



SCP-MOD Invoices - Supplier
Quick Reference Guide
April 2021



Suppliers can create electronic invoices in SCP-MOD. The invoices reference orders that are already in SCP-MOD. Invoices are sent electronically to the buyer. 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.

Setting Default Preferences

Most of the data on the invoice comes from the order, and is therefore unique. However, there are some values that will be used on all invoices. These data fields can be set up in the Supplier Attributes section so they will prepopulate an invoice when it is created.

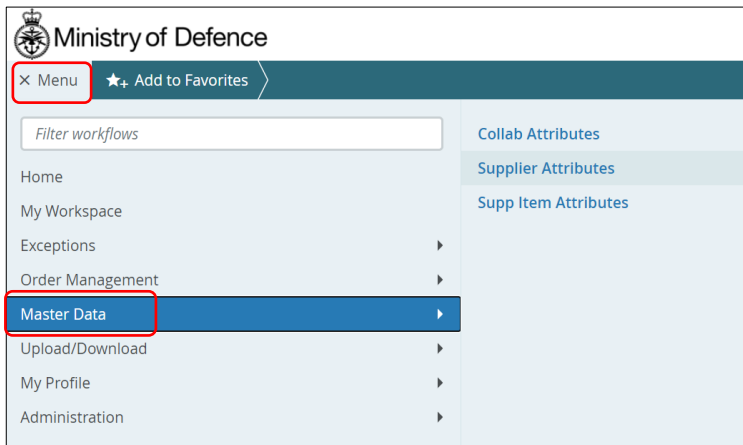
Users must have an administrator role to set up the preferences. If you are an admin, your role on the top of the screen will say **SAdmin**. Find the **Status** section located at the bottom of the page. The list includes the number of records relating to each status.



The default values apply to all user invoices for that organization. However, any user who creates an invoice has the option to edit the default values in that invoice.

To Set Up Your Organization's Preferences:

1. Click **Master Data** on the navigation menu and select **Supplier Attributes**.



2. Click **Search** to list your account.

Ministry of Defence
Margaret Pfisterer
SAdmin: 117561535: CPF Test Supplier

Menu Add to Favorites

Master Data Supplier Attribute Search

Search Saved Searches: None Save Search

Search Tip: Enter data values in one or more of the search fields to view all collaborations which match that criteria. Note that the search is case sensitive.

Supplier MPID: [] Supplier Company: []

Search Reset

3. Click the Supplier MPID box next to the account name and enter your default values. Use the scroll bar to enter values in the blank fields. You can provide default values for Supplier DUNS, GAX Code, Tax Category Code, Tax Type Code, Tax Payment Method, Tax Percent, Supplier VAT No. and Supplier Phone. When finished, click **Submit**.

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Master Data Supplier Attribute Search Supplier Attribute List

Dimension Attributes 1 Records—Page 1 of 1

| Supplier MPID | Supplier DUNS | GAX Code | Carrier Company | Tax Category Code | Tax Category |
|--------------------------------------|---------------|----------|-----------------|-------------------|--------------|
| 62340a35-c48e-4789-828b-e42f163a9080 | | ABCDE00 | | UK1-UK-Standard F | |

Submit Reset

Records Per Page: 25

Creating an Invoice

Locate the order line to be invoiced:

1. On the **Menu**, hover over **Order Management** to display the sub-menu. Under the **Discrete Orders** section, click **Search**.

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Menu Add to Favorites

Filter workflows

Home

My Workspace

Exceptions

Order Management

Master Data

Upload/Download

Discrete Order

Summary

Search

Print Orders

History

Shipment

Invoice

Create Invoice

Summary

Search

Draft Search

History

Draft History

2. Enter your search criteria.

3. Next click **Search**. The order's lines will display as shown below:

| <input type="checkbox"/> | Order No. | Int. Line No. | Line/Ship | Status | Order Created | Contract No. | Original Purchase Order |
|--------------------------|------------|---------------|-----------|----------|---------------------|--------------|-------------------------|
| <input type="checkbox"/> | 16120101 | 10,001 | 1/1 | Accepted | 2016-12-01 13:35:05 | 16120101 | |
| <input type="checkbox"/> | 1834399 48 | 10,002 | 1/2 | New | 2017-01-24 11:14:52 | MPS/021 | |
| <input type="checkbox"/> | 1897696 | 20,001 | 2/1 | Accepted | 2017-01-23 16:14:13 | MS/00252 | |
| <input type="checkbox"/> | 1962870_1 | 10,002 | 1/2 | Updated | 2017-02-08 14:33:24 | FGSC/0123 | |
| <input type="checkbox"/> | 1962870_1 | 20,005 | 2/5 | Updated | 2017-02-08 14:33:24 | FGSC/0123 | |
| <input type="checkbox"/> | 1962870_1 | 30,006 | 3/6 | Accepted | 2017-02-08 14:33:24 | FGSC/0123 | |

Create Invoice

1. On the **Discrete Order List** page (or from the **Order Details** page if you clicked on the **Order Number** link to view the details), use the checkbox to select the order line.
2. Click **Create Invoice**.

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Menu Add to Favorites

Order Management Discrete Order Discrete Order Search Discrete Order List

Discrete Order Schedules

Page 1 of 5; 92 Records, 1 Selected

| Order No. | Int. Line No. | Line/Ship | Status | Order Created | Contract No. | Original Purchase Order |
|--|---------------|-----------|----------|---------------------|--------------|-------------------------|
| <input checked="" type="checkbox"/> 16120101 | 10,001 | 1/1 | Accepted | 2016-12-01 13:35:05 | 16120101 | |
| <input type="checkbox"/> 1834399 48 | 10,002 | 1/2 | New | 2017-01-24 11:14:52 | MPS/021 | |
| <input type="checkbox"/> 1897696 | 20,001 | 2/1 | Accepted | 2017-01-23 16:14:13 | MS/00252 | |
| <input type="checkbox"/> 1962870_1 | 10,002 | 1/2 | Updated | 2017-02-08 14:33:24 | FGSC/0123 | |
| <input type="checkbox"/> 1962870_1 | 20,005 | 2/5 | Updated | 2017-02-08 14:33:24 | FGSC/0123 | |
| <input type="checkbox"/> 1962870_1 | 30,006 | 3/6 | Accepted | 2017-02-08 14:33:24 | FGSC/0123 | |

Accept Acknowledge with Exceptions Reject Close Create Shipment **Create Invoice** View History Reset

Go To Page Jump Records per page 20

- The invoice form is generated in SCP-MOD and displayed on the screen. Most of the information is carried over from the order. Be sure to review the Invoice Header data.

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Back to Discrete Order List Create Invoice

Invoice Header

Disclaimer: This is a pro-forma invoice.
* Denotes required field.

| | | | |
|---|--|-------------------------------|------------------------------|
| Invoice No.* INV809 | Invoice Created 2021-03-22 20:38:20 | Invoice Type* Debit | Previous Invoice Number |
| Buyer Contact Gallagher, Stuart | Contract No. 16120101 | Buyer VAT No. - | Supplier VAT No.* 1234567 |
| Buyer Address DMD CORP CONTROL ACCOUNT | Supplier Address ANDREAS & MARIOS LTD | NCAGE 12345 | Supplier Country* Cyprus |
| Supplier Contact | Supplier Phone 01629812345 | Bill To Contact | Bill To Address PTP SSC |
| Purpose Original | GAX Code* ABCDE00 | Net Days Due 0 | Payment Terms Immediate |
| Discount Days Due 0 | Discount Percent | Tax Point Date* 2021-03-22 | Net Total 100.00 |
| Total Tax 0.00 | Total Amount 100.00 | Total VAT in Pound Sterling | Buyer Message None |

Supplier Message

- Required fields are indicated with a red asterisk. Confirm that they are filled in and correct.
- The required fields are:
 - Invoice Number:** this is system-generated, but can be edited.
 - Invoice Type:** defaults to 'Debit', but can be changed to 'Credit' (see section below on how to create credit notes).
 - Previous Invoice Number:** this is only used (and becomes a required field) when you are creating a credit note (see details in section below).
 - Supplier VAT No.:** this can be set up with a default value by an administrator.
 - Supplier Country:** this should populate from the order, but can be edited on the invoice.

- **GAX Code:** this must be exactly 7 characters; it can be set up with a default value.
- **Tax Point Date:** this field defaults to today's date but can be edited. For draft invoices, the date the invoice was originally created stays the tax point date (unless modified by the user).
- **Total VAT in Pound Sterling:** this becomes a required field if the currency is NOT 'GBP'.
- Review and update the optional fields where applicable.
- Review the Invoice Line Items data at the bottom of the form.

| | Inv. Line No. | Order No. | Int. PO Line No. | Line/Ship | Buyer Item No. | Item Description | Supplier Item No. | Ship To Address | Ship To Contact | Qty Invoiced* | UOM |
|--------------------------|-----------------|-----------|------------------|-----------|----------------|------------------|-------------------|-----------------|-----------------|---------------|-------|
| <input type="checkbox"/> | 0001 | 16120101 | 10,001 | 1/1 | N/A | Test EX 1 | | DBA P&P | | 10000 | EACH |
| <input type="checkbox"/> | Invoice Totals: | | | | | | | | | | 10000 |

- Required fields are indicated with a red asterisk. Confirm that they are filled in and correct.
- **Qty Invoiced** is the only required field at the line level. If you change the invoice quantity, click **Recalculate** to show the amended value of the invoice.
- Review and update the optional fields where applicable.

Add Taxes to the Invoice (Optional)

If you need to add tax to your invoice, expand the middle section of the invoice page at the line called **'Tax applied to all checked line items'** by clicking the **Expand** icon. (+)

NOTE: See the "Value Added Tax ID" field at the line level of the invoice. For lines set to 'Yes' for this field, you should add VAT.

- Select the invoice lines in the bottom section that will be assigned taxes.
- Enter the relevant details, including **Tax Percent**, in the tax section.

NOTE: 'Total VAT in Pound Sterling' becomes a required field if you are using 'ValueAdded Tax' as the Tax Type and the invoice is not in GBP.

- When complete, click **Add Tax**.
- The taxes will apply to the selected lines. Multiple taxes can be applied to a single line.

Tax applied to all checked line items

Tax Category: Tax Category Other:

Tax Type: Tax Type Other:

Tax Payment Method: Tax Payment Method Other:

Tax Percent:

Send the Invoice

1. Click **Send Invoice**.
2. The invoice is now a record in SCP-MOD and the data will be sent automatically to your buyer's backend system for processing of payment.

NOTE: Once you select to 'send the invoice, the form can no longer be modified in SCP-MOD.

| <input type="checkbox"/> | Inv. Line No. : | Order No. : | Int. PO Line No. : | Line/Ship : | Buyer Item No. : | Item Description : |
|--------------------------|------------------------|-------------|--------------------|-------------|------------------|----------------------|
| <input type="checkbox"/> | 0001 | 91181171 | 10,001 | 1/1 | 3510123613994 | K504/ELECTRONIC UNIT |
| <input type="checkbox"/> | Invoice Totals: | | | | | |

Create a Credit Note

1. Locate the order to be credited and select to **Create Invoice**.
2. At the header, change the **Invoice Type** from 'Debit' to 'Credit'.

Invoice Header

Disclaimer: This is a pro-forma invoice.
* Denotes required field.

Invoice No. * INV810 Invoice Created 2021-03-23 17:49:54
 Previous Invoice Number Buyer Contact Gallagher Stuart
 Buyer VAT No. -- Supplier VAT No. * 1234567 DM0 CORP CONTROL ACCOUNT

Invoice Type* dropdown menu showing: Debit (selected), Debit, Credit

3. Fill in the **Previous Invoice Number** with the invoice number from the original debit invoice. This will allow MOD to match up the debit and credit details.

Invoice Header

Disclaimer: This is a pro-forma invoice.
* Denotes required field.

Invoice No. * INV810 Invoice Created 2021-03-23 17:49:54 Invoice Type * Credit
 Previous Invoice Number INV754 Buyer Contact Gallagher Stuart Contract No. 16120101
 Buyer VAT No. -- Supplier VAT No. * 1234567 Buyer Address DM0 CORP CONTROL ACCOUNT

4. Once the credit note is sent, the invoiced quantity and net amount will be reduced on the order.

Archiving and Purging Invoices

SCP will archive an Invoice line once one of the following conditions are met:

- If the Invoice state is **Rejected** and the Invoice line's **Line Last Modified** date is equal to or greater than 90 days in the past.

OR

- If the Invoice state is **Open** and the **Invoice Created** date is equal to or greater than 180 days in the past.

SCP purges archived Invoices that have not been modified within the last 240 days.

View the Status of Invoice Orders

The **Invoiced Qty** on the invoice is linked 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 ‘**Closed**’. 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:

- **Net Invoice Amt:** the total value (price X quantity) for each schedule line.
- **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).

| Int. Line No. | Line/Ship | Status | Net Invoice Amt | Line Total | Shipped Qty | Invoiced Qty | Line Invoiced Qty | Payment Status |
|---------------|-----------|----------|-----------------|------------|-------------|--------------|-------------------|----------------|
| 10,001 | 1/1 | Accepted | 0.00 | 100.00 | 0 | 0 | 0 | Not Applicable |

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.

| 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 |