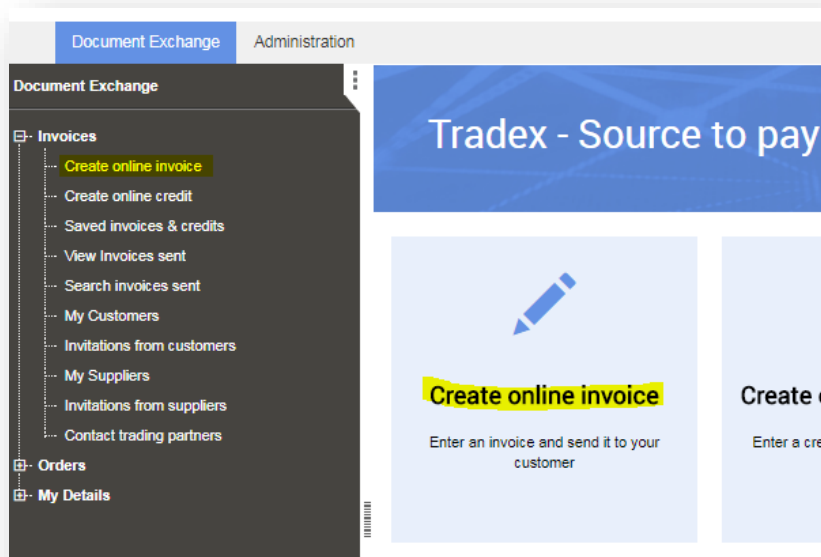
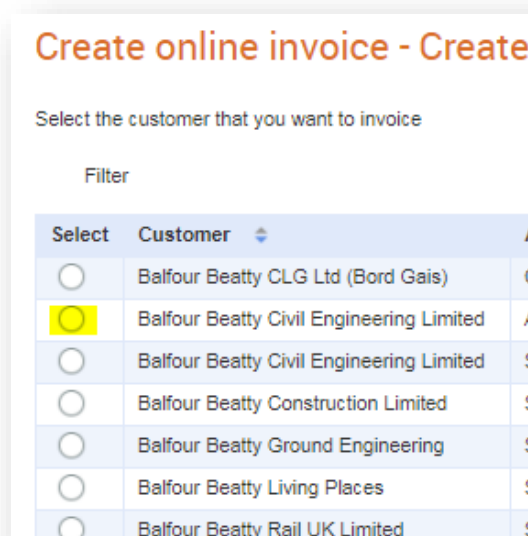


## Creating a material/service invoice on Tradex

- Select 'Create online invoice' from either the menu down the left-hand side or by clicking the tile.



- Select the Balfour Beatty customer you wish to invoice (i.e. Balfour Beatty Civil Engineering).



## Enter the invoice Details at 'header level'

- Invoice number should be the number on the actual invoice (do not submit consolidated invoices).
- Invoice date will default to today's date, update this to the invoice date on the actual invoice.
- Enter the Purchase Order number you were given.
- Leave the Payment Terms blank as this information is set up in your supplier record.
- Enter the delivery address that the goods/services relate to.
- Complete Delivery note number, Contract number, Contact name and Contact telephone fields, if you have the information to do so.
  - *If this is a Hire invoice, please refer to the 'Creating a Hire Invoice on Tradex' document.*

<b>To:*</b> Balfour Beatty Civil Engineering Limited	<b>Trading relationship:*</b> SPEEDY_BBCEL
<b>Invoice number:*</b> INV12345	<b>PO number:</b> Enter Purchase Order Number Here
<b>Sender's tax registration number:*</b> 1234569876	<b>Payment terms (days):</b> 
<b>Invoice date:*</b> 14 May 2018	<b>Delivery address:</b> Delivery Address Goods/Services-
<b>Delivery date:</b> 	Relate to
<b>Delivery note number:</b> Delivery Note Number if have one	
<b>Contract number:</b> Contract Number if have one	
<b>Contact name:</b> Joe Blogs	<b>Post code:</b> 
<b>Contact telephone:</b> 0191 123456	<b>Country:</b> GB
<input type="checkbox"/> Is this a hire invoice?	<b>Currency code:</b> GBP
<b>Notes:</b> Add Any Additional Information Here	

- You can add any additional information that you feel we may require in the 'Notes' section.
- You are now ready to create the line details of the invoice.
- You will need to add a line for each line on your invoice.

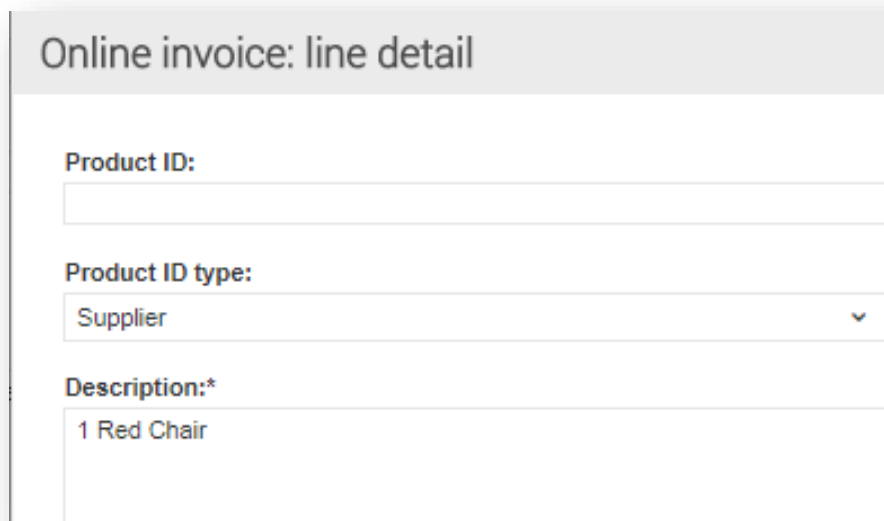
Scroll down the page and click 'Add line' to create the first line.



The screenshot shows a table titled "Line details" with the following structure:

Action	Line	Product ID	Qty	Rate
Add line	1			

- From this screen, you should enter the line details as per your invoice.
- In the description field, enter the line description as per the invoice.



The screenshot shows a form titled "Online invoice: line detail" with the following fields:

- Product ID:
- Product ID type:
- Description:\*

### Complete the additional details fields

- Enter the PO number if not already populated – this must be exactly the same as entered at header level – you can only have one PO per invoice number.
- Enter the delivery note number and delivery date.
- Also enter the PO line reference and contract number if known. If unsure, leave blank.
- **Please note** - the more information you provide, the easier it will be to validate your invoice and enable payment on time.

**Additional details**

PO number:  PO line reference:

Contract number:  Delivery note number:

Delivery date:

## Complete the Amounts section

- Quantity – how many
- Unit of measure – each, tonnes, gallons, boxes etc.
- Net unit price – Net price of item
- Click calculate and this will work out the Net, VAT and Gross amount by multiplying the net unit price by the quantity.
- Click Save

**Amounts**

Quantity:\*  Net line amount:

Unit of measure:\*  VAT amount:

Net unit price:\*  Total amount:

VAT:\*

**Notes**

Additional notes:

All fields marked in asterisk (\*) are mandatory and must be filled in.

- This will take you back to the main screen.
- Scroll down to add more invoice lines if required.
- Once finished entering the line items, check the totals summary to ensure they match the invoice and tick 'I have confirmed the auto-calculated totals are correct'

## Line details

Action	Line	Product ID	Qty	Rate	VAT rate	Description	PO number	Net	VAT	Total
Select ▾	1		1.0	60.0000	20.00	1 Red Chair	Enter Purchase Order Number Here	60.00	12.00	72.00
Select ▾	2		3.0	60.0000	20.00	3 Wooden Tables	Enter Purchase Order Number Here	180.00	36.00	216.00
Add line	3									
<b>Totals</b>								<b>240.00</b>	<b>48.00</b>	<b>288.00</b>

## Tax summary

VAT code	VAT rate	Net amount	VAT amount
S	20.0	240.00	48.00

I have confirmed the auto-calculated totals are correct\*

Please contact Causeway for details about uploading attachments

Cancel

Print draft

Save

Submit

- If you wish to **Save** the information to come back and submit at a later time, click the 'Save' button. This will move the invoice to your 'Saved Invoices & Credits' section on Tradex – *Balfour Beatty will not receive the invoice.*
- If you are happy with the information and wish to **Submit** it to Balfour Beatty for processing, click the 'Submit' button.
- The invoice will be sent to Balfour Beatty and it will not be possible to amend any of the information once this is done.