



# Invoices

Supplier User Guide

# Invoicing an order

1 To submit a PDF invoice by email, send to Accounts Payable [invoices.acc.pay@postoffice.co.uk](mailto:invoices.acc.pay@postoffice.co.uk).

2 To invoice an order by building the invoice in web3, click this button.

The screenshot shows the Post Office Supplier User Guide dashboard. On the left is a dark navigation menu with the following items: Procurement, Dashboard, My Orders, My Invoices, My Payments, My Returns, My Credit Notes, My Products, and My Account. The main content area has a header with the Post Office logo, a back arrow, and a user greeting 'Hi Percy, welcome back'. Below the header are five blue buttons: Acknowledge Orders, Invoices, Approve Return Requests, Manage Catalogue, and Company Profile. The 'Invoices' button is highlighted with a yellow arrow pointing from the instruction box. Below the buttons are two widgets: a calendar for February 2020 and an 'Order Management Alerts' widget. The 'Order Management Alerts' widget has three sections: 'Order Alerts' (containing 'Orders to Invoice: 1 (1)' which is highlighted with a red box and a yellow arrow), 'Exceptions Alerts', and 'No alerts to view'. A 'Customise Dashboard' link is in the top right, and an 'Edit Quicklinks' link is on the right side of the dashboard.

# Building an invoice in web3

1 To invoice the whole order, click this button.

2 To invoice individual lines, expand the order and select the lines to invoice.

The screenshot shows the 'Register New Invoice' page in the Post Office web3 interface. The left sidebar contains navigation options: Procurement, Dashboard, My Orders, My Invoices, My Payments, My Returns, My Credit Notes, My Products, and My Account. The main content area has a 'Notes and Attachments' section with tabs for 'Build Your Invoice', 'Charges', 'Finalise Your Invoice', and 'Confirm'. Below this is a search bar and a table of items. The table has one row for 'Order Number: 6700000612' with 'Lines: 1', 'Total Net Value: 1,000.00 GBP', and 'Available to Invoice: 1,000.00'. A red box highlights the '+' icon in the table row, and a yellow arrow points from it to the 'Add Selected to Invoice' button. Another yellow arrow points from the 'Invoice Now' button in the table row to the 'Build Your Invoice' tab. A 'Continue' button is at the bottom.

# Building an invoice in web3 cont.

1  
You must enter a reference here.

**POST OFFICE**

Procurement

Register New Invoice

Lines added successfully : 1

Notes and Attachments

Build Your Invoice | Charges | **Finalise Your Invoice** | Confirm

Header Details

Your Reference \* :

Legal Entity : Post Office Limited

External Purchase Order References :

Address : No 1 Future Walk  
West Bars  
Chesterfield  
S49 1PF  
United Kingdom

Document Date : 27/02/2020

Tax Point : 27/02/2020

Tax Location : United Kingdom

Show all available tax locations

Tax Reference :

CIS Available : No

Line Details

Items Per Page 5

1. - Lauren test		Expected To Invoice	Amount To Invoice	Unit Price	Tax	Net Total	Tax Total	Gross Total
<input type="checkbox"/>	<input type="checkbox"/>	1 Units - 1,000.00 GBP	<input type="text" value="1"/>	1,000.00 GBP	VAT VS 20.00%	1,000.00 GBP	200.00 GBP	1,200.00 GBP

# Building an invoice in web3 cont.

1 You can change the amount to invoice here.

2 You can change the tax code here.

3 Click this button to go to the summary page to review the invoice before submitting.

Document Date : 27/02/2020  
Tax Point : 27/02/2020  
Tax Location : United Kingdom  
Tax Reference : a  
CIS Available : No

West Bars  
Chesterfield  
S49 1PF  
United Kingdom

Line Details

Expected To Invoice	Amount To Invoice	Unit Price	Tax	Net Total	Tax Total	Gross Total
Units - 1,000.00 GBP	1	1,000.00 GBP	VAT VS 20.00%	1,000.00 GBP	200.00 GBP	1,200.00 GBP

Tax Type	Tax Amount	Tax Code	Tax Notes
VAT@20.00% on 1,000.00 GBP	200.00 GBP	VS	None
Recoverable Tax	200.00 GBP	VS	None
Non-Recoverable Tax	0.00 GBP	VS	None

Gross Total : 1,200.00 GBP  
Net Total : 1,000.00 GBP  
Tax Total : 200.00 GBP

Continue Back

# Building an invoice in web3 cont.

1  
Click this button to submit the invoice.

**Register New Invoice**

Build Your Invoice | Charges | Finalise Your Invoice | **Confirm**

**Supplier & Invoice Details**

**Document**

Line No.	PO Number	Description	Qty.	UOM	Unit Price	Net Total Tax%	Tax Total	Gross Total
1	6700000612	Lauren test	1	EA	1,000.00 GBP	1,000.00 GBP VAT@20.00%	200.00 GBP	1,200.00 GBP

Tax Type	Tax Amount	Tax Code	Tax Notes	
VAT@20.00% on 1,000.00 GBP	200.00 GBP	VS	None	Gross Total : 1,200.00 GBP
Recoverable Tax	200.00 GBP	VS	None	Net Total : 1,000.00 GBP
Non-Recoverable Tax	0.00 GBP	VS	None	Tax Total : 200.00 GBP

**Submit** | Back