

Quick Guide: eInvoicing

Steps

1) Log into the Procserve Commerce Network and select 'Supplier Portal'



2) To view your Orders click on the top left drop down box, select Orders, in the second select All and the third select Unlimited.



On the left hand side, the page will now display any Orders you have ever received from your customers.

Number	Dated	Value	Buying Organisation
BANK002995	13 Oct 2009	155.25 GBP	Schools
BANK002994	13 Oct 2009	120.75 GBP	Schools
BANK002992	02 Oct 2009	172.50 GBP	Schools
BANK002991	02 Oct 2009	172.50 GBP	Schools

If there are too many Orders to be displayed on one page, subsequent pages will be available to view by clicking on the different page numbers in the bottom left hand corner of the page.



3) Select an Order from which to raise an Invoice by placing your cursor over the Order and clicking your mouse. The Orders should now be highlighted in yellow.

Number	Dated	Value	Buying Organisation
BANK002995	13 Oct 2009	155.25 GBP	Schools
BANK002994	13 Oct 2009	120.75 GBP	Schools

On the right hand side of the page an overview of the Order will be displayed along with an option to create an Invoice.

4) To create an Invoice from the selected Order click the green arrow button next to Create Invoice in the top right of the screen



At the bottom of the new page an overview of the Order line items will be displayed. This will show what, if anything, has already been invoiced against the Order previously and therefore what is outstanding for Invoice.

Line	Item Code, Classification, Description & Comments	Supplied	Quantity	Unit	Price	Extended	Tax Rate	Line Total
1	Test Order for new schools EA		1.00	EA	1.00	1.00	Qty	0.00

5) To add / edit Invoice details, you must first save it by clicking situated on the right hand side of the page. This will then automatically generate an Invoice number.

6) To edit any of the non line item Invoice details click on the relevant pencil icon and make amendments. Once completed click on the save icon to save changes or to cancel changes and return.

7) To add all outstanding Order lines to the Invoice click on

To add only certain Order lines, expand the order lines to show all Ensure the qty shown is as required for the relevant line item or amend.

Then click on the to add to the Invoice. The Invoice line items will then be displayed above the order line items.

8) To add additional non Order line items such as shipping, select one of the three options above Invoice lines and click the green add button

Add the details to the additional line as required and click save the changes or undo to cancel changes and return.

Invoice line items can be amended by clicking on the relevant pencil icon or deleted by clicking on

Once amended click on save & undo to cancel changes.

9) To view a printable version of the Invoice click on at the top right hand side of the page.

10) To delete the Invoice completely click on the delete icon at the top right hand side of the page.

11) To send the Invoice to the customer click on the top right hand side of the page.

12) To return to your documents within the Supplier Portal click on at the top right hand side of the page.

Manually specify and enter Invoice numbers.

1) You must first edit the settings within Admin. In the top right hand corner of the page click on Admin and then the drop down Company Admin tab.



2) Scroll down the page until you reach Invoices. Then uncheck the box for Automatic Numbering.

3) To save the changes now click on the save icon at the top of the page. Now return to Documents and Create Invoice for the relevant Order. You will now be able to manually enter an Invoice number in the number box.

4) Once you have manually entered your Invoice number now click on save. The page will now display the high level Invoice details. To expand any of the fields to view all of the details click on the relevant plus symbol.

Send Unlinked Invoice to customers – (Note: Unlinked Invoices can only be created for and sent to Buying Organisations that are set up to receive them.)

An Unlinked Invoice is a new Invoice that is not being created as a response to a received Order.

1) Click on the Documents tab at the top right hand side of the page.

The page will now display your documents.

2) Click on the Tree tab

The page will now display a tree format view of the buying organisations you have a trading relationship with and the different document types for each one.

3) Now click on the name of the buying organisations you wish to send an Unlinked Invoice to. The Buying Organisations will now be highlighted in yellow and summary information will be displayed in the right hand screen.

4) From the drop down list above the customer summary select Create Invoice

The Invoice creation page will now be displayed and the Invoice can be created as per the process detailed previously in this document.

Need more help?

If you have any problems or queries please contact our Service Desk

English: 0845 603 2885
International - 0845 604 2328
support@procserve.com