BASIC - SUPPLIER PURCHASE ORDER FLIP GUIDE

Introduction

Suppliers can view and use purchase orders raised electronically by Keele University on the P2P (Purchase to Pay) Marketplace system called Parabilis.
The system is free to use and accessed by an internet web browser such as Chrome.
Suppliers are able to:-

- View e-purchase orders placed
- View buyer contact details
- Create a Supplier PO Flip e-invoice /e-credit
- View e-invoices / e- credits submitted and the status of payment

Logging in to Parabilis

Once your supplier profile has been made "visible" by Keele University for e-ordering, you will receive an e-mail welcoming your organisation to the Parabilis marketplace.
Within the e-mail you will be directed to Supplier Portal and also informed of your user name i.e. feoXXXX . Your password will then be sent on a separate e-mail (all case sensitive). If you do not receive your password please contact the Procurement Office 01782 733255. Once logged on you will see the Keele University e-procurement home page - "Hello Supplier User"

Enabling E-Invoicing

On the home page – under "Quick Links" – select *"setup e-invoicing"*
Click on the box along side of Keele University *" enabled"*
Click on *"Update"*

Produce A PO Flip Invoice / Credit

On the home page click on the "create e-invoice icon" next to the appropriate Purchase Order Number (all Keele University Parabilis Purchase Order numbers will be in the format as follows:- KU123456).
If the order has been opened on your screen, scrolling to the bottom of the purchase order will also show the link to create an e-invoice.

A new screen will appear the "Invoice Screen" – this is effectively the Purchase Order presented as an Invoice a PO Flip. "Enter e- invoice or e-credit details and continue" i.e.:-

Invoice / Credit Number - Mandatory field.
Enter your invoice number, it can contain letters and numbers in lower and /or upper case.

Title - Optional field.
If applicable enter title of invoice

Comments - Optional field.
State any additional information regarding the invoice i.e. any changes made and why to assist the end user reconciling the invoice.

Invoice / Credit Date - Mandatory field.
Click on calendar icon and input date i.e. DD/MM/YYYY. Note:- Can not be post dated

Totals – Mandatory field.
The totals entered must be the Net, Vat and Gross, it is the suppliers responsibility to ensure the correct VAT rate is charged. If credit input a minus (-) sign in front of the figures. P2P checks the total of these fields against the calculated total at the bottom of the screen. If the totals do not

match follow the instructions below “Amending an Invoice”. Do not insert commas or £ signs in these fields.
At the bottom of the screen click “Continue” to submit the e-invoice / e-credit
A confirmation screen will display E-invoice successfully created

Invoice Number	Invoice Date	Source Format	Invoice Status	Actions
123	28-Jun-2011	Supplier PO Flip	pending export	

To view the invoice click on the invoice number

Payment of E-Invoices/E-Credit
Once created, your e-invoice or e-credit note will go through the automated 3way matching P2P process. Only one order number can be processed per invoice (i.e. the system cannot handle consolidated invoicing). The system will match the order raised and receipting carried out by the buyer upon delivery.

The Supplier can check the status of the e-invoice/e-credit on the system:-.
Invoices successfully matched will have the status Pending Export or Exported.
If the buyer has not yet receipted the goods or has an action in the Invoice Task box the system status will be “Pending Acceptance or “Pending Mapping”.
The Exported invoices will transfer to the University’s Finance System and payment will be made on the agreed terms (normally 30 days from date of invoice)

Amending and Invoice
If the invoice or credit is not a simple match to the Purchase Order.
When entering an e-invoice it is possible to: -
- De-select line items (this might be required if you are part invoicing)
- Amend the unit price
- Customise the VAT
- Add additional line items to the invoice
- Create credit notes.

The e-Invoicing process explained in the previous section should be followed but then you have the option of making amendments to meet your invoice detail requirements.

De-selecting line items
If you do not want to invoice for all the line items you can de-select lines by unchecking the selected line box.

Amending the unit price
To amend the unit price click on and delete the current unit price and type in your Revised price.

Once you have amended the price you must click on the **recalculate totals box** to obtain the revised invoice totals. Remember that the invoice header totals must match the calculated totals.

Creating credit notes
To create a credit note enter a minus (-) sign in front of the either the invoice quantity or the unit price.

Once you have amended the price you need to click on **recalculate totals** to obtain the revised invoice totals. Remember that the invoice header totals must match the calculated totals.

Customised VAT

To amend the amount of VAT click on the VAT rate drop box and select the appropriate VAT rate. P2P will automatically calculate the VAT total.

Should you wish to amend the calculated VAT total, enter the revised amount in the custom VAT box. (P2P will only accept an amendment either increase/decrease of 1p per line item)

Once you have amended the price you need to click on **recalculate totals** to obtain the revised invoice totals. Remember that the invoice header totals must match the calculated totals.

Adding additional invoice lines

It is possible to add additional lines not on the purchase order to your invoice. E.g. for postage or if you split your invoice differently to how the order is split. To do this complete the non purchase order fields and click on **add** on the far right hand side of the screen.

It is possible to add more than one additional line, when you have added your first additional line the system will give you an opportunity to add another one and so on.

Once you have amended the price you need to click on **recalculate totals** to obtain the revised invoice totals. Remember that the invoice header totals must match the calculated totals.

It is your responsibility to check and ensure that all totals including the VAT rate are correct.

Submitting an e-invoice or credit note

Click **'Continue'** to submit the e-invoice or credit note. If you have invoiced in excess of the purchase order a warning message will appear. You will be asked to confirm that you wish to invoice for more than the original value of the purchase order.

Click **ok** to confirm or **cancel** to return to the e-invoice.

<u>**Management Information Reports**</u>

To run reports on e-invoices click on **e-invoicing** link from the tool bar at the top of your homepage then click report on **e-invoices**.

From this screen you can select various criteria to build your report – click **generate report** to display the search results. Download to export to excel.