

# **Vendor Invoices User Guide**

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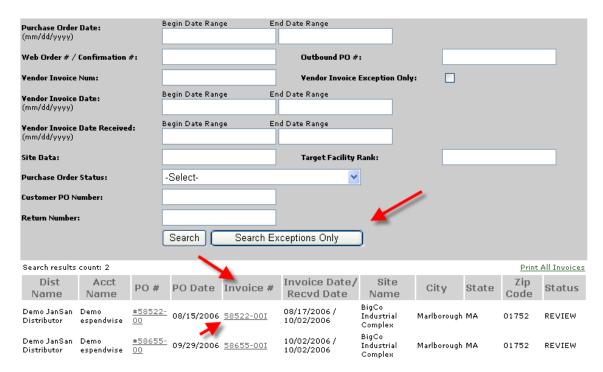
### **Vendor Invoices**

The **Vendor Invoices** tab is where the ISS Facility Services administrator-user has visibility and manages, vendor invoices. These invoices are received electronically and matched to the original purchase order automatically.

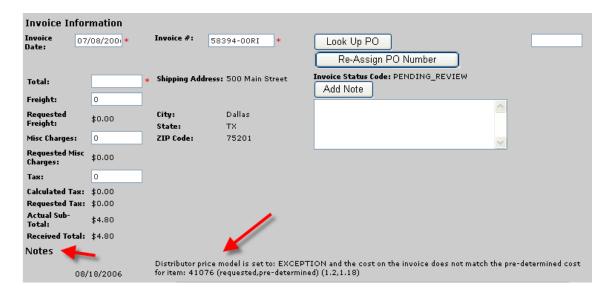
## **Vendor Invoice Exceptions**

Upon receipt of the electronic invoice from Bunzl, the system will automatically do the invoice matching against the purchase order. Invoices that do not match the original purchase order are called "exceptions". The system will hold these "exceptions" in a Review status for an administrator to process. Invoices go into an "exception" state for a number of reasons; price discrepancies, quantity discrepancies, additional line items, etc.

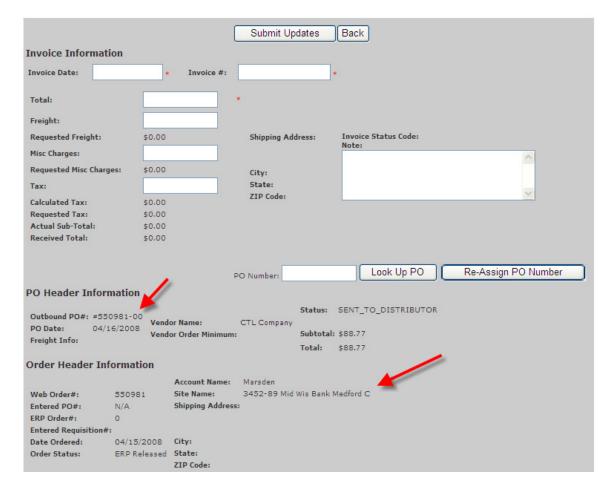
- 1. Go to URL: <a href="http://store.connexion-online.com">http://store.connexion-online.com</a>. Add this to your browser Favorites.
- 2. Login using your administrator-type username and password. **NOTE:** Usernames and passwords are case sensitive.
- 3. Select **Vendor Invoices** from the menu bar.
- 4. Select the **Search Exceptions Only** button. The system will present a list of invoices that did not match the original purchase order.
- 5. Select the **Invoice** # link from the list.



6. The "Exception" reason can be found in the **Notes** section.



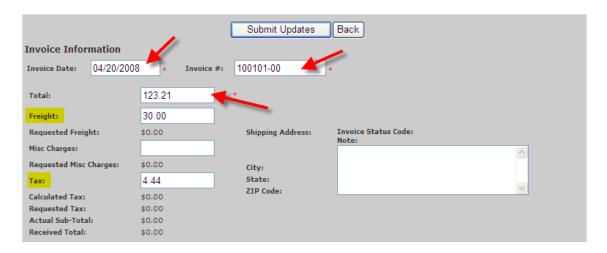
7. The system will display the **Invoice Header Information** containing date, number, totals and original PO/Order information.



8. In addition, the system will present the original purchase order line item data.

Original PO Items											
Line	Desc	Dist Sku	Dist Cost	Dist Qty	Ord Cost	Ord Qty	Prev Inv Qty	Recvd Qty	Taxable		
1	Scott Surpass 2 Ply White Facial Tissue	KCI-21340	\$17.71	2	\$17.71	2	0	0	N		
2	SCOTT® JRT® Jr Jumbo Roll Tissue	KCI-07805	\$27.10	1	\$27.10	1	0	0	N		
3	38 in x 58 in Black Can Liner	CBC-CRTGG-58X	\$26.25	1	\$26.25	1	0	0	N		

9. Enter the **Invoice Total**. This is a **mandatory field** that must be filled in.

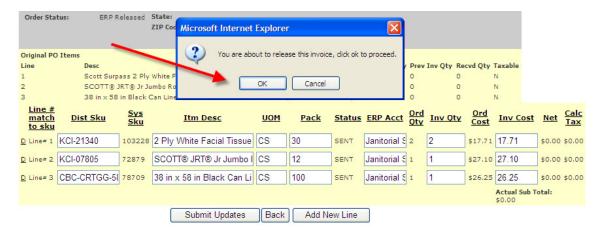


10. Scroll to the bottom of the screen and match any open items.

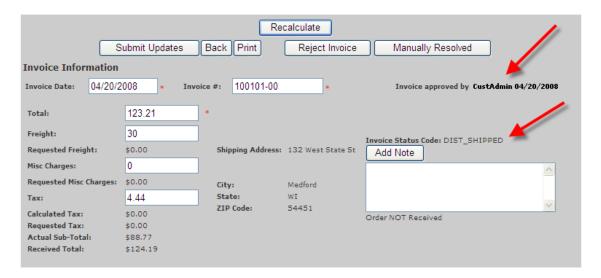
	<u>Line #</u> <u>match to</u> <u>sku</u>	<u>Dist Sku</u>	<u>Sys</u> Sku	<u>Itm Desc</u>	<u>uom</u>	<u>Pack</u>	<u>Status</u>	ERP Acct		<u>Inv</u> Otv	Ord Cost	<u>Inv</u> Cost	<u>Net</u>	Calc Tax
	<u>D</u> Line# 1	101.747	124045	Applicator Sharps Kit	EA	1	SENT	Materials	10		3.57 GBP		0.00 GBP	0.00 GBP
	<u>D</u> Line# 2	101.700	124052	Body Fluid Kit Single	EA	1	SENT	Materials	20		5.79 GBP		0.00 GBP	0.00 GBP
	<u>D</u> Line# 3	067.230	124106	7 133 Wypall L10 C/feed White	CS	6	SENT	Materials	1		9.78 GBP		0.00 GBP	0.00 GBP
	<u>D</u> Line# 4	065.258	154229	8042 KC Narrow Bulk Pack Toilet Tissue	CS	36	SENT	Materials	5		8.95 GBP		0.00 GBP	0.00 GBP
	<u>D</u> Line# 5	001.0945	166259	Vileda Cloth Red	PK	100	SENT	Materials	20		4.61 GBP		0.00 GBP	0.00 GBP
	<u>D</u> Line# 6	001.0955	166260	Vileda Cloth Blue	PK	100	SENT	Materials	20		4.61 GBP		0.00 GBP	0.00 GBP
	<u>D</u> Line# 7	001.0965	166261	Vileda GP Light Cloth Green 23×13" (PK100)(Each) 113382	EA	100	SENT	Materials	20	13	4.61 GBP	4.61	59.93 GBP	0.00 GBP
	<u>D</u> Line# 8	001.1975	166262	Vileda Cloth Yellow	PK	100	SENT	Materials	20		4.61 GBP		0.00 GBP	0.00 GBP
	<u>D</u> Line# 9	061.274	166264	Purell Retaining Clips	PK	24	SENT	Materials	1		31.22 GBP		0.00 GBP	0.00 GBP
	<u>D</u> Line# 10	061.275	166265	Purell Personal Bottles	PK	24	SENT	Materials	1		26.07 GBP		0.00 GBP	0.00 GBP
	<u>D</u> Line# 11	083.094C	166283	Performer Latex Glove PF	PK	100	SENT	Materials	7		2.58 GBP		0.00 GBP	0.00 GBP
	<u>D</u> Line# 12	070.682	174615	Clear Sack (Tube) 18x28x38" (Case 500)	EA	500	SENT	Materials	5	3	16.04 GBP	16.04	48.12 GBP	0.00 GBP
	<u> </u>	0010975	0	Vileda GP Light Cloth Yellow 23×13" (PK100)(Each) 113383	EA					5		4.61	23.05 GBP	0.00 GBP
										×		Actual 9 131.10	iub Total: GBP	
Submit Updates Back Print Reject Invoice Manually Resolved Add New Line														
Recalculate														

11. Select **Submit Updates** button.

12. The system will present a pop up box "You are about to release this invoice, click ok to proceed". Select **OK** button.



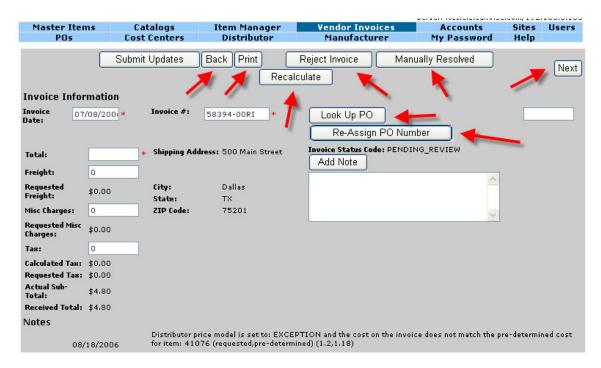
13. You have now matched the purchase order in the system to the invoice received.



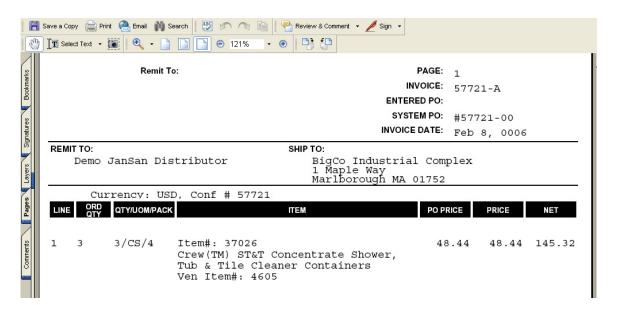
#### Additional Functions

- Next Moves to the next invoice from the original query list on the search page.
- **Previous** Moves to the prior invoice from the original query list on the search page.
- Recalculate Presents changes made BEFORE Submit Updates is selected. NOTE: Changes are not committed until Submit Updates is selected.
- **Reject Invoice** This invoice will NOT be sent to your ERP system but WILL appear on the vendor short pay report.
- Manually Resolved The invoice will NOT be sent to your ERP system. This means that the invoice was entered directly into your ERP system rather than the web portal and that it will NOT appear on the vendor short pay report.

• Add Note – A field for administrators to add specific notes for an invoice.

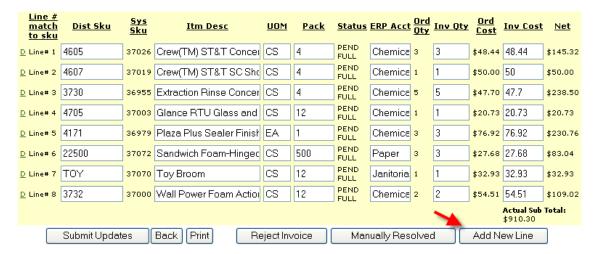


• **Print** – Generates an Adobe PDF of the invoice.



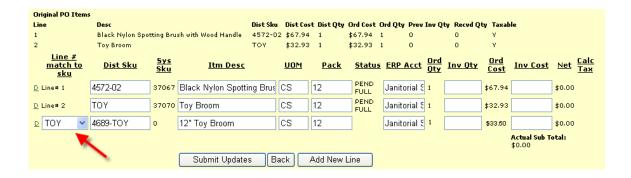
- Look Up PO Quick lookup for the next purchase order you would like to match. Enter the PO number in the blank field to the right of the Look Up PO button
- **Re-Assign PO Number** Moves the invoice to a new purchase order number. This means that all previous changes will be lost and the system will match to the new purchase order.

- **Back** Returns you to the Vendor Invoice Search screen.
- Add New Line Allows you to add a line to the invoice that is NOT on the purchase order.



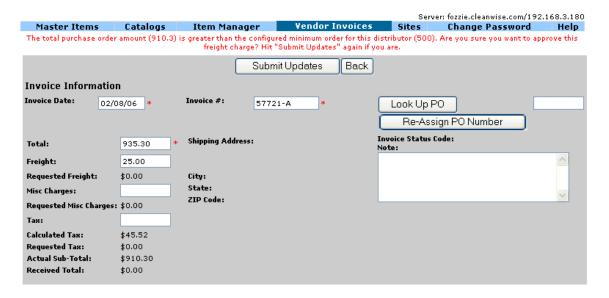
## Matching a Substitution

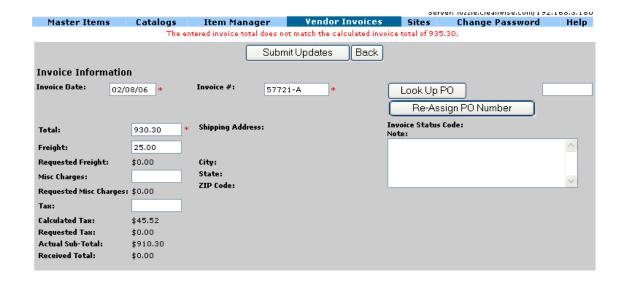
- 1. The substitution line item will display at the bottom of the invoice.
- 2. Select the correct Dist Sku from the dropdown menu and process.



## Error Messages

The system will present a **red** error message in the top middle of the screen when it cannot commit your changes. Below are some examples of the kinds of error messages that can be displayed.





#### Invoice Status

**DUP** – Duplicate invoice

**DSHIP** – Temporary status. The invoice is being processed after the administrator has selected "Submit Updates". It will change to PROC within a few minutes.

**REV** – Review. The invoice is being held for the administrator to process.

**PROC** – Processed. The invoice has been processed by the administrator and is waiting to be sent to OpenAccounts.

**REL** – Released. The invoice has been sent to OpenAccounts.

**REJ** – Rejected. The administrator rejected the invoice. It will not be sent to OpenAccounts. The administrator will need to contact Bunzl UK to communicate the rejection.

**Manually Resolved** – Assumes the invoice has been matched manually outside of Connexion. An invoice in this state will not be sent to OpenAccounts.

