

eInvoicing ... What is it all about?



- eInvoicing is where a supplier transmits their invoice straight into your departments AP module within CUFS instead of sending a paper invoice for manual processing.
- eInvoicing is only applicable to orders raised to certain University suppliers via the Marketplace in iProcurement.
- Science Warehouse, who manage the University Marketplace, transmits the order to the supplier. Within 2 days of the supplier despatching the goods an electronic invoice is sent to Science Warehouse who verify the invoice to ensure it matches the purchase order, net invoice value is not greater than the order and there are no additional items on the invoice. If it all matches the invoice is transmitted into CUFS. If it fails these checks it is rejected back to the supplier.
- Once in CUFS it will automatically match to the purchase order. If the VAT details agree, any research grants charged are still open and the items have been receipted in CUFS, the system will automatically validate and Secondary Approve the invoice for payment and it will await the next available run nearest to the payment terms date.
- If there are any discrepancies or the invoice is over £2,000, it will go on hold and all holds must be resolved by the department before payment can be made.

The role of the purchaser

- When checking out the requisition, ensure all items have the correct VAT code
- Do not have items with mixed VAT to the same supplier in one requisition
- Charge the expense to the correct account code (Grant or dept. funds)
- If the item is over £5k and will remain within the University in excess of a year, track the item as an asset
- All goods/services must be receipted in CUFS

The role of the AP clerk

- Run the invoice on hold report weekly to identify any electronic invoices on hold.
- An eInvoice batch name is automatically created by the system and starts with the two letter dept. code followed by EINV
- Investigate, resolve and manually release any relevant holds. Double-check that fixed assets have been flagged.
- The system will automatically re-validate and carry out SIA on any outstanding eInvoices nightly so they will not appear on the SIA screen for final approval.

All detailed eInvoice guidance notes can be found on the UFS home page , Documentation and FAQs, Accounts Payable.

FAQs for Purchasers

Can I mix items from eInvoicing and non eInvoicing suppliers in one basket?

Yes as your cart gets split by supplier when the purchase orders are generated. Just don't mix VAT rates or ship-to addresses on the items from the same supplier.

One of the items is out of stock but the supplier offers a substitute at the same price?

Cancel the PO line for the out of stock item via the Buyers Work Centre, Orders. Raise a completely new order for the replacement items. Receipt the items when delivered and the supplier will submit two electronic invoices as normal.

My order has been despatched but I need to cancel part/all of the order

Receipt then return the goods in CUFS. Supplier will issue a credit note once they receive the goods back. The credit note will need to be manually entered by the department/shared services. The item line will need to be cancelled from the PO by the department.

What if the goods need to be returned?

Speak to the supplier and return on CUFS as normal. When the supplier receives the goods back they will either replace the goods or generate a paper credit note for them. The credit note will need to be manually entered by the department/shared services. The item line will need to be cancelled from the PO by the department.

FAQs for AP clerks

Can I print a copy of the invoice?

Yes, if it is required by an auditor or other member of staff. There is no actual need for an invoice to be printed and kept on file. Refer to detailed guidance notes.

What might I still get a manual invoice for?

You will get a manual invoice if your Marketplace order included non-catalogue items to that Marketplace supplier. Or the invoice includes items that were not on the original order.

What if the order the invoice relates to has been finally closed?

If the order has been finally closed before the electronic invoice has been received the invoice will get stuck and you will need to refer to the detailed guidance documents.

Will credit notes come through electronically?

No, credit notes will still come through in the standard way and will need to be manually entered on the system.