

E-INVOICING FOR YOU

PO Flip: Improve your cash-flow with easy e-invoicing

Sending your invoices using PO Flip will help you get paid on time. Would you like to reduce postage costs? And how about being able to track the approval status of any invoices you send us? Keele University is moving from paper invoices to electronic invoices (e-Invoices). We would like all our suppliers to make the switch too as soon as you can. PO Flip is an easy way for all suppliers to send us electronic invoices - and could be right for you.

PO Flip: Key advantages for you

- Sending your invoices using PO Flip will help you get paid on time, helping your cash-flow
- It's **completely free** and you don't need to buy any new equipment or install new software
- It's easy. Creating and sending an e-invoice online takes seconds
- There's no risk of them getting lost in the post, mislaid or entered on our system incorrectly
- Your e-invoices reach us instantly - and they carry all the details we need to pay you
- You can avoid paying for stationery and postage
- It's easy to check the payment status of any of your e-invoices at any time

How it works

Step 1

Sign up

Go online to the Supplier Portal using any internet browser, at any time, via your PC or smart-phone.

Create an account by clicking on the link we e-mail to you, which includes your User ID. It's easy.

Step 2

We order

Each time we order goods or services from you, we assign a purchase order (PO) number to the order.

Step 3

Invoice us!

Log in to the Supplier Portal. **<https://e-procurement@keele.ac.uk>** You'll see our purchase order and PO number. In a few clicks, you can 'flip' this into a ready-made e-Invoice and send it to us instantly!

Step 4

Check up

You can check if your invoice has been approved. There's no need to call us or e-mail. Simply log in to the Supplier Portal to check the payment status of your invoice.

What next? Get started as soon as possible!

- Look out for the e-mail link we will send to you from idea.marketplace@egsgroup.com, which provides your User ID and details about opening your Supplier Portal account. Keep these details safe and use them to log in.
- Full Supplier PO Flip guides can be viewed on our Keele University Procurement web page <http://www.keele.ac.uk/finance/procurement/informationforsuppliers/>
- If you require any further help or assistance, or require your password resetting, please contact our Accounts Payable team on 01782 734326 or 01782 733157 or 01782 733525 or email payments@keele.ac.uk Keele University, Finance Department, Keele, Staffordshire ST5 5BG