



SCP-MOD Invoices – Buyer
Quick Reference Guide
April 2021



Suppliers can create electronic invoices in SCP-MOD. The invoices reference orders that are already in SCP-MOD. The invoices are sent electronically to the buyer. Each invoice line represents one order line item. Invoices can only include line items from a single purchase order.

An invoice can be created against an order line that is in any order status, with the exception of **Archived** and **Rejected**.

Locate Invoice Information

To locate an existing invoice in the system:

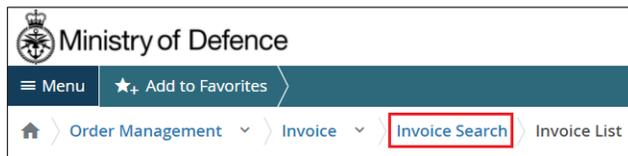
1. Click the **Menu** drop-down, then hover your mouse over **Order Management** to display the sub-menu. Under the Invoice section, click **Search**.
2. Enter your search criteria.
 - Use asterisks * as wildcards for searching (e.g. *123*).
 - Searching is **case sensitive**.
 - You can search by **Invoice Number**, **Order Number**, or **Item Number** etc.
 - Using a comma with no spaces between multiple entries is an 'OR' statement. For example, **(Buyer Item No. = *3*,*5*)** will show all invoices with a 3 or a 5 in the buyer item number.

The screenshot shows the 'Ministry of Defence' system interface. At the top, there is a navigation bar with a 'Menu' dropdown and 'Add to Favorites'. Below this, a breadcrumb trail shows 'Order Management' > 'Invoice' > 'Invoice Search', with the 'Invoice Search' part highlighted by a red box. The main content area is titled 'Search Invoices' and contains a 'Save Search' button and a settings gear icon. A note states: 'Filling in at least one field will return results more quickly.' The search form consists of two columns of input fields: Invoice No., NCAGE, Buyer Item No., Invoice Created (with date pickers), Invoice Status (with buttons for Rejected, Open, and Archived), Buyer Contact, Supplier Contact, Item Description, Header Last Modified (with date pickers), and Invoice Type. At the bottom left of the form, there are 'Reset' and 'Search' buttons, with the 'Search' button highlighted by a red box.

3. When the search results appear on the **Invoice List** page, you can open an invoice to see the details, by clicking on the **Invoice Number** link.

Invoice No.	Inv. Line No.	Order No.	Int. PO Line No.	Line/Ship	Invoice Created	Invoice Status	Header Last Mod
INV720	0001	30003756		10,001 1/1	2016-10-27 11:05:25	Archived	2017-04-26 00:56
INV721	0001	30003757		10,001 1/1	2016-10-27 11:05:25	Archived	2017-04-26 00:56
INV722	0001	30003758		10,001 1/1	2016-10-27 11:05:25	Archived	2017-04-26 00:56
INV723	0001	30003759		10,001 1/1	2016-10-27 11:05:25	Archived	2017-04-26 00:56
INV723	0001	30807258		10,001 1/1	2020-10-22 09:50:18	Open	2020-10-22 09:54
INV724	0001	30003760		10,001 1/1	2016-10-27 11:05:25	Archived	2017-04-26 00:56
INV724	0001	30807259		10,001 1/1	2020-10-22 09:55:41	Open	2020-10-22 09:56
INV725	0001	30003761		10,001 1/1	2016-10-27 11:05:25	Archived	2017-04-26 00:56
INV725	0001	30807260		10,001 1/1	2020-10-22 13:16:07	Open	2020-10-22 13:17
INV726	0001	30003762		10,001 1/1	2016-10-27 11:05:25	Archived	2017-04-26 00:56

NOTE: To edit your search criteria, click on the **Invoice Search** link at the top of the list page.



Archiving and Purging Invoices

Invoices transition to an Archived status in SCP-MOD after 180 days (or 90 days after it transitions to Rejected). See **Reject Invoice Status** section below for details.

Invoices in an Archived status will purge from SCP-MOD after 240 days.

Rejected Invoice Status

The Ministry of Defence can use SCP-MOD to communicate when an invoice is rejected. The supplier will receive an urgent email from Procurement@exostar.com, if they have an invoice that has been transitioned to the Rejected status.

How to Reject an Invoice

1. Login to SCP-MOD as a buyer role (BUser or BAdmin). The role will display towards the top of the screen under your username.



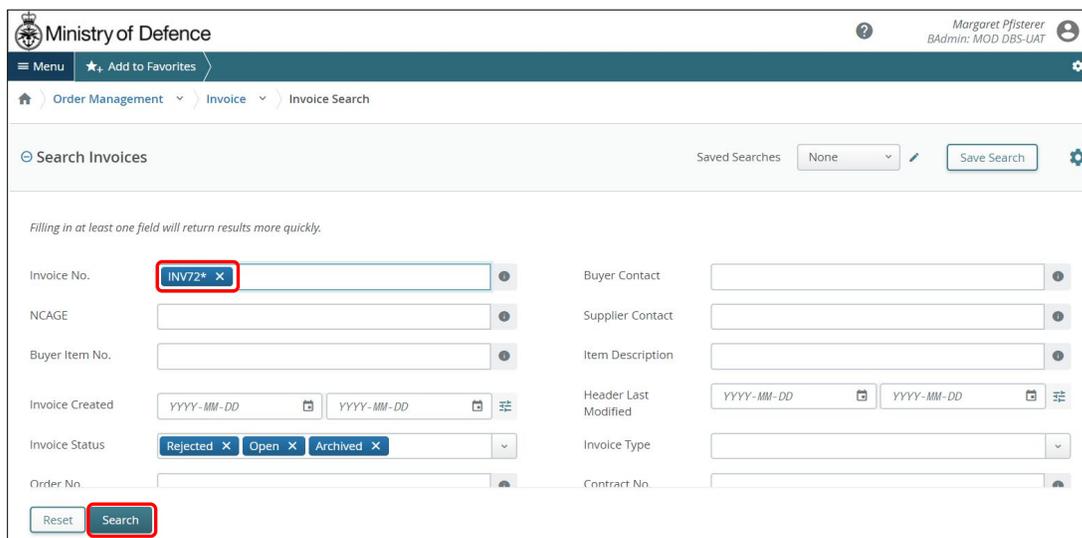
2. Click the **Menu** drop-down, then hover your mouse over **Order Management** to display the sub-

menu. Under the **Invoice** section, click **Search**.



3. Enter the search criteria to locate the invoice (for example, the Invoice Number or Order Number).

NOTE: Use asterisk * as a wildcard for searching.



4. The search results will display on the **Invoice List** page.

Ministry of Defence Margaret Pfisterer
BAdmin: MOD DBS-UAT

Menu ★ Add to Favorites

Order Management > Invoice > Invoice Search > Invoice List

Invoice List

Page 1 of 1; 17 Records

<input type="checkbox"/>	Invoice No.	Inv. Line No.	Order No.	Int. PO Line No.	Line/Ship	Invoice Created	Invoice Status	Header Last Mod
<input type="checkbox"/>	INV720	0001	30003756		10,001 1/1	2016-10-27 11:05:25	Archived	2017-04-26 00:56
<input type="checkbox"/>	INV721	0001	30003757		10,001 1/1	2016-10-27 11:05:25	Archived	2017-04-26 00:56
<input type="checkbox"/>	INV722	0001	30003758		10,001 1/1	2016-10-27 11:05:25	Archived	2017-04-26 00:56
<input type="checkbox"/>	INV723	0001	30003759		10,001 1/1	2016-10-27 11:05:25	Archived	2017-04-26 00:56
<input type="checkbox"/>	INV723	0001	30807258		10,001 1/1	2020-10-22 09:50:18	Open	2020-10-22 09:54
<input type="checkbox"/>	INV724	0001	30003760		10,001 1/1	2016-10-27 11:05:25	Archived	2017-04-26 00:56
<input type="checkbox"/>	INV724	0001	30807259		10,001 1/1	2020-10-22 09:55:41	Open	2020-10-22 09:56
<input type="checkbox"/>	INV725	0001	30003761		10,001 1/1	2016-10-27 11:05:25	Archived	2017-04-26 00:56
<input type="checkbox"/>	INV725	0001	30807260		10,001 1/1	2020-10-22 13:16:07	Open	2020-10-22 13:17
<input type="checkbox"/>	INV726	0001	30003762		10,001 1/1	2016-10-27 11:05:25	Archived	2017-04-26 00:56

Reject | View History

Records per page 20

- Click on the actual **Invoice No** to go to the Invoice Details page.
- Within the top section, scroll down and click **Create** next to **Buyer Message**.

Tax Point Date *	Net Total
2020-10-22	10.00
Total Tax	Total Amount
2.00	12.00
Total VAT in Pound Sterling	Buyer Message
1.8	Create
Supplier Message	--

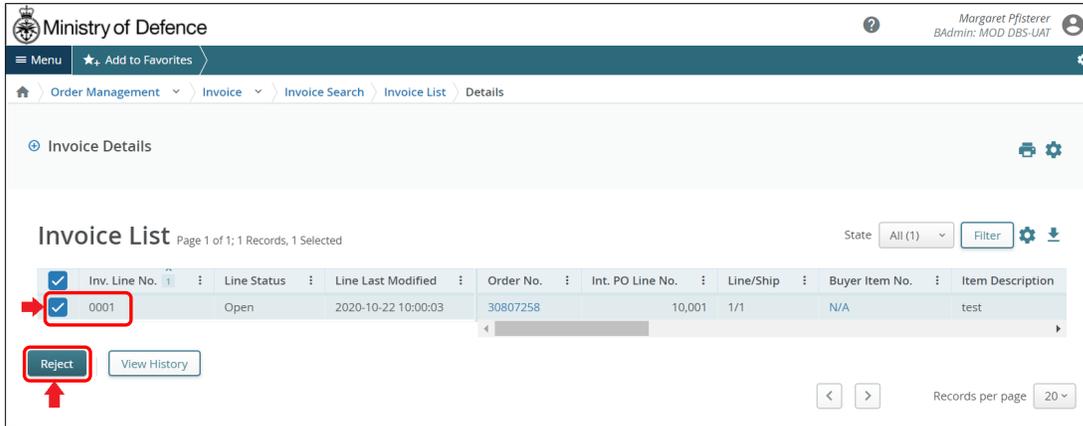
Invoice List

Page 1 of 1; 1 Records, 1 Selected

<input checked="" type="checkbox"/>	Inv. Line No.	Line Status	Line Last Modified	Order No.	Int. PO Line No.	Line/Ship	Buyer Item No.	Item Description
<input checked="" type="checkbox"/>	0001	Open	2020-10-22 10:00:03	30807258	10,001	1/1	N/A	test

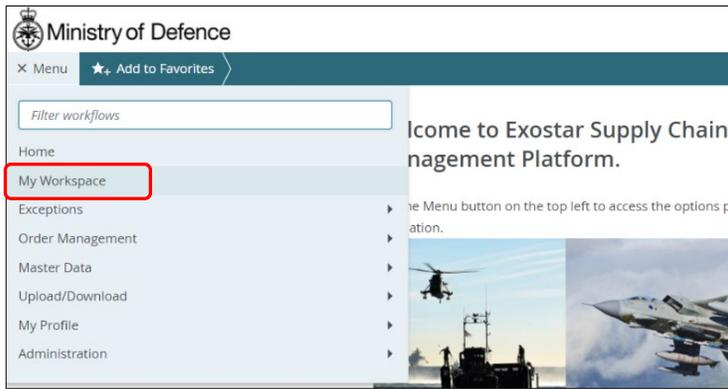
Reject | View History

- In the pop-up box, enter the reason the invoice is being rejected and click **OK**.
- At the bottom of the page in the Invoice List section, place a checkmark next to the **Invoice Lines** you wish to reject. Then click the **Reject** button located toward the lower right.

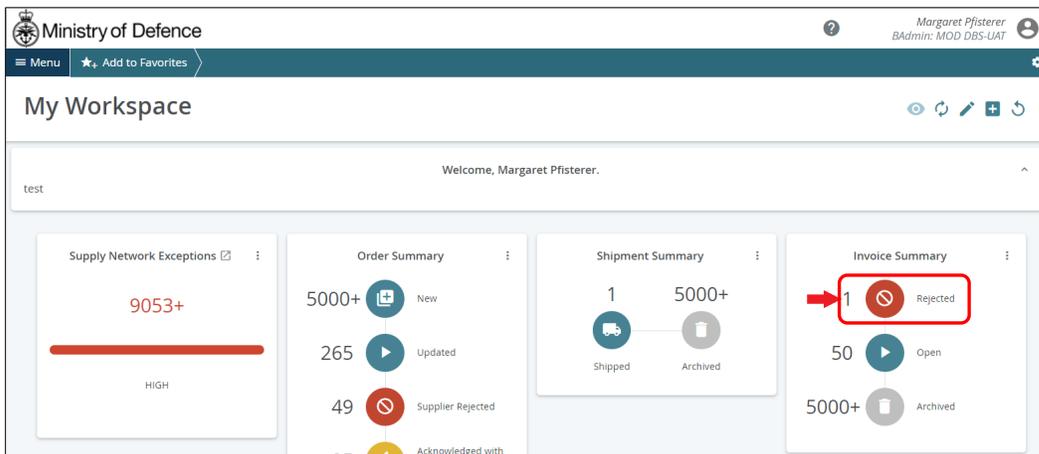


To View Rejected Invoices

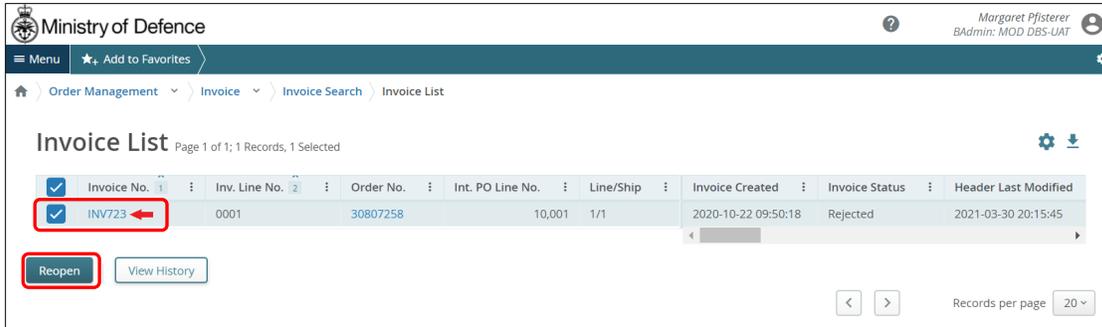
1. From the drop-down **Menu**, select the **My Workspace** option.



2. In the Invoices section, click on the number link for the **Rejected** status.



3. On the **Invoice List** page, you will see summary information about the invoices in that status.
4. To see details, click on the **Invoice Number** link for any row.



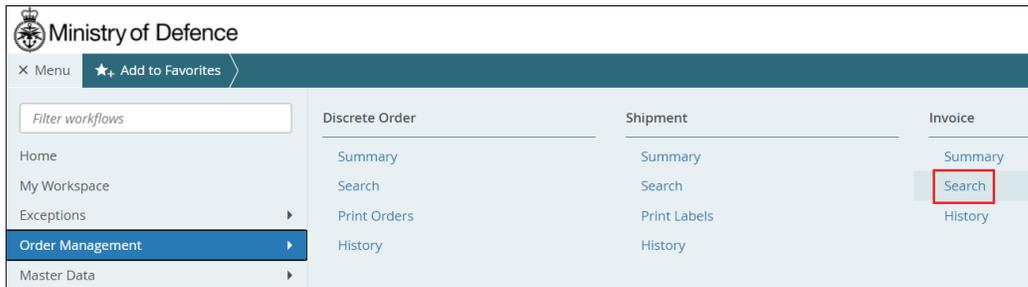
NOTE: Invoices will move from the 'Rejected' to 'Archived' status after 90 days.

Change Invoice Status from Rejected to Open

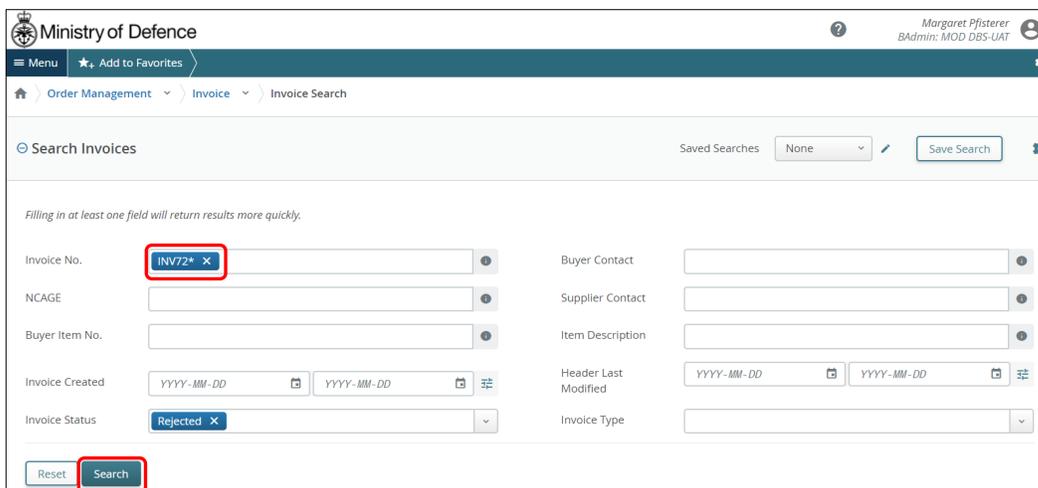
1. Login to SCP-MOD as a buyer administrator role. The role will display as BAdmin at the top of the screen.



2. On the navigation tree, go to **Order Management, Invoices** and then **Search**.

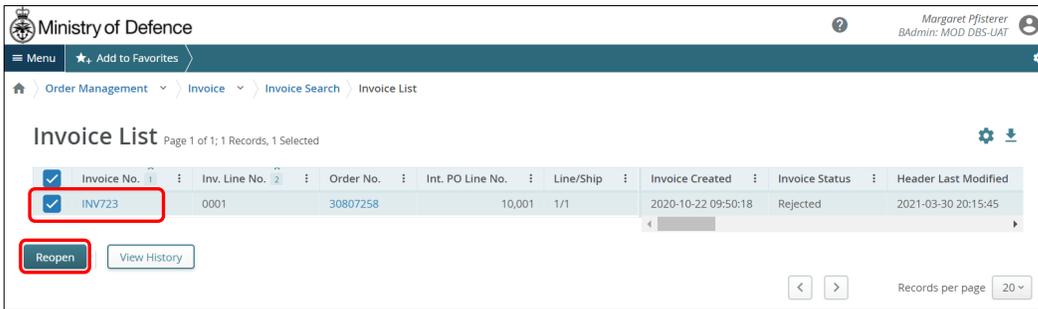


3. Enter the search criteria to locate the invoice (for example, the Invoice Number or Order Number).



NOTE: Use asterisk * as a wildcard.

- The search results will appear on the 'Invoice List' page.



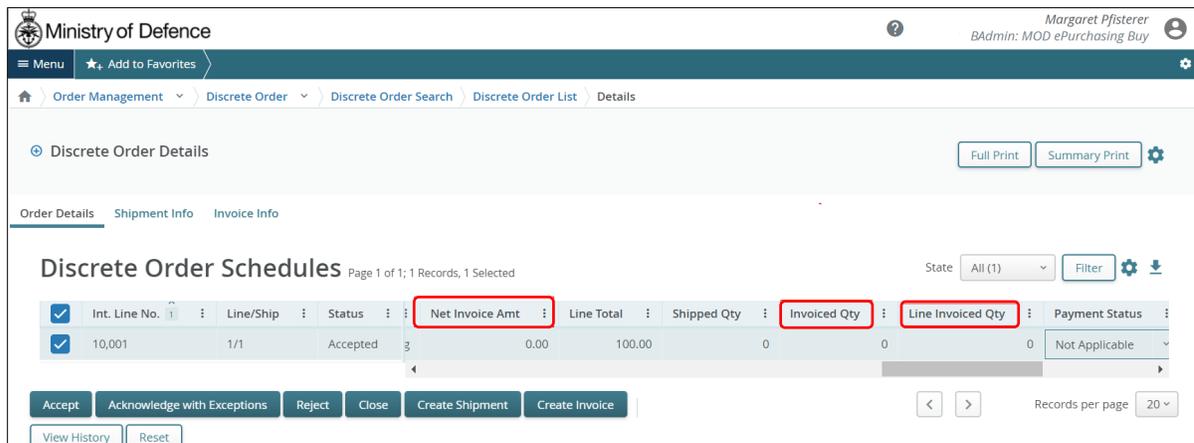
- Place a checkmark next to the invoice lines that need an 'Open' status and click the **Reopen** button.
- The status will now change to **Open**.

View Status of Invoice Orders

The **Invoiced Qty** on the invoice is linked back to the Quantity on the order. When the Invoiced Qty becomes equal or greater than the order's Quantity, that order line will automatically transition to a Closed state. A credit note or a rejected invoice would reduce the Invoiced Qty and also move the line back to its previous state.

On the Order Details page, the **Order Details** tab shows the following invoice information:

- Invoiced Qty:** The total quantity that has been invoiced for each schedule line.
- Line Invoiced Qty:** The total quantity that has been invoiced for each line (item).
- Net Invoice Amt:** The total value (price X quantity) for each schedule line.



The **Invoice Info** tab shows invoice lines against that order. By scrolling to the right, you can see a summary of invoice information. You can click the **Invoice Number** link to open the Invoice Details page in a new window.

The screenshot displays the Ministry of Defence eProcurement interface. At the top, the user is identified as Margaret Pfisterer, BAdmin: MOD ePurchasing Buy. The breadcrumb trail shows the path: Order Management > Discrete Order > Discrete Order Search > Discrete Order List > Details. The 'Discrete Order Details' section has three tabs: 'Order Details', 'Shipment Info', and 'Invoice Info', with the latter being selected and highlighted by a red box and a red arrow. Below the tabs is an 'Invoice List' table with one record selected. The 'Invoice No.' 'INV723' is highlighted with a red box and a red arrow. The table columns include Invoice No., Inv. Line No., Invoice Type, Total Amount, Line Total, Line Status, Int. PO Line No., Line/Ship, and Buyer Item No. A 'View History' button is located below the table. The interface also includes 'Full Print' and 'Summary Print' buttons, and a 'Records per page' dropdown set to 20.

Invoice No.	Inv. Line No.	Invoice Type	Total Amount	Line Total	Line Status	Int. PO Line No.	Line/Ship	Buyer Item No.
INV723	0001	Debit	12.00	12.00	Open	10,001	1/1	N/A