

P2P E-PROCUREMENT
A SUPPLIERS GUIDE
INTRODUCTION TO E-INVOICING
PURCHASE ORDER FLIP

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1. What is “Purchase Order Flip”?

PO Flip is a means by which suppliers can view and use purchase orders from Keele University on the P2P Marketplace and “flip” them to simply and quickly produce electronic invoices.

PO Flip is free to use and all that is required is access to an internet web browser (P2P/Marketplace is hosted on the Internet). PO Flip is one of three e-invoicing methods that can be used by a supplier to submit electronic invoices to the University.

The other methods are manual XML or automated XML (see the FAQs section below for further information on these).

All methods involve accessing the P2P e-procurement system. Once in P2P you will be able to:

- View all purchase orders we have issued to you
- View the contact details of the buyer at the University who raised the purchase order
- View all e-invoices you have submitted to us
- See whether an e-invoice has been approved for payment and whether the payment has been made

2. Logging in to P2P

1. Access P2P on the internet at <https://e-procurement.keele.ac.uk>

2. Log in by entering your company’s username and password. Remember that your username and password are case sensitive.

3. Click **login**

Note: When you were first registered on the system you would have received a welcome email from P2P Marketplace with your company’s username and password along with other information and a link to the website. Please email j.sutton@keele.ac.uk if you do not know your user ID and password.

You will be presented with your P2P home page. Please note that the content of the page will change as more orders and invoices are processed.

Note: to navigate around P2P please use either the P2P menus or screen buttons such as continue, change or update. If you use the internet browser back button you may lose information or accidentally log yourself out of P2P.

3. Enabling e-invoicing

To begin submitting e-invoices for purchase orders received from Keele University you need to be enabled for e-invoicing on P2P.

Once logged into P2P click **set up e-invoicing**. This is located under the heading **Quick Links** on the right hand side of your homepage

Place a tick in the enabled box to the right of Enabled by Buyer.

- You will be asked to confirm the change – click Ok.
- Then click update.

4. Submitting an e-invoice

This is the process to enter an e-invoice to P2P using PO Flip.

The instructions in this section are based on an invoice that matches an order exactly. *Instructions on partial invoices, additional charges etc are covered later in the document.*

- Log into P2P Marketplace.
- Locate the purchase order you wish to submit an invoice for. This can be done in several ways:
 - Search for the purchase order by using the search function on your P2P homepage. Do this by typing the purchase order number in the search box and click on **search**. Once found the order will open automatically. Scroll to the bottom of the order and click on **create e-invoice**.
 - Alternatively, click on the e-invoice icon visible next to each purchase order displayed in your 'New Orders' inbox on the homepage. Clicking on the icon also shown next to each purchase order will give a list of e-invoices raised against that order. You are able to enter more than one e-invoice against a purchase order, for example you might do this when the order covers a period of time and/or is for a product or service that is not delivered in one go or when payments are staged.
- On clicking the e-invoice icon or the create e-invoice link, you will be taken to the invoice screen. This will open the invoice screen. This is effectively the Purchase Order presented as an invoice. You need to enter information into the red text fields. If there is no VAT charge enter "0". Please note that you can only enter VAT if the system has recognised your VAT registration number.

| Invoice Header Fields | Action |
|------------------------------|--|
| Invoice Number Mandatory | Enter your invoice number here. This can contain letters and numbers in lower and/or upper case. Duplicate invoice numbers will not be accepted. |
| Title (Optional) | Enter title of invoice here. This is optional |
| Comments (Optional) | Use this box to include information about any changes you have made to the invoice and why. We suggest that you include appropriate information that will assist the University in processing the invoice. |
| Invoice Date (Mandatory) | Click on the calendar icon and select an appropriate date, or you can type in the date using the format DD/MM/YYYY. Invoices cannot be post dated |
| Totals (Mandatory) | The totals you enter here must be the total that you are going to invoice net, vat and gross. P2P checks the total of these fields against the calculated totals at the bottom of the screen. <ul style="list-style-type: none"> • Do not insert commas in these fields. • Do not insert the pound icon (£) in these fields. |

Scrolling to the bottom of the order will also show the link to create an e-invoice if you wish to create it from here.

You must ensure that you check all the line item details very carefully.

It is your responsibility to ensure the correct VAT rate has been selected, the system will have defaulted in certain VAT values. You can make changes to the VAT rate by clicking on the VAT drop down box.

It is also possible to enter customised VAT this is covered in more detail in the following section on **Amending an Invoice**.

Click '**Continue**' to submit the e-invoice.

A message will be displayed informing you the e-invoice has been successfully created. To view the invoice, simply click on the invoice number.

If the e-invoice has not been created because of missing or incorrect data P2P will give an error message.

Please see the **Glossary** section of this guide to see detailed explanations of the invoice status.

5. Amending an Invoice

This section includes guidance to help you amend a PO flip invoice before transmitting it. This will be required where you want to send an invoice or a credit note that is not a simple match to the Purchase Order.

When entering an e-invoice it is possible to:

- Deselect 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 amending detail 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.

6. Payment of e-invoices

Once submitted, your e-invoice or credit note will go through an automated three way matching process. P2P will try to match the invoice or credit note to:

- The purchase order and
- The receipting entry made by the buyer – which they will make after the goods or services are delivered.

Invoices that are successfully matched will have the status of pending export, approved for payment or exported.

The exported invoices will transfer to the University's Finance system and payment, in line with agreed terms and conditions, will be made by BACS or cheque. For the majority of suppliers payments will be made 30 days after the invoice is received.

Invoices that P2P cannot automatically match with the order and the receipt will have a system status of "pending acceptance" or "pending mapping". The system will notify the buyer at the University that an invoice has been submitted against their order and that they need to carry out actions in relation to the order, receipt or invoice.

Suppliers can check on the status of e-invoices on P2P.

7. Management Information Reports

To run reports on e-invoices, click the **e-invoicing** link from the tool bar at the top of your P2P homepage and then click **report on e-invoices**. From this screen you have the option to select various criteria to build your report. Click **generate report** to display the search results. Clicking the **download** button will export the results into an excel spreadsheet.

8. Glossary of Terms

| | |
|----------------------|--|
| Approved for Payment | The invoice has been matched to the purchase order and receipting entry and is waiting to be transferred to the University's finance system for payment. |
| Awaiting Processing | The invoice has not been successfully matched to the purchase order and/or the receipted total. An email will have been issued to the buyer. |
| Buyer PO flip | An invoice entered by the University on behalf of the Supplier |
| Disputed | The invoice has been marked as disputed by the buyer. |
| Exported | The invoice has been transferred to University's finance system and payment will be made in line with agreed terms and conditions |
| Pending Acceptance | The invoice has not been successfully matched to the purchase order and/or the receipted total. An email will have been issued to the buyer. |
| Pending Export | The invoice has successfully matched and is waiting to be transferred to University's finance system for payment |
| Pending Mapping | The invoice has been submitted with additional line item(s). An email will have been issued to the buyer |
| PO | Purchase Order |
| Receipted | The purchase order has been updated by the buyer confirming receipt of the goods or services |
| Rejected | The buyer has rejected the invoice. No further action can be taken with this. A revised invoice may be required. |
| Supplier PO Flip | An invoice entered by the supplier. |

9. Frequently Asked Questions

Question: What are the benefits of e-Procurement and P2P?

The general benefits of e-procurement are:

Potential to increase market share:

- Keele University has implemented a Marketplace
- Suppliers are able to create their own price lists or catalogues which can be made visible to all their customers within the environment.

Single method of receiving orders:

- Easy to identify orders from Keele University – one format, one style, one process.

Guaranteed authorised orders:

- Orders issued via P2P have been approved by the relevant member of staff at the University, creating a smoother invoice receipt and payment process.

Ability for the University to ensure orders are issued to our contracted suppliers:

- Processing the orders through P2P enables the University to ensure that contracts or frameworks are adhered to.
- Reduces process costs and payment delays

- An e-procurement system can ensure suppliers are paid more quickly by increasing the number of first time matches between order and invoice. Removing the need for a paper invoice savings on printing, postage and resource costs for creating invoices and chasing debt are created. Using P2P suppliers can check the status of orders, invoices and payments on line.

Question: What is e-Invoicing?

e-invoicing enables suppliers to submit invoices to the University electronically. The following electronic invoicing functionality has been implemented by the University.

Option 1: PO Flip (the focus of this user guide)

Suppliers log in to the P2P marketplace system via a web browser, where they are presented with the option to turn any completed purchase orders into electronic invoices. If the invoice matches the order and receipt an automatic payment will be made via BACS in the main, subject to agreed payment terms. Suppliers are able to access the P2P Marketplace to view the status of the invoice and payment details.

Option 2: Manual XML upload

Suppliers upload a file of electronic invoices from their finance/accounting system by accessing P2P/Marketplace system via the internet. If the invoice matches the order and receipt an automatic payment will be made via BACS, subject to agreed payment terms. Suppliers are able to access P2P/Marketplace to view the status of the invoice and payment details.

Technical support and advice will be available.

Option 3: Automated XML upload

Utilising a link between the supplier's online ordering systems and the P2P/Marketplace system suppliers can use the link to send an electronic invoice file directly to P2P for matching and payment. If the invoice matches the order and receipt an automatic payment will be made via BACS subject to agreed payment terms. Suppliers are able to access the P2P Marketplace to view the status of the invoice and payment details.

Technical support and advice will be available.

Question: I don't know my P2P Marketplace user ID or password. How can I find this out?

Answer: Email l.sutton@keele.ac.uk for a reissue of the welcome email which contains your user ID and password.

Question: I am already receiving orders electronically, how do I start invoicing electronically?

Answer: If you wish to use PO Flip you can begin doing this immediately following the guidance in this document. If you wish to use XML please register your interest by e-mailing l.sutton@keele.ac.uk and the University will get in touch with you to talk about the next steps.

Question: How will R2P affect our business relationship and what new opportunities does this present to me?

Answer: Inclusion on the system as an adopted supplier does not guarantee that the University will do business with you. However, your details are available to buyers throughout the University who may wish to purchase goods or services from you. Suppliers can continue to submit paper invoices

but we would like all suppliers to move to electronic invoicing as soon as is practical and may make electronic trading a condition of future contracts.

Question: Do I need to make changes to my existing finance system? My accounting system cannot send invoices electronically.

Answer: The options available for P2P mean that you do not need to change your technology to submit electronic invoices to us. However, dependant on the volumes involved, you may decide to invest in technology to automate the process.

Question: Are there any charges involved?

Answer: There is no charge for receiving orders electronically via email. There is no charge for PO Flip or manually submitted XML invoices.

Suppliers who wish to use Automated XML to link their own systems with P2P will be required to pay a small charge to EGS, as the suppliers of the P2P software. The charge reflects the costs of setting up and maintaining the XML link between the two, but large volume suppliers should be able to realise savings that exceed the costs.

Question: Can I use both paper and electronic VAT invoicing at the same time?

Answer: If you were to raise both electronic and paper invoices for the same suppliers, or with the same trading partners, you would be running what is known as a dual system. The electronic invoice is the legal document for VAT purposes. If you have a specific business need to run a dual system, you should contact the HMRC National Advice Service on 0845 010 9000 who will look at the details you provide and decide whether an exception can be made in your case. For more information see the HMRC website: <https://www.gov.uk/government/organisations/hm-revenue-customs>

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