



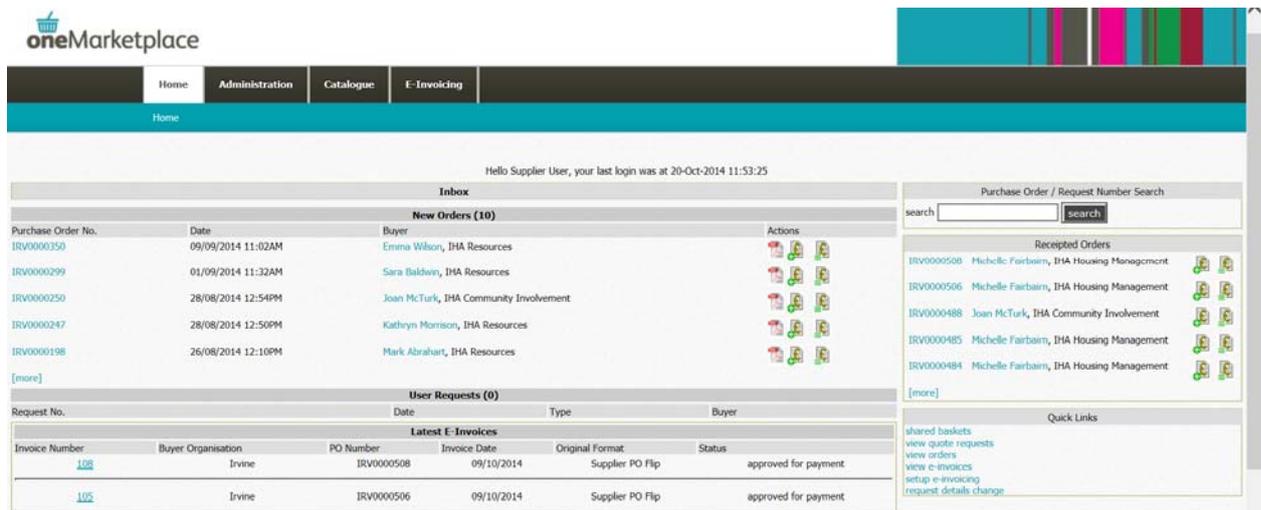
# oneMarketplace

## Supplier - Enabling e-invoicing

In order to turn a purchase order into an invoice by doing a **PO Flip** you will need to enable e-invoicing.

Log onto One Market Place with your user ID – **feo\*\*\*\***

On the home page you can select from the quick links on the right hand side of the screen – **set up e-invoicing**



oneMarketplace

Home Administration Catalogue E-Invoicing

Home

Hello Supplier User, your last login was at 20-Oct-2014 11:53:25

Inbox			
New Orders (10)			
Purchase Order No.	Date	Buyer	Actions
IRV0000150	09/09/2014 11:02AM	Emma Wilson, IHA Resources	 
IRV0000299	01/09/2014 11:32AM	Sara Baldwin, IHA Resources	 
IRV0000250	28/08/2014 12:54PM	Joan McTurk, IHA Community Involvement	 
IRV0000247	28/08/2014 12:50PM	Kathryn Morrison, IHA Resources	 
IRV0000198	26/08/2014 12:10PM	Mark Abraham, IHA Resources	 
<a href="#">[more]</a>			

User Requests (0)					
Request No.	Date	Type	Buyer		
<b>Latest E-Invoices</b>					
Invoice Number	Buyer Organisation	PO Number	Invoice Date	Original Format	Status
<a href="#">105</a>	Irvine	IRV0000508	09/10/2014	Supplier PO Flip	approved for payment
<a href="#">105</a>	Irvine	IRV0000506	09/10/2014	Supplier PO Flip	approved for payment

Purchase Order / Request Number Search

search

Received Orders

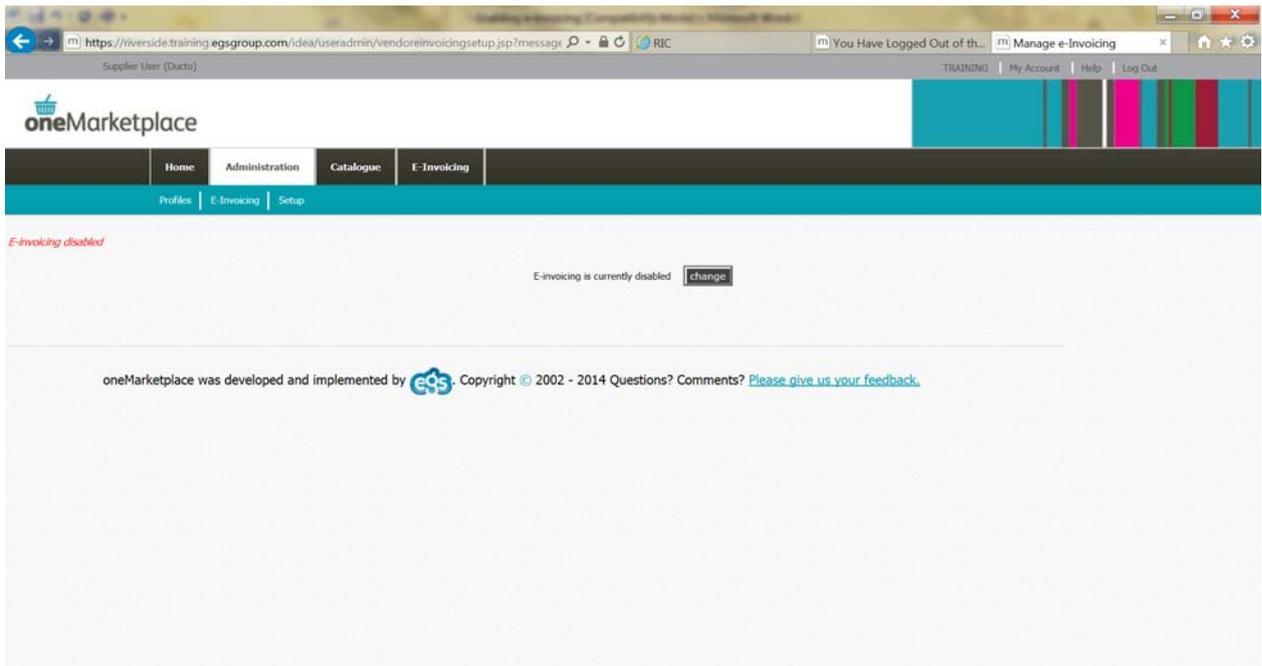
IRV0000508	Michelle Fairbairn, IHA Housing Management	 
IRV0000506	Michelle Fairbairn, IHA Housing Management	 
IRV0000488	Joan McTurk, IHA Community Involvement	 
IRV0000485	Michelle Fairbairn, IHA Housing Management	 
IRV0000484	Michelle Fairbairn, IHA Housing Management	 
<a href="#">[more]</a>		

Quick Links

- shared baskets
- [view quote requests](#)
- [view orders](#)
- [view e-invoices](#)
- [setup e-invoicing](#)
- [request details change](#)

Or from **administration** and select e-invoicing

This page will show e-invoicing is currently disabled.



To enable e-invoicing tick the organisation name you wish to enable and select update.

(If you supply to more than one of our entities then you will need to enable each one separately)

A message will appear in red to advise E-invoicing preferences are updated.

