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Doc-Works AP Aqilla Invoices - User Guide

(Draft Version 1.2)







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1. Overview

Doc-Works AP Portal is set up for Octopus to ingest a wide range of invoices, interpret the supplier who has sent the invoice and then extract data based on a set of predefined rules.

To login and start using the system you can use: <u>https://www.webcabinets.co.uk/AP/Octopus/Ap/ApHome</u>







Dashboard

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The dashboard shows all of the documents that have not yet been exported to Aqilla.

	_ A		😣 Logout							🛔 Welcome, Genny.Wu 👻		
			4	C Sync Suppliers	🌣 Adi	min	Char	nge Customer: C	O-OP Commur	nity Energy Ltd 🗸 🗸		
Hor	ne Page							Q Search A	Il Records	A Purchases Dashboard	pload I	nvolce
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Inv	voices (21)		Credit Note	es (0)								
25	 rows per page 											
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	CO-OP Community Energy Invoices	S-ELEXO01: Elexon	GBP	CON288828	Duplicate	10/16/2019	5,901.61	12/10/2020 3:31:14 PM	•	S-ELEXO01: Elexon-CON28882 16Oct2019-87.PDF	•	=
	CO-OP Community Energy Invoices	S-UKPDN01: UK Power Networks EPN DUoS	Pound Sterling	A03525471	Under Review	6/3/2020	95.57	12/10/2020 12:00:00 AM	Genny Wu	S-UKPDN01: UK Power Network EPN DUoS-A03525471-03Jun2020 82.pdf	is - 0	=
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For Admin users and Senior AP user there is a dashboard showing all of the stages of Preparation and Approval

Invoices & Credit Notes	
Invoices 2 My Approvals O Queued 17 In Progress 1 Under Review 2 Pending Approval 0 Approved 1 Rejected 2 Export Failed	
Credit Notes O My Approvals O Queued O In Progress O Under Review O Pending Approval O Approved O Rejected Export Failed	

My Approvals - This shows all documents where you are the next pending approver **Queued** - This is just a place to show documents loaded in but not yet extracted (PLEASE DON'T EDIT THESE DOCUMENTS OR YOUR CHANGES COULD BE OVERWRITTEN BY EXTRACTOR)

In Progress - These documents are awaiting preparation

Under Review - These are documents that have been prepared but need to be reviewed by a senior AP user

Pending Approval - These have been submitted for approval but are awaiting final approval **Approved** - These documents have been approved - NB they will only reside here for 1 minute before being exported to Agilla

Rejected - Rejected invoice for review

Export Failed - These invoices have been rejected by Aqilla. The reject reacon can be viewed by rolling over the invoice number.

The dropdown top right is where you can select the company that you want to process a document for.







	AQi//A = My	Apps 🗸 🚫 Logout			💄 Welcome	, Sarah +
		C Sync Suppliers	🍄 Admin	Change Customer	Octopus Energy Octopus Energy Hatchery Ltd	
Home Page					Octopus Energy Holdings Ltd Octopus Energy Services Ltd	ishboard 🙆 Upload Invoice
Search			Search		CO-OP Community Energy Ltd Kraken Technologies Ltd Octopus Electric Vehicles Ltd	
Invoices (26)		Credit Notes (0)				
25 - rows per page						

Searching

Invoices are renamed during upload with the following format which can be used for searching - [SupplierName-INV-No-INV-Date]. Filters on each column allow you to filter down the results.

2. Loading in Invoices

Inbox watcher

The inbox watcher extracts the invoices and backing data from the email and loads them into the system. The extraction tool identifies the supplier who has sent the attached invoice and uses this to determine which processing engine to use. The Extraction tool also uses the receiving email (Octopus email address to which the invoice is sent) to decide which account to load the invoice against.

Loading to the correct Account

Suppliers emailing invoices or Octopus staff forwarding on invoices must first select the correct email to which to send the invoices in order to load it into the correct company.

- Octopus Energy <u>Invoices-OE@octoenergy.com</u>
- Octopus Energy Service <u>Invoices-OES@octoenergy.com</u>
- Kraken Technologies Invoices-KT@krakentechnologies.ltd
- Octopus Electric Vehicles <u>Invoices-OEV@octoenergy.com</u>
- Affect Energy <u>Invoices-Affect@octoenergy.com</u>
- Octopus Energy Hatchery <u>Invoices-HTC@octoenergy.com</u>
- CO-OP Community Energy <u>Invoices-COOP@octoenergy.com</u>
- Octopus Energy Holdings <u>Invoices-OEH@octoenergy.com</u>
- Octopus Energy Generation No. 1 Limited invoices-gen1@octoenergy.com
- Octopus Energy Generation No. 2 Limited invoices-gen2@octoenergy.com
- Kraken Technologies Flex Limited invoices-ktflex@krakentechnologies.ltd

Rules for Identifying Suppliers

There are a number of different triggers which will determine which extraction method will be used by the system

<u>Triggers</u>







[Sender] - this is either the sending email domain or where the domain appears to be an Octopus one then the first email domain from the email body is used. This means that a forwarded email can be used.

[Subject] - this is just the email subject line.

[Bank Account Number] - When the system cannot identify the supplier using the Subject or email then it will look for the Bank Account Number.

Supplier	Trigger for Data Extraction Method	Extraction Method
Elexon	'Elexon' in [Subject]	Loads in detailed Line Level Data.
Southern	'SEPD' in [Subject]	Splits the pdf into single page invoices. Loads in detailed Line Level Data.
Any	'BATCHED' In [Subject] There are also set suppliers who will automatically un-batch (see below)	Splits the pdf into single page invoices and then extracts header and single summary line using Aluma data extraction.
Any	[Sender] matches Remittance Recipient Email domain in Aqilla	Extracts header and single summary line using Aluma data extraction.
Any	Sender cannot be matched to Aqilla (e.g. the Remittance Recipient Email domain in Aqilla is not unique to one Creditor) and so the data is extracted and [Bank Acount Number] is used to match with Aqilla Supplier.	Extracts header and single summary line using Aluma data extraction. Then uses Bank Account Number to match supplier details.

Splitting Batched PDFs

Invoices from suppliers who tend to batch their invoices into a single PDF can be split out by triggering the split process using the [Subject] line. The current trigger word in the [Subject] is 'BATCHED' however this can be updated later. This will trigger the system to split out the PDF into single page documents and then extract data from each. The following suppliers will have invoices split automatically provided their Recipient email is unique.

1) S-SPENE01 (Scottish Hydro Electric Power Distribution) - 8 suppliers within the same domain, 7 different email addresses, 6 set to split, 2 not to split

2) S-UKPNSPN (UK Power Networks SPN DUoS) - No Remittance email

3) S-UKPDN01 (UK Power Networks EPN DUoS) - This Works - exactly one email - duos.services@ukpowernetworks.co.uk

4) S-UKPNLPN (UK Power Networks LPN DUoS) - No Remittance email

5) S-SSEDN01 (Southern Electric Power Distribution) - 8 suppliers within the same domain, 7 different email addresses

6) S-SPMAN01 (SP Manweb DUoS) - 4 suppliers within the same domain, 2 set to split, 2 not to split

7) S-SPEDN01 (SP Distribution DUoS) - <mark>4 suppliers within the same domain, 2 to split, 2 not to split</mark>

8) S-WPDDN01 (WPD (midlands, south west, wales)) - <mark>2 suppliers within the same domain, 1 to split, 1 not to split.</mark>





Uploading an Invoice Manually

Invoices are either picked up by the watched inbox or they can be uploaded manually. Manually uploaded invoices will use Aluma to extract the header data and insert a single summary line. If the user uploading is an admin user then there will also be a supplier dropdown. However if the supplier uploads themselves then the system knows who they are.

Note					
1. File details	Affred Forenzy Investore	2. A	ttach files		
Supplier:	Affect Energy invoices		Drop files	here	
			+ Click to brov	wse for files	

3. Attaching Backing Data

Attaching backing data from email inbox

Any backing data files attached to an email will be automatically loaded in against the invoice.

Attaching backing data manually

Data can either be attached to the invoice from the invoice view or from the hamburger menu on the main screen:







At the point of upload the user has the choice about whether to attach the file as backing data or whether to load the data in as line level data (See below)

1. Import As	
Attach File as Backing Data	\$
Load file as Line Level Data	





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		C Sync Sup	oliers	Admin 🕀		Change Custome	A	qilla			
on	ne Page				C	Charch All Records	A	My Do	cuments 🛛 🔷 U	oload I	Invo
Se	earch			Search							
Inv	olces (7)	Backi	ng Data	1			х				
		1. Imp	oort As								
		Su	h File as Backing	Data		\$				•	
			ch files							Q	
	图 PO_1112.pdf	KO KOI	ion mes				1		1118.40		
	Invoice INV-062421.pdf			_	6				View History Delete		
	A Invoice INV-062421.pdf	NE		Drog	o files here		ļ		View & Edit		
		Em			OR				Upload Data		
	Invoice INV-062421.pdf	NE		+ Click to	browse for files				150.00		
	Doc Micro Stone PO.pdf	NEL001: Noodle	GBP		ApproverAttention	•	-		1118.40		
		Limited									
	B 637158148892845489_test.pdf	GRE001: Green Vase			ApproverAttention	-			1.00		
	PO_4560.pdf		GBP		ApproverAttention				1118.40		

4. Editing Invoices

Editing Header Data

Header data can be edited by choosing the 'edit' option from the hamburger menu:



Editing Line Data

Once the Invoice is loaded in and the lines have been extracted you will be able to edit these using the edit screen which includes a copy of the PDF, Header data and an in-line editing grid.







3. Input Invoid	e Item														Sav	e All Add inli	ne item Edit All Records
Description	Site	GL Code	Quantity			Total Net		Vat-Rate	Total Vat		Total Gross		Milage	Start Date	End Date	Employee	Department
08/10/20191	00 🗸	204458: ELE	1		-44.7500	-44.75		20 🗸	0.00	Ħ	-44,75	Ħ	(08/10/20191	05/10/2019 (1:Acqu 💙 🖌
08/10/20181	00 🗸	204458: ELE	1		0.0000	0.00		20 🗸	0.00	Ħ	0.00		(08/10/20191	08/10/2019 (1:Acqu 💙 🖌
05/10/20191	00 🗸	209000: Inte	1	Ď	-0.0200	-0.02		20 🗸	0.00	Ħ	-0.02	Ħ	(08/10/20191	08/10/2019 (1:Aoqu 💙 💙
08/10/2019+	00 🗸	204458: ELE	1		-0.7300	-0.73		20 🗸	0.00	æ	-0.73			08/10/20191	08/10/2019 (1:Acqu 💙 🔽
08/10/2019 (00 🗸	204458: ELE	1	Ď	-0.0100	-0.01	Ħ	20 🗸	0.00	Ħ	-0.01	Ħ		08/10/20191	08/10/2019 (] <u>1:Acqu v</u> 🗸
08/10/20191	00 👻	204458: ELE	[1	Ĵ	-3.7900	-3.79		20 👻	0.00	Ħ	-3.79		[08/10/20191	08/10/2019 ([1: Acqu 💙 🔽
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01/06/20171	00 🗸	204458: ELE	1	0	-0.9100	-0.91		20 🗸	0.00	æ	-0.91					(1:Acqu 💙 🗸
01/06/20171	00 🗸	206000: inte	1	D	-0.0100	-0.0t		20 🗸	0.00	æ	-0.01	E	((1:Acqu 🗸 🗸
02/06/20171	00 -	204458 FLE	G	-	C-1.4400	C-144	-	20.4	0.00	-	144	-	1		-	1	1-4mm w

Lines can be edited and added in this section. Any required fields will be highlighted red before you are able to submit the invoice for approval.

NB. When adding a new line the line system will automatically attempt to reconcile the lines with the header section by adding any remainder values between the header and the existing lines. When you submit the invoice if the totals of the lines and the header do not match then you will be prevented from submitting.



octop





Uploading Line data

Users can choose to load data into the system as line level data creating lines that then do not need to be keyed:

					e Customer:	Aqilla		
Invoice				Q Search All	Records	🏫 My Docu	ments	Upload Invoice
						Togg	le PDF	Skip Submit
1. Invoice details and to	tals	Backing Data)	<		View in new window
	ApproverA	Buoking Bulu						
	NEL001	1. Import As						
	Invoice I	Load file as Line Level D	ata		\$			
	GBP						kdp	
		2. Attach files				KD	Media Publishin	g Limited
	INV-062		<u> </u>			Pan Wit Ess	tile House, New ham ex. CM8 2AP	lands Drive
	30/04/20		•			UN Ma	TED KINGDOM n: +44(0)13	76 514000
			Drop files he	ere		Acc	ounts: +44(0)13	/6 535610
		1	OR					
	125			ter film				
	20%		Click to brows	se for mes		Discount	VAT	Amount GBP
	20%							
	150		YCMW45 - Ma	y/June 2019 - Half Page Advert	1.00 1	25.00 0.00	20%	125.00
							Subtotal	125.00

	C Sync Suppliers	& Admin	Ch	ange Customer:	Aqilla		
Invoice			Q Searc	h All Records	🕷 My Do	ocuments	🚯 Upload Invoice
					То	oggle PDF	Skip Submit
I. Invoice details and totals Status Appro	Backing Dat	a			x		View in new window
Supplier NEL	001 1. Import As				18		
Filename	Load file as Line Le	evel Data		\$			
Currency GBP						kd	
Invoice Number INV-	062 2. Attach files					KD Media Publishin Pantile House, New Witham	ng Limited vlands Drive
Invoice Date 30/0	4/20	6	6			Essex, CM8 2AP UNITED KINGDOM Main: +44(0)1	376 514000
GL Lookup		Drop file	s here			Accounts: +44(0)1:	576 535610
Net Amount 125		OF					
VAT Rate 20%			wse for files		Disco	ount VAT	Amount GBP
Gross Amount 150	Files ready to	Upload:				0.00 20%	125.00
VAT Amount 25	File: Backing	-Data.xls (1MB)		Delete		Subtotal Total VAT 20%	125.00
		🔂 Begin	upload		Total 7	Amount Due GBP	0.00
2. Add notes						_	
View notes (0) Add notes	view history						

In order to successfully load the data in as lines the user must use an approved template for the line data. Feedback that the format was not correct along with a link to download a







template will be given after a failed upload. The reason that this feedback and template is given **after** the attempt is made is to prevent non-expert users from being tempted to experiment with this feature.

AQi//A	들 My Apps 👻 🚷 Logou					💄 Welcome, Ceri 👻
					Aqilla	\$
Invoice				Q Search All Records	My Documents	G Upload Invoice
		Cancel			Toggle PDF	Skip Submit
1. Invoice de Status	tails and totals ApproverA	Backing Data			×	View in new window
Supplier	NEL001:	Import Failed				
Filename	Invoice II	The file was not in the exp	ected format. You can do	ownload a line level template here.		
Currency	GBP	÷	INVOIC	E	k	
Invoice Number	INV-06242	1		Invoice Date 30 Apr 2019	KD Media Publi Pantile House, I	shing Limited Newlands Drive

Once the file is imported successfully then the user is given confirmation of the number of imported rows.

AQi//A	🛞 Logoi	ıt					💄 Welcome, Ceri 🗸	
					Customer: A	qilla	\$	
Invoice				Q Search All F	Records	My Documents	Upload Invoice	
						Toggle PDF	Skip Submit	
1. Invoice details and tota Status	als ApproverA	Backing Data			Х		View in new window	
Supplier	NEL001:	Confirmed						
Filename	Invoice II	You have imported 30 row	s of data.					
Currency	GBP	÷	INVO	DICE		kd	MEDIA PUBLISHING	
Invoice Number	INV-06242	21			Invoice Date 30 Apr 2019	KD Media Publishin Pantile House, Nev	ng Limited vlands Drive	

5. Approving and Exporting to Aqilla

Approving Invoices

Approvers will be set manually for each invoice in the header section of the edit screen by the invoice prep team.

Gross Amount	2639.2	
VAT Amount	439.97	
Approver		
Received Date		

Once an approver has been set and the invoice has been submitted an email summarising approvals is sent to the approver and they are able to see pending approvals in their dashboard.







(Invoices & Credit Notes	
	Invoices My Approvals	
	Credit Notes O My Approvais	

The approver will be able to see the approve buttons on the invoice approval screen.

🔅 Settings - 🛞 Logout	🐣 🛛 Welcome, Mair 🗸
	Admin
Q Search All Records	Upload Invoice Create Purchase Order Record Delivery
	Delete Reject Redirect Skip Approve
View Invoice	View in new window
1 of 1	- + & 🖬 ビ

They will also be able to approve the invoice directly from the hamburger menu on the dashboard.

e Date 🛛 🔶	Gross Amount 🛛 🔶	Approver 🔶
2019	2639.20	- 0 =
2019	25016.58	View History
019	10657.14	Redirect to me
019	6854.70	Delete
	100.00	Upload a Credit Note
2019	5548.82	Upload Data Edit
020	39758.70	Matt Bunney

Users can also mass approve invoices using the multi select options.







Validation

AQi<mark>/</mark>/A

The Validation approval rule is used for documents with meter rental backing data that needs to be validated. The rule is automatically triggered when a Meter rental Ledger Code is used.

3. Input Invoice Item					Save All	Add inline Item	Edit All Records
Cost Centre Description	Unit Price Vat-	Rate Vat		GL Code Start Date End Date	Department	Employee	Mileage
010: COOP v Validation Test	182.20 20	0% 🗙 36.44 🗮	218.64	veter rental 01/12/202(03/01/202' 203486: GAS COS Dumb Meter Rental 01/12/202(03/01/202'	Meter 💙	SarahTest	10 🖌
Total	182.20	36.44	218.64	203487: GAS COS Smart Meter Rental 204481: ELEC COS Dumb Meter Rental 204485: ELEC COS Smart Meter Rental			

When the document is submitted from Under Review for approval a number of approval stages are triggered.

Approver 1 - is a specified Validation user designated for this validation task

Approver 2 - is anyone from the Senior AP team who can sign off the validation work (only one of these users needs to approve.

Approver 3 - is the final approver specified during preparation in the approver field in the header.

My A	pps 👻 🕅 Logout	
	Submit	y Ene
	Invoice has been saved. S-UKPDN01: UK Power Networks EPN DUoS-A03525470-03.lun2020-81.pdf	*
	This document will be pushed through to the following users for approval:	
	Validation User Approver 1 Validation Almantas Jurkus	
OP Ge	Carolyn Scanlon Agnieszka Bogdanowicz Jefferson Albuquerque	
ar Rev	Zarah Sharif Genny Wu Approver 3 Final Approver	
	Approval Path: Validation Needed Rule Desc: Validation Needed	R R
UKPD		ig the
bund a	Submit Close	ity Ho th, PL
35254	Soho wpac London Tel.	01752 5

The Validation User will only see documents queued for their approval in their dashboard. These are all the documents requiring validation.







							Ch	nange Customer:	CO-OP Commun	nity Energy Ltd 🗸 🗸	
on	ne Page									A Purchase	es Dashbo
Inv	oices & Credit I	Notes									
nvo	Dices My Approve	lls									
Cre	dit Notes O My Ap	provais									
	ouch					Orant					
Se	arcn					Search					
Invo	pices (1)		Credit Note	es (0)							
	Folder \$	Supplier	Currency ¢	Involce Number 🕴	Status	Invoice Date 🕴	Gross Amount	Received Date	Approver	Filename	¢
	CO-OP Community Energy Invoices	S-UKPDN01: UK Power Networks EPN DUoS	Pound Sterling	A03525470	Pending Approval	6/3/2020	218.64	12/10/2020 12:00:00 AM	Genny Wu	S-UKPDN01: UK Power Networks EPN DUoS-A03525470-03Jun2020- 81.pdf	•

They can retrieve the backing data document from the view of the document:

Associated MPANs			
		tc	31/05/202
pus Line Download	Delete		
Uploa	d New File	Done (2	1) kVArh (RI)
Chargeable Capacity		85 kVA	
Charge Description Fixed Charge	Band	Measurement 31	Unit Days
	Associated MPANS: pus Line Download Upload Chargeable Capacity Charge Description Fixed Charge Capacity	Associated MPANs: pus Line Download Delete Upload New File Chargeable Capacity Charge Description Band Fixed Charge Capacity	Associated MPANs: pus Line Download Delete Upload New File Done (2 5 Chargeable Capacity 85 kVA Charge Description Band Measurement Fixed Charge 31 Capacity 85

Once they are happy the submit the document and it goes to the next set of approvers:

Logo	ut	🐣 Wel
	Submit	× y E
	S-UKPDN01: UK Power Networks EPN DUoS-A03525470-03Jun2020-81.pdf	art
	This document will be pushed through to the following users for approval:	
	Almantas Jurkus Carelius Scanlon	
DP G	Agnieszka Bogdanowic: Approver 2 - Senior AP	
	Jefferson Albuquerque Zarab Sharif	
ling A	Genny Wu	
	Approval Path: Validation Needed	'E
	Rule Desc: Validation Needed	
JKPD		ıg t
ound		Submit Close 1 Pr
35254	20-24 Broadwick Street	wpdduos@

Each of these approvers will see the document Queued for approval in My Approvals until one of them approves the document.





		AQi//A 🛛 😣 Logout							a 1	Welcome, Almantas.	Jurkus -	
							c	nange Customer:	CO-OP Commun	nity Energy Ltd	~	
on	ne Page										A Purchas	es Dashi
Inv Cre	voices & Credit I oices 1 My Approve edit Notes 0 My Ap	Notes als O Queued 16 in Pro pprovals O Queued O in 1	gress 1 Under Re Progress 0 Under	aview 3 Pending Appro	oval O Approve oproval O Appro	ved Rejected	2 Export Failed					
Se	earch		Credit Note	es (0)		Search						
Se	oices (1) Folder \$	Supplier \$	Credit Note	es (0)	Status	Search	Gross Amount	Received Date	\$ Approver	† Filename		\$
Se	oices (1) Folder \$	Supplier \$	Credit Note Currency \$	as (0) Invoice Number 4	Status	Search invoice Date	Gross Amount	Received Date	Approver <	Filename		¢

Only one of these approvers needs to approve the document for it to pass to the next stage in the process.

gout	M V	leic
Submit	×	y E
S-UKPDN01: UK Power Networks EPN DUoS-A03525470-03Jun2020-81.pdf		ect
This document will be pushed through to the following users for approval:		
Genny Wu		
Approval Path: Validation Needed		
Rule Desc: Validation Needed		
	Submit Close	
		F

Aqilla integration

Invoices are automatically exported to Aqilla following approval via the API and the image uploaded.

Mass Downloading

The Mass download button allows users to download a zip file of all selected invoice PDFs









Moving Documents

Documents can be moved from one folder to another using the 'move' option in the hamburger menu.



Then a popup will list all the available locations to move the document to.

Move Document	×
Move 1 document from to: Octopus Energy - Octopus Energy Invoices]
	Move Document Close







Holiday Cover

It is possibly to set up the system to substitute an approver during the approvers periods of leave. An alternative approver is set between two dates and the system will redirect the approval emails and approver details. Please note that the holiday cover mechanism runs every 15 minutes. This means that when you first set up the usual approver the approval won't be diverted until the mechanism runs and redirects it. After the holiday period ends any unapproved documents are diverted back to the original approver.

AQi//A = My Apps ~ 🐼 Logout		👗 Welcome, Sarah 👻
Edit		× •
Holiday C Absent User	Mair	~
Redirect To	Sarah	+ Add record
Absent User From Date Mair Jones	07/10/2020	
Agnieszka Bogdanowicz	29/10/2020	P
		Save changes Close

6. Searching Old Documents

Here you can search for all records including those which have been exported or have been identified as duplicates and therefore removed from the dashboard.

	AQi//A	🗏 My Apps - 🛞 Lo	ogout					.	Welcome, Sarah -		
			C Sync Suppliers	Admin		Change C	Customer: Oct	opus Energy	~		
arch All Reco	ords						Q	Search All Records	A Purchases Dashboard	🗗 Upload Ir	nvoice
Search		Search	term:						Reset	Search Q	
Octopus Energy Invoices	(275)	Octopu	is Energy Credit Notes	(4)							
Advanced Se	earch									show more 🗸	
							Export to Excel	Display Select	ed Delete selected	Download Selecter	d
1 2 3 4 5	11 →						Export to Excel	Display Select	ed Delete selected	Download Selecter	d age
1 2 3 4 5 Supplier	11 → \$ Currency	🗧 Invoice Number 🗧	🗄 Status 븆	Invoice Date	Gross Amount	Received Date	Export to Excel	Display Selecte	ed Delete selected [Download Selecter 25 - rows per pa \$	xd age
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1 2 3 4 5 Supplier	11 · · Currency 	Invoice Number Invoice Number SE001999768 SE001999768 SE001999768 B88 777 4	Status Image: Constraint of the status ApproverAttention ApproverAttention ApproverAttention ApproverAttention ApproverAttention ApproverAttention ApproverAttention ApproverAttention	Invoice Date \$ /Date(1595804400000)/ /Date(1595804400000)/ /Date(1595804400000)/ /Date(1595804400000)/ /Date(1602716400000)/ /Date(1602716400000)/ /Date(1602716400000)/ /Date(1602716400000)/	Gross Amount 1560 1550 500 888 7777 4	Paceabood Data Image: Constraint of the second s	Export to Excel Approver Approver	Display Select Image: Select	od Delote solocida (1: Aqilla-SE001999768-27,Ju22 1: Aqilla-SE001999768-27,Ju22 1: Aqilla-SE001999768-27,Ju22 1: Aqilla-SE001999768-27,Ju22 1: Colored (1: Aqilla-SE001999768-27,Ju22 1: Aqilla-SE00199768-27,Ju22 1: Aqilla-SE00199768-27,Ju22	Download Selector 25 - rows per per 25 - rows per per 25 - rows per per 220- E 200- E 200- E E E E E	

If a document has failed to export you can hover over the status of the document to see the reason that it failed:







7. Supplier Users

The Supplier dashboard shows only items relevant to the supplier account. This includes all all invoices uploaded by the supplier which are awaiting approval as well as invoices which have been rejected. Once Invoices are approved and exported they will be removed front he supplier dashboard. These can still be seen by admin users using 'Search All Records'.

	A		s 🗕 🛞 Logoi	ut							🐣 Welcome, Test.Supplier 🗸		
								Change C	ustomer:	Octo	pus Energy 🗸 🗸		
on	ne Page										A Purchases Dashboard	Uplo:	ad Invi
Inv Invc Cree	roices & Credit plces 1 Queued dit Notes 0 Que	t Notes O Received Rejected Image: Second Control of the	Completed Completed Completed) eted									
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	Folder \$	Supplier \$	Currency	÷ 1	Involce Number 🔶	Involce Date 👙	Gross Amount 👙	Received Date \$	Approver	¢	Filename	¢	
	Octopus Energy Invoices	S-WESTE01: Western Power Distribution	-	-	-	e.	-	12/10/2020 5:30:16 PM	-		B 637432182140221900_S-ELEXO01_ Elexe CON288828-16Oct2019-51.PDF	on-	

Suppliers can login and upload invoices and can track their status from Submitted to approved.

AQi//A = My Apps ~ 😵 Logout	🐣 🛛 Welcome, Genny-Supplier 👻
Upload Invoice/ Credit Note	A Purchases Dashboard
1. File details Folder: Cctopus Energy Invoices V	2. Attach files Drop files here OR Click to browse for files
© 2020 - Audit Online / Scribe PCR Portal (1.9.0.2)	

Suppliers can also add backing data to their invoices. Once they have uploaded the document they will have the chance to upload backing data straight away:







AQi//A			. 🔺 🤅	Welcome, Test.Supplier -
	Upload	×	Octopus Energy	· · · · · · · · · · · · · · · · · · ·
Upload Invoice/ Credit Note	Uploaded 1 file(s): 637432182140221900_S-ELEXO01_ Elexon-CON288828-1604	t2019-51.PDF	Purchases Dashboard	C Upload Involce
1. File details Folder: Octopus Energy	Upload Backing Data Add and	her Go to Dashboard	•	
		+ Click to browse	for files	

Or they can add it later from the hamburger menus:

me 🔶		
		=
132182140221900_S-ELEXO01_ Elexon- 38828-16Oct2019-51.PDF Upload a Credit No	ote	=
Upload Data		

8. Reports and Alerts

(this isn't set up correctly yet)

- To ensure that emails and invoices are not missed, a secure login will be created to enable Octopus to check the inbox, if the inbox is not empty, something has happened which may require manual intervention. Furthermore, a report will be created, and emailed daily, summarising the previous day's transactions processed.
- 2. Email notification for each invoice which is processed. We might turn this off later.
- 3. Auto-reply from email inbox explaining that it is an invoice inbox. Genny to help with wording.

