Hints and tips to help improve invoice matching

Purchase Order (PO) Numbers should be obtained at the time the order is placed - you will not be able to submit an invoice on Tradex without one.

- Refer to the Balfour Beatty PO Format Document for assistance with PO queries such as which part of the business does a specific PO relate to and is the PO given in the correct format.

- One Purchase Order Number per Invoice Number - This should be entered at 'header level' (opposite where you enter the Invoice Number).

- Backing documents such as proof of delivery and timesheets should be handed to your site contacts as they require the information for their audit purposes.

- Do not consolidate several invoices under one invoice number.

- The Delivery Address should be the relevant address that the goods and services are delivered to.

- When entering a Credit, ensure you provide details of the invoice number that the credit relates to. You can enter this in the notes section or the description field.

- To chase payment of invoices submitted on Tradex with an 'Accepted' status, email cscaccountspayable@balfourbeatty.com with details of the invoice numbers and the parts of the business that the invoice relates to.

- Any Tradex issues contact – einvoicingqueries@balfourbeatty.com
  Please provide screenshots of any error messages.

When submitting a Hire invoice
Ensure 'Is this a hire invoice' is ticked before adding the lines.

When completing the Hire details field
If its Operated Hire e.g. driver of a digger, leave this section blank.

If its Static Hire e.g. hire of a digger, enter the hire periods start and end dates.
Hire Period Quantity = 1
Hire Period Unit of Measure = Hours/Days/Weeks

Make sure that you enter the Hire Period Quantity and Unit of Measure correctly.

If the PO has been raised in weeks, then the Hire details should also be entered in weeks.
If the PO has been raised in days, then the Hire details should also be entered in days.

If the unit of measure is **weeks** enter the Hire Period Quantity as follows - 1 day = 0.2, 2 days = 0.4, 3 days = 0.6, 4 days = 0.8, and 5 **days = 1.0**
If the unit of measure is **days** enter the Hire Period Quantity as follows – 1 = 1 day, 2 = 2 days, 3 = 3 days etc.

Additional details field

If it is a Hire invoice
Enter the correct information in the Contract number field – this is a mandatory field.
- **Static** e.g. crane, digger, welfare unit enter the Hire contract reference number.
  If you don't have a Hire contract number, please enter the delivery reference for items on hire.
- **Operated** e.g. driver/operator enter the driver's timesheet number.

If a Material invoice
Enter the Delivery note number – this is a mandatory field.

Additional details

PO number:

PO line reference:

Contract number:

Delivery note number:

Delivery date:

Enter the Delivery date and PO line reference if known – If unsure, leave blank.

If you wish to **Save** the invoice 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 Save it.*

Make sure you regularly check your Saved Invoices and Credits section to ensure all invoices have been submitted.

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. *You will not be able to amend any of the information once this is done.*

If you have submitted incorrect information on an invoice and wish to correct this, you will need to raise a credit to reverse the incorrect invoice and raise a new invoice on Tradex with a suffix at the end of the invoice number e.g. INV12345-1
This will then prevent the system from flagging it as a duplicate.

Tradex invoice status
As a supplier awaiting payment, you may want to monitor the stages that your invoice has passed in order to have an estimate as to when they will be paid.

- The Tradex Invoice Status Module preforms this function by displaying statuses such as 'Cancelled', 'Accepted', 'Pending', 'Approved' and 'Paid'.

Status	Meaning
Cancelled	Your Invoice has been cancelled
Pending	Your invoice is currently being processed
Approved	Your Invoice has beeh approved and an expected due date will be provided
Paid	Your Invoice has been paid - the payment date and payment reference provided

Cancelled
The invoice has been cancelled, please contact cscaccountspayable@balfourbeatty.com for further information.

Pending
The invoice is awaiting approval for payment **OR** is in transition between Tradex and Balfour Beatty which can take a maximum of 24 hours.
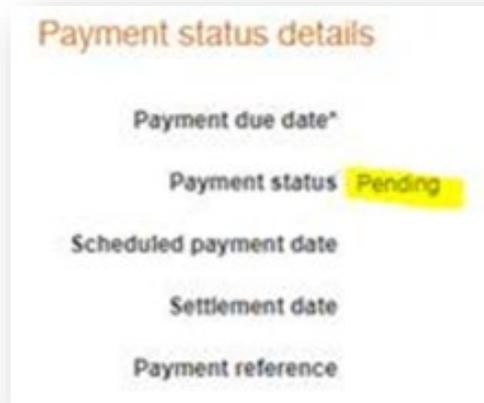
If you have an overdue invoice with a status of Pending, please email cscaccountspayable@balfourbeatty.com with details of the invoice number and the part of the business that the invoice relates to.

Approved

Your invoice has been approved for payment and will be paid when due, on the next available payment run.

The scheduled payment date provided refers to the payment terms set up against your Balfour Beatty supplier account e.g. payment term is 60 days. The scheduled payment date will be 60 days from the invoice received date.
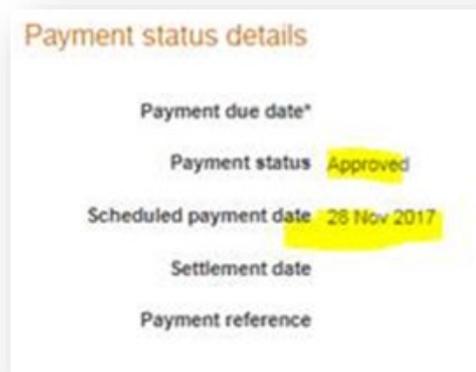
Paid

Your invoice has been paid. The payment date and payment reference will be provided.

Payment status details

Payment due date*

Payment status Paid

Scheduled payment date

Settlement date 29 Mar 2017

Payment reference 1027524