

Billing & Remittance Advice

Invoices can be published by the supplier as a means of charging customers for materials. Customers have the option of accepting or rejecting invoices through SupplyWEB, and can indicate payment through the Remittance Advice document.

The Remittance Advice is a document to specify what has been paid and includes all line item details.

Both the Customer and Supplier have visibility of both documents.

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Setup and Configuration

Before you are able to begin using the Billing module, some setup is required within SupplyWEB. This setup includes the creation of your Invoice Profile, as well as any email alerts you would like to receive.

Setup Email Alerts

The first step is setting up the email alerts in SupplyWeb. These alerts can be configured for all users or specific users (Accounts Receivable, for example). Setup is performed in the menu *Preferences->Configure Alerts*.

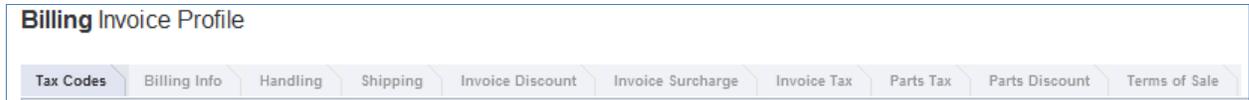
Production Invoice Alerts		
Edit	Alert	Send
	Production Invoice Accepted	<input type="checkbox"/>
	Production Invoice Rejected	<input type="checkbox"/>

The alerts will notify you when a Production Invoice has been accepted or rejected by your customer.

Setup Invoice Profile

Prior to creating Production Invoices, the supplier must set up their Invoice Profile. This section is where the supplier will define items such as shipping costs, handling costs, taxes, discounts, and terms of sale.

To create the Invoice Profile, select **Billing->Invoice Profile** link from the navigator.



Tax Codes - Any available Tax Codes must be set up by your customer. If there are no available codes, please contact the SupplyWeb Administrator of your Customer, and ask them to make the code(s) available.

Billing Info - This section is where the supplier will enter their Remit To address, Invoice Inquiry address, as well as their Ship From and invoice currency.

Handling - Supplier can define any handling costs that are invoiced.

Shipping - Supplier can define any shipping costs that are invoiced.

Invoice Discount – Define any discounts that that are offered.

Invoice Surcharge – Define any surcharges that are invoiced.

Invoice Tax – Select the taxes, which come from the Tax Codes section, that are added to invoices.

Parts Tax - Define any taxes that are specific to certain parts.

Parts Discount - Define any discounts that are specific to certain parts.

Terms of Sale - Supplier can define their terms of sale.

Create Invoice

Production Invoice

To create a Production Invoice, select the **Billing-> Invoice Create** link from the navigator.

You must then select your options from the drop down menus. All fields marked with an asterisk (*) are mandatory. For Type, you will select Production Invoice.

New Invoice	
Facility *	< Select One >
Ship To *	< Select One >
Ship From *	< Select One >
Type *	Production Invoice
Shipper ID *	< Select One > <input type="text"/>
Invoice Number *	<input type="text"/>
Invoice Date *	02-09-2012

Any shippers that have not been invoiced will be available in the drop-down list from the Shipper ID field. Additionally, if there was no shipper created in SupplyWeb, you can enter the shipper number.

Once you click on the ‘Create Invoice’ button, the invoice will be created. The invoice will carry through all the information from the shipper, and will also automatically assign any charges/discounts/taxes that are defined in the Invoice Profile.

SupplyWEB – Supplier Training

Billing Production Invoice

Shipping Information			
Facility	Ship To	Ship From	
Magna Aurora 375 Magna Drive Aurora, Ontario CANADA, L4G 7K1	Magna 375 375 Magna Drive Aurora, Ontario CANADA, L4G 7K1	Venture Inc 123 My Street AURORA, Ontario CANADA, L4G 7L6	

Billing Information			
Customer	Magna Demonstration Customer	Customer Tax ID	
Supplier	Demonstration Supplier Venture Inc	Supplier Tax ID	
Remit To Address	123 My Street AURORA, Ontario CANADA, L4G 7L6	Direct Inquiries To	123 My Street AURORA, CANADA, L4G 7L6
Bill To Address			

Invoice Information			
Invoice Number	1	Bill Of Lading	123456
Invoice Date	02-09-2012	Freight	Collect
Shipper	1	Currency	CAD
Shipper Date	02-09-2012	Terms Of Sale	Net 30

[Edit](#)

Invoice Monetary Summary	
Total Invoice Line Amount	500.00CAD
Invoice Tax	74.0875CAD
Invoice Discount	15.00CAD
Invoice Surcharge	0.00CAD
Shipping & Handling Cost	84.75CAD
Total Invoice Amount	643.8175CAD

Line Items	Invoice Tax	Invoice Discount	Invoice Surcharge	Shipping & Handling Cost	Supplier Note	Customer Note	History	Quantity	Unit Of Measure	Unit Price	Extended Price	Total Tax	Total Discount	Total Surcharge	Net Amount
Edit Delete								200	EA	2.50CAD	500.00CAD	0.00CAD	0.00CAD	0.00CAD	500.00CAD

[Add](#) [Delete](#)

[Publish](#)

Here is the breakdown of the various sections shown in the screen shot above:

Shipping Information - Full address information of the Facility, Ship To and Ship From. This information comes from the shipper being invoiced. These fields cannot be edited.

Billing Information - Information from the Invoice Profile and cannot be edited.

Invoice Information - Information from the shipper being invoiced, as well as the Invoice Profile. This cannot be edited from here, or added if you did not select a shipper to invoice against.

Invoice Monetary Amount - Summary of all charges, taxes, discounts of the invoice, as well as the Total Invoice Amount.

The bottom section with the various tabs is where a user can make any changes required.

Create Miscellaneous Invoice

To create a Miscellaneous Invoice, select the **Billing->Invoice Create** link from the navigator. Then select ‘Miscellaneous Invoice’ as the invoice type.

Billing Create Invoice

New Invoice	
Facility	< Select One >
Ship To	< Select One >
Ship From	< Select One >
Type	Miscellaneous Invoice 
Shipper ID	< Select One > <input type="text"/>
Invoice Number	<input type="text"/>
Invoice Date	02-12-2012
<input type="button" value="Create Invoice"/>	

Select the other appropriate criteria and click ‘Continue’.

Billing Miscellaneous Invoice

Shipping Information												
Facility	Ship To	Ship From										
Magna Aurora 375 Magna Drive Aurora, Ontario CANADA, L4G 7K1	Magna 375 375 Magna Drive Aurora, Ontario CANADA, L4G 7K1	Venture Inc 123 My Street AURORA, Ontario CANADA, L4G 7L6										
Billing Information												
Customer	Magna Demonstration Customer	Customer Tax ID										
Supplier	Demonstration Supplier Venture Inc	Supplier Tax ID										
Remit To Address	123 My Street AURORA, Ontario CANADA, L4G 7L6	Direct Inquiries To	123 My Street AURORA, Ontario CANADA, L4G 7L6									
Bill To Address	375 Magna Drive Aurora, Ontario CANADA, L4G 7K1											
Invoice Information												
Invoice Number	MISC01	Currency	CAD									
Invoice Date	02-13-2012	Terms Of Sale	Net 30									
<input type="button" value="Edit"/>												
Invoice Monetary Summary												
Total Invoice Line Amount			0.00CAD									
Invoice Tax			0.00CAD									
Invoice Discount			0.00CAD									
Invoice Surcharge			0.00CAD									
Shipping & Handling Cost			0.00CAD									
Total InvoiceAmount			0.00CAD									
Line Items	Invoice Tax	Invoice Discount	Invoice Surcharge	Shipping & Handling Cost	Supplier Note	Customer Note	History					
Edit	Delete	Item Description	Quantity	Unit Of Measure	Unit Price	Extended Price	Total Tax	Total Discount	Total Surcharge	Net Amount		
<input type="button" value="Add"/> <input type="button" value="Delete"/>												
<input type="button" value="Publish"/>												

Once you have entered the Miscellaneous Invoice details, you can either click ‘Save’ to save the invoice without it being forwarded or click ‘Publish’ to save the invoice and forward it to the Magna facility.

View Invoices

To check the status of an Invoice (either Production or Miscellaneous), select the **Billing->Invoice Maintenance** link from the navigator.

Billing Invoice Maintenance

Search Criteria	
Facility	<All> ▼
Ship To	<All> ▼
Ship From	<All> ▼
Invoice Type	<All> ▼
Invoice Status	<All> ▼
Shipper	<input type="text"/>
Invoice Number	<input type="text"/>
Invoice Date From	<input type="text"/>
Invoice Date To	<input type="text"/>
<input type="button" value="Continue"/>	

Enter the appropriate Search Criteria and click ‘Continue’.

Billing Invoice Maintenance

Search Criteria									
Facility	Ship To	Ship From	Invoice Type	Invoice Status	Shipper	Invoice Number	Invoice Date From	Invoice Date To	
All	All	All	All	All					
<input type="button" value="Open Invoices"/> <input type="button" value="Cancelled Invoices"/> <input checked="" type="button" value="Published Invoices"/> <input type="button" value="Accepted Invoices"/> <input type="button" value="Rejected Invoices"/> <input type="button" value="Paid Invoices"/>									
Published Invoices 1 to 1 of 1									
View	Facility	Ship To	Ship From	Shipper	Invoice Number	Invoice Type	Invoice Date	Invoice Amount	
	Magna Aurora	Magna 375	Venture Inc	123456	123456	Production Invoice	02-14-2012	87.25 CAD	
<input type="button" value="Delete Invoice"/> <input type="button" value="Cancel Invoice"/>									

The list of Invoices that match your Search Criteria will be displayed. They are grouped into ‘Open Invoices’, ‘Cancelled Invoices’, ‘Published Invoices’, ‘Accepted Invoices’, ‘Rejected Invoices’ or ‘Paid Invoices’. Open invoices are ones that you have saved but not yet published.

Open or Rejected Invoices can be edited by clicking the Pencil icon in the Edit column.

Cancelled Invoices are invoices that the supplier has cancelled. *Note that you can still cancel an invoice after it has been accepted by the supplier.*

Paid Invoices are invoices for which you have received a Remittance Advice from your customer. If the customer has opted to not use the Remittance Advice, your invoices will never show up in this section.

Remittance Advice

Setup Email Alerts

The first step is setting up the Email Alerts in SupplyWeb. These alerts can be configured for all users or specific users (Accounts Receivable, for example). Setup is performed in the menu *Preferences->Configure Alerts*.

Remittance Advices Alerts		
Edit	Alert	Send
	Remittance Advices Published	<input type="checkbox"/>
	Remittance Advices Modified	<input type="checkbox"/>

The alerts will notify you when a Remittance Advice has been published or modified by your customer.

View Remittance Advice

To view your payment history, select the **Billing->View Remittance Advice** link from the navigator.

Billing View Remittance Advice

Search Criteria	
Facility	< All >
Ship To	< All >
Remittance Number	< All >
Remittance Start Date	<input type="text"/>
Remittance End Date	<input type="text"/>
Continue	

Enter the desired Search Criteria and then click ‘Continue’.

Billing View Remittance Advice List

Search Criteria						
Facility	Ship To	Supplier	Remittance Number	Remittance Start Date	Remittance End Date	
<All>	<All>	Demonstration Supplier Venture Inc	<All>			
Remittance Advice List						
View	Facility	Ship To	Supplier	Date	Remittance Number	Amount
	Magna Aurora	Magna 375	Demonstration Supplier Venture Inc	02-14-2012	001	843.8175

To view the details of a particular payment click the appropriate Eyeglass icon.

Remittance Advice Detail			
Supplier	Facility	Ship To	
Demonstration Supplier Venture Inc 123 My Street AURORA ON L4G 7L6 CANADA	Magna Aurora 375 Magna Drive Aurora ON L4G 7K1 CANADA	Magna 375 375 Magna Drive Aurora ON L4G 7K1 CANADA	
All currency amounts in CAD.			
Remittance Advice			
Remittance Number	Date	Amount	
001	02-14-2012	843.8175	
Invoice :: 1			
Date	Gross Amount	Discount	Net Amount
02-13-2012	500.00 CAD	15.00 CAD	500.00 CAD
Line Items			
Part Number	PO Number	Quantity	Extended Price
1234		200	500.00 CAD

You have the option of saving this information to a file, printing it, or creating a .pdf file by clicking the appropriate icon at the top of the page on the Toolbar.

Part Billing History

There is the ability to view the billing history of a specific part. To do so, go to **Billing->Part Billing History** form the navigator.

Billing Parts Billing History

Search Criteria	
Facility	<All> ▼
Ship To	<All> ▼
Ship From	<All> ▼
Part	<All> ▼
Invoice Number	<input type="text"/>
Shipper Number	<input type="text"/>
Purchase Order No	<input type="text"/>
Invoice Start Date	<input type="text"/>
Invoice End Date	<input type="text"/>
<input type="button" value="Continue"/>	

Enter the desired Search Criteria and then click ‘Continue’

The next view will display a summary of the billing for that part.

Billing Parts Billing History

Search Criteria									
Facility	Ship From	Ship To	Part	Invoice Number	Shipper Number	Purchase Order Number	Date From	Date To	
All	All	All	1234						

Part Summary Results							1 to 1 of 1
View	Customer Part	Supplier Part	Unit of Measure	Total Billed Quantity	Total Invoice Amount	Last Invoice Date	
	1234	Steel Part A	EA	201	502.50	02-14-2012	

Billing Workflow

