# PROCUREMENT

ADD BACK TO BACK SUPPLIER INVOICE

Contracts with <u>Fees</u> or <u>Meters</u> with a Finance Party linked, must be <u>billed</u> before the B2B Supplier Invoice can be created, as these are charges billed to the customer on behalf of a third party.

Version Compatibility[1]

You now have the ability to load multiple supplier invoices that big companies tend to send and match them by grouping lines into said invoice number as per the supplier's schedule thus decreasing time taken to create invoices separately.

Ribbon Select *Procurement > Invoices*
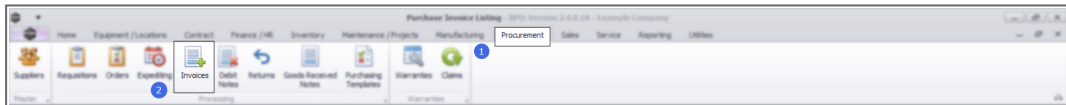
The *Supplier Invoices Listing* screen will be displayed.

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[1] **BPO2**[2] v2.4.0.18 or higher
[2] Business Process Optimizer - This is CO3's second core software suite, which has now been updated to Nucleus Service.
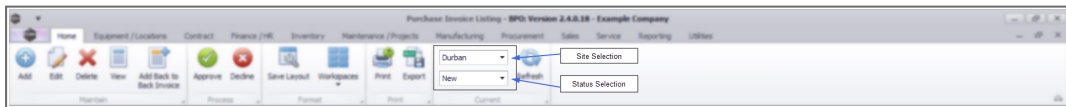
Select the Site

Your employee user record should be linked to a default site. In this case, the site will auto populate with this default, otherwise the site must be manually selected.

Another site can be selected, if required, and if you have the security rights to access the site.

If *All Sites* displays here, then you do not have a default site configured on your user record, and need to select the required site.

Upon opening, this screen will default to the *New* status.


ADD SUPPLIER INVOICE

- Click on the *Add Back to Back Invoice* button.

SUPPLIER INVOICE HEADER

The *Back to Back Supplier Invoice maintain* screen will be displayed, where the **Supplier / Finance Party** and **Billing Period** must be selected. You can optionally further filter the items by **Serial Number**.

The screen contains two data grids - the *right grid* will contain the *Invoice Header* where you will be prompted for an **Invoice Number** and the *left grid* contains a list of the available **fee and / or meter line items**, which populates once the Supplier has been selected.
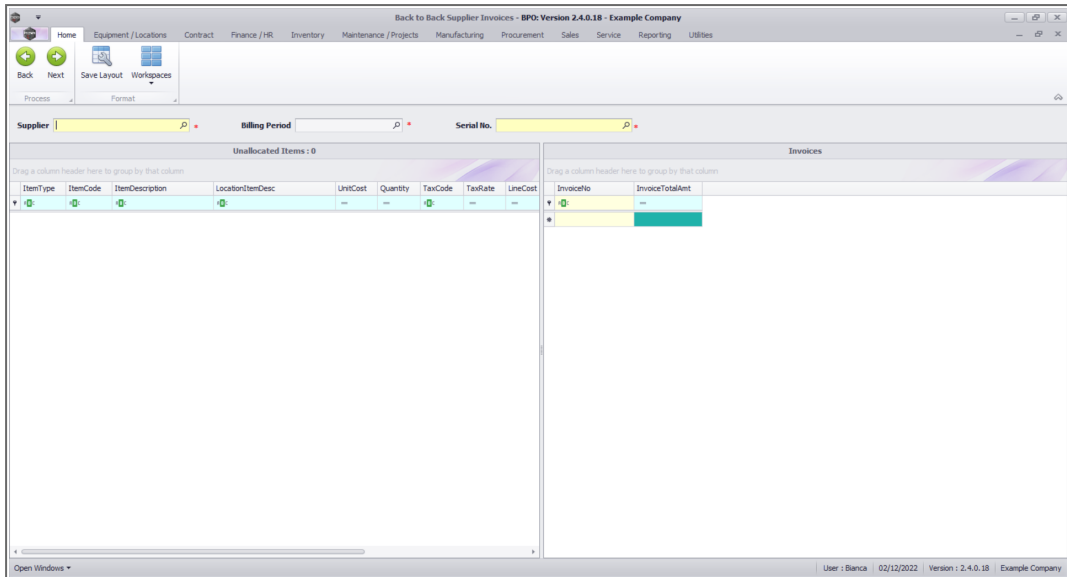
- Search for and select the *Supplier*
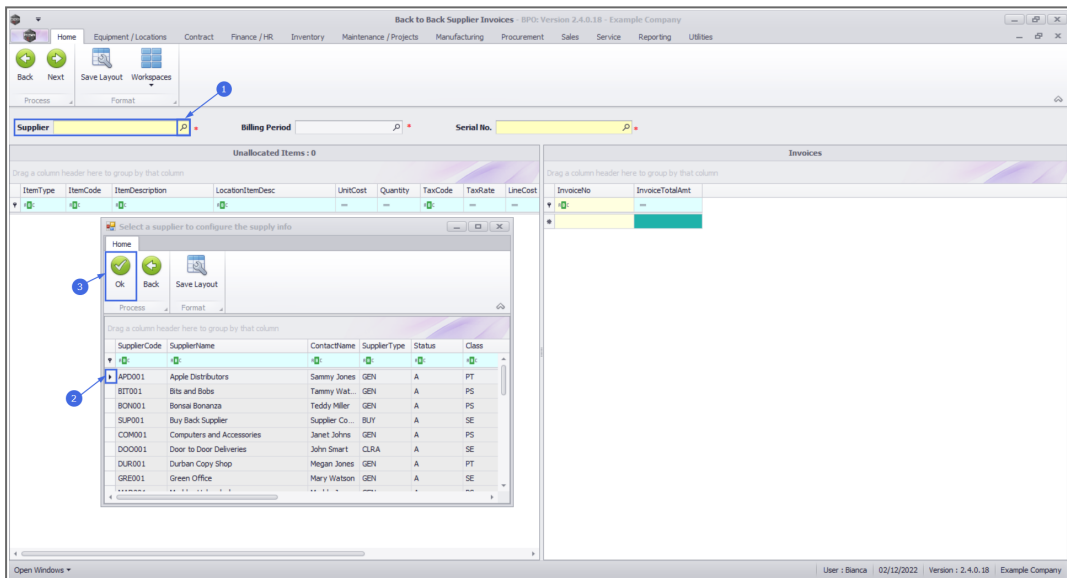
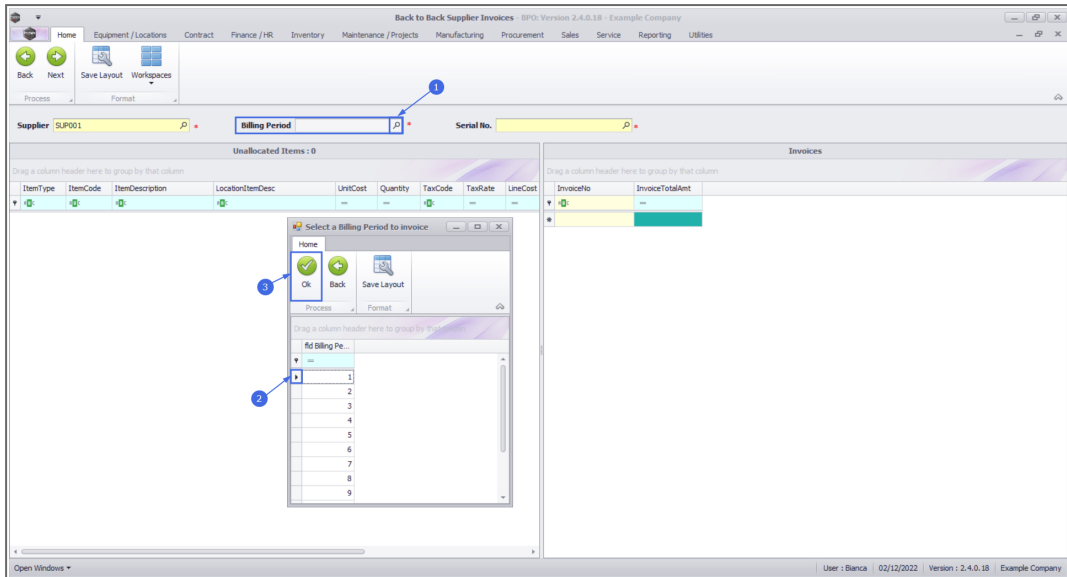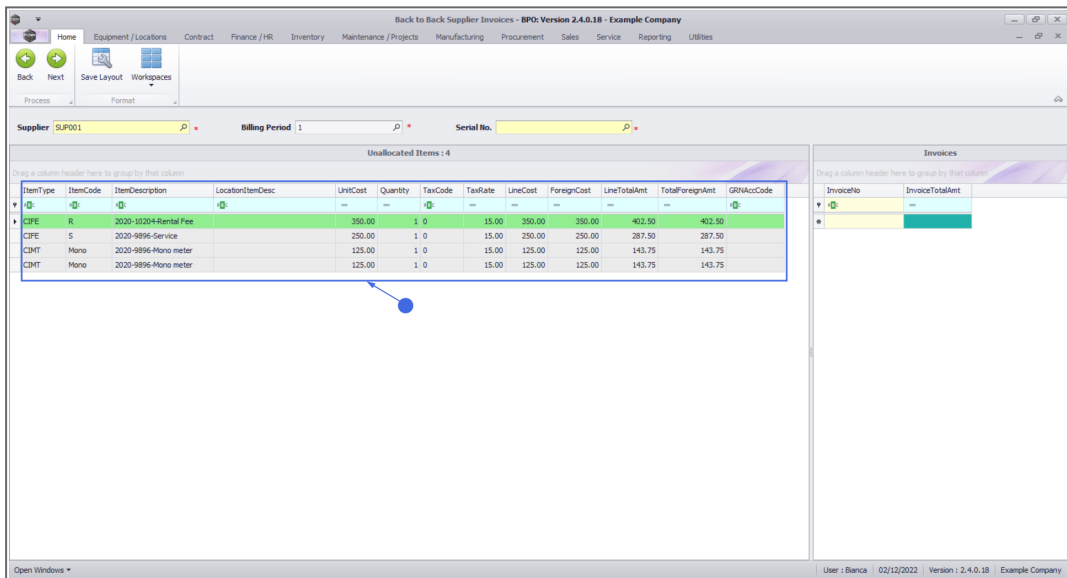- Search for and select the *Billing Period*

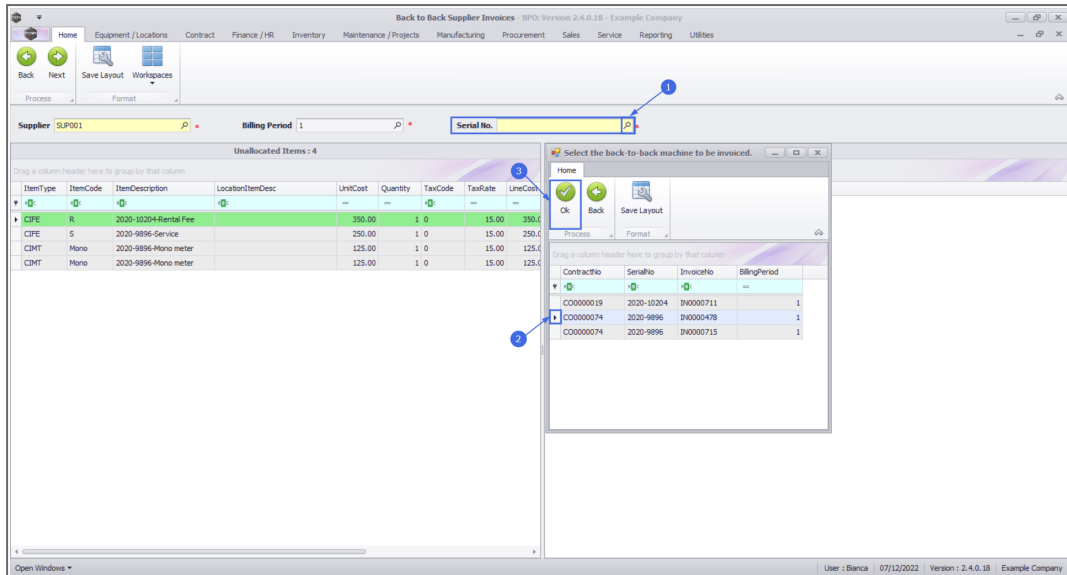The list of items billed for the selected **supplier** and **billing period** will display.

The list of relevant *Fees* and *Meters* will populate

You can further filter the list if you would like, by selecting the **Serial Number**. This is optional.

- Search for and select the *Serial Number*. The lookup list will display the contract invoice number related to the back to back charge.

- Select the item, then *drag and drop* into the *invoice header data grid* on the right.
   - Use either **[Shift] +** select or **[Ctrl] +** select to highlight multiple items.
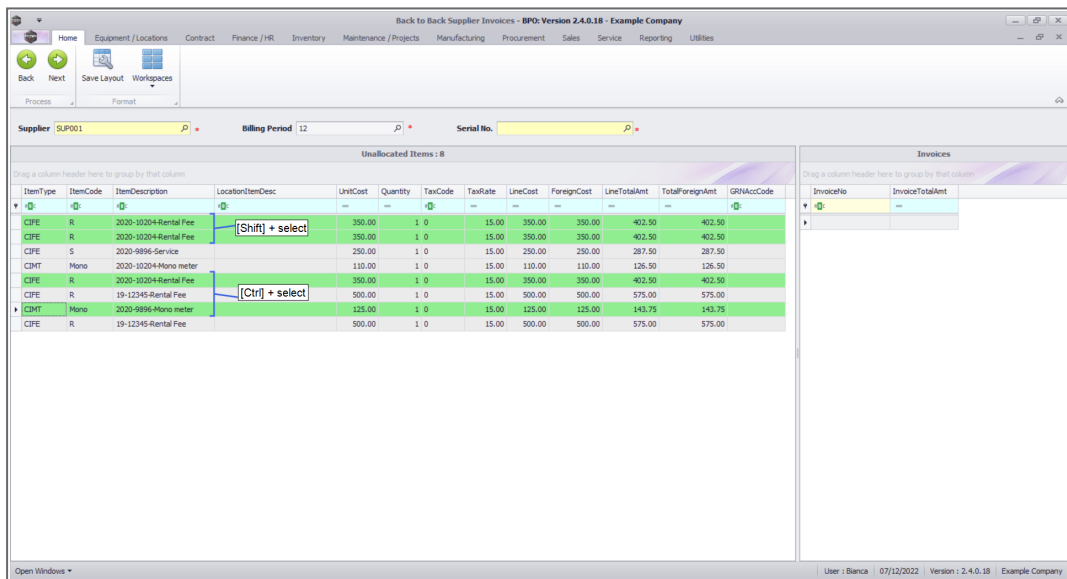
You can drag the item(s) into a *new row* to create a *new invoice*, or into an invoice that has already been created. At this point, no invoice headers have been created yet.
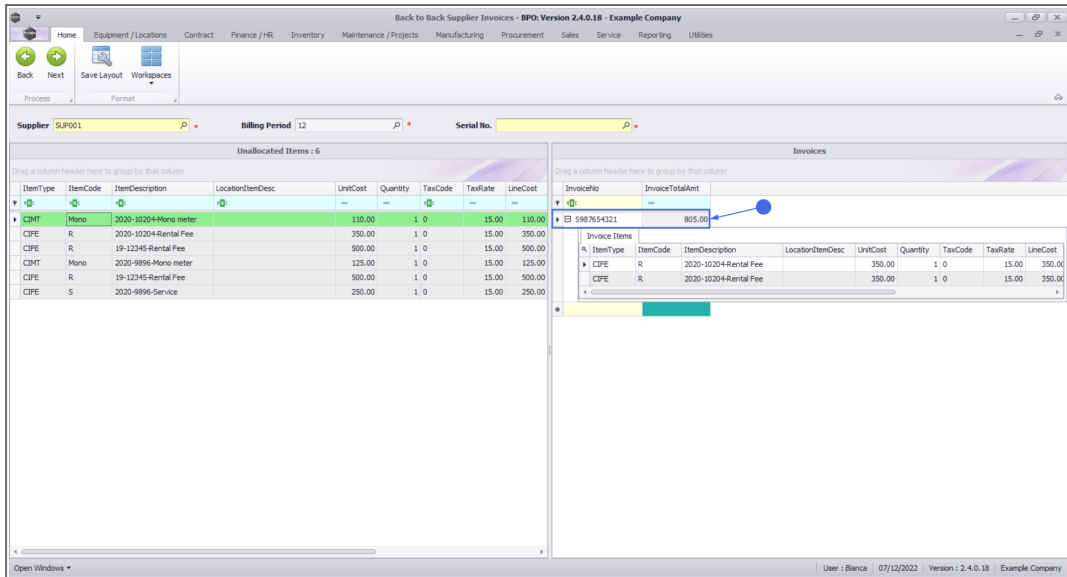
On dragging the item(s) into a new row, you will be prompted for the *Supplier Invoice Number*.
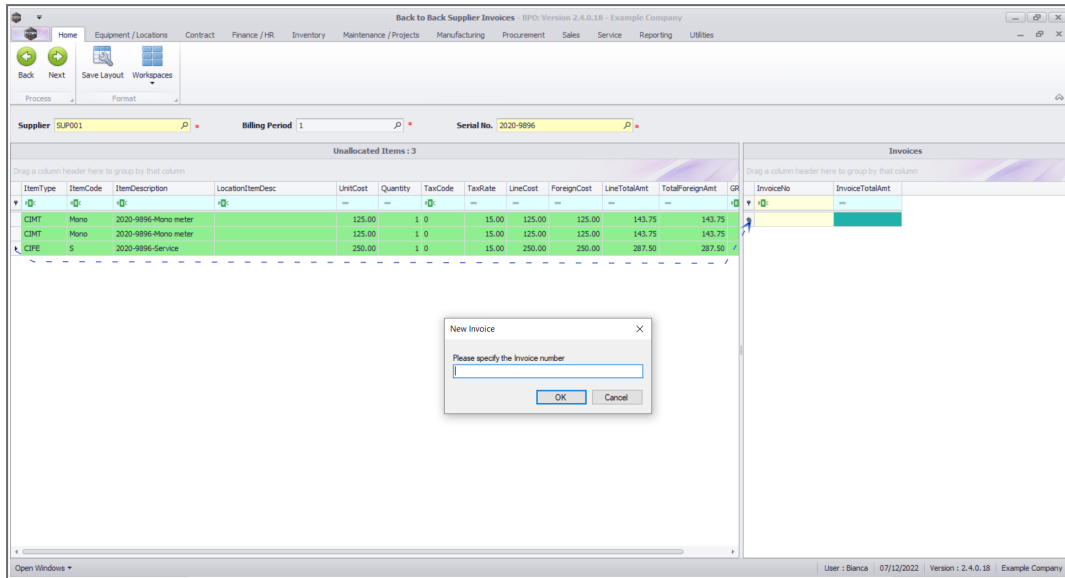
- Type in the *Supplier Invoice Number*.
- Click on the *Ok* button.
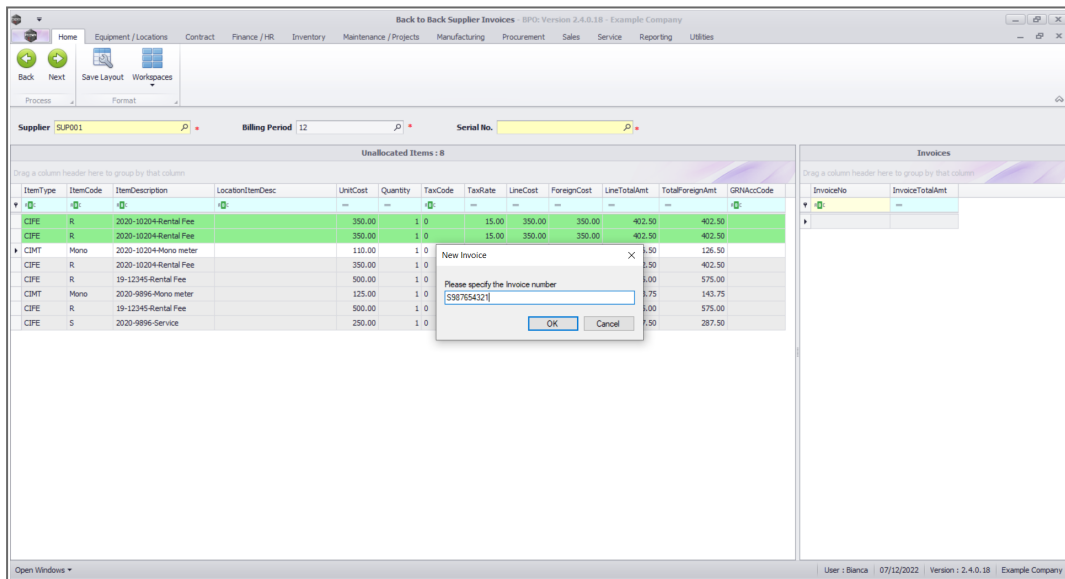
The new line will be populated with the *Supplier Invoice number* and the *Invoice Total Amount* (based on the current items listed).

Below the Invoice line, the *Invoice Items* sub data grid will expand and display the fees and / or meters that you dragged across.
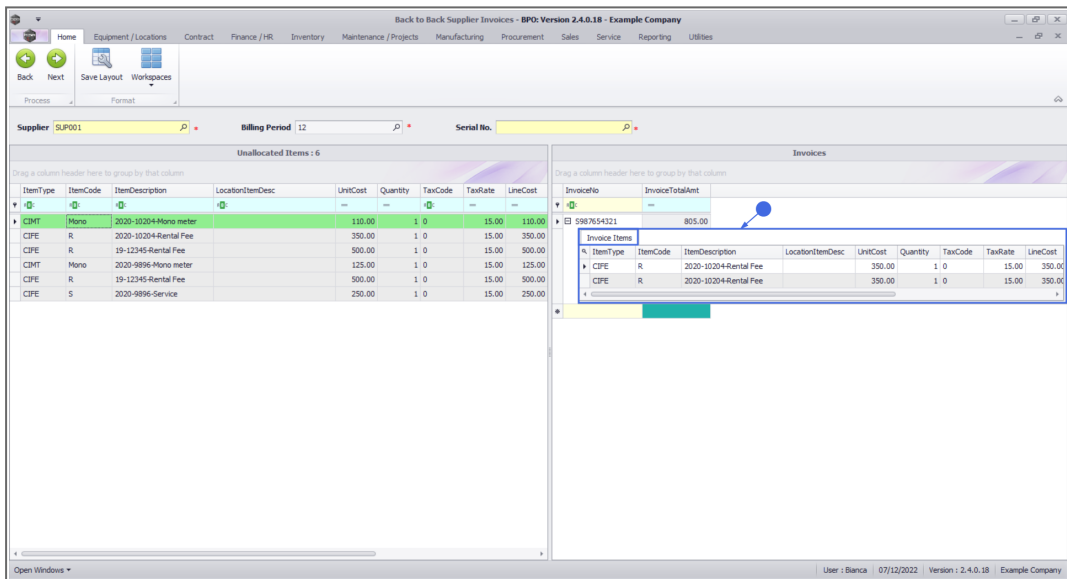
You can now *drag and drop more items* into this Invoice Header or into a new line to create a new Invoice Header.

Once you have moved all the relevant items to the invoice header(s):

- Click on the *Next* button.

Note You may have remaining unallocated items, but are still able to move onto the next step, as there could be items that were not invoiced by the Supplier. Once the Supplier sends the invoice for those items, you can create an Invoice for those.

SUPPLIER INVOICE SUMMARY

If you have created multiple Invoice Headers, you will be shown a summary of the Invoice headers and the underlying items per invoice.

If you find items that should not be on the list, you will have the ability to delete those lines (via right click).

Once you have ensured the correct lines exist in this summary:

- Click on the *Next* button.
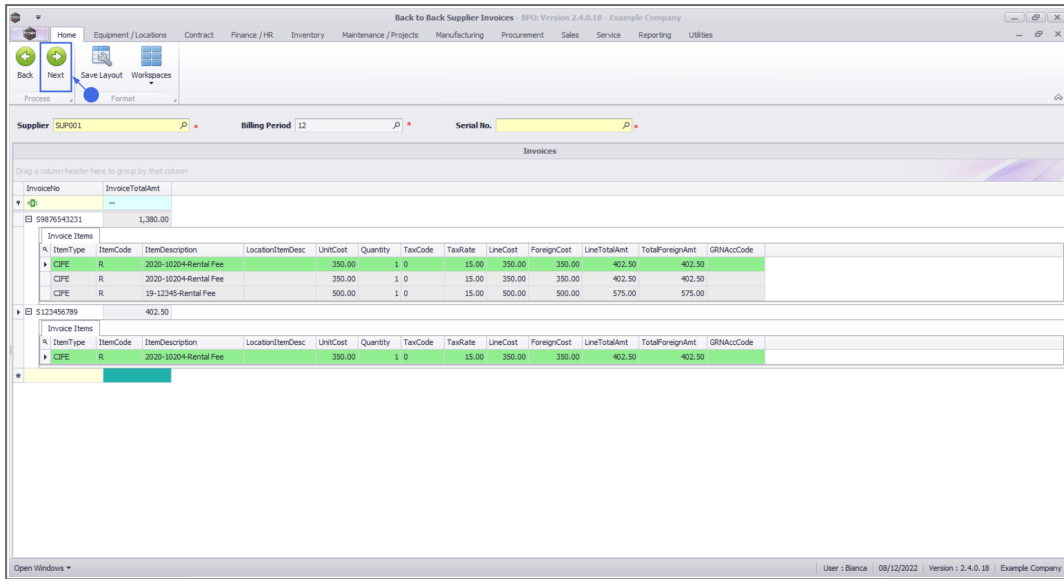
SUPPLIER INVOICE MAINTAIN

You will see the *Back to Back Supplier Invoice maintain screen* for the Invoice header you created previously. If you created multiple invoice headers, you will see the details for the first Invoice Header.

All the Invoice header details will be populated, but you can set the Reference:

- Type in the *Reference* number for this B2B Supplier Invoice.

Supplier Invoice Items

You can check that the item details are correct and amend if necessary, but removing line items or editing the following fields: the *Quantity*, *Unit Cost*, *Foreign Cost* and *Tax Rate* columns are editable.

Once you have checked all the details and reviewed the totals to make sure they match the invoice from the Supplier / Finance Party:
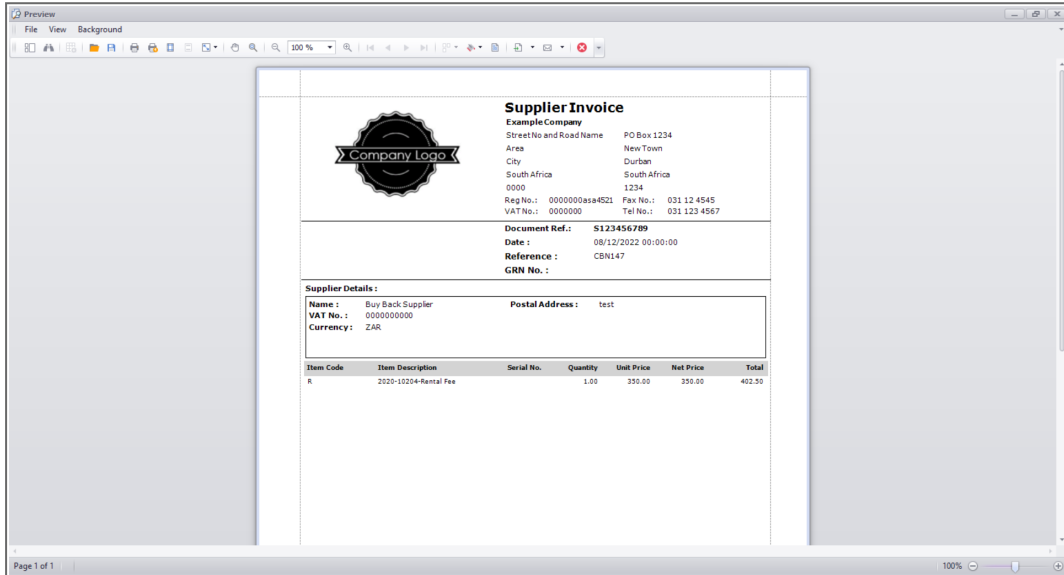
- Click on the *Save* button.

A message box will come up noting: *Invoice No [invoice number] saved successfully.*

- Click on the *Ok* button.

PRINT SUPPLIER INVOICE

A message box will come up asking: *Do you want to print the invoice [invoice number]?*

- Click on the *Yes* button, if you wish to Print Preview the document at this point.

MULTIPLE SUPPLIER INVOICES

If you created *multiple* invoice headers, you will send the next *Back to Back Supplier Invoice* detail populated in the maintain screen.

Follow the steps above to update the details above, then **Save**. Go on to **Print Preview**, if required.

VIEW SUPPLIER INVOICE(S)

The **invoice(s)** will be display in the listing under the **New** status.

The Supplier Invoice must be **Approved** in order to post the financial transaction.

Financial Posting Note:

- The financial transaction will post via the **SINV driver** when the Supplier Invoice is **Approved**.

Related Topics

Standard Supplier Invoice

- Supplier Invoice Intro
- Add Supplier Invoice
- Edit Supplier Invoice
- Delete Supplier Invoice
- View Supplier Invoice
- Print Supplier Invoice
- Approve Supplier Invoice
- Decline Supplier Invoice
- Supplier Invoice Documents

Back to Back Supplier Invoice

- [B2B Supplier Invoice Intro](#)
- [Add B2B Supplier Invoice](#)
- Edit (same process as [Edit Supplier Invoice](#))
- Delete (same process as [Delete Supplier Invoice](#))
- View (same process as [View Supplier Invoice](#))
- Print (same process as [Print Supplier Invoice](#))
- Approve (same process as [Approve Supplier Invoice](#))
- Documents (same process as [Documents for Supplier Invoice](#))

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