

1.0 PURPOSE

The purpose of this Business Practice (BP) is to describe the process for creating and managing invoices.

2.0 SCOPE

This Business Practice applies to situations where an order-related invoice has completed and requires billing. This BP applies to North America only.

3.0 ROLES AND RESPONSIBILITIES

Role	Responsibility
Management	Ensure that this procedure is followed and staff receive training
Staff	<ul style="list-style-type: none">• Complete required training
Trade Operations	<ul style="list-style-type: none">• Display and review invoices• Process billing due list• Create invoices

4.0 REFERENCES

Not Applicable.

5.0 DEFINITIONS

Terms	Definition
Accounting Block Authorization	An authorization from Finance and Accounting to post to the general ledger
EOD	End of day
General Ledger (GL)	The main accounting record of a business which uses double-entry bookkeeping. The general ledger is a summary of all of the transactions that occur in the company.
Pricing error	A pricing mistake
Post Goods Issued	Indication that an order is picked, packed, and ready for pickup by the transportation partner. This posts a reduction in warehouse stock.
TO	Trade Operations

6.0 EQUIPMENT

Not Applicable

7.0 MATERIALS

Not applicable

8.0 SAFETY

Not Applicable

9.0 PRACTICE

All invoices are posted to the general ledger (GL). The following steps refer to Appendix 1.

9.1 An Order has Completed (shipped or is ready to bill)

Trade Operations

9.1.1 Trade Operations determines if this invoice is to be processed as part of the normal end-of-day (EOD) processing. If so, Trade Operations (TO) processes the Billing Due List.

9.1.2 If an invoice is created, then TO determines if it is an order or a delivery-related invoice.

NOTE: The invoice either posts to the GL or is blocked for GL errors only.

9.2 An Invoice Is Blocked for Billing

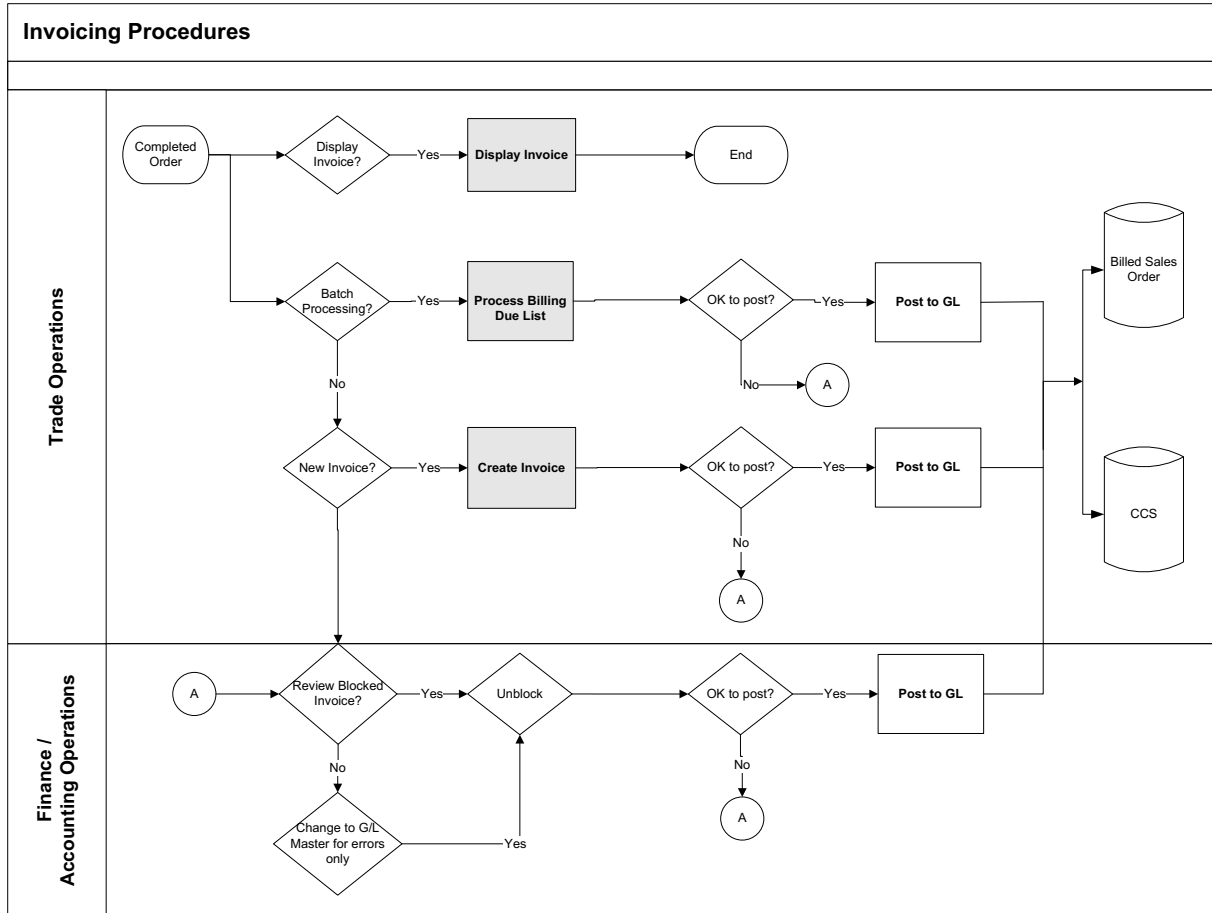
Trade Operations

9.2.1 Reviews blocked accounting and billing blocks

9.2.2 Determines which items are to be released and unblocks them.

APPENDIX 1

Invoicing Procedures



DOCUMENT HISTORY

Change	Justification
1. Migrated document into new BP template	Required for ERP North America implementation
2. 3.0 Roles and Responsibilities—updated	Revised to include Trade Operations
3. 5.0 Definitions—updated	Revised to include pertinent terms in the document
4. 9.0 Practice—updated	Replaced legacy content with current content because procedure has evolved
5. Appendix 1—updated	Revised to reflect procedure changes