

Option 1 - Supplier Sends Invoice Before Purchased Stock Arrives

START

Purchase Order is Created – Mariel

- Supplier sends invoice – Mariel checks the prices and quantities on the invoice. If there's a price discrepancy, she checks the pricing sheet in the drive and updates the PO and product prices in Neto. If there's no updated pricing sheet, she contacts the supplier to request an updated invoice or updated price sheet.
- Purchase order is updated in neto with the invoice number in the Supplier Reference Number field and the date invoice received – Mariel / Dean
- Purchase Order goods are delivered to campsmart Counted and booked in by Dean
- Dean notes any discrepancies in the product cost. Dean to add the shipping cost under expenses in the PO. Dean will check if invoice number in the Supplier Reference Number field and the date invoice received are present. - sends Mariel a ticket to investigate before booking those goods in
- Dean notes no changes and all details are correct and books the stock into Neto
- The booked in Stock pushes the purchase order to Xero as a Draft Bill
- Staff member adds the invoice to the Draft Bill (PO) checks it is correct - Mariel
- Any changes noted to the purchase order ie the PO and the invoice do not match are addressed (eg contact supplier and get invoice reissued if wrong - adjust postage cost if wrong, update product if price has changed)
- Purchase order is updated in Xero with the invoice number as a reference number eg PO784 inv6544654. The Suppliers Invoice is attached to the PO in Xero and any relate ticket notes added as notes to the notes section - once done if the invoice is correct it is approved for payment.
- Any changes noted added as a ticket number reference and note in the Xero Bill
- Bill is approved ready for payment

Option 2 - Supplier Sends Invoice AFTER Purchased Stock Arrives

START

Purchase Order is Created - Mariel

- Purchase Order Arrives and is booked in by Dean
- Dean sends a ticket to Mariel to advise of any price changes noted. Dean to add the shipping cost under expenses in the PO. Add the invoice number in the Supplier Reference Number field and the date invoice received.
- Purchase order is updated in Xero with the invoice number as a reference number eg PO784 inv6544654. The Suppliers Invoice is attached to the PO in Xero and any related ticket notes added as notes to the notes section - once done if the invoice is correct it is approved for payment.
- Purchase Order is updated by editing to add the Shipping cost in Xero if not already on the PO from Neto
- Staff member adds the invoice to the Draft Bill (PO) checks it is correct - Mariel
- Any changes noted to the purchase order ie the PO and the invoice do not match are addressed (eg contact supplier and get invoice reissued if wrong - adjust postage cost if wrong, update product if price has changed)
- Any changes noted added as a ticket number reference and note in the Xero Bill
- Bill is approved ready for payment

