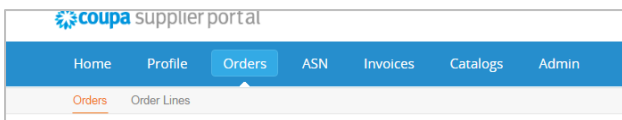


CREATING INVOICES ONLINE

Creating an Invoice

Creating an invoice online gives full visibility of the invoice from creating the invoice to payment on the invoice. To get started sign into the Supplier Network site and click on 'Orders'



This screen will show you a list of all open Purchase Orders. Click on the gold coins on the far right of the order you wish to invoice against.

PO Number	Order Date	Status	Acknowledged	Items	Unanswered Comments	Total	Actions
294331	04/18/17	Issued	04/20/17	1 Each of test comment	Yes	100.00 GBP	Create Invoice

This will 'flip' the key information from the Purchase Order on to an invoice template. Firstly select your 'Remit To Address' (instructions on how to set up a Remit to address on a separate guide)



The Remit-To Address is required to make the invoice fully compliant

Create Invoice Create

*Invoice #

*Invoice Date 📅

Payment Terms

*Currency

Status

Shipping Term

Image Scan No file chosen

Supplier Notes

Fill in the top left (where applicable). This may include:

- Invoice Number
- Invoice Date
- A scanned copy of a physical invoice
- Any additional notes in the supplier notes section
- File attachments

All Orders require this section to be completed

There are four different types of orders, each require slightly different approach for the rest of the invoice.

Single line, Single Quantity invoice

If the Order has only one line and a Quantity of 1, very little needs to be done:

Lines Line Level Taxation

Type	Description	Qty	UOM	Price	Total
	test comment	1.00	Each	100.00	100.00

PO Line Contract Billing Labour Amount CIS Commodity

You must complete the Labour amount

[Add Line](#)

Subtotal	100.00
Tax Code	GB: VAT2 <input type="text" value="20.000"/> % <input type="text" value="20.000"/>
Total Tax	20.00
Total	120.00

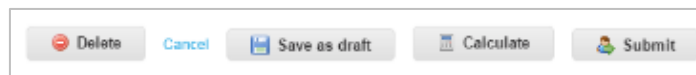
Description: Check to ensure the description accurately describes the work carried out

Price: If this price is incorrect, contact the Development/Property Manager or Customer services to get this amended before going and further

Labour Amount: If the CIS commodity is 'Yes' or 'Maybe' enter the value of the labour portion of the invoice. Otherwise, Enter 0

Tax Code: Check the correct tax code is selected

(If VAT registered please use code VAT20, If not VAT registered please use Zero)



If everything looks correct, click on the 'Calculate' button first, then 'Submit'. A Pop up box will appear confirming the invoice you are about to send, please select 'send invoice'. This will send the invoice through for receipt and approval.

CREATING INVOICES ONLINE

Single line, Multiple Quantity invoice

If an order has been raised for multiple visits over the year (e.g. Cleaning) Then the Description & Quantity may need amending:

Type	Description	Qty	UOM	Price	Total
	annual gardening 01/01/17 -	12.00	Each	250.00	3,000.00

PO Line: 294318-1
 Contract: PRD-S-10004-Service Charge-1380 Grounds Maintenance-Schedule 1-N/A
 Billing: []
 Labour Amount: []
 CIS Commodity: No

Subtotal: 3,000.00
 Tax Code: GB: VAT2, 20.000 % 600.000
 Total Tax: 600.00
Total: 3,600.00

Description: Add the month and year to the end of the description for ease of reference.

Quantity: Ensure the quantity relates to the number of visits (e.g. 1 visit per month)

Price: If this price is incorrect, contact the Development/Property Manager or customer services to get this amended before going and further

Labour Amount: If the CIS commodity is Yes or Maybe, enter the value of the labour portion of the invoice. Otherwise, Enter 0

Tax Code: Check the correct tax code is selected

(If VAT registered please use code VAT20, If not VAT registered please use Zero)

Click the calculate button to update the total. If this looks correct click 'Submit'. A Pop up box will appear confirming the invoice you are about to send, please select 'send invoice'. This will send the invoice through for receipt and approval.

Multiple line invoice

If the value of an annual order varies from month to month, a multi-line order will need to be raised. You will need to delete any lines which you do not wish to invoice for at this time:

Type	Description	Qty	UOM	Price	Total
1	Annual Gardening	1.00	Each	500.00	500.00
2	Annual Gardening	1.00	Each	500.00	500.00

PO Line: 294296-1
 Contract: PRD-S-10004-Service Charge-1380 Grounds Maintenance-Schedule 1-N/A
 Billing: []
 Labour Amount: []
 CIS Commodity: No

Subtotal: 1,000.00
 Tax Code: GB: VAT2, 20.000 % 200.00
 Total Tax: 200.00
Total: 1,200.00

To remove unwanted lines, click on the delete button on the far right and remove all lines for which you are not invoicing at this time – these lines will be available next time the order is invoiced

Description: Add the month and year to the end of the description for ease of reference.

Quantity: Ensure the quantity relates to the number of visits (e.g. 1 visit per month)

Price: If this price is incorrect, contact the Development/Property Manager or customer services to get this amended before going and further

Labour Amount: If the CIS commodity is Yes or Maybe, enter the value of the labour portion of the invoice. Otherwise, Enter 0

Tax Code: Check the correct tax code is selected

(If VAT registered please use code VAT20, If not VAT registered please use Zero)

CREATING INVOICES ONLINE

Value invoice

If the person raising the order is unsure how many invoices should be entered, they will raise a 'value' order. This is similar to a single line order but with no specified quantity

Type	Description	Price	Total
	PL002	500.00	500.00

PO Line: 169873-1 | Contract: | Billing: PRD-S-10002-Service Charge-1360 Communal Area Cleaning-Schedule 1-N/A | Labour Amount: | CIS Commodity: No

Subtotal: 500.00
VAT Code: GB: VAT2 | 20.000% | 100.00
Total VAT: 100.00
Total: 600.00

Description: Add the month and year to the end of the description for ease of reference.

Quantity: Ensure the quantity relates to the number of visits (e.g. 1 visit per month)

Price: If this price is incorrect, contact the Development/Property Manager or customer services to get this amended before going and further

Labour Amount: If the CIS commodity is Yes or Maybe, enter the value of the labour portion of the invoice. Otherwise, Enter 0

Tax Code: Check the correct tax code is selected

(If VAT registered please use code VAT20, If not VAT registered please use Zero)

Delete Cancel Save as draft Calculate Submit

Click the calculate button to update the total. If this looks correct click 'Submit'. A Pop up box will appear confirming the invoice you are about to send, please select 'send invoice'. This will send the invoice through for receipt and approval.

What happens next?

Once an invoice has been submitted, you will see a 'Processing' Message

testNMS - R14 invoice #INV7487 is processing

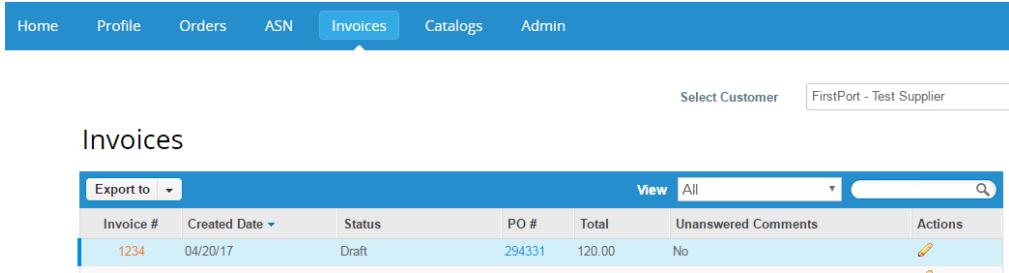
Once an invoice had finished processing it will go in to a 'Pending Approval' state. A Downloadable Legal invoice will also be created. This can be accessed by clicking on the invoice number and then on download on the left:

Status Pending Approval
Shipping Term DDP
Legal invoice [download](#)

CREATING INVOICES ONLINE

How do I know if I've been paid?

To see if an invoice has been paid click on the invoice number in the invoice section:



There are three fields on the left which relate to payment. Check here to see if/when you have been paid:

Paid Yes

Payment Date 09/04/15

Payment Notes PAID

Please note, the date specified will relate to the date the money left FirstPort. Payment will take between three to five working days to appear in your preferred account.