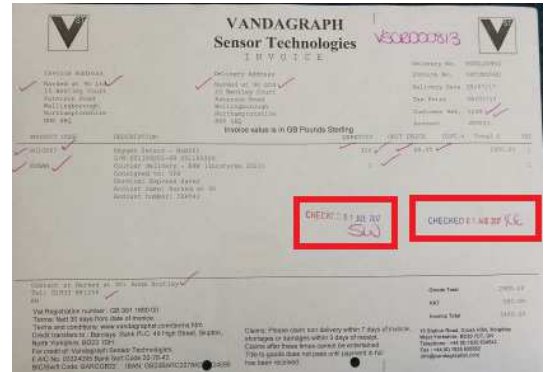


VM3COP20.65 – VST - Invoicing

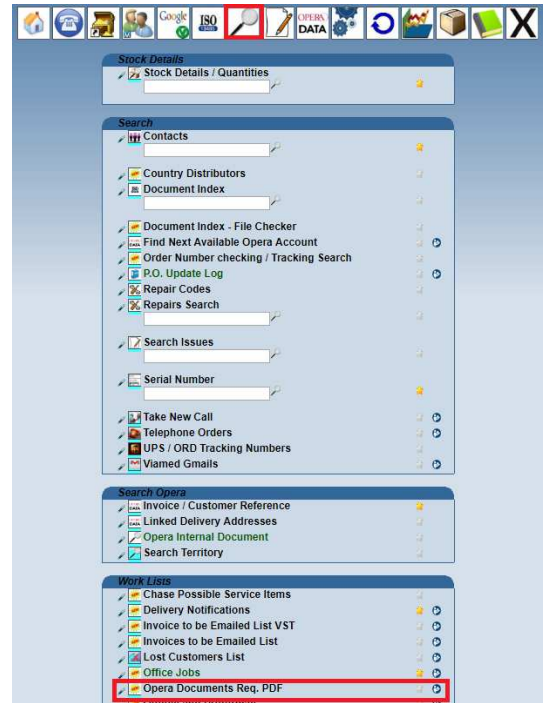
Before sending the invoice to the customer, they must first be checked and printed to PDF.

Log into IntraStats as per VM3COP20.73.

Office staff will collect the paper copy of the invoice from the Goods Out department after shipping. This needs to be thoroughly checked to ensure all pricing details are correct and then re-checked by a different member of the office team. Both team members need to stamp the invoice with their 'checked' stamp, ensuring that the correct date is displayed and initial next to it.



Once it has been checked, it needs to be printed to PDF. To do this, click on the 'lookup' tab in IntraStats, then click on 'Opera Documents Req. PDF' under the 'Work Lists' heading.

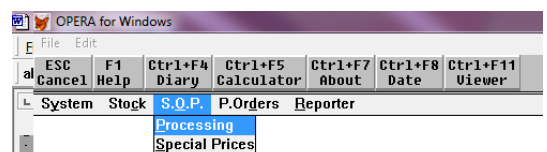


Locate VST invoices in the list, they being with VSTIN.

Opera Documents requiring PDF File in U Drive

Document id	Account Number	Date	Test Code
credit	10006666	01/01/17	\$ credit
IN152971	10002609	26/09/17	\$ IN152971
IN153401	10006070	23/10/17	\$ IN153401
IN153402	10000112	23/10/17	\$ IN153402
IN153403	10005172	23/10/17	\$ IN153403
IN153404	10007374	23/10/17	\$ IN153404
IN153405	10002600	23/10/17	\$ IN153405
IN153406	10000780	23/10/17	\$ IN153406
IN153407	10006428	23/10/17	\$ IN153407
IN153408	10007468	23/10/17	\$ IN153408
IN153409	10007883	23/10/17	\$ IN153409
IN153410	10007883	23/10/17	\$ IN153410
IN153411	10007883	23/10/17	\$ IN153411
VSTIN00951	VST010	19/10/17	
VSTIN00952	VST0002	20/10/17	

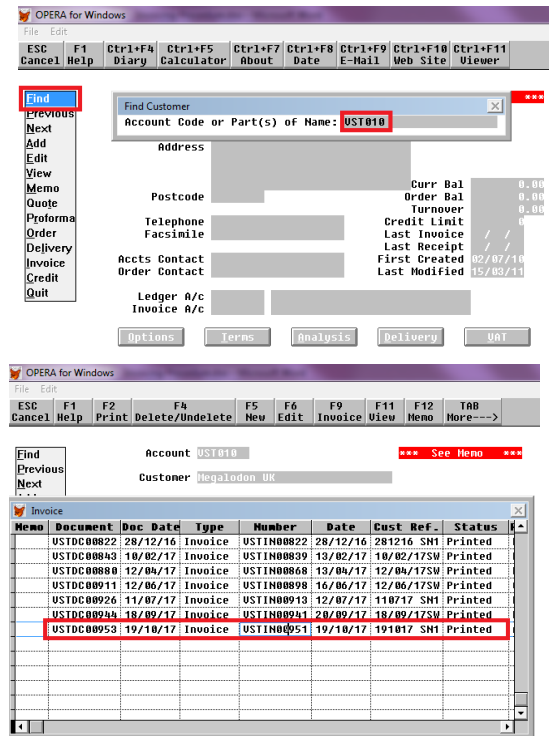
Login to VST Opera as per VM3COP20.73 and click on 'S.O.P'>'Processing'.



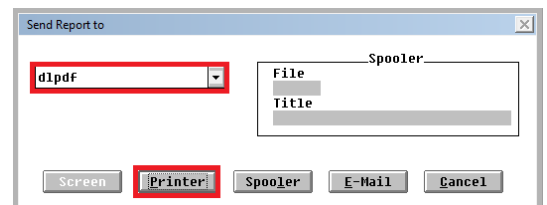
Click 'Find' or press the 'F' key and type in the account number of the first invoice in the list on IntraStats, then press 'Enter'.



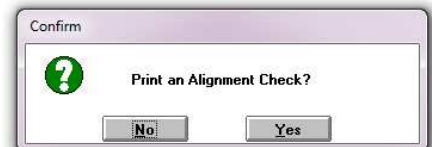
Click on 'Invoice' or press the 'I' key, a list of invoices will be displayed. Scroll to the bottom of the list to locate the invoice number displayed on IntraStats. Then click 'F2 Print' or press the F2 key.



A dialog box will open, in the drop down menu, select 'd1pdf' and click 'Printer'.



When this message is displayed, click 'No' as an Alignment Check is not needed at this point.

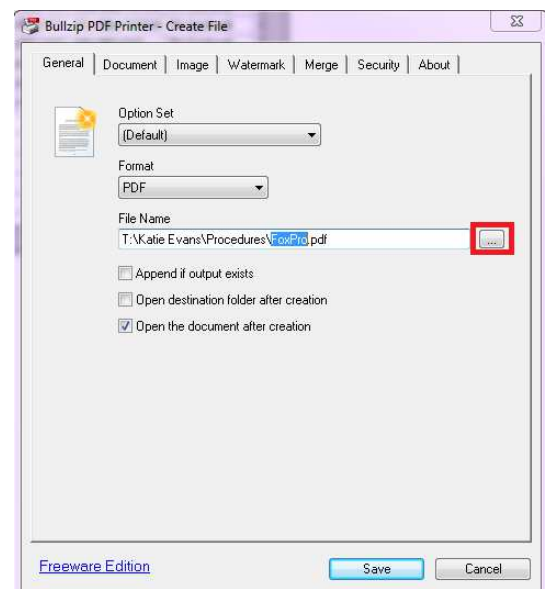


When asked if you would like to reprint the document, select 'No'.



All invoices must be saved in U:\operadocs.

A dialog box will appear. Amend the 'File Name' field to the correct location. To do this, click on the icon to the right of the field, this will open Windows Explorer.

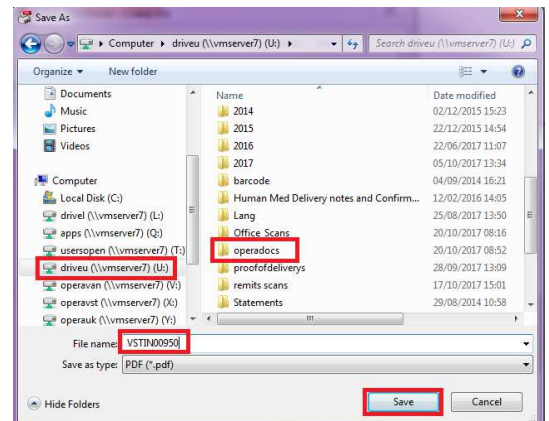


Navigate to U drive, and then double-click on the folder named, 'operadocs'.

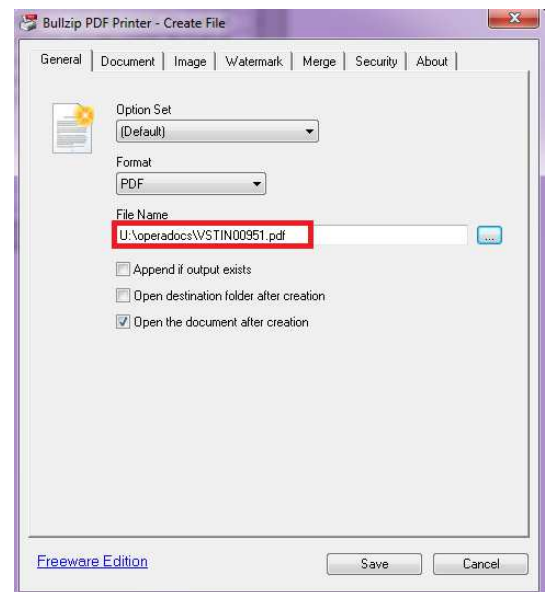
Type the invoice number in to the 'File Name' field.

Ensure that when typing the invoice number, you type the letters in capitals, exactly as it appears in IntraStats.

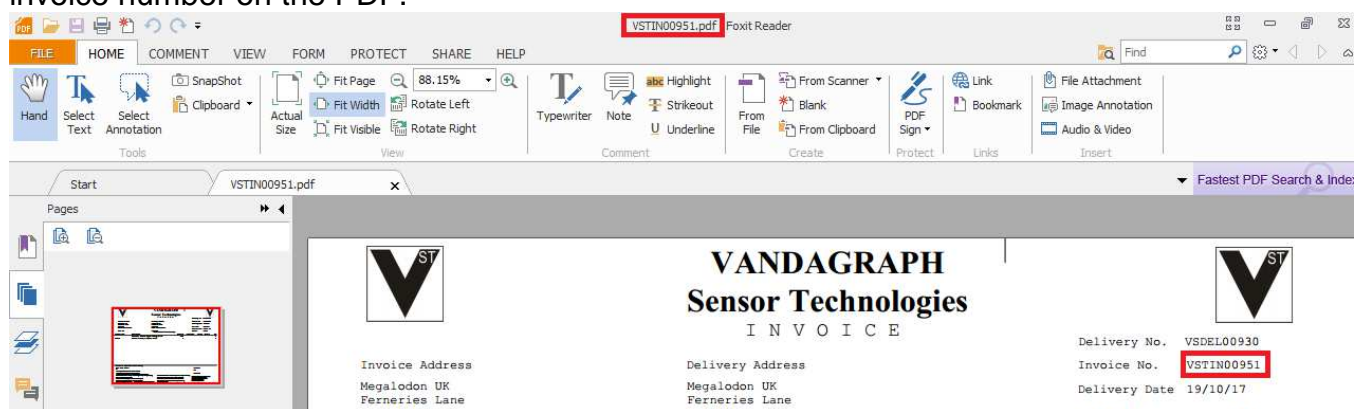
Then click the 'Save' button. Windows Explorer will close.



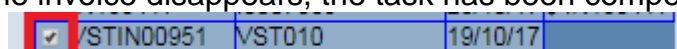
You will be returned to the PDF saving dialog box. Check that the 'File Name' field is correct, it should state 'U:\operadocs\VSTIN****.pdf'.
E.g. 'U:\operadocs\VSTIN00951.pdf'



After saving, the PDF will open, ensure that the file name displayed at the top, matches the invoice number on the PDF.

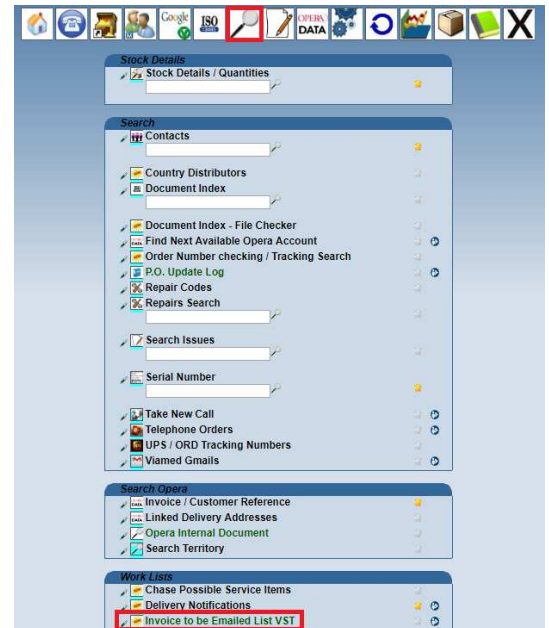


Return to IntraStats and tick the box to confirm that it has been PDF'ed, then press the F5 key to refresh the page. If the invoice disappears, the task has been completed correctly.



If it is still in the list, it has been saved with the incorrect name. Navigate to U:\operadocs, locate the file and amend the name – see colleagues if assistance is required.



Return to IntraStats. Click on the 'lookup' tab then click on 'Invoice to be Emailed List VST' under the 'Work Lists' heading.



From the list displayed, click on the invoice number and locate the paper copy. Ensure the paper copy has two checked stamps.

INV Date	INV	Contact	Company	Email	Send	Remove
T 18 Dec 2017	VSTIN00982	Jan Petersen	JJ-CCR ApS	Send Invoices	p@jj-ccr.com	Invoice Sent by other means

Ensure that the invoice number on the PDF matches the paper copy. Check the company name matches. Also check that the invoice has a value, occasionally Opera misses the value and it has to be added manually. Lastly, check if there are any memos on the body of the invoice telling you not to send the invoice, this may be due to an internal error.

 <p>VANDAGRAPH Sensor Technologies</p>	 <p>I N V O I C E</p>																						
<p>Invoice Address</p> <p>JJ-CCR ApS Dyrløvsvej 11 Presto Denmark</p> <p>DK-4720 DK33244746</p>	<p>Delivery Address</p> <p>JJ-CCR ApS Dyrløvsvej 11 Presto Denmark</p> <p>DK-4720</p>	<p>Delivery No. VSDEL00961</p> <p>Invoice No. VSTIN00982</p> <p>Delivery Date 18/12/17</p> <p>Tax Point 18/12/17</p> <p>Customer Ref. 05/12/17SW</p> <p>Account VST0001</p>																					
Invoice value is in GB Pounds Sterling																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>PRODUCT CODE</th> <th>DESCRIPTION</th> <th>QUANTITY</th> <th>UNIT PRICE</th> <th>DISC. %</th> <th>Total £</th> <th>VAT</th> </tr> </thead> <tbody> <tr> <td>8010004</td> <td>Oxygen Sensor - R17JJ-CCR S/N: JJ115104-99 JJ115200-99 JJ115300 JJ115301-03 Tariff 90271010</td> <td>200</td> <td>35.00</td> <td></td> <td>7000.00</td> <td>E</td> </tr> <tr> <td>PPUPS8</td> <td>Courier delivery - Express. Includes order 261017 SN1</td> <td>1</td> <td>86.00</td> <td></td> <td>86.00</td> <td>E</td> </tr> </tbody> </table>	PRODUCT CODE	DESCRIPTION	QUANTITY	UNIT PRICE	DISC. %	Total £	VAT	8010004	Oxygen Sensor - R17JJ-CCR S/N: JJ115104-99 JJ115200-99 JJ115300 JJ115301-03 Tariff 90271010	200	35.00		7000.00	E	PPUPS8	Courier delivery - Express. Includes order 261017 SN1	1	86.00		86.00	E		
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<p>Contact at JJ-CCR: Jan Peterson Tel: +45 40108982 SARAH</p> <p>Vat Registration number : GB 991 1680 00 Terms: Nett 30 days from date of Invoice. Terms and conditions: www.vandagraphst.com/terms.htm Credit transfers to : Barclays Bank PLC, 49 High Street, Skipton, North Yorkshire, BD23 1DH. For credit of: Vandagraph Sensor Technologies. £ A/C No. 03324095 Bank Sort Code 20-78-42. BIC/Swift Code: BARCGB22 IBAN: GB23BARC20784203324095</p>																							
<p>Claims: Please claim non delivery within 7 days of invoice, shortages or damages within 3 days of receipt. Claims after these times cannot be entertained Title to goods does not pass until payment in full has been received.</p>																							
<p>Goods Total 7086.00</p> <p>VAT</p> <p>Invoice Total 7086.00</p> <p>15 Station Road, Cross Hills, Keighley West Yorkshire, BD20 7DT, UK Telephone : +44 (0) 1535 634542 Fax : +44 (0) 1535 635582 info@vandagraphst.com</p>																							

When checked, close the PDF tab and click the 'Send Invoices' button on the same line.

	INV Date	INV	Contact	Company	Email	Send	Remove
T	18 Dec 2017	VSTIN00982	Jan Petersen	JJ-CCR ApS	Send Invoices	jp@jj-ccr.com	Invoice Sent by other means

On the next screen, ensure that only invoices that have been checked are ticked. Click the 'SEND SELECTED INVOICES' BUTTON.

SEND SELECTED INVOICES			
Select	Reference	Details double check	
<input checked="" type="checkbox"/>	VSTIN00982	Account: VST0001 JJ-CCR ApS	

A confirmation will be displayed. Click the 'Return to Listing' link and begin the process again with any further invoices.

vst@vmsecure.me.uk Bcc:derek@lamb.uk.net
TO: jp@jj-ccr.com,
Vandagraph Sensor Technologies Limited. Invoice(s) VSTIN00982
Sent
Return to Listing

When the invoice has been emailed, place the paper copy in the shredding bin located in the office.