

Guide on invoice submission with additional NORMAL PO line

This guide is applicable to you when:

- your charges related to a single PO line but are subjected to different VAT rates
- wish to segregate your expense as per your ERP, but BMS did not issue the order with dedicated PO line for that specific expense

Please do NOT add additional NORMAL lines on your invoice submission if you need to add special lines for freight, packaging, admin charges, fuel surcharges, carriage, insurance, or any other extra fees that were not originally accounted for on the purchase order. For these expenses, please select 'Special line' addition.

- Select 'Convert PO' before the invoice submission



PO Convert #0082047993 Help with this page

Current Status: **Accepted**

PO NUMBER 0082047993
TN Buyer Number: AAA925189235
PO Date: 28 February 2020
Currency: Pound Sterling

PO FROM
BMS Pharmaceuticals Ltd
Sanderson Road
Uxbridge
MI
GB
UB8 1DH
POC EMEA EN Tier 1
FS5C.REJMAIL@BMS.COM

PO TO
TAG EUROPE LIMITED
ACCOUNTS DEPARTMENT 55 WELLS STREET
LONDON
LO
GB
W1A 3AE

Reference numbers
Delivery Date: 30 March 2020

PO SHIP TO
BMS Pharmaceuticals Ltd.
Sanderson Road
Uxbridge
GB
UB8 1NB

CONVERT PO **DOWNLOAD** **BACK** **HIDE**

- Fill in your invoice number and select the applicable VAT rate then click on ‘Create invoice’

PO Convert #0082047993 Help with this page

Create invoice

Enter invoice number*

Select PO line items to use

Apply tax code to selected items

APPLY TO SELECTED ITEMS

PO Line Number	Part code	Description	Qty	UoM	Unit price	Net amount	<input type="checkbox"/>	Qty	Unit price	Tax rate
00001		Job UK ...	1.000	Unit	1,581.00000	1,581.000	<input checked="" type="checkbox"/>	<input type="text" value="1.000"/>	<input type="text" value="250"/>	<input type="text" value="VAT at 20%"/>

BACK **CREATE INVOICE**

- On following screen, check the introduced details then click on ‘Confirm’

PO Convert #0082047993 Help with this page

Create invoice

Invoice number

PO Line Number	Part code	Description	Qty	UoM	Unit price	Tax rate	Tax amount	Net amount	Gross amount
00001		Job UK EN MER...	1.000	Unit	250.00000	20.00	50.00	250.00	300.00

Summary

No. of lines	1
Net total	GBP 250.00
Tax total	GBP 50.00
Gross total	GBP 300.00

BACK **CONFIRM**


- Click on below 'Edit' button at the end of the PO line

Invoice items


Item	Quantity / Unit	Price	Line amount	Total	
01 Job UK EN MERCURY ELIQUIS WEBS CAP Q, M	1 / Unit	300.00000	300.00	300.00	



[ADD](#)



- Select highlighted line: “Click here for additional line level information such as PO/Delivery details, discounts and other additional information”

Line item type 


Goods

Product code  Start typing to search


Product description*  Job UK EN MERCURY ELIQL 



Unit*  Unit 


Quantity* 1.000

Price*  300.00000

Tax type* Zero Rated

Tax amount  0.00

na  

 [Click here for additional line level information such as PO/Delivery details, discounts, and other additional information](#)

[SAVE LINE ITEM](#) [CANCEL](#)

Line amount	300.00
Discount	0.00
Tax	0.00
Total	300.00

- Take a note of the **PO number** and **PO line number** on below highlighted two fields. These two numbers must be **exactly the same** on the additional PO line that you will be adding!

[Click here for additional line level information such as PO/Delivery details, discounts, and other additional information](#)



PO number ⓘ 0082047993	PO line number ⓘ 00001	Additional information ⓘ <input type="text"/>	Discount ⓘ 0.00
Delivery note number ⓘ <input type="text"/>	Delivery start date <input type="text"/>	Delivery end date <input type="text"/>	Discount % ⓘ 0.00

The fields below have been added by your buyer.

GL number ⓘ <input type="text"/>	Cost centre <input type="text"/>	Part category European Article Number	Part number <input type="text"/>	Line amount 300.00
				Discount 0.00
				Tax 0.00
				Total 300.00

- Click 'Add' displayed under the existing PO line

Invoice Items

Item	Quantity / Unit	Price	Line amount	Total	
01 Job UK EN MERCURY ELIQUIS WEBS CAP Q, M	1 / Unit	250.00000	250.00	300.00	 

- Specify here the second line details (amount, tax, product description) then click on the “Click here for additional line level information such as PO/Delivery details, discounts and other additional information”

Invoice items

Item	Quantity / Unit	Price	Line amount	Total
01 Job UK EN MERCURY ELIQUIS WEBS CAP Q, M	1 / Unit	250.00000	250.00	300.00

Line item type: Goods

Product code: Start typing to search

Product description: **delivery**

Unit: Each

Quantity: 1.000

Price: **150.00000**

Tax type: **Zero Rated**

Tax amount: 0.00

[Click here for additional line level information such as PO/Delivery details, discounts, and other additional information](#)

Line amount: 150.00
Discount: 0.00
Tax: 0.00
Total: 150.00

SAVE LINE ITEM CANCEL

- Paste the **PO number** and **PO line number** on below highlighted fields (the PO number and PO line number **must match exactly** with the PO and PO line number of the original PO line, please do not overwrite these!). This step is very important for the additional line to be recognized by Tungsten. Click on ‘Save line item’

[Click here for additional line level information such as PO/Delivery details, discounts, and other additional information](#)

PO number: **0082047993**

PO line number: **00001**

Additional information:

Discount: 0.00

Discount %: 0.00

Delivery note number:

Service delivery start date:

Service delivery end date:

The fields below have been added by your buyer.

GL number:

Cost centre:

Part category: European Article Number

Part number:


Line amount: 150.00
Discount: 0.00
Tax: 0.00
Total: 150.00


SAVE LINE ITEM CANCEL

- The second line will appear as shown below:

Invoice items

Item	Quantity / Unit	Price	Line amount	Total
01 Job UK EN MERCURY ELIQUIS WEBS CAP Q, M	1 / Unit	250.00000	250.00	300.00
02 delivery	1 / Each	150.00000	150.00	150.00





 Invoice saved

 ADD

- Click on 'Send'

Summary

		Invoice (£)
Total net	<input type="text" value="400.00"/>	400.00
Total tax	<input type="text" value="50.00"/>	50.00
		<small>Undo changes</small>
Total gross	<input type="text" value="450.00"/>	450.00

- You will receive a confirmation for the successful submission of the invoice

 Invoice submitted successfully

 CONTINUE