



08 A supplier's guide to payments

Confirming receipt of individual payments

You can confirm receipt of payment for an order by selecting the relevant order from the Payment/Pending confirmation folder, as shown below.

The screenshot shows the 'shop 4 support' web interface. The user is logged in as 'Rob Supplier' with the role 'Service Provider role'. The breadcrumb trail is 'Documents / Payment - Pending confirmation'. The left sidebar shows a folder structure with 'Pending confirmation (5)' selected. The main content area displays a table of pending confirmations for 'Justan Individual of Hesselink'.

<input type="checkbox"/>	Action	State	Date submitted	Individual	Payment number	Buyer name	Payment date	Gross amount
<input type="checkbox"/>		Pending confirmation	20/05/2011	Justan Individual of Hesselink	100044	Thera Test Org (SP+BM)	20/05/2011	£1,413.86
<input type="checkbox"/>		Pending confirmation	20/05/2011	Justan Individual of Hesselink	100045	Thera Test Org (SP+BM)	20/05/2011	£30.99
<input type="checkbox"/>		Pending confirmation	23/05/2011	Justan Individual of Hesselink	100046	Thera Test Org (SP+BM)	23/05/2011	£19.20
<input type="checkbox"/>		Pending confirmation	23/05/2011	Justan Individual of Hesselink	100047	Thera Test Org (SP+BM)	23/05/2011	£125.00
<input type="checkbox"/>		Pending confirmation	23/05/2011	Justan Individual of Hesselink	100050	Thera Test Org (SP+BM)	23/05/2011	£840.00

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Fig. 1 Payments Pending Confirmation

Tick the selection box to the left of the order or alternatively open the document detail page by clicking on the edit icon.

You must record the actual payment date on the order. You can do this by clicking on the calendar and selecting the relevant date or alternatively by typing the date in the payment date field manually.



Then, click on the the Receive button . The payment will move to the Payment, Received sub folder.

Please note: Payments can be a shown as a negative amount (refund) if any credit notes claimed are of a higher value than the invoices paid. The payment should be marked as received once the negative payment value has been issued to the budget manager.

Confirming multiple payments

Select the relevant orders from the Payment/Pending/Confirmation folder. You can do this by ticking on

the selection box to the left of the order. Click on the Receive button .

You will need to record the actual payment date on the order.

You can do this by clicking on the calendar and selecting the relevant date or alternatively typing the date in the payment date field. Then, click on the Save and Close button.

The same payment date will be recorded against all the selected payments and the payment will move to the Payment, Received sub folder.