



PETAL

User Training Manual
LLPT 1.3 – Vendor Billing V1.0

CONTENTS

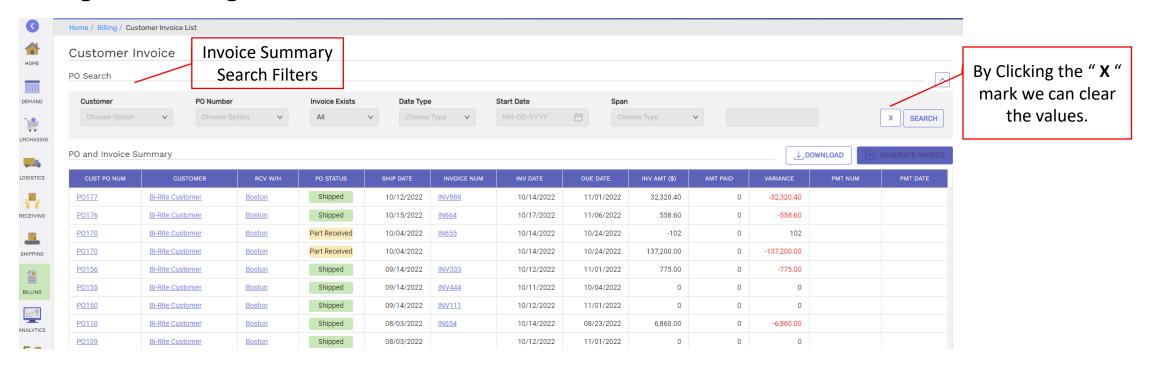


- PO Search for Invoicing
- Generate Invoice
- Cost Modifiers
- Save Submit or Cancel Invoice

PO SEARCH FOR INVOICING



Navigation: Billing -> Customer Invoice.



- > Multi criteria search grid for querying customer purchase orders that are eligible to invoice
- > Search can be performed by a specific PO or alternatively using criteria based on ship date range or customer name.
- Any customer purchase order in shipped or received status should be eligible for processing invoice

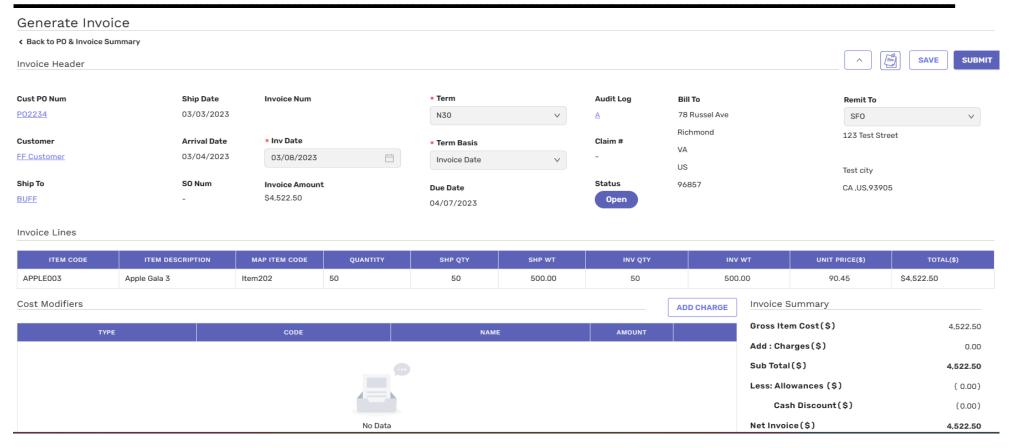
PO SEARCH FOR INVOICING



- Amount paid, payment number and payment date information will be updated once the payment is made and received data into PETAL
- Search results grid is provided with features such as column position change, filter, sort, add or remove columns and save them as preferred view
- Download option is provided to download the results into excel or csv files.
- > Select the PO record required to generate invoice and click on 'Generate Invoice' button highlighted right above the search results

GENERATE INVOICE





- Once click on generate invoice, Invoice processing screen opens with most of the data defaulted from purchase order
- > Terms and terms date options are defaulted based on the configuration done for the client with an option to change by the supplier.

GENERATE INVOICE



- Invoice qty and invoice weight information gets defaulted based on the shipping or order quantity & weight
- Invoice lines section allows the user to update the inv qty. If the item is a random weight item, then it allows to update the weight also.
- Any customer processed claims on vendor for the purchase order will be shown under the claim number field as hyperlink values
- ➤ Total (\$) is calculated based INV QTY * Unit price (if item is a non-random weight item) or INV WT * Unit Price
- Invoice audit log can be accessed from Audit icon (A) under audit column of invoice
- Notes entered on invoice can be seen from notes icon on invoice

COST MODIFIERS



Cost Modifiers				ADD CHARGE
TYPE	CODE	NAME	AMOUNT	
Charge	Miscellaneous	Miscellaneous	0.00	

- Cost modifiers are nothing but extra service changes on PO, which gets defaulted onto the invoice
- ➤ When supplier wants to charge extra to customer, it can be done by clicking on 'Add Charge' which will add miscellaneous charge record
- > Additional charges added on invoice will reflect in invoice cost summary section

SAVE SUBMIT OR CANCEL INVOICE



- > Once Invoice processing is completed, invoice can be saved, which places the invoice in 'Draft' status or submit which places the invoice in 'Submitted' status
- Any invoice supplier wants to cancel, click on invoice number hyperlink from the customer invoice summary section and click on 'Cancel' button on invoice screen
- > System will allow processing another invoice when original invoice on PO is in cancelled status. Cancelled invoice will be shown against the PO till new invoice is processed.



Thank You