EDI report. These will appear on the following week's Coupa report instead. Should these transactions still not appear on your following week's Coupa report, please visit our **SOR FAQs** page, which can be found [here](#), for next steps.

This table explains what the headings on the report mean:

<b><u>Column</u></b>	<b><u>Description</u></b>
(A) Week Ending Date	The week ending date associated with your sales data and issued purchase order.
(B) Day Date	The specific day which the transaction was recorded within the week ending date week.
(C) Ordering Supplier Name	Your supplier account name.
(D) Ordering Supplier Number	The ordering number registered to your supplier account.
(E) Branch	The location code number for the John Lewis location where the transaction was recorded.
(F) Branch Short Name	The name for the John Lewis location where the sale was facilitated.
(G) EAN Product Code	The European Article Number barcode for the product covered in the transaction.

(H) Product Code	The product code held on the John Lewis systems for the product covered in the transaction
(I) Product_Description	The product description for the item involved in the transaction.
(J) Total Sales Value	The total sales amount (including VAT if applicable) for this transaction.
(K) Sales Units	The number of units involved in the transaction for this item.
(L) Returns Value	If the transaction is a return this will show the total sales value of the items returned under this product.
(M) JLP Sales Margin	The JLP sales margin for the product involved in the transaction. This total will match your SPTI % rate.
(N) JLP Cost of Sales	The JLP Cost of Sales for the product involved in the transaction. This value will contribute towards the total PO line value
(O) Dissection	The dissection number listed on your account which relates to the product involved in the transaction.
(P) Dissection Name	The dissection name stated on the internal John Lewis systems for dissection number stated in column O.
(Q) Sales Value	The total sales value (including VAT if applicable) for this sale. This field will show as 0.0000 if this transaction relates to a return rather than a sale.
(R) Returns Units	The total number of units involved in the return transaction for this item. This field will show as 0.0000 if this transaction relates to a sale rather than a return.
(S) VAT Rate	The VAT rate (%) registered for this transaction.
(T) Sales Value xVAT	The sales value for the transaction, excluding VAT if applicable.
(U) VAT in Gross Sales	The total VAT amount recorded for this transaction, this is excluded from the total in column T above.



### How to Understand Your Weekly SOR or D2C PO Invoice Lines?

Once you have selected the purchase order you wish to view, you will see a summative breakdown of each location and tax code for transactions occurring within the week ending date period on the Excel report.

Your POs will show as positive and negative. All sale transactions will show as a positive order and all return transactions will show as a negative order.

Note: You are able to search for specific PO lines in the search bar.

The screenshot and table below show what each field shown means and how this relates to the full Excel sale or return report.

Select Customer John Lewis Partnership

## Purchase Order #SOR00000 [REDACTED]

### General Info

Status Issued - Not Sent

Order Date 19/04/2023

Revision Date 19/04/2023

Requester SOR USER

Email [REDACTED]

Payment Term 45 3%/45

Final Branch None

Destination None

Supplier Location None

Reference None

Quantity Discount None

Trade Discount None

Attachments 20230306\_097901.xlsx

### Shipping

Ship-To Address [REDACTED]

Terms None

### Shipment Tracking

No package tracking.

### Lines

Advanced

Sort by Line Number: 0 → 9

1	Type	Item	Qty	Unit	Price	Total	Invoiced		
		0937_Standard_39	7.53	Each	1.00	7.53	0.00		
		<b>A B C</b>	<b>D</b>		<b>E</b>	<b>F</b>	<b>G</b>		
Need By		Supplier Part Number	Manufacturer Name	JLP SKU	CIS Line Type	Catalog Item	Note	Case (Size)	ANA Code
03/06/2023		None	None	None	None	Yes	None	None	None
		<b>H</b>							
Variable Weight Indicator		None							



<b>Ref:</b>	<b>Description</b>
A	The John Lewis branch number which all transactions under this PO took place, this relates to column E on your full Excel sale or return report.
B	The VAT tax code registered to the invoice lines, this should show one of the below depending on the VAT registration held on your supplier account. <ul style="list-style-type: none"> <li>• XXXX_Standard_XX (<b>20.0% VAT</b>).</li> <li>• XXXX_Reduced_XX (<b>5.0% VAT</b>).</li> <li>• XXXX_Zero_XX (<b>0.0% VAT</b>).</li> </ul>
C	The SPTI rate in % rate which is held on your supplier account.
D	The total quantity allocated to the PO invoice line raised for this John Lewis branch in the week ending period. This number should match the monetary amount from all entries from the <b>JLP Cost column (row N)</b> on your full Excel sale or return report. The PO line raised QTY matches the monetary value total for your account currency. Please do not amend this value if you are submitting an invoice.
E	This price field shows as 1.00, this refers to the 1x PO line raised, this does not relate to the unit price for items sold. Please do not amend this value if you are submitting an invoice.
F	The total payment being paid to you for transactions which took place on the week ending period at this John Lewis branch code. This includes all entries from the <b>JLP Cost column (row N)</b> on your full Excel sales data report. The PO line raised QTY matches this monetary total for your account currency.
G	This figure shows how much of the total invoice line value allocated on the PO have been invoices against. If you are not self-billing and this shows as 0.00 you will need to convert this PO to an invoice. Once this invoice has been submitted this figure will update to show the PO line amount invoiced against. If you are registered as a self-billing supplier you will not need to convert this purchase order to an invoice with this automatically completed.
H	This date shows the latest date which this purchase order needs to be converted to an invoice and submitted to us to ensure the scheduled payment date aligns with your payment terms. If you are not a self-billing supplier and your invoice is not submitted against this PO by the date stated you will not receive payment within your payment terms. If you are registered as a self-billing supplier you will not need to convert this purchase order to an invoice with this automatically completed.

### **What Happens Next?**

If you are not a self-billing supplier, and you need to convert this weekly PO to an invoice, this can be completed by following our [‘Converting a SOR or D2C PO into an invoice guide’](#).

Note: Only positive orders (sales transactions) should be converted into an invoice, any negative order (return transactions) that is converted into an invoice will be rejected.

If you have any questions about this sales data report or purchase order you can visit our [FAQ](#).

Additional guides and supporting material can be found on our JLP Supplier Support website <https://www.jlpsupplierhelp.co.uk/portal/ss/>