

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**

oneMarke	etplace								
	Home Administration	Catalogue E-In	woicing						
	Home								
			Hello Suppl	ier User, your last login was at 2	0-Oct-2014 11:53:25				
	Ільох						Purchase Order / Request Number Search		
		New Orders (10)					search		
Purchase Order No.	Date	Buyer			Actions				
IRV0000350	09/09/2014 11:02AM	Emma Wi	Ison, IHA Resources		📆 🖉	10	Receipted Orders		
IRV0000299	01/09/2014 11:32AM	Sara Baldwn, INA Resources			10.0	6	IRV0000508 Michelle Foirbairn, IHA Housing Management		
IRV0000250	28/08/2014 12:54PM	Joan McTurk, IHA Community Involvement			10.0	10	IRV0000506 Michelle Fairbairn, IHA Housing Management IRV0000488 Joan McTurk, IHA Community Involvement		
IRV0000247	28/08/2014 12:50PM	Kathryn Morrison, IHA Resources			10 B				
1040000108	26/08/2014 12-10PM	Mark Abre	Made Abrohust THA Destructor			100	IRV0000485 Michelle Fairbaim, IHA Housing Management	£ £	
[more]	20100201112.10111					10	IRV0000484 Michelle Fairbairn, IHA Housing Management		
		Use	er Requests (0)				[more]		
Request No.		Date		Туре	Buyer		Quick Links		
		Lat	test E-Invoices				shared baskets		
Invoice Number	Buyer Organisation	PO Number	Invoice Date	Original Format	Status approved for payment approved for payment		view quote requests view ordens where e-involces setupinvolcing request details change		
108	Irvine	IRV0000508	09/10/2014	Supplier PO Flip					
105	Irvine	IRV0000506	09/10/2014	Supplier PO Flip					

Or from administration and select e-invoicing

This page will show e-invoicing is currently disabled.

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m https://riverside.training.egsgroup.o	om/idea/useradmin/vendoreinvoici	ngsetup.jsp?message 🔎 - 🗎 🖒	C RIC	You Have Logged Out of th	Manage e-Invoicing	× n * Φ
Supplier User (Ducto)				TRAINING	My Account Help Lo	g Dut
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Profiles E-Invoicing	Setup					
E-invoicing disabled						
		E-invoicing is currently	disabled change			
oneMarketplace was develop	ed and implemented by	Copyright © 2002 - 2014 Que	stions? Comments? Please g	ive us your feedback.		

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.

oneMarketplace									
Home Administration Catalogue E-Involcing									
Profiles E-Invoicing Setup									
E-invoicing buyer preferences updated									
	invoicing is currently enabled change								
Please note:	Please note:								
If the buying organisation HAS NOT yet elected to allow e-invoicing (Enabled b) only be possible rate: the corresponding buying organisation has also elected to If the buying organisation HAS alleady elected to allow e-invoicing with you (En corresponding buying organisation.	yere = "No"), then ticking the "Enabled" checkbox means that you as the supplier is electing to one enrowing multi you. ed by Buyer = "Yes"), then ticking the "Enabled" checkbox means that you can immediately st	e enter your own e-invoices, but this will tart submitting e-invoices to the							
Organisation Name	w are buying organisations available for e-involcing. Enabled by Buyer	Enabled							
Riverside Group	Yes								
Evolve	Yes								
Irvine	Yes								
Prospect	Yes								