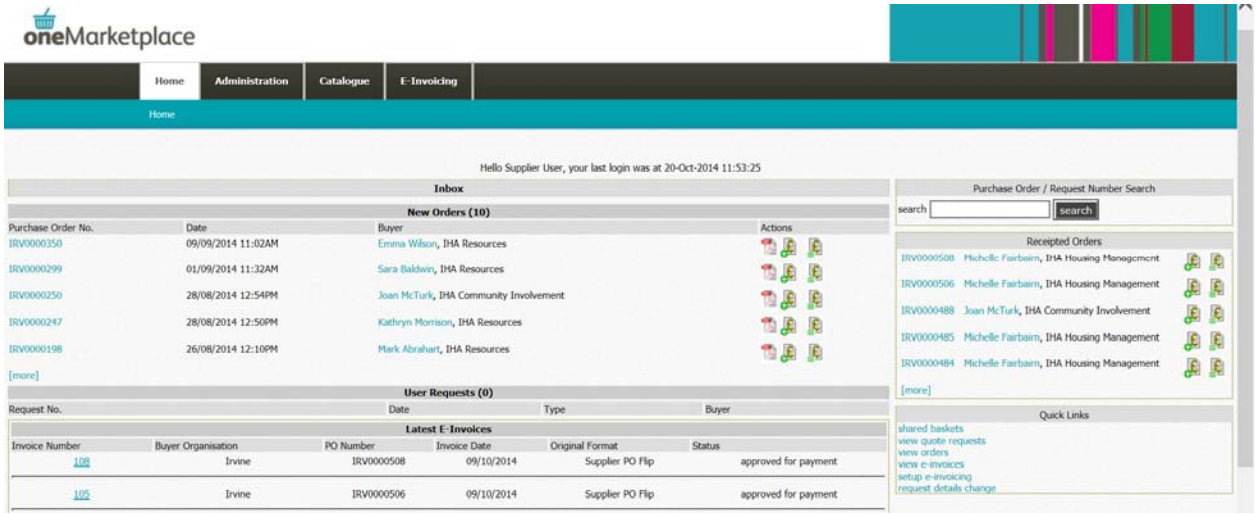
Supplier - Enabling e-invoicing

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

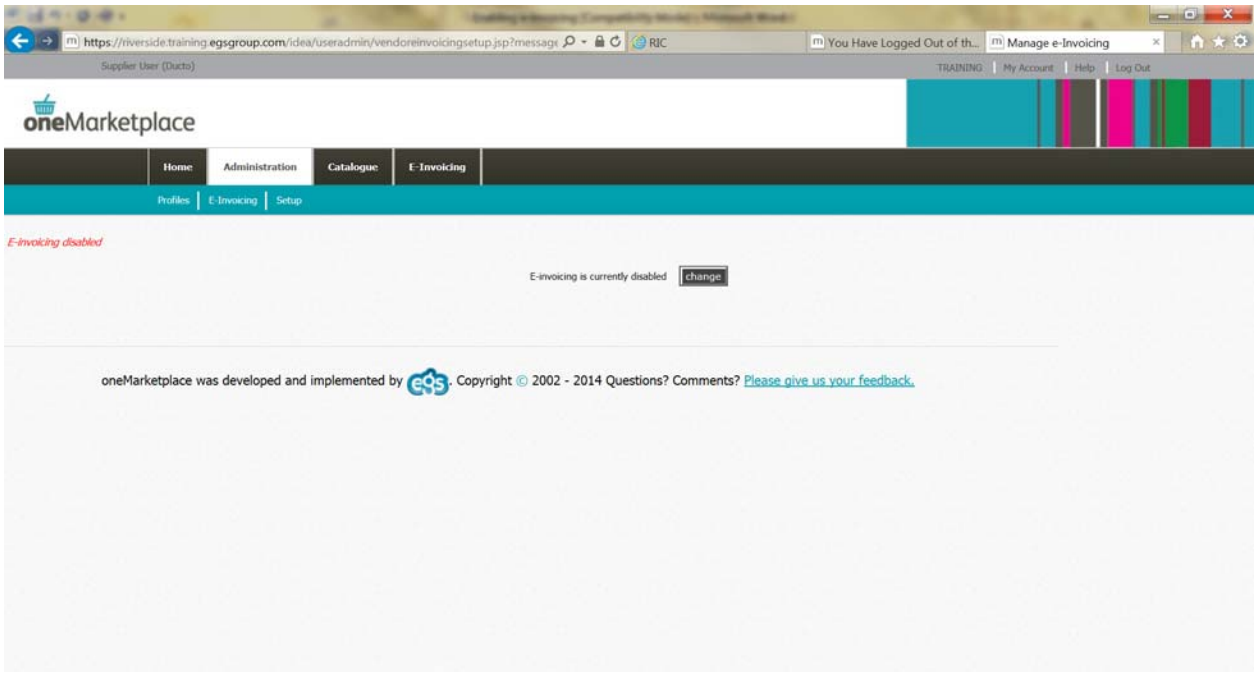
Log onto One Market Place with your user ID – **feo******

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

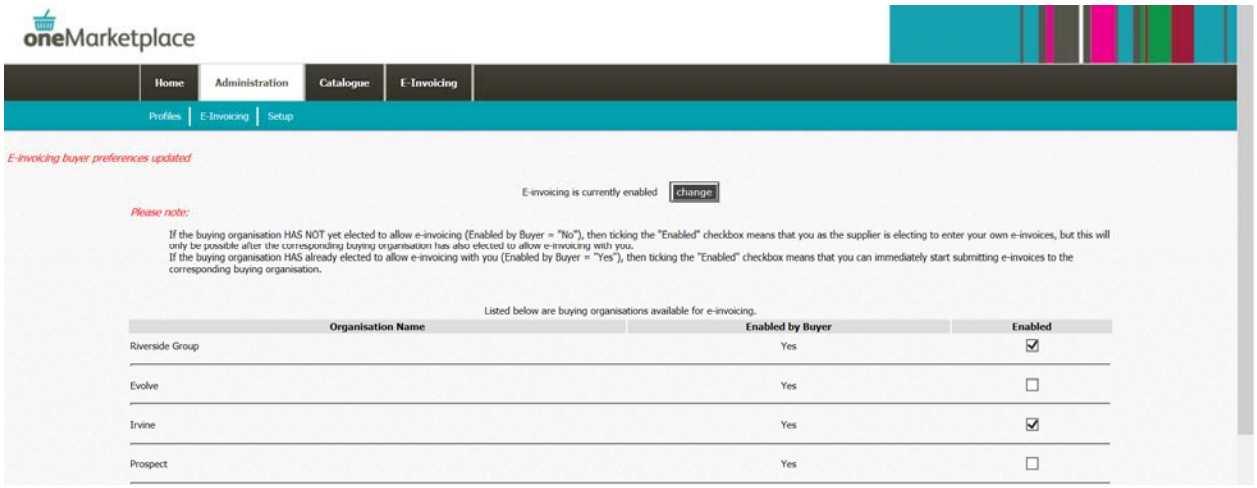


Or from **administration** and select e-invoicing

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.