

WebCabinets

Doc-Works AP Help Guide

Draft subject to change (February 2019)

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1. Introduction

The AP system is a purchasing system which allows purchasing department users to create purchase orders and feed this directly through to suppliers for them to fulfill. The subsequent deliveries can be recorded directly on the system and later on invoices for the original PO and delivery can be matched. The powerful approvals engine enables admin user to create approval rules to seek approval either when there is some discrepancy between the PO, Delivery or Invoice. Or simply when there is a requirement for approval based on invoice value, supplier status or many other criteria. For most purchases matching against an approved PO and a delivery means that there is no need for lengthy approvals and the accounts team are free to process invoices without a hefty admin overhead.

1.1. Purchasing Process

Step 1: The Purchasing process begins when a user creates a PO.

Depending on the approval rules set up in the system that PO will either be automatically approved or an email will be sent to required approvers for them to login and approve the PO.

Step 2: Once logged in a dashboard will show the user all the items requiring their approval as well as an overview of the items outstanding and completed in the system. From here they can approve the PO.

Step 3: Once a PO is approved the PO creator and the Supplier are notified by email with a PDF of the PO attached and both can also login and view the approved PO via the portal.

DOC-WORKS Portal My Apps Settings Logout Welcome, Mair Admin

Purchase Order Search All Records Purchases Dashboard Upload Invoice Create Purchase Order Create Standing Order Record Delivery Toggle PDF

1. Purchase Order details and totals

Status: Approved

Gross Amount: 66.00

VAT Amount: 11.00

Supplier: ABCSOR01: Absolute Corporate Ever

Filename: Test Rule 1.1..pdf

Expected Delivery Date: 28/02/2019

Currency: Pound Sterling

PO Date: 28/02/2019

Site: 006: Standard

Net Amount: 55

2. Add notes

View notes (0) Add notes View history

View Purchase Order

43358 1 / 1

Test Rule 1.1

Please quote PO on all invoices

Date: 28/02/2019 Purchase Order Number: 43332499

Billing Address:
Restore Scan Ltd
Unit 2
Tally Close
Agecroft Commerce Park
Swinton
M27 8WJ

Delivery Address:
Restore Scan Ltd
Unit 2
Tally Close
Agecroft Commerce Park
Swinton
M27 8WJ

Supplier Name & Address:
ABCSOR01: Absolute Corporate Events

Allocate to 006: Standard

Description of Goods/Services	Units	Unit Price	Unit of Measure	Total Net
Tinned Pineapple	10	5.50	Each	55.00

Requested by: _____ Authorised By: _____
Name: _____ Name: _____
Date: _____ Date: _____

No.	Desc. of Goods/Services	Quantity	Unit Price	UOM	Total Net	Action
1	Tinned Pineapple	10	5.5	Each	55	
Total Net: 55.00						

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Step 4: Once the order has been fulfilled it can be recorded directly in the system at the purchasers end as a delivery.

Filename	Expected Delivery Date	Supplier	Currency	PO Number	Status	PO Date	Site	Net Amount	
..		
COG-Test1.pdf	3/24/2019	CWELLOCKS01: Wellocks	GBP	43332489	Approved	2/22/2019	001: Admin	33	
Test RULE 7.pdf	3/23/2019	CWELLOCKS01: Wellocks	GBP	43332462	Approved	2/21/2019	006: Stand		
COG-Test1.pdf	3/14/2019	CWELLOCKS01: Wellocks	GBP	43332444	Approved	2/12/2019	001: Admin		
COG-Test1.pdf	3/14/2019	CWELLOCKS01: Wellocks	GBP	43332443	Approved	2/12/2019	001: Admin		

When a delivery is recorded the supplier is notified - at this stage they can upload an invoice against the original PO.

Step 5: Finally this invoice is approved for payment where required. The added benefit of the system is that where possible approval stages can be eliminated by PO and delivery matching, whilst granular rules enable the accounts team to set controls on purchasing.

Step 6: Once all has been completed data can be interrogated using a powerful, customisable reporting tool.



2. Standard Users

Standard Users can create purchase orders, record deliveries against them and then upload and approve invoices using the approvals system.

2.1 Logging In

To login users need to use their email and password. If you do not have a password use the password reset button.

2.2 Dashboard

The main Dashboard gives each user an overview of all the documents created, their status as well as those requiring approval from the logged in user.

Please note. Historic purchases including POs, Deliveries, Invoices and Credit Notes (those where an invoice has been approved and paid and exported into Aqilla) will not appear in the dashboard. Only those where there is an outstanding delivery or invoice to pay.

Home Page | Purchases Dashboard | Upload Invoice | Create Purchase Order | Create Standing Order | Record Delivery

Purchase Orders & Deliveries

- Orders: 12 My Approvals, 18 Submitted, 153 Approved, 0 Rejected
- Deliveries: 3 My Approvals, 5 Pending, 112 Received, 82 Overdue

Invoices & Credit Notes

- Invoices: 1 My Approvals, 96 Submitted, 21 Approved, 2 Rejected
- Credit Notes: 0 My Approvals, 5 Submitted, 0 Approved, 1 Rejected

Search: Search

Purchase Orders (12) | Deliveries (112) | Invoices (119) | Credit Notes (6)

25 rows per page

Filename	Expected Delivery Date	Supplier	Currency	PO Number	Status	PO Date	Site	Net Amount
..	
aaaaaaaaa1.pdf	2/28/2019	ADAF01: Adafina	1	-	Pending Approval	2/6/2019	001: Admin	11
Test PO deliv date.pdf	2/5/2019	ADAF01: Adafina	1	-	Pending Approval	2/5/2019	001: Admin	118.2

2.2.1 Quick Filters

Purchase Orders & Deliveries

- Orders: 12 My Approvals, 18 Submitted, 154 Approved, 0 Rejected
- Deliveries: 3 My Approvals, 6 Pending, 112 Received, 82 Overdue

Quick filters give the user a quick way to get to the tasks they need to perform. When they click the filter they will return the related results in the table below.

Orders:

My Approvals - This tells the users about POs in need of their approval.

Submitted - This shows all the POs awaiting approval by all users - not just the logged in user.

Approved - This tells the user about all approved POs - they will only see POs where a delivery has not yet been recorded

Rejected - This tells the user about POs which have been rejected. They will only appear in the dashboard for a certain number of days after creation. You can define the number of

days and ask the support team to modify it. By default the rejected documents will be shown indefinitely.

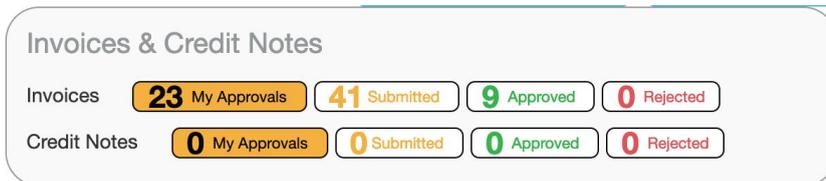
Deliveries:

My Approvals - This shows all deliveries requiring approval by the user. (It is very unusual that there would be a delivery approval rule but for some very high value items it is useful)

Pending - Pending deliveries tells us which deliveries are expected. These are actually simply POs which have not yet reached their expected delivery date. For POs without a delivery date they remain pending for 30 days. After this they become Overdue (see below)

Received - This is the only tile actually showing deliveries and simply show all deliveries that are received but where an invoice has not yet been approved against the original PO.

Overdue - This is again actually just showing pending POs but this time is shows POs where the expected delivery time has elapsed or 30 days has elapsed in the absence of a date. This allows user to chase up late deliveries.



The dashboard tile for 'Invoices & Credit Notes' contains two rows of data. The first row is for 'Invoices' and the second row is for 'Credit Notes'. Each row has four colored buttons representing different statuses: 'My Approvals' (orange), 'Submitted' (yellow), 'Approved' (green), and 'Rejected' (red).

Category	My Approvals	Submitted	Approved	Rejected
Invoices	23	41	9	0
Credit Notes	0	0	0	0

Invoices:

My Approvals - This tells the users about Invoices in need of their approval.

Submitted - This shows all the Invoices awaiting editing by the accounts team (where data is missing) or where there is an approval needed by other users - not just the logged in user.

Approved - This tells the user about all approved Invoices - Once invoices are exported into Aquilla they will be removed from here.

Rejected - This tells the user about Invoices which have been rejected. They will only appear in the dashboard for the specified number of days after creation.

Credit Notes :

My Approvals - This tells the users about Invoices in need of their approval.

Submitted - This shows all the Invoices awaiting editing by the accounts team (where data is missing) or where there is an approval needed by other users - not just the logged in user.

Approved - This tells the user about all approved Invoices - Once invoices are exported into Aquilla they will be removed from here.

Rejected - This tells the user about Invoices which have been rejected. They will only appear in the dashboard for the specified number of days after creation.

2.2.2 Searching



The search bar consists of a light blue rounded rectangle containing the word 'Search' on the left, a white input field in the center, and a blue button with the word 'Search' on the right.

Users can search this screen using the main search field or they can use the granular search options at the top of each column.

Filename	Expected Delivery Date	Supplier	Currency	PO Number	Status	PO Date	Site	Net Amount
..	

2.2.3 Item Menu

A menu on each line of the grid show which options are available on any given item.

Site	Net Amount	
..	..	<input type="checkbox"/> 
001: Admin	11	<input type="checkbox"/> 
001: Admin		<input type="checkbox"/> 
006: Standard		<input type="checkbox"/> 
005: Sunse		<input type="checkbox"/> 

View History

Approve

Redirect to me

Delete

View & Approve

View History - gives a history of all actions performed on the document

Approve - this enables the user to approve direct from the grid without using the 'View & Approve' Option (**please note** this will only work if you are the 'next approver')

Redirect to me - This sends the document into your own approval queue. Once approved this document will go back to where it was in the original approval queue.

Delete - deletes the document - although only admin users will see this option.

View & Approve - This takes the user through to the page where they can look at the document in detail and perform tasks that they are permitted to do such as approving where appropriate.

The checkboxes on each row enable actions to be carried out on multiple documents at once. These are restricted to just those where this is possible.

te	Net Amount	
..	..	<input type="checkbox"/> 
01: Admin		<input type="checkbox"/> 
01: Admin		<input type="checkbox"/> 
06: Standard	118.2	<input checked="" type="checkbox"/> 
05: Sunse	0.45	<input type="checkbox"/> 

Approve

Redirect To Me

Delete

2.3 Creating a PO

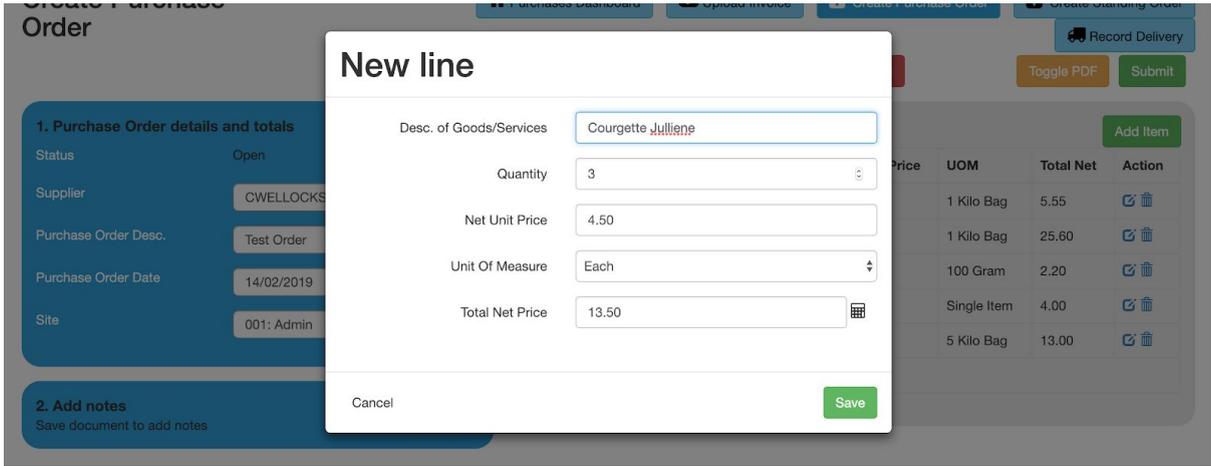
The first step in making a purchase is creating a PO. There is a button at the top of the screen which takes the user to the Create Purchase Order screen.

From here users can build a PO for any supplier and submit the PO for approval.

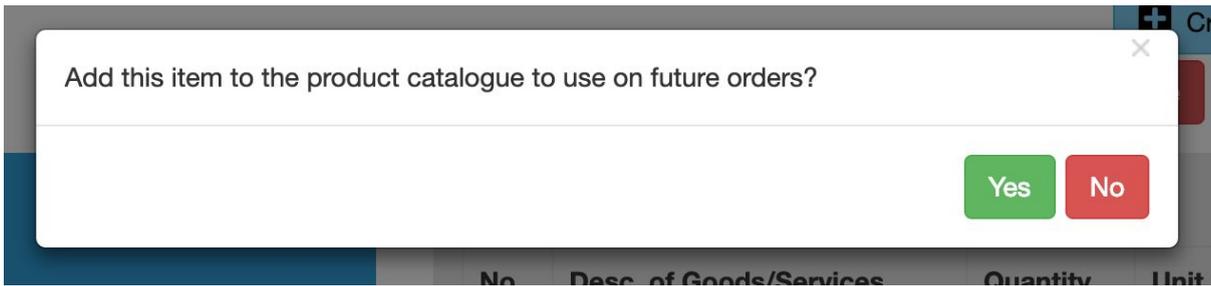
First the user selects the Supplier from the supplier list. Once selected if there is a catalogue for this supplier then the catalogue is loaded into the background to enable the user to build the PO from listed products.

After adding a description (for searching later), date and optionally the site the user can begin to add items using the green button on the right.

When adding an item the catalogue will return any items already listed in the catalogue along with the unit price. If the supplier is set up to allow free text entry then the purchaser can simply enter the details from scratch.



If the supplier is also set up to allow catalogue additions then any new items will trigger the option to add these to the catalogue for future orders.



As each item is added to the order a PDF is built that will become the finished Purchase Order. You can view this PDF by clicking the 'Toggle PDF' button.

1. Purchase Order details and totals

Status: Open

Folder: Cost of Goods Purchase Orders

Supplier: ABCOR01: Absolute Corp [Template](#)

Purchase Order Desc.: Normal Simple Order

Purchase Order Date: 04/03/2019

Site: 001: Admin

Expected Delivery Date:

[Import catalogue](#)

2. Add notes
Save document to add notes

3. Input Purchase Order items [Add Item](#)

No.	Desc. of Goods/Services	Quantity	Unit Price	UOM	Total Net	Action
1	Test 1	1.00	1.00	Each	1.00	✎ 🗑
2	Party Bags	1.00	3.00	Each	3.00	✎ 🗑
3	Party Bags	1.00	3.00	Each	3.00	✎ 🗑
4	Party Balloons	100	1.00	Each	100.00	✎ 🗑
Total Net:					107.00	

View Purchase Order

Normal Simple Order

Please quote PO on all invoices

Date: 04/03/2019 **Purchase Order Number:**

Billing Address:
Restore Scan Ltd
Unit 2
Tally Close
Agecroft Commerce Park
Swinton
M27 8WJ

Delivery Address:
Restore Scan Ltd
Unit 2
Tally Close
Agecroft Commerce Park
Swinton
M27 8WJ

Supplier Name & Address:
ABCOR01: Absolute Corporate Events

Allocate to 001: Admin

Description of Goods/Services	Units	Unit Price	Unit of Measure	Total Net
Test 1	1	1.00	Each	1.00
Party Bags	1	3.00	Each	3.00
Party Bags	1	3.00	Each	3.00
Party Balloons	100	1.00	Each	100.00

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Once the user is happy with their order they can submit it for approval using the green 'Submit' button.

The other options on this screen relate to templates which allow you to save and reuse orders in the future.

2.3.1 Templates

Each Supplier can have any number of templates associated with them. A template is essentially just a saved order so to create a template all you need to do is to create the order and then save it as a template.

The options for adding and managing these templates are found above the PO details:

[Create template](#)
[Update template](#)
[Delete template](#)
[Toggle PDF](#)
[Submit](#)

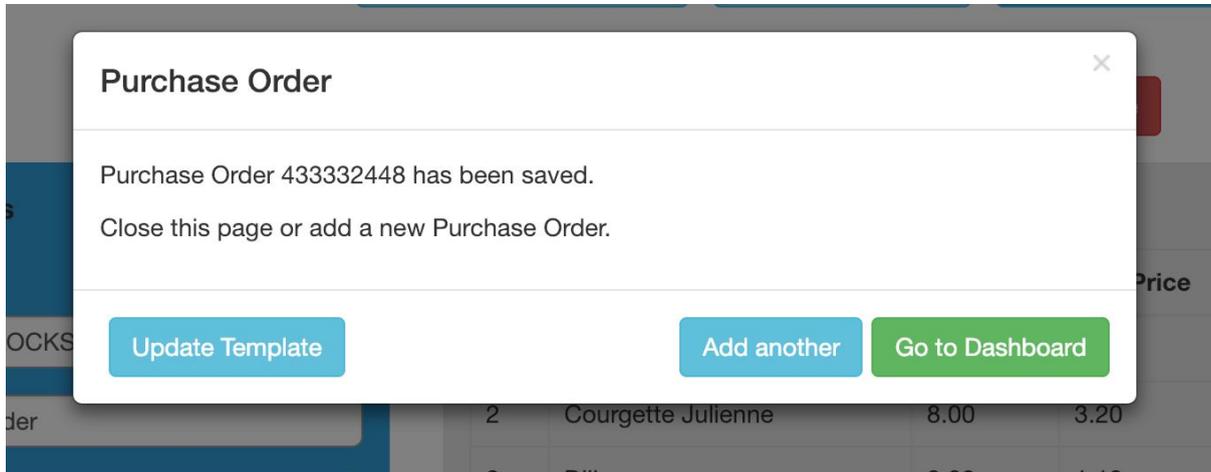
Template: Normal Simple Order

1. Purchase Order details and totals

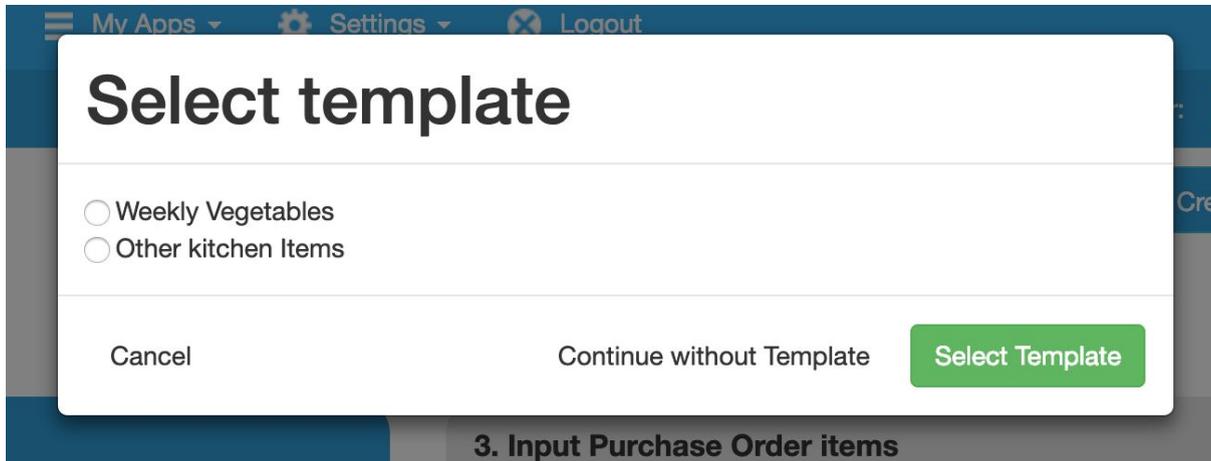
Status: Open

View Purchase Order

And you can also choose to save or update a PO as a template straight after you submit the PO:



To use your templates you simply select the Supplier from the list and if there are templates present then they will be offered to you before you proceed.



3. Input Purchase Order items

You can also access the templates list again at any point by hitting the 'templates' button on the supplier field:



2.4 Recording a Delivery

Once a delivery is received it is important that it is recorded against the existing PO. This will speed up the approval of the subsequent invoice and will also flag up when there are any discrepancies between the order, the delivery and the invoice.

Recording a delivery can either be done using the 'Record Delivery' button at the top of the screen or if you don't know the PO number you can find the PO in the PO or pending deliveries list and then choose 'Record Delivery' from the line menu.

	Filename	Expected Delivery Date	Supplier	Currency	PO Number	Status	PO Date	Site	Net Amount	
<input type="checkbox"/>	
<input type="checkbox"/>	COG-Test1.pdf	3/24/2019	CWELLOCKS01: Wellocks	GBP	433332489	Approved	2/22/2019	001: Admin	33	
<input type="checkbox"/>	Test RULE 7.pdf	3/23/2019	CWELLOCKS01: Wellocks	GBP	433332462	Approved	2/21/2019	006: Stand		
<input type="checkbox"/>	COG-Test1.pdf	3/14/2019	CWELLOCKS01: Wellocks	GBP	433332444	Approved	2/12/2019	001: Admin		
<input type="checkbox"/>	COG-Test1.pdf	3/14/2019	CWELLOCKS01: Wellocks	GBP	433332443	Approved	2/12/2019	001: Admin		

- View History
- Delete
- Upload Invoice
- Record Delivery
- View

When you use the link from the PO or delivery it will automatically load in all of the items from your original purchase order. If you do not yet have a PO number you will need to enter it and then click the spyglass to load in the values. These can then be edited if necessary to reflect the actual items delivered. If there are any discrepancies with the PO then this will later trigger any invoice approval rules relating to discrepancies.

Welcome, Mair

Record Delivery Note

Admin

Purchases Dashboard

Upload Invoice

Create Purchase Order

Create Standing Order

Record Delivery

Toggle PDF
Submit

1. Delivery Note details and totals

Status: Open

Folder:

PO Number:

Supplier:

Description:

Currency:

Delivery Ref:

Delivery Date:

Site:

Total Net:

3. Input Delivery Note items

No.	Desc. of Goods/Services	Quantity	Unit Price	UOM	Total Net	Action
1	Courgette Julliene	3	4.50	Each	13.50	
2	Roasted Vegetables	3	6.50	Each	19.50	
Total Net: 33.00						

2. Add notes

Save document to add notes

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2.4.1. Partial Deliveries

If a supplier is set to allow partial deliveries then the user recording the delivery can delete any items not included in the first delivery and then they will be given the option to load the remaining items the next time that a delivery is recorded against the same PO.

Approval ✕

Purchase Order No 433332524 has also been used in delivery:

Delivery Ref:: **Partial delivery 1**
 Supplier: **ABSCOR01: Absolute Corporate Events**
 Net: **36.25**

Values remaining:
 Net: **19.00**

Cancel
Load all values
Load remainder values

Once all the values are loaded in the PO will no longer be listed in the deliveries list, however it is still possible to record items against the PO if needed.

2.5 Submitting an Invoice

Invoices can be submitted by Supplier users directly or by the purchasers or admin users. Invoices can either be uploaded using the upload invoice button on every page or by using the menu associated with the PO or the Delivery.



Purchase Orders (12) **Deliveries (12)** Invoices (16) Credit Notes (0)

25 rows per page

☐	Description	Supplier	Currency	Delivery Ref	Status	Delivery Date	Site	Total Net	PO Number	☐	☰
☐	☐	☰
☐	test part1 for 25 .pdf	ABSCOR01: Absolute Corporate Events	Pound Sterling	123	Approved	3/27/2019	006: Standard	25	433332525	☐	☰
☐	123.pdf	CWELLOCKS01: Wellocks	Pound Sterling	321	Approved	3/26/2019	002: Cafe	13.5			
☐	123123.pdf	CWELLOCKS01:	Pound Sterling	3213	Approved	3/25/2019	002: Cafe	40.5			

View History

Delete

Upload Invoice

View

v2.auditonline.co.uk/Scribe/AP/Upload?ponum=433332525

If you use the PO directly then the PO values will be loaded into the system along with your invoice.

The user then adds in the invoice date, number and net amount. If the net amount does not match the PO then the invoice can still be submitted but the user will receive a message warning that this invoice will need to be checked before it is submitted for approval.

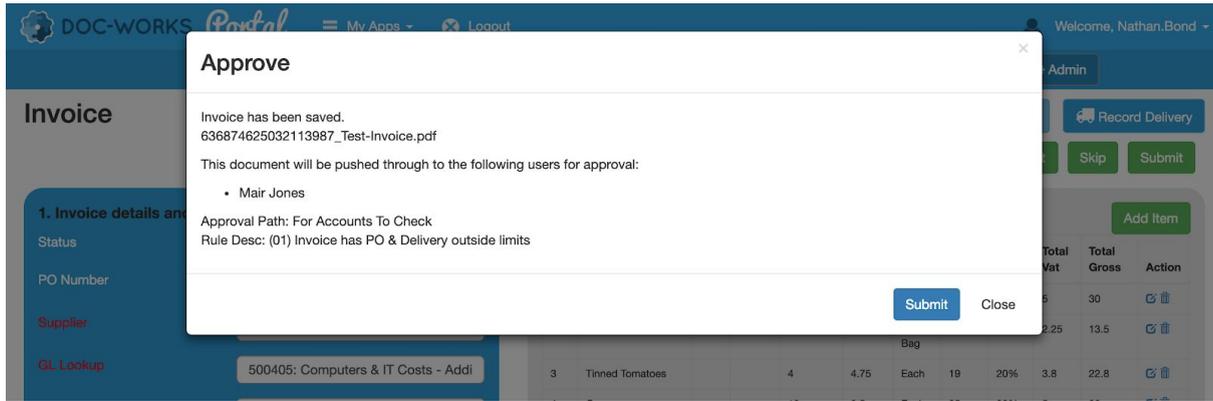
If there are no missing pieces of data and the invoice value matches exactly with the PO and the Delivery then the invoice will be sent straight for approval and will show a status of 'Pending Approval'. However if there are any discrepancies or missing pieces of data at all then the invoice is loaded in but must be completed and submitted by an admin user for approval. The status will show as 'ApproverAttention'

	636870413765545803_hodgeheg 2.jpg	ABSCOR01: Absolute Corporate Events	Pound Sterling	2514	Pending Approval	3/2/2019	500405: Computers & IT Costs - Additions	96		
	636870567591722208_hodgeheg 2.jpg	CWELLOCKS01: Wellocks	Pound Sterling	2510	ApproverAttention	3/2/2019	500400: Computers & IT Costs - Cost	32.4		

If a non-admin user tried to edit this invoice they will see this message.

No.	Desc. of Goods/Services	Site	GL Code	Quantity	Unit Price	UOM	Total Net	Vat Rate	Total Vat	Total Gross
1	Courgette Julienne			6	4.5	Each	27	20%	5.4	32.4
Total Net: 27.00										

Once the invoice is sent for approval a message will be shown stating which approvers will be checking and approving the invoice and which approval rules are being applied:



2.6 Approving an Invoice

When an invoice is submitted for approval the approver will be emailed with a copy of the invoice notifying them that they need to approve the invoice. When they login to the portal they will see the invoice in their 'My Approvals' list.

Invoices & Credit Notes

Invoices	23 My Approvals	41 Submitted	9 Approved	0 Rejected
Credit Notes	0 My Approvals	0 Submitted	0 Approved	0 Rejected

Approvers can then view the invoice using the 'toggle pdf' option and then chose whether to approve it or not. If there are further approvers down the chain then the approver will be notified of who the next approver is.

Invoice

- Search All Records
- Purchases Dashboard
- Upload Invoice
- Create Purchase Order
- Record Delivery
- Toggle PDF
- Reject
- Redirect
- Skip
- Approve

1. Invoice details and totals

Status: Pending Approval

PO Number: 433332528

Supplier: ABCSCOR01: Absolute Corporate Ever

GL Lookup: 500405: Computers & IT Costs - Addi

Currency: Pound Sterling

Invoice Number: 11112222

Invoice Date: 06/03/2019

Site: 006: Standard

Net Amount: 55.25

VAT Rate: 20%

Gross Amount: 66.3

VAT Amount: 11.05

Filename: 636874663610527470_Sarah New Te

View Invoice

43455 1 / 1

Sarah New Template

Please quote PO on all invoices

Date: 22/01/2019 Purchase Order Number: 433332327

Billing Address: Restore Scan Ltd, Unit 2, Tally Close, Agecroft Commerce Park, Swinton, M27 8WJ

Delivery Address: Restore Scan Ltd, Unit 2, Tally Close, Agecroft Commerce Park, Swinton, M27 8WJ

Supplier Name & Address: CWELLOCK01: Wellocks

Allocate to

Description of Goods/Services	Units	Unit Price	Unit of Measure	Total Net
Celeriac Whole Peeled	0	1.85	1 Kilo Bag	5.55
Courgette Julienne	0	3.20	1 Kilo Bag	25.60
Dill	0	1.10	100 Gram	2.20
Lettuce Oakleaf	0	0.80	Single Item	4.00

2. Add notes

View notes (0) Add notes View history

No.	Desc. of Goods/Services	Site	GL Code	Quantity	Unit Price	UOM	Total Net	Vat Rate	Total Vat	Total Gross
1	Grapes			10	2.5	Each	25	20%	5	30
2	Kale			3	3.75	1 Kilo Bag	11.25	20%	2.25	13.5
3	Tinned Tomatoes			4	4.75	Each	19	20%	3.8	22.8
Total Net: 55.25										

Once the invoice is fully approved it is exported directly to Aquilla and disappears from the dashboard. Admin users can still access these records and change their status if needed.

2.7 Standing Orders

Standing orders can be created using the 'Create Standing Order' button found on the Create Purchase order page. This feature enables you to set up a standing order with a supplier. The standing order will create a PO in the system that can have daily, weekly or monthly deliveries logged against it.

Create Purchase Order

Search All Records Purchases Dashboard Upload Invoice Create Purchase Order Record Delivery

Create Standing Order Create template Toggle PDF Submit

1. Purchase Order details and totals **3. Input Purchase Order items** Add Item

The Standing Order screen looks and works much like the Purchase Order Screen. The Start and End Dates determine the timeframe that the Standing Order will run.

DOC-WORKS Portal My Apps Logout Welcome, Nathan Bond Admin

Create Standing Order Search All Records Purchases Dashboard Upload Invoice Create Purchase Order Record Delivery

Create SO

1. Standing Order details and totals

Status: Open

Folder: Cost of Goods Purchase Orders

Supplier: Template

Standing Order Desc.:

Start Date:

End Date:

Site:

Import catalogue

2. Input Standing Order items Add Item

No.	Desc. of Goods/Services	Unit Price	UOM	Action
Total Net:				

3. Schedule Item Quantities Daily

Item Desc	Mon	Tue	Wed	Thu	Fri	Sat	Sun

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When adding items to the standing order it is recommended to add the minimum quantity and then to state the units on the schedule.

DOC-WORKS Portal My Apps Logout Welcome, Workshop.Purchaser Admin

Create Standing Order Purchases Dashboard Upload Invoice Create Purchase Order Record Delivery

Create SO

1. Standing Order details and totals

Status: Open

Folder: Cost of Goods Purchase Orders

Supplier: ABCSCOR01: Absolute Corpo Template

Standing Order Desc.: Standing Order Test

Start Date: 01/03/2019

End Date: 30/06/2019

Site: 001: Admin

2. Input Standing Order items Add Item

No.	Desc. of Goods/Services	Unit Price	UOM	Action
1	Grapes	2.50	Each	
2	Tinned Tomatoes	4.75	Each	
Total Net: 7.25				

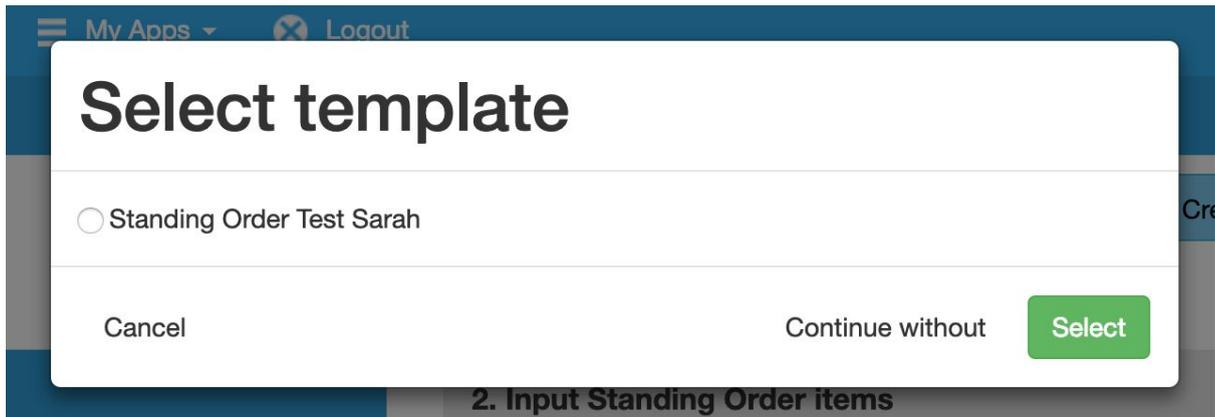
3. Schedule Item Quantities Daily

Item Desc	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Grapes	5		5		5		
Tinned Tomatoes	3		2		3		

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Once you hit 'Create SO' the system will automatically create the POs based on your schedule.

To view or edit an existing standing order you simply go to the standing orders page and select the supplier. Then you will be given a list of all the existing standing orders. From here you can either save this as a new standing order or update the current one.



Please note. The standing order feature is designed to make approval of regular invoices more streamlined. It does not notify the Supplier that a Standing Order has been set up. Although the supplier will be able to login and see the regular POs as they appear in the system the standing orders will not email POs to the Supplier as they do with one off POs. The supplier should be notified directly when a standing order is set up or ammended.

3. Supplier Login

Supplier users are only able to see Purchase Orders which have been raise and then approved by a purchase user. Once the Purchase order is approved the Supplier user will be emailed a copy of the Purchase Order as well as this order being listed in the Supplier User's Dashboard.

Once a delivery has been received the Supplier user will be emailed to say that a delivery has been received and that an invoice can be uploaded against that PO in the Portal.

3.1. Dashboard

The Supplier dashboard shows only items relevant to the supplier account. This includes all approved Purchase Orders and all invoices uploaded by the supplier.

DOC-WORKS Portal
My Apps - Logout
Welcome, Supplier.User -

Home Page

Purchase Orders
Orders 94 Approved

Invoices & Credit Notes

Invoices 37 Submitted 0 Rejected

Credit Notes 0 Submitted 0 Rejected

Search

Search

Purchase Orders (94)
Invoices (37)
Credit Notes (0)

25
rows per page

Previous
Next

	Filename	Expected Delivery Date	Supplier	Currency	PO Number	PO Date	Site	Net Amount	
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Mair Test Templates.pdf	3/13/2019	CWELLOCKS01: Wellocks	1	433332437	2/11/2019	003: Cucumber	24.35	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	11022.pdf	3/13/2019	CWELLOCKS01: Wellocks	GBP	433332438	2/11/2019	001: Admin	50.35	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Mair Test Templates 2.pdf	3/13/2019	CWELLOCKS01: Wellocks	GBP	433332439	2/11/2019	001: Admin	24.75	<input type="checkbox"/> <input type="checkbox"/>

Once the Purchase order is approved the Supplier user will be emailed a copy of the Purchase Order as well as this order being listed in the Supplier User's Dashboard.

3.2 Viewing Purchase Orders

To view a purchase order the user can either click on the link on the left to get just a pdf of the PO or they can view the purchase order and use the 'toggle pdf button'

Purchase Order

- Search All Records
- Purchases Dashboard
- Upload Invoice
- Create Purchase Order
- Create Standing Order
- Record Delivery
- Toggle PDF

1. Purchase Order details and totals

Status: Approved

Gross Amount: 66.00

VAT Amount: 11.00

Supplier: ABSCOR01: Absolute Corporate Ever

Filename: Test Rule 1.1.pdf

Expected Delivery Date: 28/02/2019

Currency: Pound Sterling

PO Date: 28/02/2019

Site: 006: Standard

Net Amount: 55

2. Add notes

View notes (0) Add notes View history

View Purchase Order

43358 1 / 1

Test Rule 1.1

Please quote PO on all invoices

Date: 28/02/2019 Purchase Order Number: 433332499

Billing Address: Restore Scan Ltd, Unit 2, Tally Close, Agecroft Commerce Park, Swinton, M27 8WJ

Delivery Address: Restore Scan Ltd, Unit 2, Tally Close, Agecroft Commerce Park, Swinton, M27 8WJ

Supplier Name & Address: ABSCOR01: Absolute Corporate Events

Allocate to 006: Standard

Description of Goods/Services	Units	Unit Price	Unit of Measure	Total Net
Tinned Pineapple	10	5.50	Each	55.00

Requested by: _____ Authorised By: _____
 Name: _____ Name: _____
 Date: _____ Date: _____

No.	Desc. of Goods/Services	Quantity	Unit Price	UOM	Total Net	Action
1	Tinned Pineapple	10	5.5	Each	55	
Total Net: 55.00						

3.3 Uploading invoices

Once a delivery has been received suppliers should receive an email confirming that an invoice can now be raised against a PO. The simplest way to do this is to find the Purchase Order and click on 'Upload Invoice' directly from the PO. However you can also use the PO number if you know it by just using the upload invoice button on every page.

Purchase Orders (12) Deliveries (12) Invoices (16) Credit Notes (0)

25 rows per page

	Description	Supplier	Currency	Delivery Ref	Status	Delivery Date	Site	Total Net	PO Number	
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	test part1 for 25 .pdf	ABSCOR01: Absolute Corporate Events	Pound Sterling	123	Approved	3/27/2019	006: Standard	25	433332525	<input type="checkbox"/>
<input type="checkbox"/>	123.pdf	CWELLOCKS01: Wellocks	Pound Sterling	321	Approved	3/26/2019	002: Cafe	13.5		<input type="checkbox"/>
<input type="checkbox"/>	123123.pdf	CWELLOCKS01:	Pound Sterling	3213	Approved	3/25/2019	002: Cafe	40.5		<input type="checkbox"/>

View History
Delete
Upload Invoice
View

v2.auditonline.co.uk/Scribe/AP/ApUpload?ponum=433332525

DOC-WORKS Portal My Apps Logout Welcome, Supplier.User

Purchases Dashboard Upload Invoice Upload Catalogue

Upload Invoice

1. File details

Folder: Kings Place Invoices

PO Number:

Invoice Date:

Invoice Number:

Net Amount:

2. Attach files


 Drop files here

OR

+ Click to browse for files

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When you upload an invoice it will load all the PO details into the background ready for processing. If any of the data does not match it will be put in a processing queue and may cause delays.

3.3. Uploading Catalogues

You can keep your own catalogues updated direct through the portal. Simply download the template from the blue file details box. Then re-upload the file.

DOC-WORKS Portal My Apps Logout Welcome, Supplier.User

Purchases Dashboard Upload Invoice Upload Catalogue

Upload Catalogue

1. File details

Add/Update current catalogue

[download template file](#)

Catalogue changes history

Date	Supplier	No of Products	By

2. Attach files


 Drop files here

OR

+ Click to browse for files

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The Template will show you the following example:

Supplier_Sku	Customer_Sku	Title	UOM	Price	warn_min	warn_max	prevent_min	prevent_max	VATrate
PRETZELS	TEST001	Pretzels 350g	350g	1.95		50	0	100	0

Here you can insert all the relevant products and their settings. Min and Max settings allow you to set minimum and maximum quantities for ordering each product.

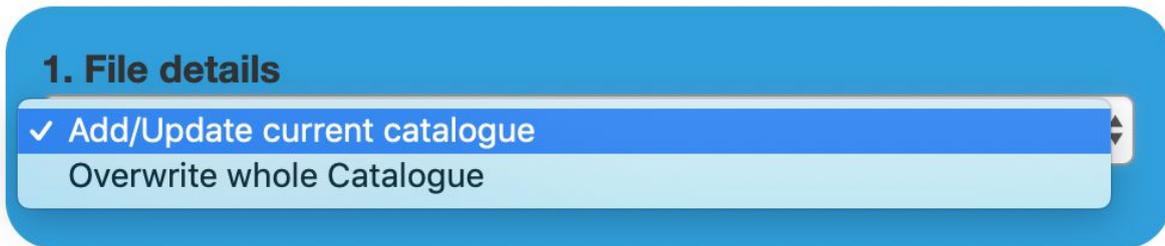
Supplier Sku - this is used to update a catalogue item when you are uploading item updates

Customer Sku - this is used to group similar products from multiple suppliers - to enable sourcing best price

Warn_min/Warn_Max - The warn parameters allow you to set thresholds where the user will be warned about their quantity but they will still be able to process the order “Are you sure you want to order X?”

Prevent_min/Prevent_Max - The prevent parameters prevent the user from processing the order outside of the thresholds.

There are two options when uploading the catalogue.



Add/Update current catalogue - This will add your new lines to the existing catalogue updating the items based on unique customer sku (true?)

Overwrite whole Catalogue - This overwrites the entire catalogue.