

## **Drop Ship Auto Invoicing**

### **What is changing?**

Starting on 10/6/2015 all orders shipped will be auto invoiced through our new invoicing system. This will eliminate the manual process of our Drop Ship vendors uploading a copy of a paper invoice through Commerce interface. This new process will allow for a more efficient and hands-off approach to vendor invoicing.

### **How does it work?**

Up through the tracking upload stage, there are no process changes. As before, once you upload your tracking for open orders those orders will become available for invoicing. Instead of you needing to manually upload an invoice, DS Auto Invoicing will take care of that process for you. This will occur every Saturday for any orders shipped to date. You will receive an email notification from [notify@r.groupon.com](mailto:notify@r.groupon.com), notifying you that an invoice has been generated. Progress can be tracked from the Ready to Invoice or Waiting for Payment tabs.

### **What invoice number will be used?**

We will be creating the invoice and with that will come a generated invoice number. You will have the ability to reassign an invoice number to each invoice.

\*Please see steps outlined in the training below for further instruction.

### **What needs to happen with any open invoices/units prior to the auto invoicing start date?**

Any available units for invoicing prior to the start date will require a manual invoice upload. From the Ready to Invoice tab, you will be able to view: Units Shipped/Received, Units Invoiced Already, Unit to be Manually Invoiced, and Units to be Auto Invoiced. You will only need to submit an invoice against the Units to be Manually Invoiced.

### **What is the process when units sold don't match units available to invoice?**

Please notify your Account Manager as soon as possible with any invoicing issues.

### **How are my payment terms calculated?**

Because shipments will be batched weekly into an invoice, payment terms will begin from the earliest date of tracking uploaded for that batch. For example, you upload tracking on Monday, Tuesday and Friday. Saturday your invoice will be generated with payment terms kicking off from Monday. You will see expected payment date on your invoice details, as well as, the payment terms that were agreed upon during contracting.

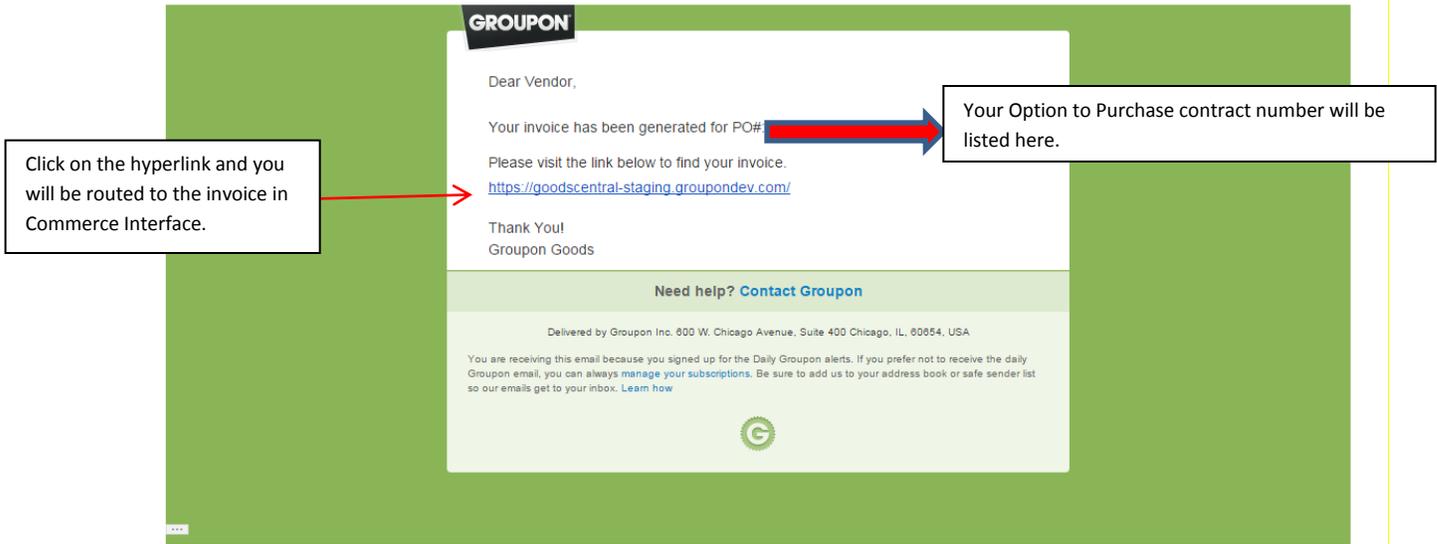
### **If I have issues on my payment, whom do I contact?**

Any general questions regarding this process, please direct to your Account Manager. Issues regarding actual payments, please direct to [goodsAP@groupon.com](mailto:goodsAP@groupon.com)

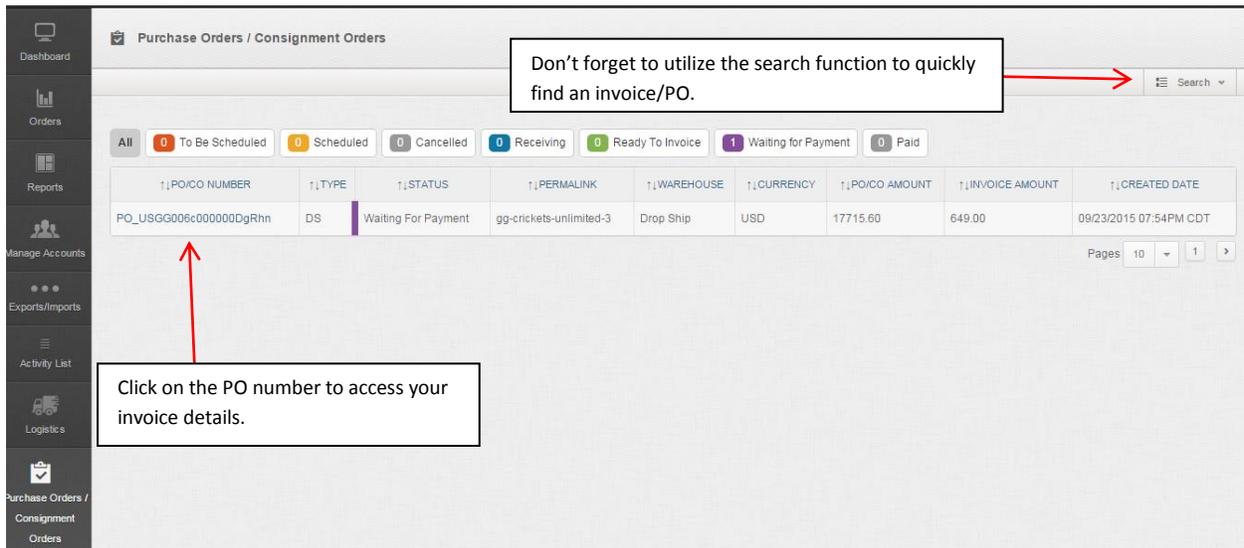
**\*\*Please go to the next page for screenshots and instructions on the new auto invoicing process.**

## Tracking upload and the start of invoicing process

Once you have uploaded your tracking file for open orders, those units will then become available for invoicing. On Saturday's the auto invoicing system will submit an invoice for all the units shipped to date. Once that invoice has been posted, you will receive a version of the email below.



To view a copy of the invoice, track invoicing progress, and to update the invoice number please locate the purchase order from the Ready to Invoice or Waiting for Payment tab. You can either find this by following the link in the invoice email or by searching in the Search function on the far right corner.



From the details screen you will be able to view important information such as: **Units Shipped/Received, Units Invoiced Already, and Total \$ Amount open for invoicing.**

Any units that were available for invoicing prior to auto invoicing start date will still need to be invoiced manually. You will easily be able to view what units require a manual invoice and which ones will be auto invoiced.

Vendor SKU	Product Name	Units Shipped/Received	Units Invoiced Already	Units to be Manually Invoiced	Units to be Auto Invoiced	Currency	Net Price	Returns Allowance %	Total Pending Amount
95a0d8bde912	Box of crickets [Autotest generated(95a0d8bde912)]	65	25	0	40	USD	26.6	4	1,064.00
TOTAL		65	25	0	40				1,064.00

Once an invoice has been submitted, the available units that were previously listed will be added to the *Units Invoiced Already* and the Invoice will be added under the *Invoice Line Item Details*. Under the *Invoice Line Item Details*, you will be able to view important information about invoice date, payment due date, amount invoiced, and this is where invoice numbers can be updated with a unique vendor invoice number.

View Invoice number and export a PDF version of your invoice. We will populate your invoice date and payment due date.

Product Name	Units Shipped/Received	Units Invoiced Already	Units to be Manually Invoiced	Units to be Auto Invoiced	Currency	Net Price	Returns Allowance %	Total Pending Amount
95a0d8bde912	Box of crickets [Autotest generated(95a0d8bde912)]	65	25	0	40	USD	26.6	1,064.00
TOTAL		65	25	0	40			1,064.00

**Invoice Line Item Details**

**Invoice My invoice** Export Invoice

Invoice Date	Payment Due Date	Invoice Status	Currency	Amount Invoiced	Actual Payment Date	Amount Paid
Sept 29, 2015, 9:50 p.m.	Nov. 22, 2015, 10 p.m.	Submitted	USD	79.80		

Assign Vendor Invoice Number:  **Ok**

If you would like to reassign the invoice with your own number, that can be done here. Just enter in the number and select ok.

To drill down for a more detailed view of the invoice, click on the *Invoice Product Information*. From this view, you will be able to view the SKU(s) invoiced, Product name/description, units invoiced and total amount invoiced. As mentioned before, the new invoicing system will allow for you to export a PDF version of your invoice.

Shipped/Received	Already	Invoiced	Price	%	Amount
65	25	40	USD 26.6	4	1,064.00
<b>TOTAL</b>					<b>1,064.00</b>

**Confirm units invoiced, net price, and total amount pending for payment.**

Invoice Date	Payment Due Date	Invoice Status	Currency	Amount Invoiced	Actual Payment Date	Amount Paid
Sept. 29, 2015, 9:50 p.m.	Nov. 22, 2015, 10 p.m.	Submitted	USD	79.80		

Vendor SKU	Product Name	Units Invoiced	Currency	Net Price	Total Amount
95a0d8bde912	Box of crickets [Autotest generated(95a0d8bde912)]	2	USD	26.60	53.20

Once your payment terms have been met for various invoices, you will begin receiving emails alerting you payments have been posted. You will receive a version of the email below with the amount paid, processed date, and transaction number.

The event PO number will be populated here. You can use this number here or the invoice number to search the details in the Commerce Interface.

**GROUPON**

Dear Vendor,

Your payment is on its way!  
 Your Groupon Goods payment for \$ 1000 was processed on 06/22/2015.  
**This payment is relating to Invoice: 12345678 for Purchase Order:**  
 Your payment reference for this transaction is **123-45-67**

Thank You!  
 Groupon Goods

[Need help? Contact Groupon](#)

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**For further training or questions, please contact your Account Manager.**