3PL Auto Invoicing

What is changing?

Beginning the end of this week **(9/16-9/18)** all PO's closed on or after 7/1/2015 will be auto invoiced through our new invoicing system. This will eliminate the manual process of our 3PL 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.

Ask: Please do not manually invoice for any POs from after 7/1/2015 through CI.

How does it work?

Up through the receiving stage, there are no process changes. The changes start after the PO has been received in full or closed out. Once the receiver has been closed, an invoice will be auto generated and submitted through the system. Vendors will receive an email from notify@r.groupon.com, notifying them that their invoice has been generated. The invoice can be viewed by following the link in the email or by finding the PO under the Waiting to Be Paid status from the Purchase Orders tab.

What invoice number will be used?

We will be creating the invoice and with that will come a generated invoice number. Any invoice can be viewed by searching the PO number in either the Waiting to be paid or paid sections of the Purchase Orders tab.

Future enhancements will allow for you to insert your own invoice number.

What needs to happen with any open invoices prior to 7/1/2015?

Any PO that was closed prior to 7/1/2015 would need to be invoiced by uploading a copy of your paper invoice in the Ready To Invoice tab.

What is the process to dispute shortages or received quantities?

When you receive the email indicating your invoice is available, please review your invoice for any discrepancies. If you see any discrepancies, your 60 day dispute window will begin from your invoice date. Please email any disputes to your Compliance Partner, per normal process.

How are my payment terms calculated?

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

Below you will find screenshots of the new system, highlighting the new invoices:

Receiving

Once your order has arrived at our warehouse your Purchase Order will remain in the receiving status until it has been received in completely. You can review the Receiving status under the Purchase Orders tab in Commerce Interface.

Check on receiving details by selecting the receiving status.

Click here to open receiver details.

To review the detailed information, please click on the PO number from the receiving tab.


Review the SKU/UPC codes

For each SKU/UPC you can review the number of units Ordered and the number of units Received. As long as the receiver is open, additional units can still be received in under this PO.

Invoicing

Once the receiver has been closed by Groupon, your invoice will be auto generated and submitted against the Purchase Order. You will receive a version of the email below notifying you that this has been completed.
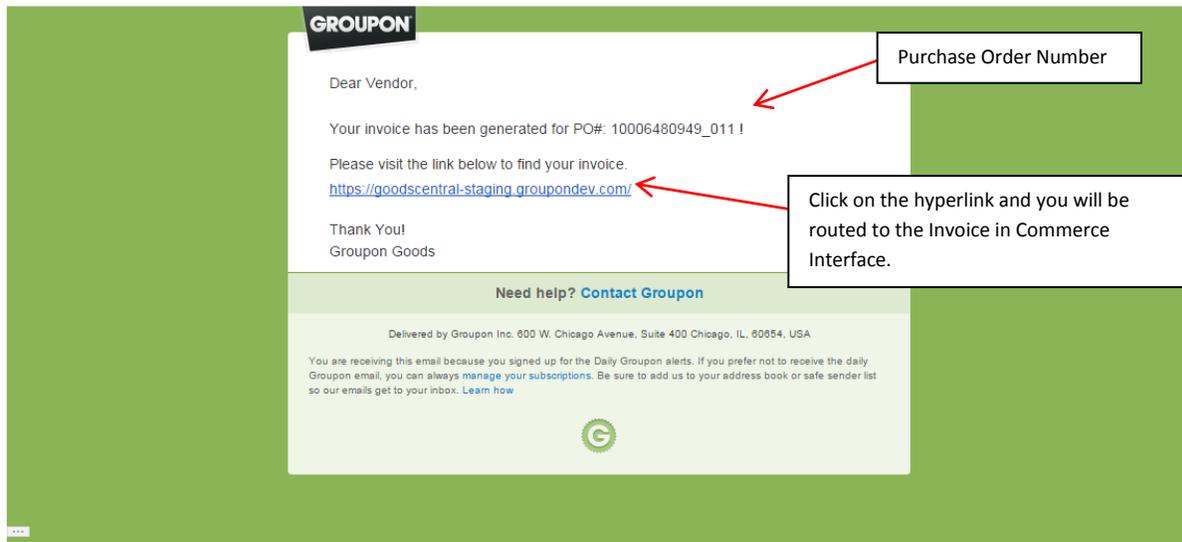
The invoice can be found by going to the Waiting for Payment status. You can find this by clicking the hyperlink from your confirmation email or by going to the Waiting for Payment status under the Purchase Orders tab. After you have landed on the page, please select the PO/Invoice to open up the details screen.
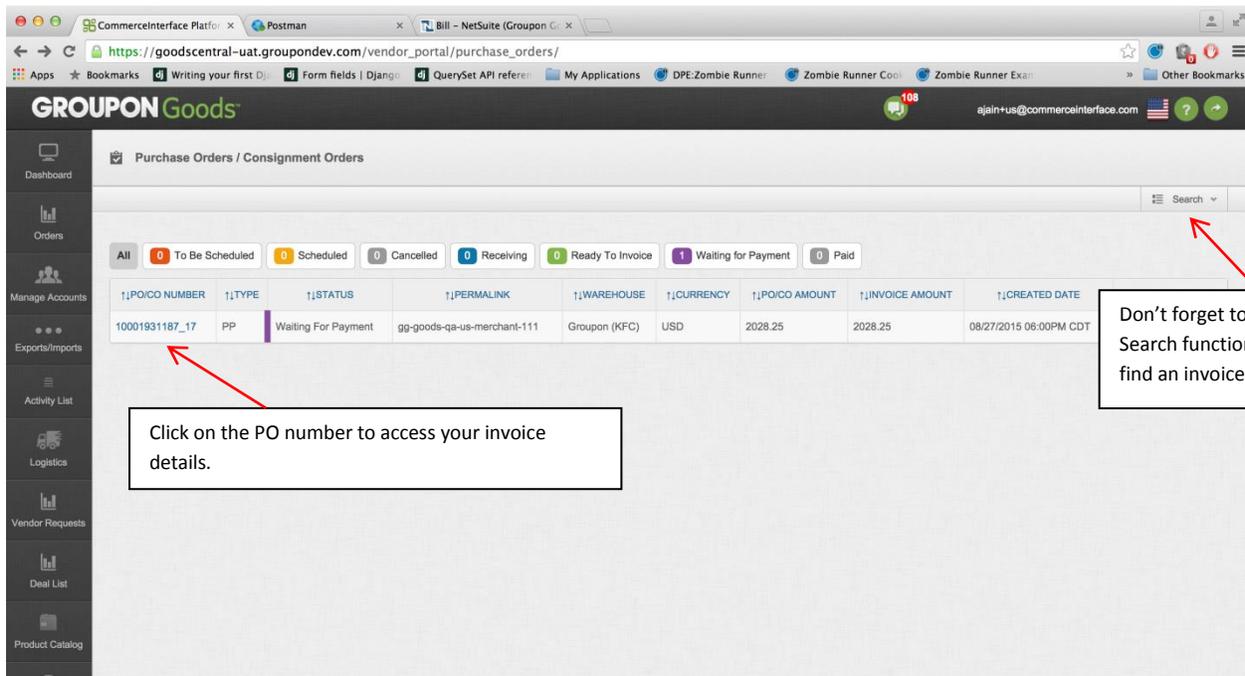
From the details screen you will be able to view important information such as: Invoice Number, Invoice Date, Payment Due Date, and the amount dollar amount invoiced.

Here you'll find your invoice number. Every PO will have a unique Invoice number assigned.

View amount invoiced

Purchase Orders / Consignment Orders

10001931187_17 - 006c000000DDNn7

Waiting For Payment

Carrier	None	3PL Name	Groupon (KFC)	
Freight Method	Freight Collect	Address	1081 Aviation Blvd	
Fulfillment Method	Post-deal purchase 3PL	City	Hebron	
Opportunity Id	006c000000DDNn7	State	KY	
		Postal Code	41048	

Invoice Line Item Details

Invoice 10320150831171656681

Invoice Date	Payment Due Date	Payment Status	Currency	Amount Invoiced	Actual Payment Date	Amount Paid
08/31/2015 17:16	10/30/2015 17:16	Submitted	USD	2,028.25		0.00

Invoice Product Information

| Vendor SKU	Product Name	Units Invoiced	Currency	Net Price	Total Amount
848122000184	Option 1	35	USD	23.75	831.25
848122000535	Option 2	42	USD	28.50	1,197.00

Your payment terms will start from the Invoice Date.

Here you can view the Net Price per unit. The units invoiced will be the units received at the time the PO was closed out of receiving.

Payment

Once your payment terms have been met, your payment will be issued, and you will receive a version of the email below.
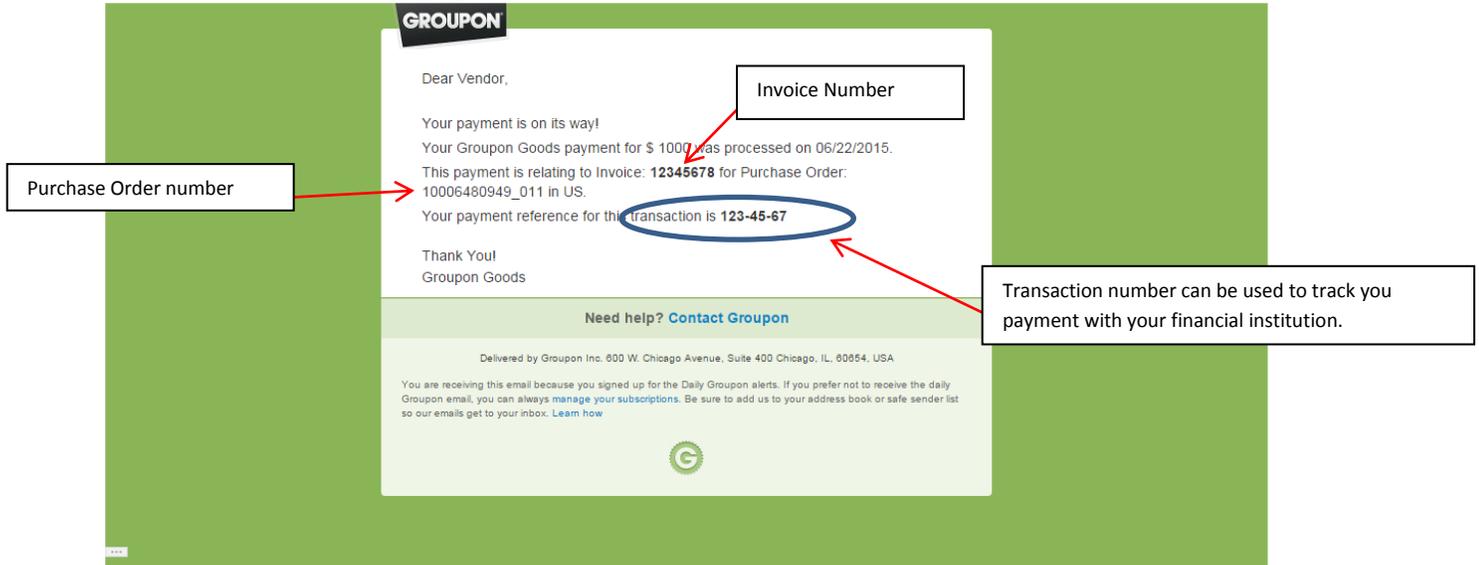
To view your payment in greater detail, please go the Paid status under your Purchase Orders tab. From there you can select or search for the invoice you wish to view.
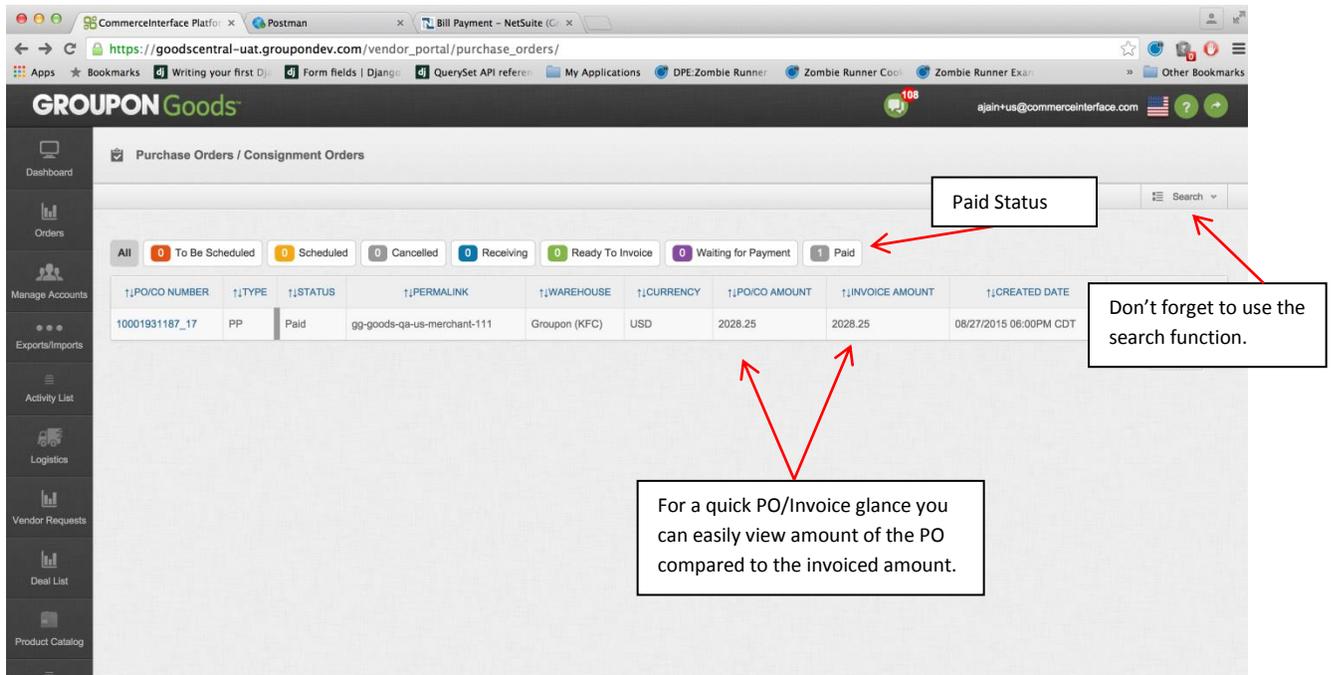
Once you have found the invoice you wish to review, please click on the PO number and you will be routed the details page.

From the details section you will be able to view the amount invoiced compared to the amount paid. For remittance details, please email goodsap@groupon.com