

Goods For Resale (GFR) Invoice Inquiry Managing Invoices On Hold 2017

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What are the benefits of managing your account via iSupplier?

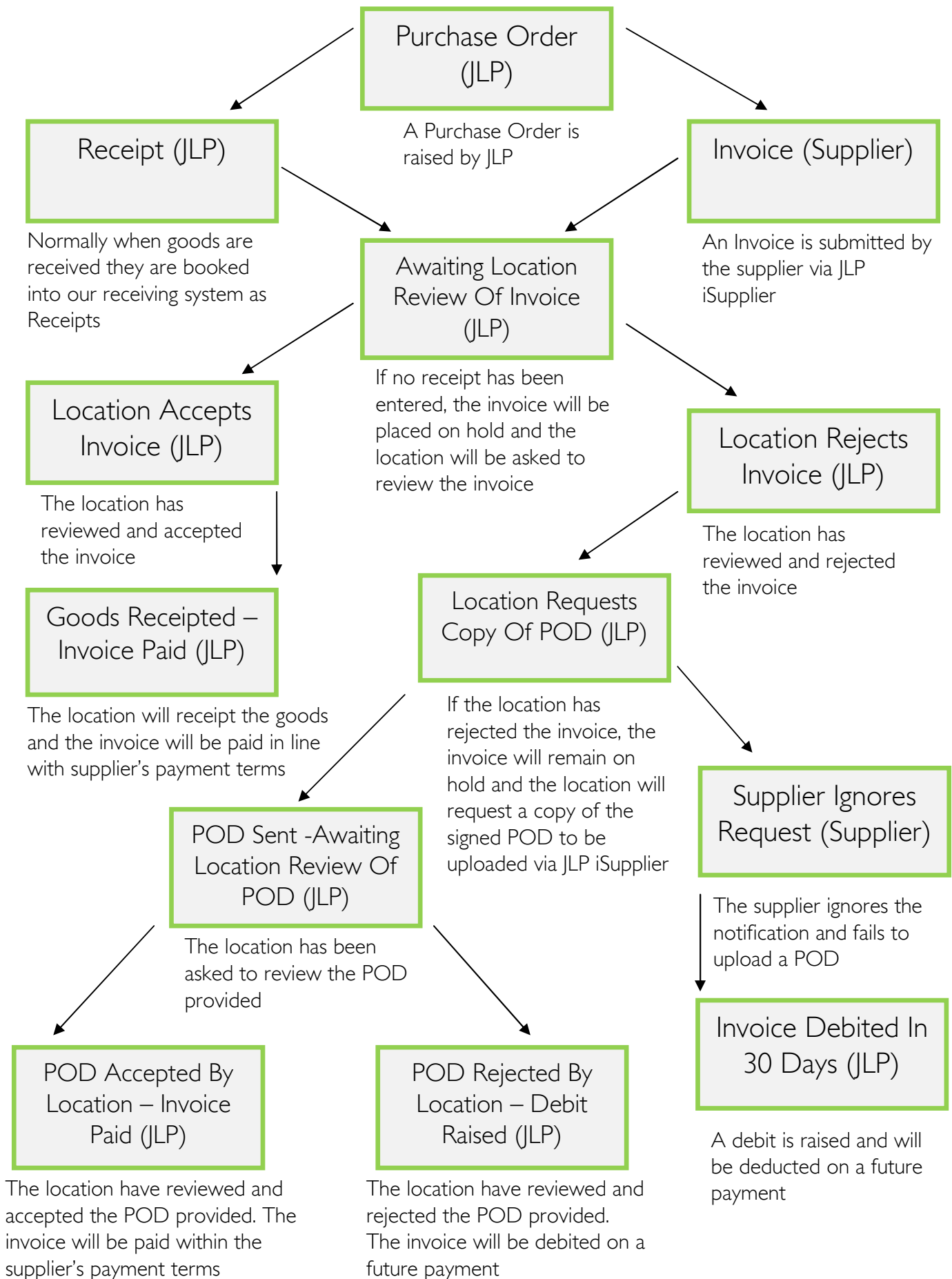
Using JLP iSupplier you are able to upload Proof Of Deliveries (PODs), find out scheduled payment dates, check the status of your invoices and more.

JLP iSupplier is a user-friendly tool to quickly find out everything you need to know about your invoices, payments and orders.

NOTE

JLP iSupplier is primarily an invoicing tool. Purchase Orders on JLP iSupplier should not be considered placed/confirmed Orders. Only orders received directly from your Buyer/Branch via your normal method, (e.g EDI, Fax or Email) should be fulfilled.

Overview Of Process (Invoice on Hold Due to No Receipt)



Upload A POD / Attachment

If JLP needs you to upload a Proof of Delivery (POD) for an invoice, you will receive this notification:

Subject:

Action Required: John Lewis Partnership is unable to pay invoice XXX as we have no record of delivery having being made
[where XXX is invoice number]

Body:

We are unable to pay this invoice as we have no record of delivery having been made. Please take one of the following actions:

1. If you delivered this stock, login to JLP iSupplier, search for the invoice in the Invoices & Payments tab, then click Upload POD to upload a signed proof of delivery. We recommend the PDF file format. If you have more than one proof of delivery to upload for this invoice, please upload them all at once as only one upload is allowed per invoice at any one time OR
2. If you didn't deliver this stock, no action is required. The invoice will be automatically debited in 30 days

- ❖ If you do nothing, the invoice will be automatically debited in 30 days
- ❖ Alternatively, you may upload a POD via JLP iSupplier which will be automatically routed to the location to review. We show you below how to upload the POD.

Log in at <http://jlpsuppliers.com/isupplier/>

- Select 'JLP iSP GFR Inquiry'



- Click on the 'Invoices & Payments' tab



- You can search for Invoices using: Invoice Number, PO Number, Payment Number etc as criteria. Alternatively click 'Go' with no criteria to view all Invoices

Note: You can also use the Oracle wildcard '%' in any search field if you do not know the full details you wish to search for. (E.g searching for invoice number %1234% will search for all invoices containing 1234)

The screenshot shows the 'View Invoices' page in Oracle. It includes a 'Simple Search' section with fields for Invoice Number, PO Number, Payment Number, and Invoice Status. Below the search fields is a table of invoices. The first row of the table is highlighted, and its 'Status' is 'Awaiting Supplier POD'. The 'Upload POD' column for this row contains a green plus sign, which is highlighted with a red box.

Invoice Number	Invoice Date	Type	Currency	Gross Amount	Ship-To Location	To Due	Status	Payment Status	Payment Date	Payment Reference Number	PO Number	Supplier	Synthetic Supplier Image	Upload POD
JL_2206_12	22-Jun-2017	Standard	GBP	48.00	001	19-Jul-2017	Awaiting Supplier POD	Not Paid					View Image	+

- Once you have found your invoice, you can upload a POD by clicking on the green plus sign. The status on this invoice will show as 'Awaiting Supplier POD'

Note: You are unable to submit a POD against an invoice if the plus sign is grey. This means the invoice's status doesn't currently permit the uploading of a POD

- Click on 'Add Attachment'

Standard Invoice:
Currency=GBP

Export

General

Invoice Date
Received Date
Status **Awaiting Supplier POD**
Status Description **Awaiting Supplier POD**
On Hold
Source **ISP**
PO Number
Ship-To Location **001**
Supplier
Supplier Site
Address

Invoice Summary

Item
Item Tax
Delivery Cost
Delivery Cost Tax
Total

Upload POD

Add Attachment...

Title	Type	Description	Category	By	Last Updated	Last Updated	Delete
No results found.							

Payment Information

Paid
Discount Taken
Due
Status
Payment Date
Payment Reference
Term

To upload a Proof of Delivery (POD):

- Click the Add Attachment button
- Enter a useful Title & Description
- Ensure the File radio button is selected and then click the Browse button to specify a file to upload. We recommend the PDF format.
- Press Apply

Once you upload a POD, any further additions/revisions/ deletions must be completed by 18:30 on the same day. The screen will not then permit further amendments.

For help or support click [here](#).

Invoice Lines | **Scheduled Payments**

Line	Item Number	Description	Case Size	Qty UOM	Case Qty	Unit Price	Amount	VAT Code	VAT Amount	PO Number	Status
1	80362402	VICTORIA 1 DOOR BEDSIDE WHT	1	1 Each		40.00	40.00	STANDARD	8.00		

- Enter a title and description for the attachment (mentioning the acronym "POD" would be useful)

Home | Orders | Receipts | Invoices & Payments | Your Details

Create Invoices | View Invoices | View Payments

Add Attachment

Cancel | Add Another | Apply

Attachment Summary Information

Title

Description

Category Document Upload

Define Attachment

Type ☒ File ☐ URL ☐ Text

Browse...

Cancel | Add Another | Apply

- Make sure the 'File' radio button has been selected and then click on the 'Browse' button
- Select the POD file which you would like to attach (we recommend the PDF Format)

- Select 'Apply'
- Once the attachment has been added this will show in the 'Upload POD' region. This will show the title and description you have added and also the date in which it was last updated. You can add more than one attachment to an invoice but they must all be added on the same day, before 18:30.

Standard Invoice:
Currency=GBP

General

Invoice Date
Received Date
Status **Awaiting Supplier POD**
Status Description **Awaiting Supplier POD**
On Hold
Source **ISP**
PO Number
Ship-To Location **001**
Supplier
Supplier Site
Address

Invoice Summary

Item
Item Tax
Delivery Cost
Delivery Cost Tax
Total

Upload POD

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Update	Delete
Test Attachment	File	This is a	Document		10-Jul-2017		

Payment Information

Paid
Discount Taken
Due
Status
Payment Date
Payment Reference
Term

To upload a Proof of Delivery (POD):

- Click the Add Attachment button
- Enter a useful Title & Description
- Ensure the File radio button is selected and then click the Browse button to specify a file to upload. We recommend the PDF format.
- Press Apply

Once you upload a POD, any further additions/revisions/deletions must be completed by 18:30 on the same day. The screen will not then permit further amendments.

For help or support click [here](#).

Export

Invoice Lines | Scheduled Payments

Line	Item Number	Description	Case Size	Qty UOM	Case Qty	Unit Price	Amount	VAT Code	VAT Amount	PO Number	Status
1	80362402	VICTORIA 1 DOOR BEDSIDE WHIT	1	1 Each		40.00	40.00	ZERO	0.00		

Note: You are able to update the attachment / description using the pencil on this line and are able to delete this using the trash can.



Viewing The Status Of An Invoice

Log in at <http://jlpsuppliers.com/isupplier/>

- Select 'JLP iSP GFR Inquiry'

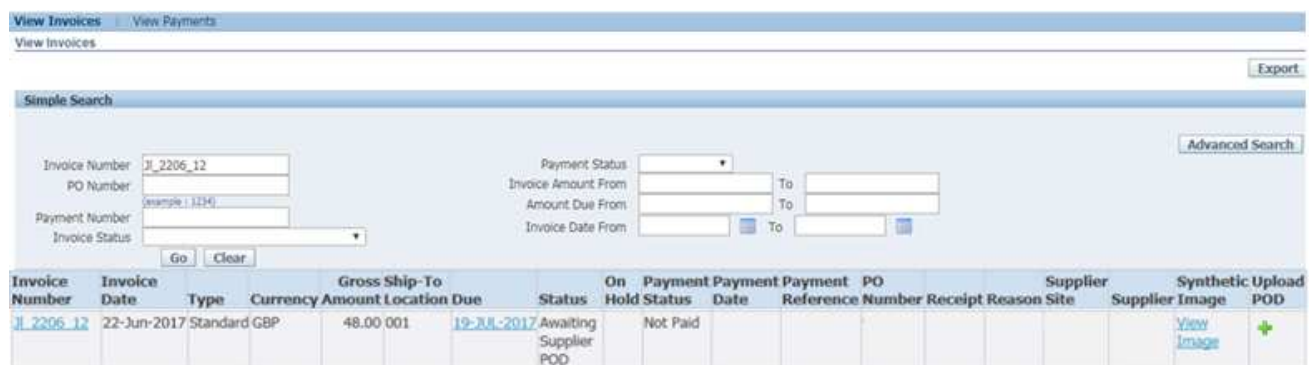


- Click on the 'Invoices & Payments' tab



- You can search for Invoices using: Invoice Number, PO Number, Payment Number etc as criteria. Alternatively click 'Go' with no criteria to view all Invoices

You can also use the Oracle wildcard '%' in any search field if you do not know the full details you wish to search for. (E.g searching for invoice number %1234% will search for all invoices containing 1234)



- When you've found your Invoice, click the invoice number to display a detailed overview of the invoice (as seen below)

Currency=GBP Export

General

Invoice Date
Received Date
Status Awaiting Supplier POD
Status Description
On Hold
Source ISP
PO Number
Ship-To Location
Supplier
Supplier Site
Address

Invoice Summary

Item
Item Tax
Delivery Cost
Delivery Cost Tax
Total

Upload POD

Add Attachment...

Title	Type	Description	Category	By	Last Updated	Last Updated	Update	Delete
No results found.								

Payment Information

Paid
Discount Taken
Due
Status
Payment Date
Payment Reference
Term

To upload a Proof of Delivery (POD):

- Click the Add Attachment button
- Enter a useful Title & Description
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- Press Apply

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Invoice Lines **Scheduled Payments**

Line	Item Number	Description	Case Size	Qty UOM	Case Qty	Unit Price	Amount VAT Code	VAT Amount	PO Number	Status
1	80362402	VICTORIA 1 DOOR BEDSIDE WHT	1	1 Each		40.00	40.00 STANDARD	8.00		

- The status of the invoice can be found under **Status** on the left hand side, in the **General** section

Below are a list of statuses and descriptions you may see for your invoice:

- Awaiting Location Review Of Invoice** – Invoice awaiting review by the Branch/Distribution Centre

This means that no receipt has been entered against the purchase order, so the invoice has been routed to the branch/DC for review

- Awaiting Location To Book In** – Invoice awaiting branch/warehouse to receipt all lines

This means that the branch/warehouse know they have received the goods and will shortly book them in

- Awaiting Supplier POD** – Invoice awaiting a copy of the supplier's Proof Of Delivery

This means that the branch/warehouse have not receipted the goods, and are requesting a copy of the signed POD to investigate. Please see page 4 for further instructions on uploading the POD

- **Awaiting Location Review Of POD** – Invoice awaiting branch/warehouse review of Proof Of Delivery provided

This means that the branch/warehouse have received the signed POD and are investigating whether they have received the goods

- **Approved** - Invoice approved and scheduled for payment

This means that the invoice has been received by JLP, processed and approved for payment. No action is required and the invoice will be paid in line with the scheduled payment date