



SOFTWARE | STRATEGY | MANAGED SERVICES

# IRWIN MITCHELL LLP

## SUPPLIER PORTAL TRAINING

PROCUREMENT | SUPPLY CHAIN | SUSTAINABILITY





## Instructions:

- ✓ Q/A session will take place in the end of this presentation
- ✓ You can use the Q/A section for questions
- ✓ Do not share confidential company information on this call



INTRODUCTION TO GEP



BENEFITS TO SUPPLIERS



ACCOUNT CREATION



CONTACT UPDATE



PURCHASE ORDER (PO)



INVOICES



CREDIT MEMO



NON-PO INVOICES



Q&A

GEP - GLOBAL LEADER IN SUPPLY CHAIN TRANSFORMATION

A trusted strategic partner to the world’s best companies


END-TO-END, COMPREHENSIVE, UNIFIED SOLUTIONS	<ul style="list-style-type: none"><li>• Full spectrum of supply chain management — plan, procure, make, deliver</li></ul>
INDUSTRY-LEADING SOFTWARE PLATFORMS	<ul style="list-style-type: none"><li>• AI-powered, cloud-native, supply chain and procurement software (Top-ranked by Gartner, Forrester, IDC, Spend Matters)</li></ul>
DIGITAL TRANSFORMATION CHAMPION	<ul style="list-style-type: none"><li>• Pioneer in harnessing new technologies — AI, analytics, IoT, cloud — that deliver outsized gains in speed, productivity and savings, and reduced risk</li></ul>
DIVERSE BUSINESS ENTERPRISE	<ul style="list-style-type: none"><li>• Minority- and woman-owned, NMSDC-certified organization</li></ul>



Highly dedicated and well-trained global team



Unified Supplier Enablement Methodology Across Regions and Projects, Maximizing Adoption



Unified Best Practices, Reporting, Communication, Education and Change Management



Global Time zones and Language coverage





Unified Platform

- Harmonized platform for all parties involved
- Reduced offline communication back & forth
- Faster processing times



Greater Transparency

- Historical view of transactions with Irwin Mitchell – online repository
- Accessible for anyone in your organization that needs to



Dedicated Support

- Highly trained customer support team
- 24/5 Customer Support



No Fees

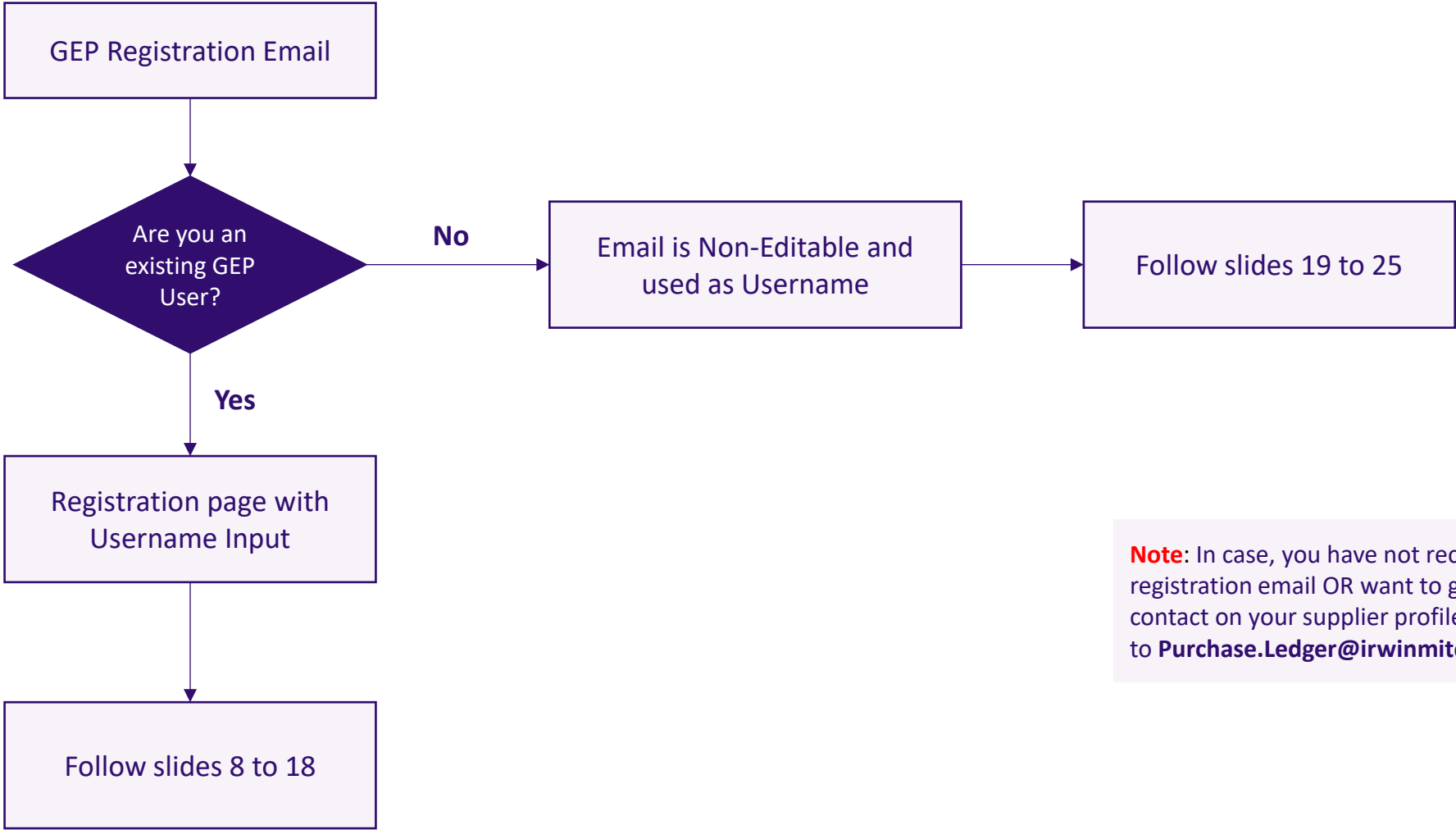
- No transactional / setup / license fees



[← BACK TO TABLE OF CONTENT](#)

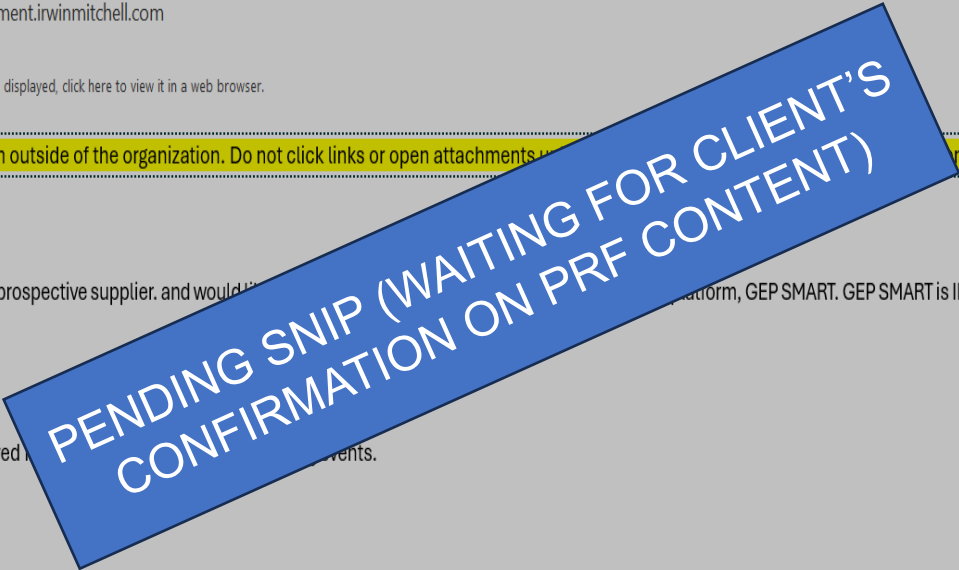


# ACCOUNT CREATION



**Note:** In case, you have not received the registration email OR want to get added as a contact on your supplier profile, please reach out to **Purchase.Ledger@irwinmitchell.com**





1	Click on "Click Here" text in the body of the email
---	---

[← BACK TO TABLE OF CONTENT](#)





# NETWORKS

Get Discovered

1

(\*)Indicates required fields

\* Username

-

\* Work Email

abhijeet.albal@gep.com

\* Legal Company Name

bndemo98201

\* First Name

Abhijeet

\* Last Name

A

\* Password

-

\* Confirm Password

-

Disclaimer :

By registering and using the GEP Business Network you hereby agree that GEP Business network will create a profile of your company with some basic information that will be available to GEP Customers when you are listed as a potential or current supplier to GEP Customers which utilize the Service. The visibility of your profile is optional, and your company can optout anytime by hiding your company profile information on the network. You acknowledge and consent to GEP's use of your data in accordance with the Terms of Use and Privacy Statement of GEP.

☐ I have read and agree to GEP [Terms & Conditions](#) & [Privacy Policy](#)

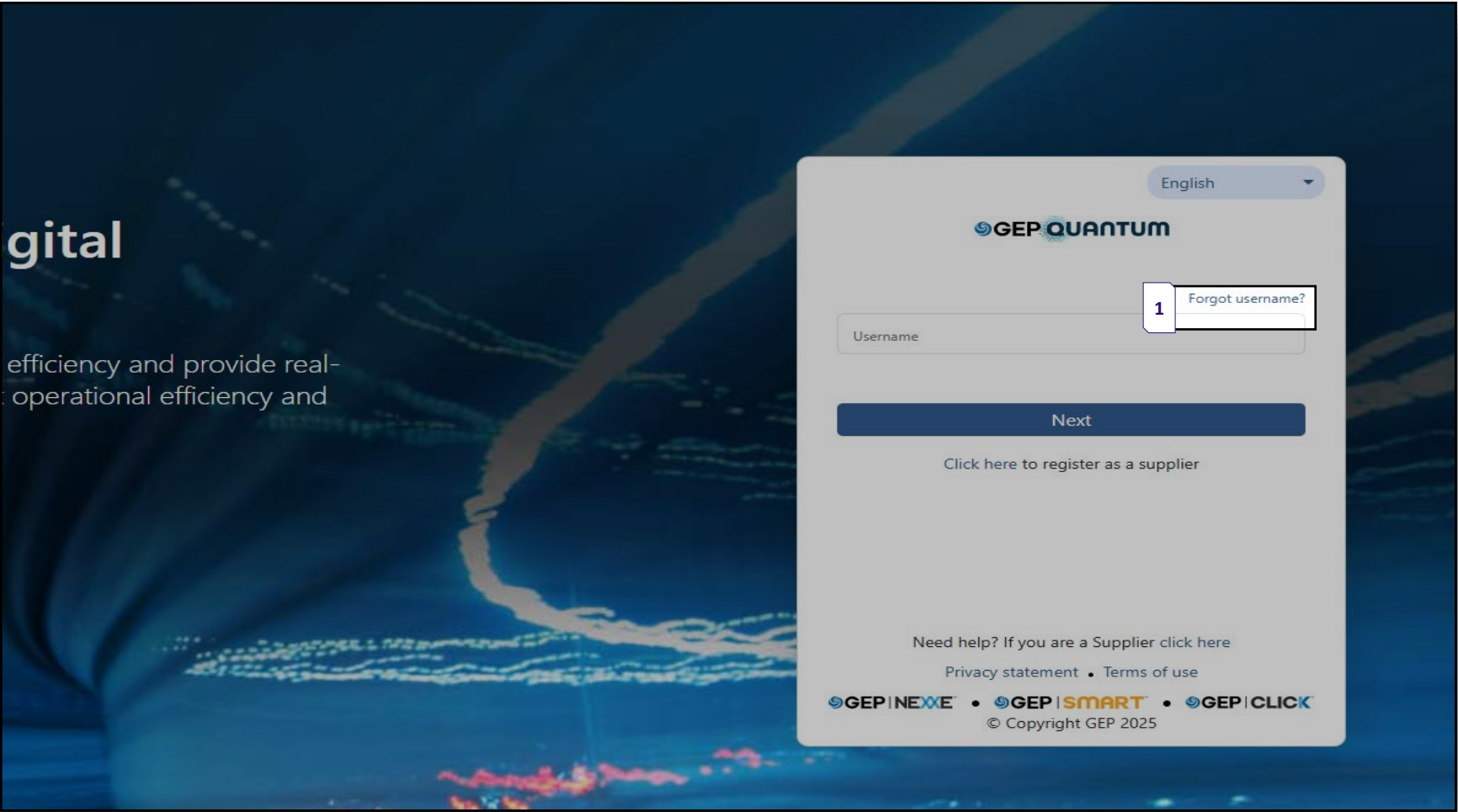
Submit

For [helpsupport@gep.com](mailto:helpsupport@gep.com) | +1-732-382-6565

1

Enter the existing username to which you want this new account to be tagged to

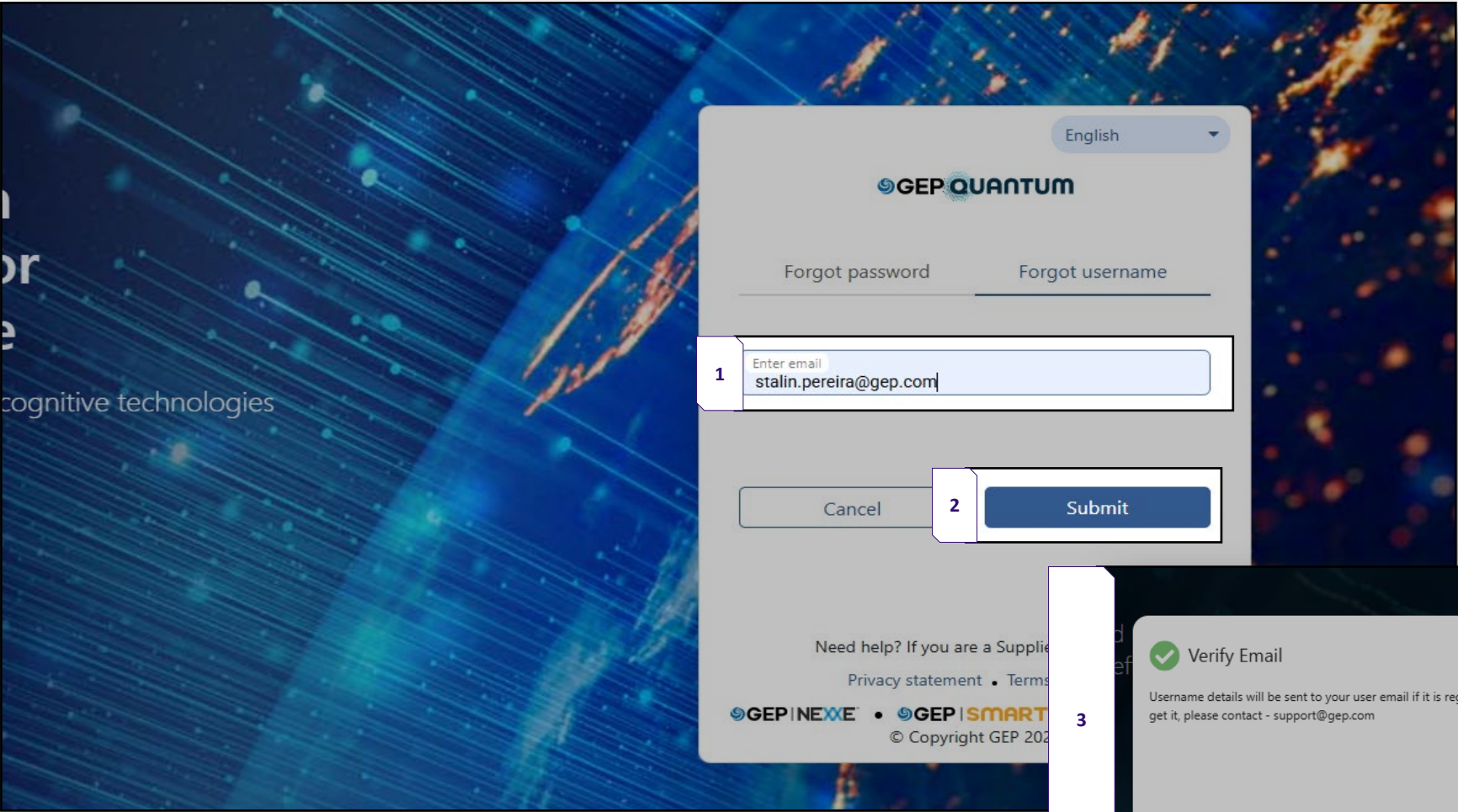




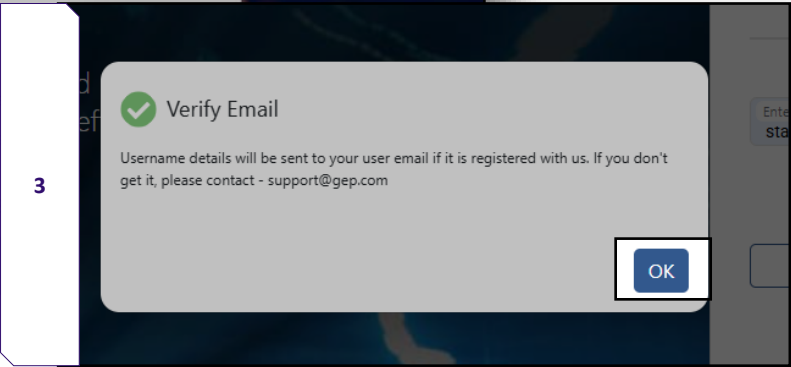
In case you do not remember your username, please follow below steps

Go to <https://businessnetwork.gep.com/>)

- 1
- Click on “Forgot Username”



- 1 Enter your email address
- 2 Click on the “Submit” button
- 3 Click “OK” on the pop-up confirmation



← BACK TO TABLE OF CONTENT



Attention: Username Information

N

nexxeuat@gep.com

To Stalin Pereira

☺

↩ Reply

↩ Reply All

➡ Forward

⋮

Wed 3/5/2025 7:27 PM

ⓘ

If there are problems with how this message is displayed, click here to view it in a web browser.

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi SMART User,

The following information is in regard to your request for UserName recovery.

The Usernames associated with your registered User Email are,

1

1. [stalpereira@gep.com](mailto:stalpereira@gep.com)

Thank you,

**The GEP Team**

If you have any questions please contact us on [support@gep.com](mailto:support@gep.com) or call our helpline number mentioned below. Our customer support team would help you get started.

Helpline :

USA: +1 732 428 1578  
Asia: +91 22 61 372 148  
Europe: +42 022 59 86 501

1

You will receive an email with all the usernames associated with your email address







the

# ESS NETWORK PPLIERS

Single Login for All · Get Discovered



1



English

Register for Business Network

(\*)Indicates required fields

1

\*Username

-

\*Work Email

stalin.pereira@gep.com

\*First Name

Test

\*Last Name

Test

\*Password

-

\*Confirm Password

-

Disclaimer

By registering and using the GEP Business Network, you agree to be listed as a potential or current supplier to GEP Customers which utilize the Service. For potential new business opportunities through the GEP Business Network, GEP will utilize your supplier profile information to create a profile of your company with some basic information. This basic company information will be available to GEP customers of the GEP SaaS applications, including the GEP Business Network. The visibility of your profile is optional, and your company can optout anytime by hiding your company profile information on the network. You expressly agree and acknowledge that you are subject to, bound by, and will comply with the GEP Terms of Use. By registering with the GEP Business Network and using the service, you acknowledge and consent to GEP's use of your data in accordance with the Terms of Use and Privacy Statement of GEP.

☐ I have read and agree to GEP [Terms & Conditions](#) & [Privacy Policy](#)

Submit

For help: [Supplier FAQs: Quick Guide](#)

1

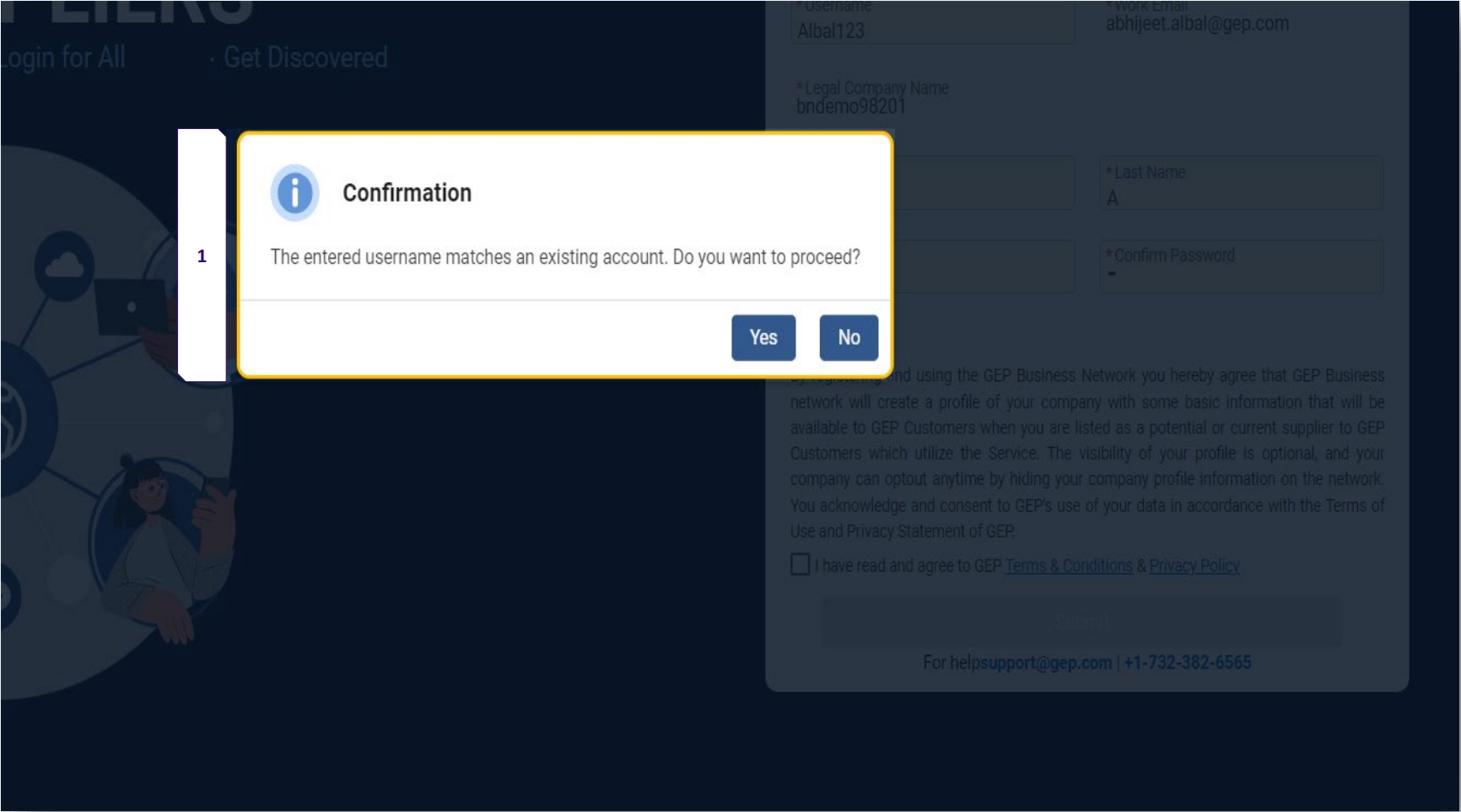
Enter the username that you wish to use

← BACK TO TABLE OF CONTENT

AI-Powered Procurement & Supply Chain Transformation: Helping Leading Enterprises Worldwide Achieve Extraordinary Results

14


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1

Click on “Yes”





### Code Verification: Verify your Identity

Please enter the (OTP) One-Time-Passcode that has been sent to the email provided.

1

25 Seconds

2

Verify Code

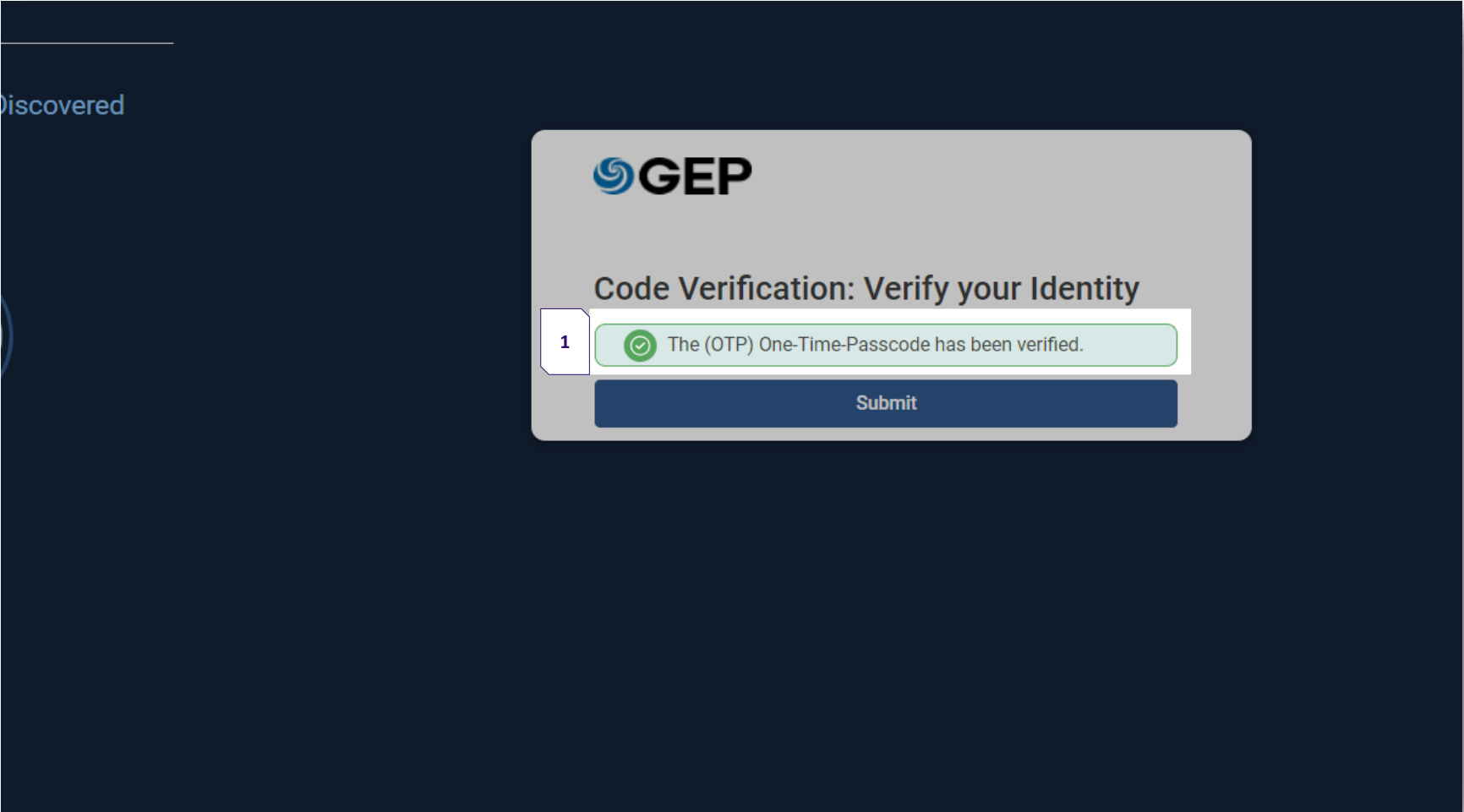
Resend Code

An (OTP) One-Time-Passcode will be triggered to the email provided

1 Enter the OTP

2 Click on “Verify Code”





1

The success prompt will confirm that your OTP has been verified



Home

Client list

IRWINMITCHELL

Other Links

My Tasks

Home

Monday | June 30, 2025

Registration(s)

IRWINMITCHEL

MID western1( PC-2025.003770 )

Register

My Tasks

You're all caught up!

No new tasks yet.

Logout

You would be logged into GEP Business Network

Bookmark the [link](https://businessnetwork.gep.com/) for future use  
(<https://businessnetwork.gep.com/>)

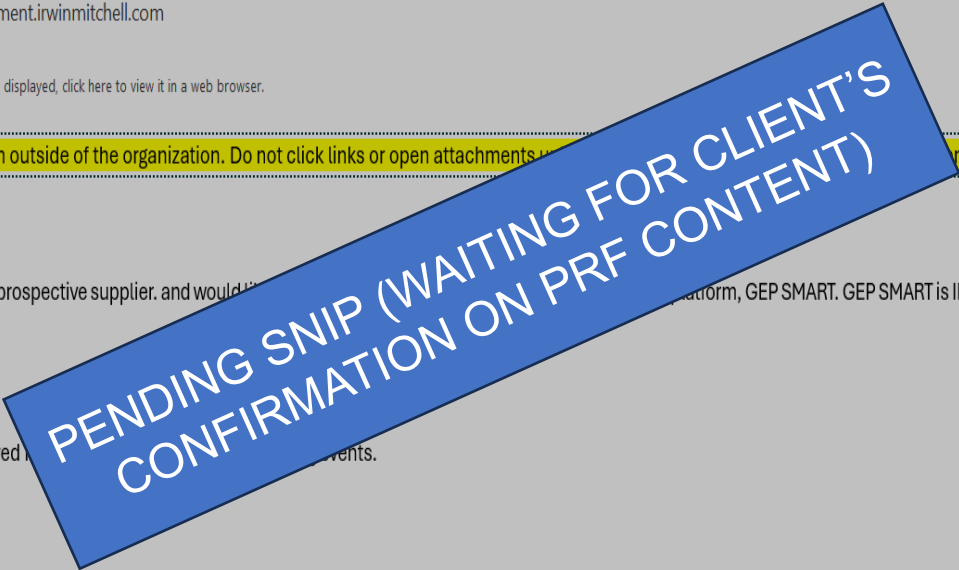


Stalin Pereira

My Profile  
Complete Your Profile, [View Now](#).

How to  
Tutorial about this platform portal





1	Click on "Click Here" text in the body of the email
---	---

[← BACK TO TABLE OF CONTENT](#)



Welcome to the

# BUSINESS NETWORK FOR SUPPLIERS

- Unify Tasks
- Single Login for All
- Get Discovered



English

### Register for Business Network

(\*)Indicates required fields

1

\*Username

kesobeh401@decodewp.com

\*Work Email

kesobeh401@decodewp.com

\*First Name

John

\*Last Name

Little

\*Country Code

▼

\*Phone Number

\*Password

\*Confirm Password

Disclaimer

By registering and using the GEP Business Network, you agree to be listed as a potential or current supplier to GEP Customers which utilize the Service. For potential new business opportunities through the GEP Business Network, GEP will utilize your supplier profile information to create a profile of your company with some basic information. This basic company information will be available to GEP customers of the GEP SaaS applications, including the GEP Business Network. The visibility of your profile is optional, and your company can optout anytime by hiding your company profile information on the network. You expressly agree and acknowledge that you are subject to, bound by, and will comply with the GEP Terms of Use. By registering with the GEP Business Network and using the service, you acknowledge and consent to GEP's use of your data in accordance with the Terms of Use and Privacy Statement of GEP.

☐ I have read and agree to GEP [Terms & Conditions](#) & [Privacy Policy](#)

Submit

For help: [Supplier FAQs](#): [Quick Guide](#)

You'll be routed to GEP Business Network registration page

1 Your email will serve as the "Username" and would be non-editable





ETWORK  
RS  
- Get Discovered

English

Register for Business Network

(\*)Indicates required fields

\*Username  
kesobeh401@decodewp.com

\*Work Email  
kesobeh401@decodewp.com

\*First Name  
John

\*Last Name  
Little

\*Country Code  
+91 (India)

\*Phone Number  
1234567890

\*Password

\*Confirm Password

Disclaimer

By registering and using the GEP Business Network, you agree to be listed as a potential or current supplier to GEP Customers which utilize the Service. For potential new business opportunities through the GEP Business Network, GEP will utilize your supplier profile information to create a profile of your company with some basic information. This basic company information will be available to GEP customers of the GEP SaaS applications, including the GEP Business Network. The visibility of your profile is optional, and your company can optout anytime by hiding your company profile information on the network. You expressly agree and acknowledge that you are subject to, bound by, and will comply with the GEP Terms of Use. By registering with the GEP Business Network and using the service, you acknowledge and consent to GEP's use of your data in accordance with the Terms of Use and Privacy Statement of GEP.

☒ I have read and agree to GEP [Terms & Conditions](#) & [Privacy Policy](#)

Submit

For help: [Supplier FAQs: Quick Guide](#)

1


Add the basic fields and create password

1



- 1 Click on the checkbox to accept GEP T&C and Privacy Policy
- 2 Click on "Submit"





### Code Verification: Verify your Identity

Please enter the (OTP) One-Time-Passcode that has been sent to the email provided.

1

2

Verify Code

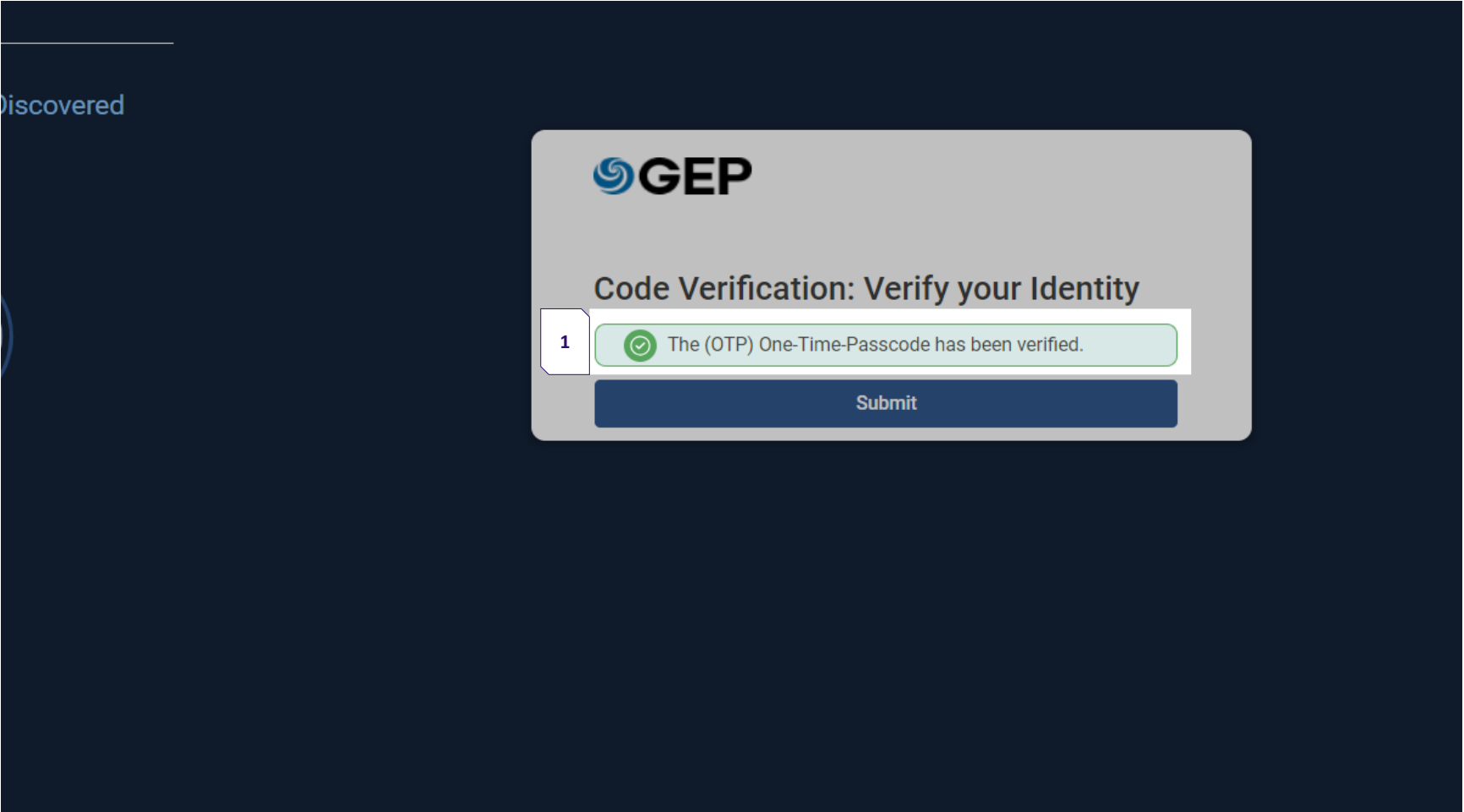
Resend Code

25 Seconds

An (OTP) One-Time-Passcode will be triggered to the email provided

1 Enter the OTP

2 Click on “Verify Code”



1

The success prompt will confirm that your OTP has been verified





Home

Client list

IRWINMITCHELL

Other Links

My Tasks

Home

Monday | June 30, 2025

Registration(s)

IRWINMITCHEL

MID western1( PC-2025.003770 )

Register

My Tasks

You're all caught up!

No new tasks yet.

SP

Stalin Pereira

My Profile

Complete Your Profile, [View Now.](#)

How to

Tutorial about this platform portal

GEP

How to use the ...

You would be logged into GEP Business Network

Bookmark the [link](https://businessnetwork.gep.com/) for future use  
(<https://businessnetwork.gep.com/>)

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25

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[← BACK TO TABLE OF CONTENT](#)

[← BACK TO TABLE OF CONTENT](#)



# CONTACT UPDATE

Reach Supplier Profile

Update Contact Information

Submit Changes

Home

Client list

1 IRWINMITCHELL

Other Links

My Tasks

English

powered by GEP

Home

Monday | June 30, 2025

Logout

Registration(s)

IRWINMITCHELL2

MID western1( PC-2025.003770 )

Register

My Tasks

You're all caught up!

No new tasks yet.

SP

Stalin Pereira

My Profile

Complete Your Profile, [View Now.](#)

How to

Tutorial about this platform portal

GEP

How to use the ...

Navigate back to the client-specific home page

1

Select the name of your client from “Client List”



Home

Client list ⓘ

IRWINMITCHELL

Other Links

My Tasks

English ⓘ

powered by GEP

Home/Client List

IRWINMITCHELL

Profiles: < TEST RAJ SUPPLIER > Create

Profile Reminder

Access your client-specific profile by clicking 'Review Profile'

Relationship Summary

Invoice (44)

Links & Documents

[GEP Business Network User Manual](#)  
User Manual on how to use the platform

Help Center ⓘ ?

Logout ⓘ

SP

1 ⓘ

Review Profile

My Tasks ⓘ

✔

You're all caught up!

No new tasks yet.

1

Click on “Review Profile” to update your supplier profile with Irwin Mitchell





IM

irwinmitchell

CatalogueSourcingContractPurchasingInvoiceSupplierAuctionAnalytics

Search

Discussion Forum

SP

Workbench / Supplier Profile

TEST RAJ SUPPLIER

GEP Registered

1

Edit Profile

Supplier

SECTIONS

Basic Details

Identification Information

Business Information

Contact Information (4)

Location

Related Content

Diversity & Certificates

Notes and Attachments

Banking Information

Basic Details

Indicates required fields

Legal Company Name

TEST RAJ SUPPLIER

Formerly Known As

-

Doing Business As

-

Partner Status

GEP Registered

Does your company have a DUNS number?

Select

Identification Information

For UK registered providers, where possible in the first instance please provide either a VAT Registered Number, or Company Registration Number. Other should only be used where one of these options is not available.

Business Information

Disability Owned

Yes

LGBT+ Owned

Yes

Ethnic Minority - Owned

Yes

Small Medium Enterprise (SME)

Yes

Veteran- Owned

Yes

Women- Owned

Yes

Currency

-

Annual Revenue (in millions)

0

Total No of Employees

0

Date of Incorporation

-

Detailed Description of Service

-

Website

-

Supported Language

-

The supplier profile opens up

1

In case you would like to make changes to any information in the profile, click on “Edit Profile”



Workbench / Supplier Profile

TEST RAJ SUPPLIER GEP Registered

Discussion Forum More Cancel Submit

Supplier

SECTIONS

\* Basic Details

\* Identification Information

\* Business Information

\* Contact Information (4)

\* Location

Related Content

\* Diversity & Certificates

Notes and Attachments

\* Banking Information

Contact Information (4)

Invite Supplier Add Delete

The Contact Information section allows you to update supplier contacts, define roles and designate any contact as primary to the supplier profile

Contact Information

Select	Mark as Primary	*First Name	*Last Name	*Email Id	Code	Status	Designation	Primary Phone	Save	Invite
<input type="checkbox"/>		Rajalakshmi	Supplier	rajalakshmi.iyer...	CC-2025.004458	Registered		478184918		
<input type="checkbox"/>		Shubhangi	Supplier	shubhangi.kara...	CC-2025.004573	Registered				
<input type="checkbox"/>		Stalin	Pereira	stalin.pereira@g...	CC-2025.004584	Registered				
<input type="checkbox"/>		John	Little	kesobeh401@d...	CC-2025.004585	Registered				

Location

Manage Location Defaults Add Delete

Select	*Location Name	Type	Location Code	Phone Numbers
<input type="checkbox"/>	Location LC.2025-132388	Remit To Location +2 More	LC.2025-132388	
<input type="checkbox"/>	Location LC.2025-788505	Enabled for Payment +3 More	LC.2025-788505	

1

Check and update “Contact Information” if required



Workbench / Supplier Profile

TEST RAJ SUPPLIER GEP Registered

Discussion Forum More Cancel Submit

Supplier

SECTIONS

\* Basic Details

\* Identification Information

\* Business Information

\* Contact Information (4)

\* Location

Related Content

\* Diversity & Certificates

Notes and Attachments

\* Banking Information

Contact Information (4)

Invite Supplier 1 Add Delete

The Contact Information section allows you to update supplier contacts, define roles and designate any contact as primary to the supplier profile

Contact Information

Select	Mark as Primary	*First Name	*Last Name	*Email Id	Code	Status	Designation	Primary Phone	Save	Invite
<input type="checkbox"/>		Rajalakshmi	Supplier	rajalakshmi.iyer...	CC-2025.004458	Registered		478184918		
<input type="checkbox"/>		Shubhangi	Supplier	shubhangi.kara...	CC-2025.004573	Registered				
<input type="checkbox"/>		Stalin	Pereira	stalin.pereira@g...	CC-2025.004584	Registered				
<input type="checkbox"/>		John	Little	kesobeh401@d...	CC-2025.004585	Registered				

Location

Manage Location Defaults Add Delete

Select	*Location Name	Type	Location Code	Phone Numbers
<input type="checkbox"/>	Location LC.2025-132388	Remit To Location +2 More	LC.2025-132388	
<input type="checkbox"/>	Location LC.2025-788505	Enabled for Payment +3 More	LC.2025-788505	

To add team member(s) in the profile

1 Click on “Add” button



Workbench / Supplier Profile

TEST RAJ SUPPLIER GEP Registered

Discussion Forum

More

Cancel

Submit

Supplier

SECTIONS

Basic Details

Identification Information

Business Information

Contact Information (5)

Location

Related Content

Diversity & Certificates

Notes and Attachments

Banking Information

Contact Information (5)

Invite Supplier

Add

Delete

The Contact Information section allows you to update supplier contacts, define roles and designate any contact as primary to the supplier profile

Contact Information

Select	Mark as Primary	*First Name	*Last Name	*Email Id	Code	Status	Designation	Primary Phone	Save	Invite
<input type="checkbox"/>		Rajalakshmi	Supplier	rajalakshmi.iyer...	CC-2025.004458	Registered		478184918		
<input type="checkbox"/>		Shubhangi	Supplier	shubhangi.kara...	CC-2025.004573	Registered				
<input type="checkbox"/>		Stalin	Pereira	stalin.pereira@g...	CC-2025.004584	Registered				
<input type="checkbox"/>		John	Little	kesobeh401@d...	CC-2025.004585	Registered				
3 <input type="checkbox"/>						Non-Invited				

Location

Manage Location Defaults

Add

Delete

Select	*Location Name	Type	Location Code	Phone Numbers
<input type="checkbox"/>	Location LC.2025-788505	Enabled for Payment +3 More	LC.2025-788505	
<input type="checkbox"/>	Location LC.2025-132388	Remit To Location +2 More	LC.2025-132388	

A line gets added where you need to fill in mandatory details





Workbench / Supplier Profile

TEST RAJ SUPPLIER GEP Registered

Discussion Forum More Cancel Submit

Supplier

SECTIONS

\* Basic Details

\* Identification Information

\* Business Information

\* Contact Information (5)

\* Location

Related Content

\* Diversity & Certificates

Notes and Attachments

\* Banking Information

Contact Information (5)

Invite Supplier Add Delete

The Contact Information section allows you to update supplier contacts, define roles and designate any contact as primary to the supplier profile

Contact Information

Select	Mark as Primary	*First Name	*Last Name	*Email Id	Code	Status	Designation	Primary Phone	Save	Invite
<input type="checkbox"/>		Rajalakshmi	Supplier	rajalakshmi.iyer...	CC-2025.004458	Registered		478184918		
<input type="checkbox"/>		Shubhangi	Supplier	shubhangi.kara...	CC-2025.004573	Registered				
<input type="checkbox"/>		Stalin	Pereira	stalin.pereira@g...	CC-2025.004584	Registered				
<input type="checkbox"/>		John	Little	kesobeh401@d...	CC-2025.004585	Registered				
<input type="checkbox"/>		Test	User	testuser@gmail...		Non-Invited				

Location

Manage Location Defaults Add Delete

Select	*Location Name	Type	Location Code	Phone Numbers
<input type="checkbox"/>	Location LC:2025-788505	Enabled for Payment +3 More	LC.2025-788505	
<input type="checkbox"/>	Location LC:2025-132388	Remit To Location +2 More	LC.2025-132388	

1

Enter the team member(s) contact details



Contact Information (5)

Invite Supplier

2

Delete

The Contact Information section allows you to update supplier contacts, define roles and designate any contact as primary to the supplier profile

Contact Information

Select	Mark as Primary	*First Name	*Last Name	*Email Id	Code	Status	Designation	Primary Phone	Save	Invite
<input type="checkbox"/>		Rajalakshmi	Supplier	rajalakshmi.iyer...	CC-2025.004458	Registered		478184918		
<input type="checkbox"/>		Shubhangi	Supplier	shubhangi.kara...	CC-2025.004573	Registered				
<input type="checkbox"/>		Stalin	Pereira	stalin.pereira@g...	CC-2025.004584	Registered				
<input type="checkbox"/>		John	Little	john.little@...	CC-2025.004585	Registered				
<input checked="" type="checkbox"/>		Test	User	test.user@...						

Location

Select	*Location Name	Type
<input type="checkbox"/>	Location LC.2025-788505	End
<input type="checkbox"/>	Location LC.2025-132388	Ren

Success

Record(s) deleted successfully

- In case you would like to delete any contact from “Contact Information”
- 1

Select the checkbox for the contact you would like to delete
- 2

Click on “Delete”
- 3

A confirmation pop-up will confirm deletion



Contact Information (4)

2

Invite Supplier

Add

Delete

The Contact Information section allows you to update supplier contacts, define roles and designate any contact as primary to the supplier profile

Contact Information

Select	Mark as Primary	*First Name	*Last Name	*Email Id	Code	Status	Designation	Primary Phone	Save	Invite
<div>1</div> <input type="checkbox"/>		Rajalakshmi	Supplier	rajalakshmi.iyer...	CC-2025.004458	Registered		478184918		
<input type="checkbox"/>		Shubhangi	Supplier	shubhangi.kara...	CC-2025.004573	Registered				
<input type="checkbox"/>		Stalin	Pereira	stalin.pereira@g...	CC-2025.004584	Registered				
<input type="checkbox"/>		John	Little	kesobeh401@d...	CC-2025.004585	Registered				

Location

Manage Location Defaults

Add

Delete

Select	*Location Name	Type	Location Code	Phone Numbers
<input type="checkbox"/>	Location LC.2025-132388	Remit To Location +2 More	LC.2025-132388	
<input type="checkbox"/>	Location LC.2025-788505	Enabled for Payment +3 More	LC.2025-788505	

If you would like to send registration email to your team member(s), you must Invite them

1 Select the check box

2 Click on “Invite Supplier”



irwinmitchell

Catalogue

Sourcing

Contract

Purchasing

Invoice

Supplier

Auction

Analytics

Search

SP

Workbench / Supplier Profile

TEST RAJ SUPPLIER

GEP Registered

Discussion Forum

More

1

Submit

Supplier

SECTIONS

Basic Details

Identification Information

Business Information

Contact Information (4)

Location

Related Content

Diversity & Certificates

Notes and Attachments

Banking Information

Basic Details

Indicates required fields

Legal Company Name

TEST RAJ SUPPLIER

Formerly Known As

Does your company have a DUNS number?

Select

Identification

Contacts, define roles and designate any contact as primary to the supplier profile

2

Success

Profile has been submitted successfully.

Currently, no change request approval is triggered for contact updates

Last Name	Email Id	Code	Status	Designation	Primary Phone	Save	Invite
Supplier	rajalakshmi.iyer...	CC-2025.004458	Registered		478184918		
Supplier	shubhangi.kara...	CC-2025.004573	Registered				
Pereira	stalin.pereira@g...	CC-2025.004584	Registered				
Little	kesobeh401@d...	CC-2025.004585	Registered				
User	testuser@gmail....		Non-Invited				

- 1

Once all the required changes are made, click on "Submit"
- 2

A success prompt shows up



[← BACK TO TABLE OF CONTENT](#)



# **PURCHASE ORDERS (PO)**



Home

Client list ⓘ

IRWINMITCHELL

Profiles: < TEST RAJ SUPPLIER > Create

Profile Reminder

Access your client-specific profile by clicking 'Review Profile'

Review Profile ⓘ

Relationship Summary

Contracts (13)

Invoice (44)

1

Purchase Order (100)

My Tasks ⓘ

View all tasks

⚠

PO-2025-008244

Pending since 164 days

Purchase Order

Action Pending

⚠

PO-2025-008245

Pending since 164 days

Purchase Order

Action Pending

⚠

PO-2025-008246

Pending since 164 days

Purchase Order

Action Pending

⚠

PO-2025-008246

Pending since 162 days

Purchase Order

Action Pending

⚠

PO-2025.008302

Pending since 160 days

Purchase Order

Action Pending

English ⓘ

Links & Documents

powered by

GEP Business Network User Manual

Log-in to GEP Business Network

Bookmark the [link](https://businessnetwork.gep.com/) for future use (<https://businessnetwork.gep.com/>)

1


Click on “Purchase Order”

**Note:** All POs sent by Irwin Mitchell will be auto acknowledged and will be in **“Accepted”** status

Suppliers will also get an email (PO Notification) from the system along with PDF copy of the Purchase order

← BACK TO TABLE OF CONTENT



 Catalogue Sourcing Contract **Purchasing** Invoice Supplier Auction Analytics

«

Home

Create

Manage Catalogues

My Tasks

←

Purchase Order Workbench

Purchase Order

Purchase Order

All 100 Accepted 96 Cancelled 3 Closed 1

Search

Order Name

Order Number

Item Number

Supplier Item Number

Created By

Match Type

Created Between

Need By Date

Purchase Type

Status

	Order Number	Order Name	Created By	Created On	Supplier Name	Supplier Contact
<input type="checkbox"/>	PO-2025.010087	PO-2025.010087	William Heathfield	07/01/2025	TEST RAJ SUPPLIER	Rajalakshmi Supplier
<input type="checkbox"/>	PO-2025.010079	PO-2025.010079	William Heathfield	06/30/2025	TEST RAJ SUPPLIER	Rajalakshmi Supplier
<input type="checkbox"/>	PO-2025.010040	Copy of Copy of RI test	Rajalakshmi Iyer	06/27/2025	TEST RAJ SUPPLIER	Rajalakshmi Supplier
<input type="checkbox"/>	PO-2025.010037	Copy of RI test	Rajalakshmi Iyer	06/27/2025	TEST RAJ SUPPLIER	Rajalakshmi Supplier
<input type="checkbox"/>	PO-2025.009936	Copy of RI test cancellation of the	Rajalakshmi Iyer	06/20/2025	TEST RAJ SUPPLIER	Rajalakshmi Supplier
<input type="checkbox"/>	PO-2025.009913	RI test	Rajalakshmi Iyer	06/19/2025	TEST RAJ SUPPLIER	Rajalakshmi Supplier
<input type="checkbox"/>	PO-2025.009868	Amended PO	Shubhangi Karande	06/16/2025	TEST RAJ SUPPLIER	Rajalakshmi Supplier
<input type="checkbox"/>	PO-2025.009861	Test Purchase Order	Manika 1Business User	06/13/2025	TEST RAJ SUPPLIER	Rajalakshmi Supplier

The “Purchasing” workbench opens up

Suppliers will also get an email (PO Notification) from the system along with PDF copy of the Purchase order

← BACK TO TABLE OF CONTENT



Reach PO

Check Details

IM irwinmitchell

Catalogue

Sourcing

Contract

Purchasing

Invoice

Supplier

Auction

Analytics

Search

«

←

Purchase Order Workbench

Purchase Order

Purchase Order

All 100

Accepted 96

Cancelled 3

Closed 1

Q Search

Manage Columns

Mass Upd

Order Name

Order Number

Item Number

Supplier Item Number

Created By

Match Type

Created Between

Need By Date

Purchase Type

Status

Order Line Sub

	Order Number	Order Name	Created By	Created On	Supplier Name	Supplier Contact	Currency
<input type="checkbox"/>	PO-2025.010087	PO-2025.010087	William Heathfield	07/01/2025	TEST RAJ SUPPLIER	Rajalakshmi Supplier	GBP
<input type="checkbox"/>	PO-2025.010079	PO-2025.010079	William Heathfield	06/30/2025	TEST RAJ SUPPLIER	Rajalakshmi Supplier	GBP
<input type="checkbox"/>	PO-2025.010040	Copy of Copy of RI test	Rajalakshmi Iyer	06/27/2025	TEST RAJ SUPPLIER	Rajalakshmi Supplier	USD
<input type="checkbox"/>	PO-2025.010037	Copy of RI test	Rajalakshmi Iyer	06/27/2025	TEST RAJ SUPPLIER	Rajalakshmi Supplier	USD
<input type="checkbox"/>	PO-2025.009936	Copy of RI test cancellation of the	Rajalakshmi Iyer	06/20/2025	TEST RAJ SUPPLIER	Rajalakshmi Supplier	EUR
<input type="checkbox"/>	PO-2025.009913	RI test	Rajalakshmi Iyer	06/19/2025	TEST RAJ SUPPLIER	Rajalakshmi Supplier	USD
<input type="checkbox"/>	PO-2025.009868	Amended PO	Shubhangi Karande	06/16/2025	TEST RAJ SUPPLIER	Rajalakshmi Supplier	EUR
<input type="checkbox"/>	PO-2025.009861	Test Purchase Order	Manika 1Business User	06/13/2025	TEST RAJ SUPPLIER	Rajalakshmi Supplier	GBP
<input type="checkbox"/>	PO-2025.009848	RI test order workbench DAC, GR	Rajalakshmi 1Business User	06/13/2025	TEST RAJ SUPPLIER	Rajalakshmi Supplier	GBP

You can filter your PO(s) using the filtering functionality

Suppliers will also get an email (PO Notification) from the system along with PDF copy of the Purchase order

← BACK TO TABLE OF CONTENT





IMirwinmitchell

Catalogue

Sourcing

Contract

Purchasing

Invoice

Supplier

Auction

Analytics

<<

Home

Create

Manage Catalogues

My Tasks

Purchase Order Workbench

Purchase Order

Purchase Order

All 100Accepted 96Cancelled 3Closed 1

Search

Order NameOrder NumberItem NumberSupplier Item NumberCreated ByMatch TypeCreated By

	Order Number	Order Name	Created By	Created On	Sup
1	PO-2025.010087	PO-2025.010087	William Heathfield	07/01/2025	TE
<input type="checkbox"/>	PO-2025.010079	PO-2025.010079	William Heathfield	06/30/2025	TE
<input type="checkbox"/>	PO-2025.010040	Copy of Copy of RI test	Rajalakshmi Iyer	06/27/2025	TE
<input type="checkbox"/>	PO-2025.010037	Copy of RI test	Rajalakshmi Iyer	06/27/2025	TE

1

Click on the “Order Number” to open it

Suppliers will also get an email (PO Notification) from the system along with PDF copy of the Purchase order

← BACK TO TABLE OF CONTENT



IM irwinmitchell

Catalogue

Sourcing

Contract

Purchasing

Invoice

Supplier

Auction

Analytics

Search

Workbench / Edit Purchase Order

PO-2025.010087

Accepted

Comments & Attachments

Total Amount  
GBP 1,000

1

SECTIONS

Basic Details

Supplier Details

Delivery and Invoicing Details

Line Details

Terms & Conditions

Basic Details

Indicates Required Fields

Order Number PO-2025.010087	Version 0000	Order Author William Heathfield	* Order Name PO-2025.010087	Created On 07/01/2025
* Currency GBP : British Pound . GBP	* Order Contact Caroline Jones	* Purchase Type GL	* Unit Irwin Mitchell LLP	

Supplier Details

Indicates Required Fields

* Supplier Name TEST RAJ SUPPLIER	Supplier Code PC-2025.004142	Supplier Phone 478184918	Supplier Email Id rajalakshmi.iyer@gep.com	Supplier Contact Rajalakshmi Supplier
* Remit To Location LC.2025-132388	Remit To Address GEP RI hwkfqfn India	Remit To Location Phone -		
* Ordering Location Location LC.2025-132388	Order Location Address GEP RI hwkfqfn India			
Payment Term Name Pay When Paid	* Payment Terms Code 16			

The PO opens up

1 The PO is divided into multiple sections



IM irwinmitchell

CatalogueSourcingContractPurchasingInvoiceSupplierAuctionAnalytics

Search

Workbench / Edit Purchase Order

PO-2025.010087

Accepted

Comments & Attachments

Total Amount  
GBP 1,000

SECTIONS

1

\* Basic Details

\* Supplier Details

\* Delivery and Invoicing Details

\* Line Details

Terms & Conditions

Basic Details

\* Indicates Required Fields

Order Number PO-2025.010087	Version 0000	Order Author William Heathfield	* Order Name PO-2025.010087	Created On 07/01/2025
* Currency GBP : British Pound . GBP	* Order Contact Caroline Jones	* Purchase Type GL	* Unit Irwin Mitchell LLP	

Supplier Details

1

Click on “Basic Details” to view the general details

Basic Details

\* Indicates Required Fields

Order Number PO-2025.010087	Version 0000	Order Author William Heathfield	* Order Name PO-2025.010087	Created On 07/01/2025	Interface Status AcceptedByERP
* Currency GBP : British Pound . G...	* Order Contact Caroline Jones	* Purchase Type GL	* Unit Irwin Mitchell LLP		

← BACK TO TABLE OF CONTENT



Workbench / Edit Purchase Order

PO-2025.010087

Accepted

Comments & A

SECTIONS

\*Basic Details

1

\*Supplier Details

\*Delivery and Invoicing Details

\*Line Details

Terms & Condi

Supplier Details

\* Indicates Required Fields

\* Supplier Name

TEST RAJ SUPPLIER

Supplier Code

PC-2025.004142

Supplier Phone

478184918

Supplier Email Id

rajalakshmi.iyer@gep.com

\* Remit To

Location LC.2025-132388

Remit To Address

GEP RI hwkfqfn India

Remit To Location Phone

-

Supplier Details

\* Indicates Required Fields

\* Supplier Name

TEST RAJ SUPPLIER

Supplier Code

PC-2025.004142

Supplier Phone

478184918

Supplier Email Id

rajalakshmi.iyer@gep.com

Supplier Contact

Rajalakshmi Supplier

\* Remit To

Location LC.2025-132388

Remit To Address

GEP RI hwkfqfn India

Remit To Location Phone

-

\* Ordering Location

Location LC.2025-132388

Order Location Address

GEP RI hwkfqfn India

Payment Term Name

Pay When Paid

\* Payment Terms Code

16

1

Click on “Supplier Details” to view the details



»

←

Workbench / Edit Purchase Order

PO-2025.010087

Accepted

Comments & Attachments

Total Amount  
GBP 1,000

SECTIONS

\* Basic Details

\* Supplier Details

1

\* Delivery and Invoicing Details

\* Line Details

Terms & Conditions

▼ Delivery and Invoicing Details

\* Indicates Required Fields

\* Ship To

Irwin Mitchell LLP

Ship To Address

Riverside East 2 Millsands Sheffield GB S3 8DT

Adhoc ShipTo

Add

\* Bill To

Irwin Mitchell LLP

Bill To Address

Riverside East 2 Millsands Sheffield GB S3 8DT

Contact Email

-

Contact Phone

-

▼ Delivery and Invoicing Details

\* Indicates Required Fields

\* Ship To

Irwin Mitchell LLP

Ship To Address

Riverside East 2 Millsands Sheffield GB S3 8DT

Adhoc ShipTo

Add

\* Bill To

Irwin Mitchell LLP

Bill To Address

Riverside East 2 Millsands Sheffield GB S3 8DT

Contact Email

-

Contact Phone

-

Deliver To

-

1

Click on “Delivery and Invoicing Details” to view the details





Workbench / Edit Purchase Order

PO-2025.010087

Accepted

Comments & Attachments

Total Amount  
GBP 1,000

SECTIONS

\* Basic Details

\* Supplier Details

\* Delivery and Invoicing Details

\* Line Details

Terms & Conditions

\* Ship To  
Irwin Mitchell LLP

Ship To Address  
Riverside East 2 Millsands Sheffield GB S3 8DT

Adhoc ShipTo  
Add

\* Bill To  
Irwin Mitchell LLP

Bill To Address  
Riverside East 2 Millsands Sheffield GB S3 8DT

Contact Email  
-

Contact Phone  
-

Line Details

Line

Line Number	* Item Name	Item Description	Requisition Link	Referenced Documents	Status	Document Hierarchy
1	Laptops			View	Accepted	View

1

Click on “Line Details” to view the line item details

**Note:** For any changes required on the PO, you need to reach out to your **Irwin Mitchell Order Contact**

Line Details

Manage Columns

Line

Line Number	* Item Name	Item Description	Requisition Link	Referenced Documents	Status	Document Hierarchy
1	Laptops			View	Accepted	View

Reach PO

Check Details

»

←

Workbench / Edit Purchase Order

PO-2025.010087

Accepted

Comments & Attachments

Total Amount  
GBP 1,000

Print Preview

Create Invoice

SECTIONS

\*Basic Details

\*Supplier Details

\*Delivery and Invoicing Details

\*Line Details

1 Terms & Conditions

▼ Delivery and Invoicing Details

\* Indicates Required Fields

\* Ship To

Irwin Mitchell LLP

Ship To Address

Riverside East 2 Millsands Sheffield GB S3 8DT

Adhoc ShipTo

Add

\* Bill To

Irwin Mitchell LLP

Bill To Address

Riverside East 2 Millsands Sheffield GB S3 8DT

Contact Email

-

Contact Phone

-

Deliver To

-

▼ Line Details

Manage Columns

Line

▲	□	Line Number	Item Name	Item Description	Requisition Link	Referenced Documents	Status	Document Hierarchy
	□	1	Laptops			View	Accepted	View

▼ Terms & Conditions

□	Name	Added By	Added On
□	T&Cs		04/28/2025 6:58 AM

1

Click on “Terms & Conditions” to view the T&C if any

PO STATUSES	EXPLANATION
Accepted	Purchase Order is sent to the supplier in accepted state
Closed	Purchase Order is closed for invoicing
Cancelled	Purchase Order has been cancelled by the buyer

[← BACK TO TABLE OF CONTENT](#)



# INVOICES





Purchase Order Workbench

← Purchase Order

Purchase Order

All 100

Accepted 96

Cancelled 3

Closed 1

Search

Manage Columns

Order Name

Order Number

Item Number

Supplier Item Number

Created By

Match Type

Created Between

Need By Date

Purchase Type

	Order Number	Order Name	Created By	Created On	Supplier Name	Supplier Contact
<input type="checkbox"/>	PO-2025.010087	PO-2025.010087	William Heathfield	07/01/2025	TEST RAJ SUPPLIER	Rajalakshmi Supplier
<input type="checkbox"/>	PO-2025.010079	PO-2025.010079	William Heathfield	06/30/2025	TEST RAJ SUPPLIER	Rajalakshmi Supplier
<input type="checkbox"/>	PO-2025.010040	Copy of Copy of RI test	Rajalakshmi Iyer	06/27/2025	TEST RAJ SUPPLIER	Rajalakshmi Supplier
<input type="checkbox"/>	PO-2025.010037	Copy of RI test	Rajalakshmi Iyer	06/27/2025	TEST RAJ SUPPLIER	Rajalakshmi Supplier
<input type="checkbox"/>	PO-2025.009936	Copy of RI test cancellation of the	Rajalakshmi Iyer	06/20/2025	TEST RAJ SUPPLIER	Rajalakshmi Supplier
<input type="checkbox"/>	PO-2025.009913	RI test	Rajalakshmi Iyer	06/19/2025	TEST RAJ SUPPLIER	Rajalakshmi Supplier
<input type="checkbox"/>	PO-2025.009868	Amended PO	Shubhangi Karande	06/16/2025	TEST RAJ SUPPLIER	Rajalakshmi Supplier

Click on the PO number to open it up





IM irwinmitchell

Catalogue

Sourcing

Contract

Purchasing

Invoice

Supplier

Auction

Analytics

Search

TI

Workbench / Edit Order

PO-2025.010087

Accepted

Comments & Attachments

Total Amount  
GBP 1,000

Print

Create Invoice

SECTIONS

\*Basic Details

\*Supplier Details

\*Delivery and Invoicing Details

\*Line Details

Terms & Conditions

Basic Details

\* Indicates Required Fields

Order Number PO-2025.010087	Version 0000	Order Author William Heathfield	* Order Name PO-2025.010087	Created On 07/01/2025	Interface Status AcceptedByERP
* Currency GBP : British Pound , GBP	* Order Contact Caroline Jones	* Purchase Type GL	* Unit Irwin Mitchell LLP		

Supplier Details

\* Indicates Required Fields

* Supplier Name TEST RAJ SUPPLIER	Supplier Code PC-2025.004142	Supplier Phone 478184918	Supplier Email Id rajalakshmi.iyer@gep.com	Supplier Contact Rajalakshmi Supplier
* Remit To Location LC.2025-132388	Remit To Address GEP RI hwkfqfn India	Remit To Location Phone -		
* Ordering Location Location LC.2025-132388	Order Location Address GEP RI hwkfqfn India			
Payment Term Name Pay When Paid	* Payment Terms Code 16			

- 1

To create an invoice, the PO needs to be in “Accepted” status
- 2

Click on “Create Invoice” button



Click “Yes” on the confirmation pop-up

Create Draft Invoice

Add Details

Add Attachment

Submit Invoice

Invoice Workbench / Invoice

Test Invoice Draft

Comments & Attachments

Total Amount  
GBP 1,000.00

more

Save

Submit

SECTIONS

Scanned Invoice

\*Basic Details

\*Supplier Details

\*Payment and Delivery Details

Stakeholder Details

Line Details

Scanned Invoice

Upload your files

Click here to select your files

Browse

Limited to file(s) of 10 MB each | Maximum 1 file(s) can be uploaded at a time | Supported file formats: PDF | Attachment name length is limited to 100 characters

Cancel

Done

Basic Details

\* Indicates Required Fields

\* Invoice Name  
Test Invoice

\* Invoice Number  
INV-2025.003227

\* Invoice Amount  
0

Currency  
GBP:British Pound . GBP

Invoice Type  
Standard

\* Supplier Invoice Number  
123456

An invoice in “Draft” status opens up

1 The different sections of the invoice can be navigated from the left panel

**Note:** If you need to save progress while entering details, you can click on the “Save” button and continue later



▼ Basic Details

\* Indicates Required Fields

\* Invoice Name

Test Invoice

\* Invoice Number

INV-2025.003227

\* Invoice Amount

0

Currency

GBP:British Pound . GBP

Invoice Type

Standard

\* Supplier Invoice Number

123456

Invoice Creation Date

07/02/2025

2

\* Supplier Invoice ...

07/02/2025

Supplier Name

TEST RAJ SUPPLIER

Order Number

PO-2025.010087

Purchase Type

GL

Scheduled Payment Date

11/16/2052

Net Payment

1,000

▼ Supplier Details

\* Indicates Required Fields

Order Location

Location LC.2025-132388

Order Location Address

GEP RI,hwkfjqfn,India

\* Remit To Location

LC.2025-132388 : Loc...

Remit To Address

GEP RI,hwkfjqfn,India

Remit To Location Phone

Supplier Contact

Rajalakshmi Supplier

Supplier Email

rajalakshmi.iyer@gep.com

Supplier Phone No.

478184918

Supplier Tax Identifi...

The second section is “Basic Details”

1 Enter “Supplier Invoice Number” as generated in your system

2 Enter “Supplier Invoice Date” as generated in your system

**Note:** All other details (including line level details) will be flipped from the PO



▼ Stakeholder Details

\* Indicates Required Fields

Order Contact

Manika 1Business User

Buyer Email / Phone

manika.sharma@gep.com

▼ Line Details

+

Add

1

Export Data

📄

Manage Columns

📄

Duplicate Invoice

Line

▲	Select	Line Number	Item Type	Line Type	Price Basis	PO Line Number	Item Number	Supplier Item Number	Item Name
<input type="checkbox"/>		1	Material	Material	Quantity	1			test
<input type="checkbox"/>		2	Material	Material	Quantity	2			test
<input type="checkbox"/>		3	Material	Material	Quantity	3			test
<input type="checkbox"/>		4	Material	Material	Quantity	4			test

The fifth section is “Line Details” which will be flipped from the PO

1

You can download the line details by clicking on “Export Data”





▼ Stakeholder Details

\* Indicates Required Fields

Order Contact

Manika 1Business User

Buyer Email / Phone

manika.sharma@gep.com

▼ Line Details

2

Delete

Export Data

Manage Columns

Duplicate Invoice

Line

▲ Select ↓↑	Line Number ↓↑≡	Item Type ↓↑≡	Line Type ↓↑≡	Price Basis ↓↑≡	PO Line Number ↓↑≡	Item Number ↓↑≡	Supplier Item Number ↓↑≡	Item Name
1 <input checked="" type="checkbox"/>	1	Material	Material	Quantity	1			test
<input type="checkbox"/>	2	Material	Material	Quantity	2			test
<input type="checkbox"/>	3	Material	Material	Quantity	3			test
<input type="checkbox"/>	4	Material	Material	Quantity	4			test

For partial invoicing

1 Select the line(s) you would like to delete

2 Click on “Delete” button to delete the line(s) from the invoice. Deleted line(s) would be available to invoice next time



Bill To  
Irwin Mitchell LLP

Bill To Address  
Riverside East,2 Millsands,Sheffield,GB,S3 8DT

Bill to email  
-

Bill To Phone  
-

Payment Terms  
Pay When Paid

Bank Details  
[View Information](#)

▼ Stakeholder Details

\* Indicates Required Fields

Order Contact  
Rajalakshmi Iyer

Buyer Email / Phone  
rajalakshmi.iyer@gep.com

▼ Line Details

⊕ Add    🗑 Delete    📄 Export Data    🛠 Manage Columns    📄 Duplicate Invoice

Line

▲	Select	Line Number	Category	UOM	Start Date	End Date	Need By Date	Item Source	Unit Price
<input type="checkbox"/>		1	DIT SERVICES	Day			01/19/2025	Hosted and Internal	150
<input type="checkbox"/>		2	PTOP	Item	<div>1</div> <div>07/03/2025</div>	<div>07/04/2025</div>		Hosted	106,459.65

1

In case of Services, you can update the “Start Date” and “End Date”

All the details are flipped from PO

← BACK TO TABLE OF CONTENT

Create Draft Invoice

Add Details

Add Attachment

Submit Invoice

Bill To

Irwin Mitchell LLP

Bill To Address

Riverside East,2 Millsands,Sheffield,GB,S3 8DT

Bill to email

-

Bill To Phone

-

Payment Terms

Pay When Paid

Bank Details

[View Information](#)

▼ Stakeholder Details

\* Indicates Required Fields

Order Contact

Rajalakshmi Iyer

Buyer Email / Phone

rajalakshmi.iyer@gep.com

▼ Line Details

⊕ Add

🗑 Delete

📄 Export Data

📊 Manage Columns

📄 Duplicate Invoice

Line

▲	Select	Line Number	y Date	Item Source	Unit Price	Quantity	Sub-Total	Taxes	Line Total
<input type="checkbox"/>		1	2025	Hosted and Internal	150	1.00	150	<a href="#">Add Taxes</a>	150
<input type="checkbox"/>		2		Hosted	106,459.65	1.00	106,459.65	<a href="#">Add Taxes</a>	106,459.65

- 1

In case of Material, you can make changes in “Quantity”
- 2

In case of Services, you can make changes in “Unit Price”

All the details are flipped from PO

← BACK TO TABLE OF CONTENT

Create Draft Invoice

Add Details

Add Attachment

Submit Invoice

Pay when Paid

view information

▼ Stakeholder Details

\* Indicates Required Fields

Order Contact

Manika 1Business User

Buyer Email / Phone

manika.sharma@gep.com

▼ Line Details

⊕ Add

🗑 Delete

📄 Export Data

🔧 Manage Columns

📄 Duplicate Invoice

Line

▲ Select	Line Number	Qty Date	Item Source	Unit Price	Quantity	Sub-Total	Taxes	Line Total
<input checked="" type="checkbox"/>	1	2025	Manual		100	10.00	1,000	1,000
<input type="checkbox"/>	2	2025	Manual		100	10.00	1,000	1,000
<input type="checkbox"/>	3	2025	Manual		100	10.00	1,000	1,000
<input type="checkbox"/>	4	2025	Manual		100	10.00	1,000	1,000

1

To add VAT to a line, click on “Add Taxes” button under the Taxes column

All the details are flipped from PO

← BACK TO TABLE OF CONTENT



PM Draft

Supplier Email  
rajalakshmi.lyer@gep.com

Supplier Contact  
Rajalakshmi Supplier

Payment and Delivery Details

\* Indicates Required Fields

\* Ship To  
rWN4JwIA0yA

Ship To Address  
-

\* Bill To  
Irwin Mitchell Scotland

Bill To Address  
1st Floor, 1 West Regent Street, Glas

Bill to email  
-

Bill To Phone  
-

Line Details

Line

2 Error(s) | Line 1: Item Name cannot be empty

Select

Line Number

Item Source

2

1

Manual

Taxes 12.5%

1 

+ Add

Delete

Tax Code	taxType	Tax Description	Tax Rate	Tax Amount
<div>2 <div>Enter Tax Code</div><div>I10</div><div>I100</div><div>I101</div><div>I102</div><div>I104</div><div>I106</div></div>	VAT	Input - 12.5% IM UK	12.5	0

Ca

3

Apply

A dialogue box will open allowing you to add taxes on the selected line item

1 Click on “Add” button to add tax

2 Select the applicable tax code from the drop-down menu

3 Click on “Apply”





to continue:

Irwin Mitchell LLP

4 Wellington Place,Leeds,GB,LS1 4

Bill To

Irwin Mitchell LLP

Bill To Address

Riverside East,2 Millsands,She

Bill to email

Bill To Phone

Stakeholder Details

\* Indicates Required Fields

Order Contact

Manika 1Business User

Buyer Email / Phone

manika.sharma@gep.com

Line Details

Line

Select	Line Number	rice
<input checked="" type="checkbox"/>	1	100
<input type="checkbox"/>	2	100
<input type="checkbox"/>	3	100

Taxes

12.5%

2

Delete

Tax Code	Tax Type	Tax Description	Tax Rate	Tax Amount
I17	VAT	Input - 12.5% IM UK	12.5	125

Cancel

Apply

- To delete any added taxes
- 1 Select the tax by clicking on the check box
- 2 Click on “Delete” button



Invoice Workbench / Invoice

Test Invoice Draft

Comments & Attachments

1

Total Amount

GBP 4,125.00

More

Save

Submit

SECTIONS

Scanned Invoice

\*Basic Details

\*Supplier Details

\*Payment and Delivery Details

Stakeholder Details

Line Details

Click here to select your files

Browse

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Cancel

Done

Basic Details

\* Indicates Required Fields

\*Invoice Name

Test Invoice

\*Invoice Number

INV-2025.003231

1

\*Invoice Amount

4,125

Currency

GBP:British Pound . GBP

Invoice Type

Standard

\*Supplier Invoice Number

123456

Invoice Creation Date

07/03/2025

\*Supplier Invoice D...

07/03/2025

Supplier Name

TEST RAJ SUPPLIER

Order Number

PO-2025.009848

Purchase Type

GL

Scheduled Payment Date

11/17/2052

Net Payment

4,125

Supplier Details

Go back to the “Basic Details” section

1 Enter the “Invoice Amount” as shown in the header. This should be the Gross Total, including VAT.

**Note:** For any invoicing related queries, kindly reach out to **Purchase.Ledger@irwinmitchell.com**



IM irwinmitchell

Catalogue

Sourcing

Contract

Purchasing

Invoice

Supplier

Auction

Analytics

Search

T1

»

←

Invoice Workbench / Invoice

Test Invoice

Draft

Comments & Attachments

Total Amount

GBP 4,125.00

More

Save

Submit

SECTIONS

Scanned Invoice

\*Basic Details

\*Supplier Details

\*Payment and Delivery Details

Stakeholder Details

Line Details

Scanned Invoice

Upload your files

1

Click here to select your files

Browse

Limited to file(s) of 10 MB each | Maximum 1 file(s) can be uploaded at a time | Supported file formats: PDF | Attachment name length is limited to 100 characters

Cancel

Done

Basic Details

\* Indicates Required Fields

\* Invoice Name

Test Invoice

\* Invoice Number

INV-2025.003231

\* Invoice Amount

4,125

Currency

GBP:British Pound . GBP

Invoice Type

Standard

\* Supplier Invoice Number

123456

Use “Scanned Invoice” section to upload the pdf copy of your system generated invoice

1

Click on “Browse” and locate the pdf copy from your system / You can also do “Drag and Drop”

**Note:** It is mandatory to upload the soft copy of your invoice for submission



▼ Scanned Invoice

Upload your files

Click here to select your files [Browse](#)

Limited to file(s) of 10 MB each | Maximum 1 file(s) can be uploaded at a time | Supported file formats: PDF

INV234.pdf

Uploaded: 214.658 KB

1

✓

C

2

Done

▼ Basic Details

\* Indicates Required Fields

* Invoice Name	* Invoice Number	* Invoice Amount	Currency	Invoice Type	* Supplier Invoice Number
Invoice for Screenshot	INVGEP.2025.002724	3,827	USD:US Dollar	Standard	INV234

The pdf copy would get uploaded

1 Click on bin icon to delete and reupload file (if required)

2 Click on “Done”



Invoice Workbench / Invoice

Test Invoice Draft

Comments & Attachments

Total Amount  
GBP 4,125.00

More

Save

Submit

SECTIONS

Scanned Invoice

\*Basic Details

\*Supplier Details

\*Payment and Delivery Details

Stakeholder Details

Line Details

Scanned Invoice

Upload your files

Click here to select your files

Browse

Limited to file(s) of 10 MB each | Maximum 1 file(s) can be uploaded at a time | Supported file formats: PDF | Attachment name length is limited to 100 characters

Delete

Cancel

Done

Pages 1 / 2

Previous

Next

+

+

+

+

+

+

All invoices must contain the Purchase Order Number quoted below

**Purchase Order ('PO') Request**

To:

Supplier Name and Address: TEST RAJ SUPPLIER

The uploaded invoice pdf copy would show up





Invoice Workbench / Invoice

Test Invoice Draft

Comments & Attachments

Total Amount  
GBP 4,125.00

More

1

Submit

SECTIONS

Scanned Invoice

\*Basic Details

\*Supplier Details

\*Payment and Delivery Details

Stakeholder Details

Line Details

Basic Details

\* Indicates Required Fields

\*Invoice Name  
Test Invoice

\*Invoice Number  
INV-2025.003231

\*Invoice Amount  
4,125

Currency  
GBP:British Pound . GBP

Invoice Type  
Standard

\*Supplier Invoice Numb...  
123456

Invoice Creation Date  
07/03/2025

\*Supplier Invoi...  
07/03/2025

Supplier Name  
TEST RAJ SUPPLIER

Order Number  
PO-2025.009848

Purchase Type  
GL

Scheduled Payment Date  
11/17/2052

Net Payment  
4,125

Supplier Details

\* Indicates Required Fields

Order Location  
Location LC.2025-1323...

Order Location Address  
GEP RI,hwkfqfn,India

\*Remit To Location  
LC.2025-132388 : ...

Remit To Address  
GEP RI,hwkfqfn,India

Remit To Location Phone

Supplier Contact

Supplier Email

Supplier Phone No.

1

Click on “Submit” to submit the invoice

← BACK TO TABLE OF CONTENT

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66

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Invoice Workbench / Invoice

Test Invoice Draft

Comments & Attachments

Total Amount GBP 4,125.00

More

Save

Submit

SECTIONS

Scanned Invoice

Basic Details

Supplier Details

Payment and Delivery Details

Stakeholder Details

Line Details

Basic Details

Indicates Required Fields

Invoice Name

Test Invoice

Invoice Number

INV-2025.003231

Invoice Amount

4,125

Currency

GBP:British Pound . GBP

Invoice Type

Standard

Supplier Invoice Number

123456

Invoice Creation Date

07/03/2025

Supplier Invoice Number

5.009848

Supplier Name

Order Number

Purchase Type

GL

Scheduled Payment Date

11/17/2052

Net Payment

4,125

Supplier Details

Indicates Required Fields

Order Location

Location LC.2025-1323...

Order Location Address

GEP RI,hwkfqfn,India

Remit To Location

LC.2025-132388 : L...

Remit To Address

GEP RI,hwkfqfn,India

Remit To Location Phone

Supplier Contact

Rajalakshmi Supplier

Supplier Email

rajalakshmi.iyer@gep.c...

Supplier Phone No.

478184918

1

Confirmation

Please confirm that you are processing with 4 line(s) on this invoice

No Yes

A confirmation pop-up comes up

1

Click on “Yes” to confirm



IM irwinmitchell

CatalogueSourcingContractPurchasingInvoiceSupplierAuctionAnalytics

Search

TI

Invoice Workbench

Invoice

Supplier InvoiceSupplier Credit MemoSupplier Non-PO Invoice

Total 46

Processing In Progress 22

Exception 11

Draft 5

Paid 3

Rejected 2

Sent For Payment 2

Sent For Processing 1

Search

Manage ColumnsExport Data

Supplier NameInvoice SourceInvoice Creation DateInvoice NumberSupplier Invoice NumberSupplier Invoice DateInvoice TotalOrder Number

ResetSaveAll Filters

Invoice Number	Invoice Name	Invoice Type	Supplier Name	Document Hierarchy	Status	Duplicate Invoice
INV-2025.003231	Test Invoice	Standard	TEST RAJ SUPPLIER		Sent For Processing	
INV-2025.003227	Test Invoice	Standard	TEST RAJ SUPPLIER		Draft	
INV-2025.003181	RI test	Standard	TEST RAJ SUPPLIER		Processing In Prog...	
INV-2025.003170	Test Purchase Order Invoicing Co...	Standard	TEST RAJ SUPPLIER		Exception	
INV-2025.003168	Invoice on RI test automation tea...	Standard	TEST RAJ SUPPLIER		Exception	
INV-2025.003145	RI retest scenario 4	Standard	TEST RAJ SUPPLIER		Exception	
INV-2025.003146	RI retest scenario 4.1	Standard	TEST RAJ SUPPLIER		Processing In Prog...	

The invoice would get submitted successfully for further processing

INVOICE STATUSES	EXPLANATION
Draft	Invoice is created and pending submission
Processing in Progress	Invoice has been sent for further processing
Exception	Invoice has an exception and is waiting resolution
Sent For Payment	Invoice is sent for payment but not yet paid
Rejected	Invoice has been rejected by the buyer
Paid	Invoice is paid



[← BACK TO TABLE OF CONTENT](#)



# CREDIT MEMO





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Catalogue

Sourcing

Contract

Purchase

1 Invoice

Supplier

Auction

Analytics

>>

<

Invoice Workbench

Invoice

2 Supplier Invoice

Supplier Credit Memo

Supplier Non-PO Invoice

Total 47

Processing In Progress 23

Exception 11

Draft 5

Paid 3

Sent For Payment 3

Rejected 2

Q Search

<

Supplier Name

Invoice Source

Invoice Creation Date

Invoice Number

Supplier Invoice Number

Supplier Invoice Date

Invoice Total

>

Invoice Number	Invoice Name	Invoice Type	Supplier Name	Supplier ID
INV-2025.003246	RI test Credit memo PO invoice	Standard	TEST RAJ SUPPLIER	PC-2025.004142
INV-2025.002476	PO-2025-008245	Standard	TEST RAJ SUPPLIER	PC-2025.004142
INV-2025.003231	Test Invoice	Standard	TEST RAJ SUPPLIER	PC-2025.004142
INV-2025.003227	Test Invoice	Standard	TEST RAJ SUPPLIER	PC-2025.004142
INV-2025.003181	RI test	Standard	TEST RAJ SUPPLIER	PC-2025.004142
INV-2025.003170	Test Purchase Order Invoicing Co...	Standard	TEST RAJ SUPPLIER	PC-2025.004142
INV-2025.003168	Invoice on RI test automation tea...	Standard	TEST RAJ SUPPLIER	PC-2025.004142

- 1 Reach the Invoice workbench
- 2 Click on “Supplier Invoice” to view all your invoices

Create Draft Credit Memo

Add Details

Add Attachment

Submit Credit Memo

1

Total 47 Processing In Progress 23 Exception 11 Draft 5 Paid 3 Sent For Payment 3 Rejected 2

Search

Manage Co

2

Supplier Name Invoice Source Invoice Creation Date Invoice Number Supplier Invoice Number Supplier Invoice Date Invoice Total Order Number Payment Status Invoice St: >

Invoice Number	Invoice Name	Invoice Type	Supplier Name	Supplier ID	Document Hierarchy	Status
INV-2025.003246	RI test Credit memo PO invoice	Standard	TEST RAJ SUPPLIER	PC-2025.004142		Sent For Payment
INV-2025.002476	PO-2025-008245	Standard	TEST RAJ SUPPLIER	PC-2025.004142		Draft
INV-2025.003231	Test Invoice	Standard	TEST RAJ SUPPLIER	PC-2025.004142		Processing In Prog...
INV-2025.003227	Test Invoice	Standard	TEST RAJ SUPPLIER	PC-2025.004142		Draft
INV-2025.003181	RI test	Standard	TEST RAJ SUPPLIER	PC-2025.004142		Processing In Prog...
INV-2025.003170	Test Purchase Order Invoicing Co...	Standard	TEST RAJ SUPPLIER	PC-2025.004142		Exception
INV-2025.003168	Invoice on RI test automation tea...	Standard	TEST RAJ SUPPLIER	PC-2025.004142		Exception
INV-2025.003145	RI retest scenario 4	Standard	TEST RAJ SUPPLIER	PC-2025.004142		Exception

1

You can filter by invoice statuses

2

You can filter invoices by listed attributes as well



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CatalogueSourcingContractPurchasingInvoiceSupplierAuctionAnalytics

Search

Invoice Workbench

Invoice

Supplier InvoiceSupplier Credit MemoSupplier Non-PO Invoice

Total 47

Processing In Progress 23

Exception 11

Draft 5

Paid 3

Sent For Payment 3

Rejected 2

Search

Manage C

Supplier NameInvoice SourceInvoice Creation DateInvoice NumberSupplier Invoice NumberSupplier Invoice DateInvoice TotalOrder NumberPayment StatusInvoice St

Invoice Number	Invoice Name	Invoice Type	Supplier Name	Supplier ID	Document Hierarchy	Status
INV-2025.003246	RI test Credit memo PO invoice	Standard	TEST RAJ SUPPLIER	PC-2025.004142		Sent For Payment
INV-2025.002476	PO-2025-008245	Standard	TEST RAJ SUPPLIER	PC-2025.004142		Draft
INV-2025.003231	Test Invoice	Standard	TEST RAJ SUPPLIER	PC-2025.004142		Processing In Prog...
INV-2025.003227	Test Invoice	Standard	TEST RAJ SUPPLIER	PC-2025.004142		Draft
INV-2025.003181	RI test	Standard	TEST RAJ SUPPLIER	PC-2025.004142		Processing In Prog...
INV-2025.003170	Test Purchase Order Invoicing Co...	Standard	TEST RAJ SUPPLIER	PC-2025.004142		Exception
INV-2025.003168	Invoice on RI test automation tea...	Standard	TEST RAJ SUPPLIER	PC-2025.004142		Exception
INV-2025.003145	RI retest scenario 4	Standard	TEST RAJ SUPPLIER	PC-2025.004142		Exception
INV-2025.003146	RI retest scenario 4.1	Standard	TEST RAJ SUPPLIER	PC-2025.004142		Processing In Prog...
INV-2025.003141	PO-2025.009727	Standard	TEST RAJ SUPPLIER	PC-2025.004142		Processing In Prog...

- Credit Memo can be created against an invoice in “Sent For Payment” OR “Paid” status
- 1 Select the invoice you want to create credit memo against



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Catalogue

Sourcing

Contract

Purchasing

Invoice

Supplier

Auction

Analytics

Search

TI

Invoice Workbench / Invoice

RI test Credit memo PO invoice

Sent For Payment

Comments & Attachments

Total Amount  
GBP 2,000.00

Print

1

Create Credit Memo

SECTIONS

Credit Settlements

Scanned Invoice

\*Basic Details

\*Supplier Details

\*Payment and Delivery Details

Stakeholder Details

Line Details

Credit Settlements

Credit Memo Number	Credit Memo Amount	Credit Settled	Remaining Invoice Amount	Credit Settlement Date
--------------------	--------------------	----------------	--------------------------	------------------------

Scanned Invoice

Pages 1 / 1

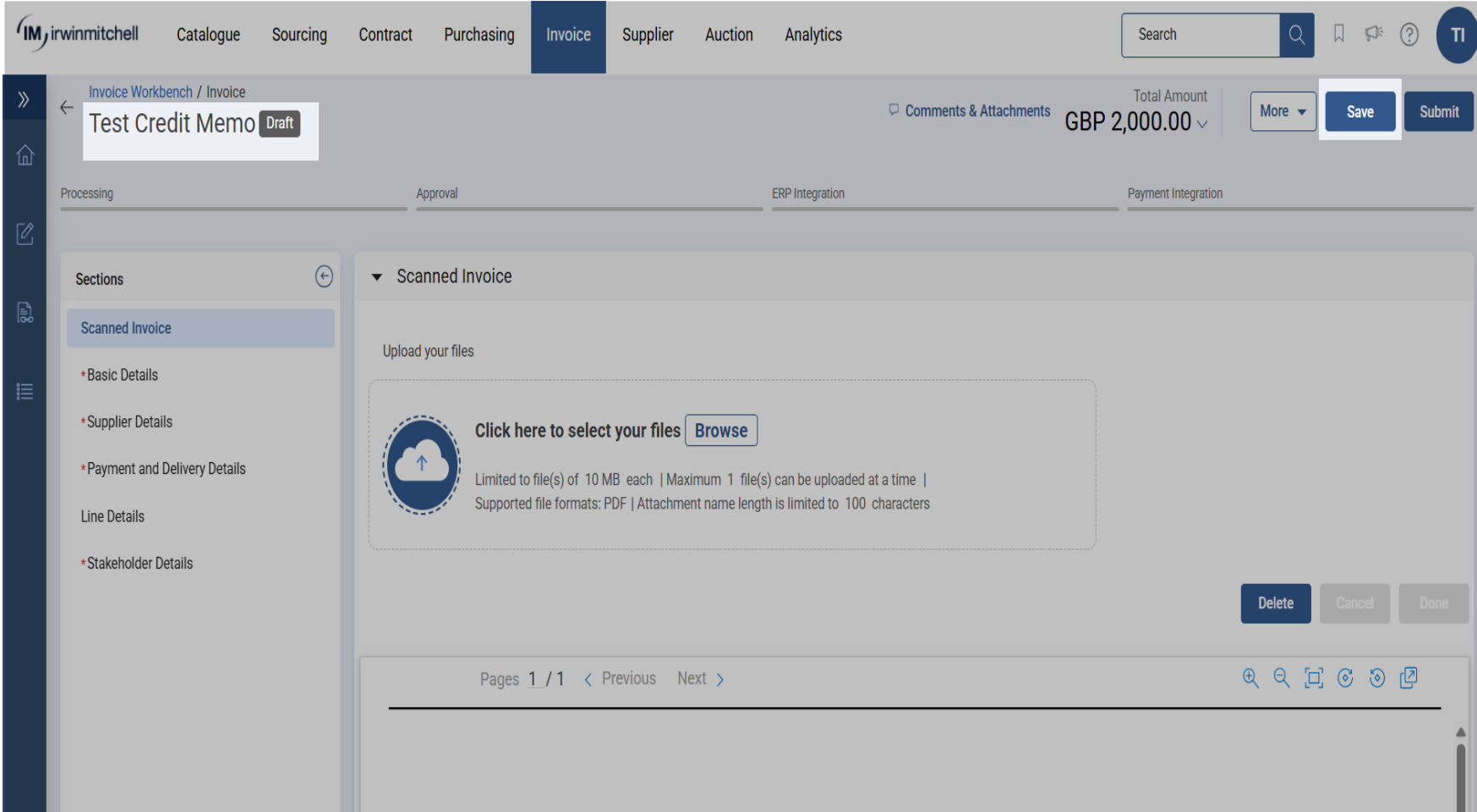
Previous

Next

Sample

The invoice opens up

1 Click on the “Create Credit Memo” button



A credit memo in “Draft” status opens up

**Note:** If you need to save progress while entering details, you can click on the “Save” button and continue later





Invoice Workbench / Invoice

Test Credit Memo Draft

Comments & Attachments

Total Amount  
GBP 2,000.00

More Save Submit

1 Total Error(s) : Please correct the errors to continue.

Prev Next

Sections

Scanned Invoice

\*Basic Details

\*Supplier Details

\*Payment and Delivery Details

Line Details

\*Stakeholder Details

\* Indicates Required Fields

\*Credit Memo Name  
Test Credit Memo

\*Credit Memo Number  
CM-2025.000275

\*Credit Memo Amount  
0

Currency  
GBP:British Pound . GBP

Credit Type  
Standard

1 \*Supplier Memo Number  
Enter Supplier Memo Number

Memo Creation Date  
07/07/2025

2 \*Supplier Memo D...  
07/07/2025

\*Supplier Name  
TEST RAJ SUPPLIER

Order Number  
PO-2025.010264

Supplier Invoice Number  
679839141

Invoice Number  
INV-2025.003246

Purchase Type  
GL

Scheduled Payment Date  
11/21/2052

Net Payment  
2,000

▼ Supplier Details

\* Indicates Required Fields

Order Location  
Location LC.2025-132388

Order Location Address  
GEP RI,hwkfjqfn,India

\*Remit To Location  
LC.2025-132388 : Location ...

Remit To Address  
GEP RI,hwkfjqfn,India

Remit To Location Phone

The second section is “Basic Details”

1 Enter “Supplier Memo Number” as generated in your system

2 Enter “Supplier Memo Date” as generated in your system

**Note:** All other details (including line level details) would be flipped from the Invoice

Create Draft Credit Memo

Add Details

Add Attachment

Submit Credit Memo

\* Bill To  
Irwin Mitchell LLP

Bill To Address  
Riverside East,2 Millsands,Sheffield,GB,S3 8DT

Bill to email  
-

Bill To Phone  
-

Payment Terms  
Pay When Paid

Bank Details  
[View Information](#)

▼ Line Details

⊕ Add

🗑️ Delete

1

Export Data

Manage Columns

Line

▲ <input checked="" type="checkbox"/> S... ↓↑	Line Number	Line Type	Item Type	Price Basis	Invoice Line Item Number	PO Line N
<input checked="" type="checkbox"/>	1	Service	Service Item	Rate	1	1

▼ Stakeholder Details

\* Indicates Required Fields

\* Order Contact  
Rajalakshmi 1 Business User

Buyer Email / Phone  
Shubhangi.Karande@gep.c...

The fifth section is “Line Details”

1

You can download the line details by clicking on “Export Data”



\* Bill To  
Irwin Mitchell LLP

Bill To Address  
Riverside East,2 Millsands,Sheffield,GB,S3 8DT

Bill to email  
-

Bill To Phone  
-

Payment Terms  
Pay When Paid

Bank Details  
[View Information](#)

▼ Line Details

2

🗑️ Delete

📄 Export Data

⚙️ Manage Columns

Line

▲	☑ S... ⬇⬆	Line Number	↕ ⌵ ⌶	Line Type	↕ ⬆ ⌵	Item Type	↕ ⬆ ⌵	Price Basis	↕ ⬆ ⌵	Invoice Line Item Number	↕ ⬆ ⌵	PO Line N
1	☑	1		Service		Service Item		Rate		1		1

▼ Stakeholder Details

\* Indicates Required Fields

\* Order Contact  
Rajalakshmi 1 Business User

Buyer Email / Phone  
Shubhangi.Karande@gep.c...

To submit a Partial Credit against an invoice

1 Select the line(s) you would like to delete

2 Click on “Delete” button to delete the line(s) from the credit. Deleted line(s) would be available to credit next time



Bill to email

Bill To Phone

Payment Terms

Bank Details

-

-

Pay When Paid

[View Information](#)

▼ Line Details

⊕ Add

🗑 Delete

📄 Export Data

⚙ Ma

Line

▲	☑ S... ⬇⬆	Line Number	Item Source	Unit Price	Credit Quantity	Credit Amount
☑	1	Manual	1	100	20.00	2

▼ Stakeholder Details

\* Indicates Required Fields

\* Order Contact

Buyer Email / Phone

Rajalakshmi 1Business User

Shubhangi.Karande@gep.c...

1

In case of Materials, you can update the “Credit Quantity”

2

In case of Services, you can make changes in “Unit Price”

← BACK TO TABLE OF CONTENT

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79

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Create Draft Invoice

Add Details

Add Attachment

Submit Invoice

Bill to email

Bill To Phone

Payment Terms

Bank Details

-

-

Pay When Paid

[View Information](#)

Line Details

+

 Add 

🗑

 Delete 

📄

 Export Data 

🔧

 Manage Columns

Line

▲	<input type="checkbox"/> S... ↓↑	Line Number	↓↑ ≡	oice Amount	↓↑ ≡	Invoice Special Handling	↓↑ ≡	Invoice Freight Charges	↓↑ ≡	Credit Taxes	↓↑ ≡	Special Handling	↓↑ ≡	Credit
	<input type="checkbox"/>	1		00.00		0.00		0.00		1	<a href="#">Add Taxes</a>	<div>Add</div>		2,000

Stakeholder Details

\* Indicates Required Fields

\*Order Contact

Buyer Email / Phone

Rajalakshmi 1Business User

Shubhangi.Karande@gep.c...

1

To add taxes to a line, click on “Add Taxes” button under the Credit Taxes column

All the details are flipped from PO





PM Draft

Supplier Email  
rajalakshmi.lyer@gep.com

Supplier Contact  
Rajalakshmi Supplier

Payment and Delivery Details

\* Indicates Required Fields

\* Ship To  
rWN4JwIA0yA

Ship To Address  
-

\* Bill To  
Irwin Mitchell Scotland

Bill To Address  
1st Floor, 1 West Regent Street, Glas

Bill to email  
-

Bill To Phone  
-

Line Details

Line

2 Error(s) | Line 1: Item Name cannot be empty

Select

Line Number

Item Source

2

1

Manual

Taxes 12.5%

1 + Add 🗑 Delete

Tax Code	taxType	Tax Description	Tax Rate	Tax Amount
Enter Tax Code	VAT	Input - 12.5% IM UK	12.5	0
I10				
I100				
I101				
I102				
I104				
I106				

2

3 Ca Apply

A dialog box will pop open allowing you to add taxes on the selected line item

1 Click on “Add” button to add tax

2 Select the applicable tax code from the drop-down menu

3 Click on “Apply”



to continue:

Irwin Mitchell LLP

4 Wellington Place,Leeds,GB,LS1 4

Bill To

Irwin Mitchell LLP

Bill To Address

Riverside East,2 Millsands,She

Bill to email

Bill To Phone

Stakeholder Details

\* Indicates Required Fields

Order Contact

Manika 1Business User

Buyer Email / Phone

manika.sharma@gep.com

Line Details

Line

Select	Line Number	rice
<input checked="" type="checkbox"/>	1	100
<input type="checkbox"/>	2	100
<input type="checkbox"/>	3	100

Taxes

12.5%

2

Delete

Tax Code	Tax Type	Tax Description	Tax Rate	Tax Amount
I17	VAT	Input - 12.5% IM UK	12.5	125

Cancel

Apply

- To delete any added taxes
- 1

Select the tax by clicking on the check box
- 2

Click on “Delete” button



Go to previous page

Dashboard / Invoice

Credit Memo

Draft

Comments & Attachments

1

Total Amount

GBP 2,000.00

More

Save

Submit

SECTIONS

Scanned Invoice

\*Basic Details

\*Supplier Details

\*Payment and Delivery Details

Line Details

\*Stakeholder Details

Basic Details

\* Indicates Required Fields

\*Credit Memo Name

Test Credit Memo

\*Credit Memo Number

CM-2025.000275

1

\*Credit Memo Amount

2,000

Currency

GBP:British Pound . GBP

Credit Type

Standard

\*Supplier Memo Number

123124342

Memo Creation Date

07/07/2025

\*Supplier Memo D...

07/07/2025

\*Supplier Name

TEST RAJ SUPPLIER

Order Number

PO-2025.010264

Supplier Invoice Number

679839141

Invoice Number

INV-2025.003246

Purchase Type

GL

Scheduled Payment Date

11/21/2052

Net Payment

2,000

Supplier Details

\* Indicates Required Fields

Order Location

Location LC.2025-132388

Order Location Address

GEP RI,hwktjqfn,India

\*Remit To Location

LC.2025-132388 : Location ...

Remit To Address

GEP RI,hwktjqfn,India

Remit To Location Phone

Supplier Email

raj@raj.com

Supplier Contact

Rajesh Kumar

Supplier Phone No.

478184018

Go back to the “Basic Details” section

1 Enter the “Credit Memo Amount” as shown in the header. This should be the Gross Total, including VAT.

**Note:** For any queries, kindly reach out to [Purchase.Ledger@irwinmitchell.com](mailto:Purchase.Ledger@irwinmitchell.com)



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CatalogueSourcingContractPurchasingInvoiceSupplierAuctionAnalytics

Search

TI

Invoice Workbench / Invoice

Test Credit Memo Draft

Comments & Attachments

Total Amount  
GBP 2,000.00

MoreSaveSubmit

ProcessingApprovalERP IntegrationPayment Integration

SECTIONS

Scanned Invoice

Scanned Invoice

\* Basic Details

\* Supplier Details

\* Payment and Delivery Details

Line Details

\* Stakeholder Details

Scanned Invoice

Upload your files

1

Click here to select your files

Browse

Limited to file(s) of 10 MB each | Maximum 1 file(s) can be uploaded at a time | Supported file formats: PDF | Attachment name length is limited to 100 characters

CancelDone

Basic Details

\* Indicates Required Fields

\* Credit Memo Name  
Test Credit Memo

\* Credit Memo Number  
CM-2025.000275

\* Credit Memo Amount  
2,000

Currency  
GBP:British Pound . GBP

Credit Type  
Standard

\* Supplier Memo Number  
123124342

Use “Scanned Invoice” section to upload the pdf copy of your system generated credit memo

1 Click on “Browse” and locate the pdf copy from your system

**Note:** It is mandatory to upload the soft copy of your credit memo for submission



Approval

ERP Integration

Payment Integration

▼ Scanned Invoice

Upload your files

Click here to select your files

Browse

Cloud icon with up arrow

Limited to file(s) of 10 MB each | Maximum 1 file(s) can be uploaded at a time | Supported file formats: PDF

Credit Memo 24534.pdf

Uploaded: 392.362 KB

1

✓

Bin icon

Ca

2

Done

▼ Basic Details

\* Indicates Required Fields

\* Credit Memo Name

\* Credit Memo Number

\* Credit Memo Amount

Currency

Credit Type

\* Supplier Memo Number

The pdf copy would get uploaded

1 Click on bin icon to delete and reupload file (if required)

2 Click on “Done”

Create Draft Credit Memo

Add Details

Add Attachment

Submit Credit Memo

Comments & Attachments

Total Amount  
GBP 2,000.00

More

Save

Submit

Scanned Invoice

Upload your files

Click here to select your files

Browse

Limited to file(s) of 10 MB each | Maximum 1 file(s) can be uploaded at a time | Supported file formats: PDF | Attachment name length is limited to 100 characters

Delete

Cancel

Done

Pages 1 / 2

< Previous

Next >

IM

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All invoices must contain the Purchase Order Number quoted below

**Purchase Order ('PO') Request**

To:

Supplier Name and Address: TEST RAJ SUPPLIER

GEP RI, -

hwkfjqfn, -

The uploaded credit memo pdf copy would show up





Invoice Workbench / Invoice

Test Credit Memo Draft

Comments & Attachments

Total Amount

GBP 2,000.00

More

1

Submit

SECTIONS

Scanned Invoice

\* Basic Details

\* Supplier Details

\* Payment and Delivery Details

Line Details

\* Stakeholder Details

Basic Details

\* Indicates Required Fields

\* Credit Memo Name

Test Credit Memo

\* Credit Memo Number

CM-2025.000275

\* Credit Memo Amount

2,000

Currency

GBP:British Pound . GBP

Credit Type

Standard

\* Supplier Memo Number

123124342

Memo Creation Date

07/07/2025

\* Supplier Memo D...

07/07/2025

\* Supplier Name

TEST RAJ SUPPLIER

Order Number

PO-2025.010264

Supplier Invoice Number

679839141

Invoice Number

INV-2025.003246

Purchase Type

GL

Scheduled Payment Date

11/21/2052

Net Payment

2,000

Supplier Details

\* Indicates Required Fields

Order Location

Location LC.2025-132388

Order Location Address

GEP RI,hwkfqfn,India

\* Remit To Location

LC.2025-132388 : Location ...

Remit To Address

GEP RI,hwkfqfn,India

Remit To Location Phone

Supplier Email

rajalakshmi.iyer@gep.com

Supplier Contact

Rajalakshmi Supplier

Supplier Phone No.

478184918

Payment and Delivery Details

1

Click on “Submit” button to submit the credit memo



Memo

Draft

Comments & Attachments

GBP 2,000.00

More

Basic Details

\* Indicates Required Fields

\* Credit Memo Name

Test Credit Memo

\* Credit Memo Number

CM-2025.000275

\* Credit Memo Amount

2,000

Currency

GBP:British Pound . GBP

Credit Type

Standard

Memo Creation Date

07/07/2025

\* Supplier Memo Date ⓘ

07/07/2025

\* Supplier Name

TEST RAJ SUPPLIER

Order Number

PO-2025.010264

Supplier Invoice Number

679839141

Purchase Type

GL

Supplier Details

\* Indicates Required Fields

Order Location

Location LC.2025-132388

Order Location Address

GEP RI,hwkfjqfn,India

\* Remit To Location

LC.2025-132388 : Location ...

Remit To Address

GEP RI,hwkfjqfn,India

Remit To Location Phone

Supplier Email

rajalakshmi.iyer@gep.com

Supplier Contact

Rajalakshmi Supplier

Supplier Phone No.

478184918

1

i

Confirmation

Please confirm that you are processing with 1 line(s) on this invoice

No

Yes

A confirmation pop-up comes up

1

Click on “Yes”

← BACK TO TABLE OF CONTENT

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88

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CatalogueSourcingContractPurchasingInvoiceSupplierAuctionAnalytics

Search

Invoice Workbench

Invoice

Supplier Invoice

Supplier Credit Memo

Supplier Non-PO Invoice

Total 11

Processing In Progress 10

Rejected 1

Search

Supplier Name

Credit Memo Source

Memo Creation Date

Invoice Number

Credit Memo Number

Supplier Invoice Number

Supplier Memo Date

Credit Memo Number	Credit Memo Name	Credit Memo Type	Invoice Number	Supplier Name	Status
CM-2025.000275	Test Credit Memo	Standard	INV-2025.003246	TEST RAJ SUPPLIER	Processing In Progress
CM-2025.000242	RI test CM	Standard	INV-2025.002525	TEST RAJ SUPPLIER	Processing In Progress
CM-2025.000269	RI test credit memo scenario	Standard	INV-2025.003152	TEST RAJ SUPPLIER	Processing In Progress
CM-2025.000270	CreditMemo 6/3/2025 7:42:43 PM	Standard	INV-2025.003147	TEST RAJ SUPPLIER	Rejected
CM-2025.000268	CreditMemo 6/1/2025 1:35:18 PM	Standard	INV-2025.003139	TEST RAJ SUPPLIER	Processing In Progress
CM-2025.000267	CreditMemo 5/30/2025 10:37:05 ...	Standard	INV-2025.003138	TEST RAJ SUPPLIER	Processing In Progress
CM-2025.000263	CreditMemo 5/22/2025 7:43:19 AM	Standard	INV-2025.003118	TEST RAJ SUPPLIER	Processing In Progress
CM-2025.000261	CreditMemo 5/22/2025 7:26:26 AM	Standard	INV-2025.003116	TEST RAJ SUPPLIER	Processing In Progress

The credit memo would get submitted successfully for further processing

CREDIT MEMO STATUSES	EXPLANATION
Draft	Credit memo is in draft and pending submission
Processing in progress	Credit memo has been sent for further processing
Rejected	Credit memo has been rejected by the buyer



[← BACK TO TABLE OF CONTENT](#)



# NON-PO INVOICES



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CatalogueSourcingContractPurchasingInvoiceSupplierAuctionAnalytics

Search

SP

Invoice Workbench

Invoice

Create Non-PO Invoice

Supplier InvoiceSupplier Create1Supplier Non-PO Invoice

Total 46Processing In Progress 20Draft 13Paid 7Review Pending 3Rejected 2Sent For Payment 1

Search

Manage ColumnsExport Data

Invoice SourceInvoice Creation DateInvoice IDSupplier Invoice NumberSupplier Invoice DateTotal CostOrder IDPayment StatusStatusInvoice Total CurrencyF>ResetSaveAll Filters

Invoice Number	Invoice Name	Invoice Type	Supplier Name	Supplier ID	Supplier Invoice Number	Currency	Invoice Total	Document Hierarchy
INV-2025.003171	Invoicing of Computers	Standard	TEST RAJ SUPPLIER	PC-2025.004142	13	GBP	1,000	
INV-2025.003169	RI test delegation	Standard	TEST RAJ SUPPLIER	PC-2025.004142	456898	USD	1,000	
INV-2025.003167	Invoicing of Computers	Standard	TEST RAJ SUPPLIER	PC-2025.004142	888	USD	1,000	
INV-2025.003166	Shubhangi Test Invoice	Standard	TEST RAJ SUPPLIER	PC-2025.004142	123343	USD	20,000	
INV-2025.003131	Invoice 5/26/2025 11:37:26 AM	Standard	TEST RAJ SUPPLIER	PC-2025.004142	3793	GBP	200	
INV-2025.003134	Invoice 5/29/2025 11:05:16 AM	Standard	TEST RAJ SUPPLIER	PC-2025.004142	0987	GBP	200	
INV-2025.003142	Invoice 6/2/2025 12:47:24 PM	Standard	TEST RAJ SUPPLIER	PC-2025.004142	9876	USD	400	
INV-2025.003147	RI test scenario 5	Standard	TEST RAJ SUPPLIER	PC-2025.004142	3728894274	USD	200	
INV-2025.003152	RI test non po invoice happy path	Standard	TEST RAJ SUPPLIER	PC-2025.004142	6198741	USD	1,000	
INV-2025.002542	RI test non po invoice approval rei	Standard	TEST RAJ SUPPLIER	PC-2025.004142	674892742	EUR	1,000	

Navigate to the invoice workbench

1 Click on “Supplier Non-PO Invoice”

← BACK TO TABLE OF CONTENT



Create Draft Invoice

Add Details

Add Attachment

Submit Invoice

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Catalogue

Sourcing

Contract

Purchasing

Invoice

Supplier

Auction

Analytics

Search

Q

🔖

🔊

?

SP

⏪

Create

Home

Create

Manage Catalogues

My Tasks

Invoice

Non-PO Invoice

Invoice Creation Page

Analytics

Opportunity Finder

Supplier Non-PO Invoice

20

Draft 13

Paid 7

Review Pending 3

Rejected 2

Sent For Payment 1

1

Create Non-PO Invoice

Invoice Creation Date

Invoice ID

Supplier Invoice Number

Supplier Invoice Date

Total Cost

Order ID

Payment Status

Status

Invoice Total Currency

Reset

Save

All Filters

Invoice Name	Invoice Type	Supplier Name	Supplier ID	Supplier Invoice Number	Currency	Invoice Total	Document Hierarchy
Procuring of Computers	Standard	TEST RAJ SUPPLIER	PC-2025.004142	13	GBP	1,000	🔗
Test delegation	Standard	TEST RAJ SUPPLIER	PC-2025.004142	456898	USD	1,000	🔗
Procuring of Computers	Standard	TEST RAJ SUPPLIER	PC-2025.004142	888	USD	1,000	🔗
Abhang Test Invoice	Standard	TEST RAJ SUPPLIER	PC-2025.004142	123343	USD	20,000	🔗
Invoice 5/26/2025 11:37:26 AM	Standard	TEST RAJ SUPPLIER	PC-2025.004142	3793	GBP	200	🔗
Invoice 5/29/2025 11:05:16 AM	Standard	TEST RAJ SUPPLIER	PC-2025.004142	0987	GBP	200	🔗
Invoice 6/2/2025 12:47:24 PM	Standard	TEST RAJ SUPPLIER	PC-2025.004142	9876	USD	400	🔗
Test scenario 5	Standard	TEST RAJ SUPPLIER	PC-2025.004142	3728894274	USD	200	🔗
Test non po invoice happy path	Standard	TEST RAJ SUPPLIER	PC-2025.004142	6198741	USD	1,000	🔗

There are two methods for creating Non-PO Invoice

1 Method 1 – “Create Non-PO Invoice” button

2 Method 2 – Create → Invoice → Non-PO Invoice



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Catalogue

Sourcing

Contract

Purchasing

Invoice

Supplier

Auction

Analytics

Search

SP

Invoice Workbench / Invoice

Invoice 7/1/2025 2:11

1

Draft

Comments & Attachments

Total Amount  
EUR 0.00

More

Save

Submit

SECTIONS

Scanned Invoice

\* Basic Details

\* Stakeholder Details

\* Supplier Details

\* Payment and Delivery Details

Line Details

Scanned Invoice

Upload your files

Click here to select your files

Browse

Limited to file(s) of 10 MB each | Maximum 1 file(s) can be uploaded at a time | Supported File Formats: PDF | Attachment name length is limited to 100 characters

Cancel

Done

Basic Details

\* Indicates Required Fields

\* Invoice Name  
Invoice 7/1/2025 2:11:57 PM

\* Invoice Number  
INV-2025.003222

\* Invoice Amount  
0.00

\* Currency  
EUR:Euro . EUR

Invoice Type  
Standard

\* Supplier Invoice Number

\* Supplier Invoice Date  
07/01/2025

\* Supplier Name  
TEST RAJ SUPPLIER

\* Purchase Type  
GL

Scheduled Payment Date  
-

Net Payment  
0

1 An invoice in “Draft” status opens up

2 The different sections of the invoice can be navigated from the left panel

**Note:** If you need to save progress while entering details, you can click on the “Save” button and continue later



Invoice Workbench / Invoice

Test Non-PO Invoice Draft

Comments & Attachments

Total Amount  
EUR 0.00

More Save Submit

1 Total Error(s) : Please correct the errors to continue.

Prev Next

SECTIONS

Scanned Invoice

Basic Details

Stakeholder Details

Supplier Details

Payment and Delivery Details

Line Details

Basic Details

Indicates Required Fields

Invoice Name  
Test Non-PO Invoice

Invoice Number  
INV-2025.003222

Invoice Amount  
0.00

Currency  
EUR:Euro . EUR

Invoice Type  
Standard

Supplier Invoice Number  
Enter supplier invoice number

Supplier Invoice Date  
07/01/2025

Supplier Name  
TEST RAJ SUPPLIER

Purchase Type  
GL

Scheduled Payment Date  
-

Net Payment  
0

Stakeholder Details

Indicates Required Fields

Order Contact

Buyer Email / Phone  
-

Supplier Details

Indicates Required Fields

Order Location  
Location LC.2025-132388

Order Location Address  
GEP RI,hwkfjqfn,India

Remit To Location  
LC.2025-132388 : Location ...

Remit To Address  
GEP RI,hwkfjqfn,India

Remit To Location Phone  
-

Supplier Email  
rajalakshmi.iyer@gep.com

Supplier Contact  
Rajalakshmi Supplier

Supplier Phone No.  
-

The second section is “Basic Details”

1 Enter “Supplier Invoice Number” as generated in your system

2 Enter “Supplier Invoice Date” as generated in your system



Invoice Workbench / Invoice

Test Non-PO Invoice Draft

Comments & Attachments

Total Amount  
EUR 0.00

More Save Submit

2 Total Error(s) : Please correct the errors to continue.

Prev Next

SECTIONS

Scanned Invoice

\* Basic Details

\* Stakeholder Details

\* Supplier Details

\* Payment and Delivery Details

Line Details

Stakeholder Details

\* Indicates Required Fields

\* Order Contact

Buyer Email / Phone

Supplier Details

\* Indicates Required Fields

Order Contact

Buyer Email / Phone

Name	Email
Admin Account	vishal.bhujbal@gep.com
Deepak Khati	deepak.khati@gep.com
Test User 1	sachi.upasani@gep.com
test user 2	sachi.upasani@gep.com

View All Results

The third section is “Stakeholder details”

1 Select Irwin Mitchell Order contact for your invoice



Invoice Workbench / Invoice

Test Non-PO Invoice Draft

Comments & Attachments

Total Amount  
EUR 0.00

More Save Submit

2 Total Error(s) : Please correct the errors to continue.

PrevNext

SECTIONS

Scanned Invoice

\*Basic Details

\*Stakeholder Details

\*Supplier Details

\*Payment and Delivery Details

Line Details

Supplier Email  
rajalakshmi.iyer@gep.com

Supplier Contact  
Rajalakshmi Supplier

Supplier Phone No.  
-

Payment and Delivery Details

\* Indicates Required Fields

\* Ship To  
Irwin Mitchell LLP

Ship To Address  
Riverside East, 2 Millsands, Sheffield, United Kingdom

Deliver To  
-

\* Bill To  
Irwin Mitchell LLP

Bill To Address  
Riverside East, 2 Millsands, Sheffield, United Kingdom

Bill to email  
-

Bill To Phone  
-

\* Payment Terms

Bank Details  
Please Select

Line Details

AddDeleteExport DataShow Full ScreenManage ColumnsDuplicate Invoice

1

\* Payment Terms

Enter Payment Term

s, Sheffield, United Kingdom

\* Payment Terms  
6 months from Invoice date

Bank Details  
Please Select

The fifth section is “Payment and Delivery Details”

1 Select “Payment Terms” from the dropdown as aligned with Irwin Mitchell



\*Payment and Delivery Details

Line Details

\*Bill To

Irwin Mitchell LLP

Bill To Address

Riverside East, 2 Millsands, Sheffield, United Kingdom

Bill to email

-

Bill To Phone

-

\*Payment Terms

6 months from Invoice date

▼ Line Details

1 ⊕ Add 🗑 Delete 📄 Export Data 📄 Show Full Sc

Line

▲ Select ↓↑	Line Number ↓↑≡	Line Type ↓↑≡	Item Type ↓↑≡	Price Basis ↓↑
<input type="checkbox"/>	1	Material ▼	Material	Quantity

The sixth section is “Line Details”

1 Click on “Add” button to add line





\* Bill To  
Irwin Mitchell LLP

Bill To Address  
Riverside East, 2 Millsands, Sheffield, United Kingdom

Bill to email  
-

Bill To Phone  
-

\* Payment Terms  
6 months from Invoice date

Bank Details  
[Please Select](#)

▼ Line Details

⊕ Add

🗑 Delete

📄 Export Data

🖥 Show Full Screen

⚙ Manage Columns

📄 Duplicate Invoice

Line

▲	Select	Line Number	Line Type	Item Type	Price Basis	Item Number	Supplier Item Number
<input type="checkbox"/>		1	<div>1<div>Material</div><div>Service</div><div>Material</div></div>	Material	<div>2<div>Quantity</div></div>		

1

Select "Line Type" – Material/Service

2

Select "Price Basis" – Quantity for Material and Amount/Rate for Services

← BACK TO TABLE OF CONTENT

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99

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\* Indicates Required Fields

\* Ship To  
Advanced York Office

Ship To Address  
Moorside, Monks Cross Drive, York, United Kingdom

Deliver To  
-

\* Bill To  
Irwin Mitchell Scotland

Bill To Address  
1st Floor, 1 West Regent Street, Glasgow, United Kingdom

Bill to email  
-

Bill To Phone  
-

\* Payment Terms  
3 months from Invoice date

Bank Details  
[Please Select](#)

Line Details

+ Add

🗑 Delete

📄 Export Data

🖥 Show Full Screen

⚙ Manage Columns

📄 Duplicate Invoice

Line

⚠ 5 Error(s) | Line 1: Item Name cannot be empty

< > See lines with errors only

Select	Line Number	Item Name	Item Description	Category	UOM	Unit Price	Quantity	Sta
5	1			Category		0	0	

Fill in rest of the mandatory details for line(s)

- Item Name
- Item Description
- Category
- UOM
- Unit Price
- Quantity

Create Draft Invoice

Add Details

Add Attachment

Submit Invoice

Pay when Paid

view information

▼ Stakeholder Details

\* Indicates Required Fields

Order Contact

Manika 1Business User

Buyer Email / Phone

manika.sharma@gep.com

▼ Line Details

⊕ Add

🗑 Delete

📄 Export Data

🔧 Manage Columns

📄 Duplicate Invoice

Line

▲ Select	Line Number	Buy Date	Item Source	Unit Price	Quantity	Sub-Total	Taxes	Line Total
<input checked="" type="checkbox"/>	1	2025	Manual		100	10.00	1,000	1,000
<input type="checkbox"/>	2	2025	Manual		100	10.00	1,000	1,000
<input type="checkbox"/>	3	2025	Manual		100	10.00	1,000	1,000
<input type="checkbox"/>	4	2025	Manual		100	10.00	1,000	1,000

1

To add taxes to a line, click on “Add Taxes” button under the Taxes column

All the details are flipped from PO

← BACK TO TABLE OF CONTENT



PM Draft

Supplier Email  
rajalakshmi.lyer@gep.com

Supplier Contact  
Rajalakshmi Supplier

Payment and Delivery Details

\* Indicates Required Fields

\* Ship To  
rWN4JwIA0yA

Ship To Address  
-

\* Bill To  
Irwin Mitchell Scotland

Bill To Address  
1st Floor, 1 West Regent Street, Glas

Bill to email  
-

Bill To Phone  
-

Line Details

Line

2 Error(s) | Line 1: Item Name cannot be empty

Select

Line Number

Item Source

2

1

Manual

Taxes 12.5%

1 

+ Add

Delete

Tax Code	taxType	Tax Description	Tax Rate	Tax Amount
<div>2 <div>Enter Tax Code</div><div>I10</div><div>I100</div><div>I101</div><div>I102</div><div>I104</div><div>I106</div></div>	VAT	Input - 12.5% IM UK	12.5	0

Ca

3

Apply

A dialog box will pop open allowing you to add taxes on the selected line item

1 Click on the “Add” button to add tax

2 Select the applicable tax code from the drop-down menu

3 Click on “Apply”



to continue:

Irwin Mitchell LLP

4 Wellington Place,Leeds,GB,LS1 4

Bill To

Irwin Mitchell LLP

Bill To Address

Riverside East,2 Millsands,She

Bill to email

Bill To Phone

Stakeholder Details

\* Indicates Required Fields

Order Contact

Manika 1Business User

Buyer Email / Phone

manika.sharma@gep.com

Line Details

Line

Select	Line Number	rice
<input checked="" type="checkbox"/>	1	100
<input type="checkbox"/>	2	100
<input type="checkbox"/>	3	100

Taxes

12.5%

2

Delete

Tax Code	Tax Type	Tax Description	Tax Rate	Tax Amount
I17	VAT	Input - 12.5% IM UK	12.5	125

Cancel

Apply

- To delete any added taxes
- 1

Select the tax by clicking on the check box
- 2

Click on the “Delete” button



Invoice Workbench / Invoice

Test Non-PO Invoice

Draft

Comments & Attachments

1

Total Amount

USD 950

More

Save

1 Total Error(s) : Please correct the errors to continue.

Prev

SECTIONS

Scanned Invoice

Basic Details

Stakeholder Details

Supplier Details

Payment and Delivery Details

Line Details

Taxes and Other Charges

Approval Summary

Indicates Required Fields

Invoice Name

Test Non-PO Invoice

Invoice Number

INVGEP.2025.002725

1

Invoice Amount

0

Enter correct invoice amount

Currency

USD:US Dollar

Invoice Type

Standard

Supplier Invoice Number

-

Supplier Invoice Date

03/07/2025

Supplier Name

CDW Int.

Purchase Type

Standard

Scheduled Payment Date

03/27/2025

Total Credit Settled

-

Net Payment

950

Stakeholder Details

Indicates Required Fields

Order Contact

Admin Account

Buyer Email / Phone

vishal.bhujbal@gep.com

Supplier Details

Indicates Required Fields

Order Location

Location LC.2024-6163

Order Location Address

200 N Milwaukee AveN, fdd, Illinois, Alabama, United States of America, 60061

Remit To Location

Remit To Address

Remit To Location Phone

Go back to the “Basic Details” section

1 Enter the “Invoice Amount” as shown in the header





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Catalogue

Sourcing

Contract

Purchasing

Invoice

Supplier

Auction

Analytics

Search

TI

»

←

Invoice Workbench / Invoice

Test Invoice

Draft

Comments & Attachments

Total Amount

GBP 4,125.00

More

Save

Submit

SECTIONS

Scanned Invoice

\*Basic Details

\*Supplier Details

\*Payment and Delivery Details

Stakeholder Details

Line Details

Scanned Invoice

Upload your files

1

Click here to select your files

Browse

Limited to file(s) of 10 MB each | Maximum 1 file(s) can be uploaded at a time | Supported file formats: PDF | Attachment name length is limited to 100 characters

Cancel

Done

Basic Details

\* Indicates Required Fields

\* Invoice Name

Test Invoice

\* Invoice Number

INV-2025.003231

\* Invoice Amount

4,125

Currency

GBP:British Pound . GBP

Invoice Type

Standard

\* Supplier Invoice Number

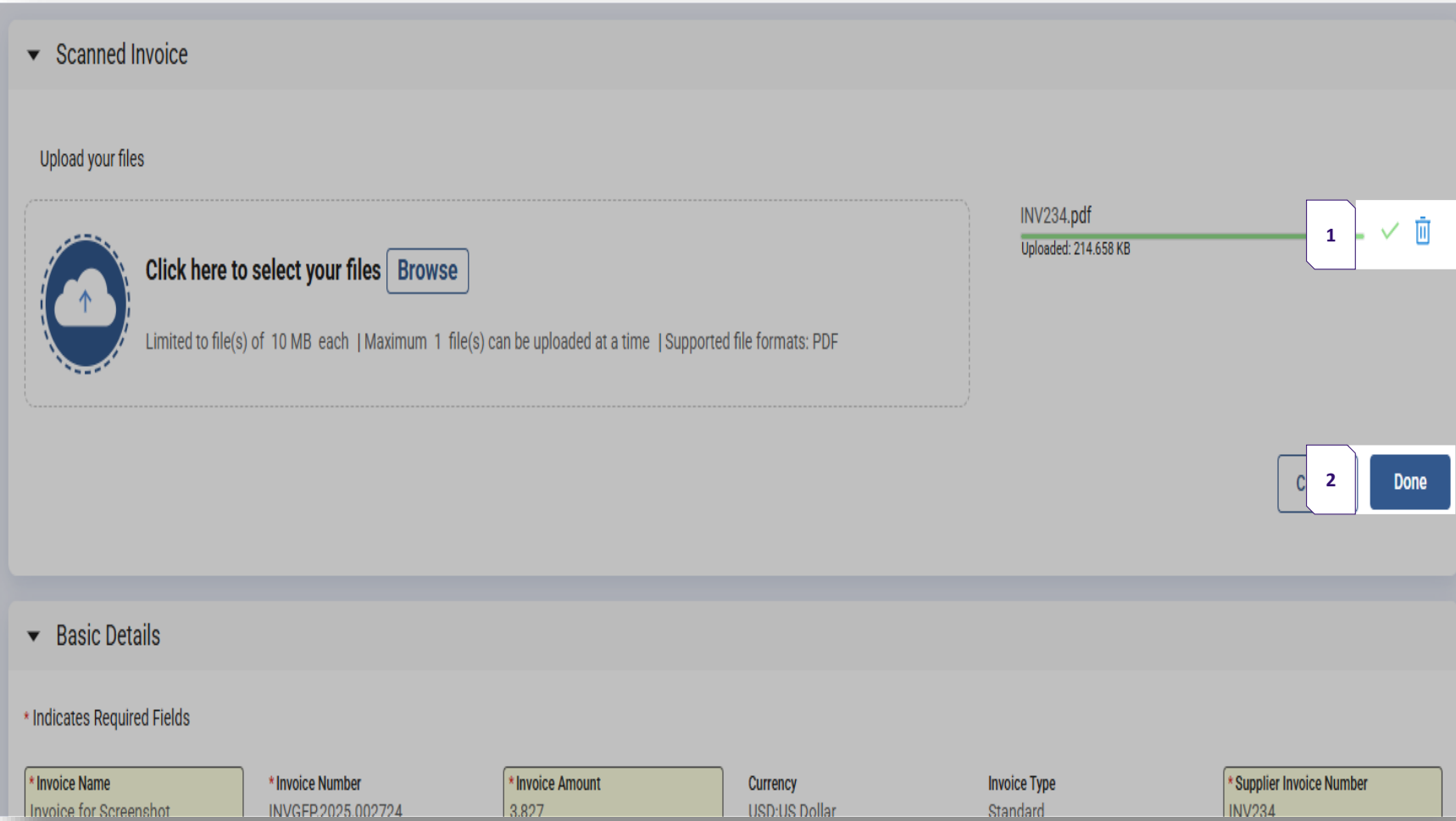
123456

Use “Scanned Invoice” section to upload the pdf copy of your system generated invoice

1

Click on “Browse” and locate the pdf copy from your system

**Note:** It is mandatory to upload the soft copy of your invoice for submission



- 1 Click on bin icon to delete and reupload file (if required)
- 2 Click on "Done"



Invoice Workbench / Invoice

Test Invoice Draft

Comments & Attachments

Total Amount  
GBP 4,125.00

More

Save

Submit

SECTIONS

Scanned Invoice

\*Basic Details

\*Supplier Details

\*Payment and Delivery Details

Stakeholder Details

Line Details

Scanned Invoice

Upload your files

Click here to select your files

Browse

Limited to file(s) of 10 MB each | Maximum 1 file(s) can be uploaded at a time | Supported file formats: PDF | Attachment name length is limited to 100 characters

Delete

Cancel

Done

Pages 1 / 2

Previous

Next

+

+

+

+

+

+

IM

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All invoices must contain the Purchase Order Number quoted below

**Purchase Order ('PO') Request**

To:

Supplier Name and Address: TEST RAJ SUPPLIER

The uploaded invoice pdf copy would show up



Invoice Workbench / Invoice

Test Invoice Draft

Comments & Attachments

Total Amount

USD 1,000.00

More

1

Submit

SECTIONS

Scanned Invoice

Basic Details

Stakeholder Details

Supplier Details

Payment and Delivery Details

Line Details

Basic Details

Indicates Required Fields

Invoice Name

Test Invoice

Invoice Number

INV-2025.003031

Invoice Amount

1,000.00

Currency

USD:US Dollar . USD

Invoice Type

Standard

Supplier Invoice Number

7197481414

Supplier Invoice Date

04/15/2025

Supplier Name

TEST RAJ SUPPLIER

Purchase Type

Disbursement

Scheduled Payment Date

07/14/2025

Net Payment

1,000

Stakeholder Details

Indicates Required Fields

Order Contact

Rajalakshmi Iyer

Buyer Email / Phone

rajalakshmi.iyer@gep.com

Supplier Details

Indicates Required Fields

Order Location

Location LC:2025-132388

Order Location Address

GEP RI,hwktfqfn,India

Remit To Location

LC:2025-132388 : Location...

Remit To Address

GEP RI,hwktfqfn,India

Remit To Location Phone

-

Supplier Email

rajalakshmi.iyer@gep.com

Supplier Contact

Rajalakshmi Supplier

Supplier Phone No.

-

Once the invoice Amount is entered

1 Click on “Submit” to submit the invoice

**Note:** For any invoicing related queries, kindly reach out to [Purchase.Ledger@irwinmitchell.com](mailto:Purchase.Ledger@irwinmitchell.com)



Click here to select your files [Browse](#)

Limited to file(s) of 10 MB each | Maximum 1 file(s) can be uploaded at a time | Supported file formats: PDF

Pages 1 / 1

1

**Confirmation**×

Please confirm that you are processing with 1 line(s) on this invoice

No

Yes

**MCLANE**

**Purchase Order PO-2024-002541**

Supplier Details	
Supplier Name and Address:	CDW Int. 200 N Milwaukee Ave, - Illinois, Illinois United States of America, 60061
Supplier Contact	CDW Int

A confirmation pop-up comes up

1

Click on “Yes”



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Catalogue

Sourcing

Contract

Purchasing

Invoice

Supplier

Auction

Analytics

»

←

Invoice Workbench

Invoice

Supplier Invoice

Supplier Credit Memo

Supplier Non-PO Invoice

Total 50

Processing In Progress 22

Draft 14

Paid 8

Review Pending 3

Rejected 2

Sent For Payment 1

Q Search

<

Invoice Source

Invoice Creation Date

Invoice ID

Supplier Invoice Number

Supplier Invoice Date

Total Cost

Order ID

Payment Stat

Invoice Number	Invoice Name	Invoice Type	Supplier Name	Supplier ID	Supplier Invoice Number
INV-2025.003031	Test Invoice	Standard	TEST RAJ SUPPLIER	PC-2025.004142	7197481414
INV-2025.003248	RI non po invoice QM test	Standard	TEST RAJ SUPPLIER	PC-2025.004142	6788923
INV-2025.003242	RI test non po invoice QM	Standard	TEST RAJ SUPPLIER	PC-2025.004142	84902875
INV-2025.003241	ri TEST Queue non po invoice	Standard	TEST RAJ SUPPLIER	PC-2025.004142	6742988741
INV-2025.003222	Invoice 7/1/2025 2:11:57 PM	Standard	TEST RAJ SUPPLIER	PC-2025.004142	
INV-2025.003171	Invoicing of Computers	Standard	TEST RAJ SUPPLIER	PC-2025.004142	13
INV-2025.003169	RI test delegation	Standard	TEST RAJ SUPPLIER	PC-2025.004142	456898
INV-2025.003167	Invoicing of Computers	Standard	TEST RAJ SUPPLIER	PC-2025.004142	888

The Non-PO invoice is submitted successfully



INVOICE STATUSES	EXPLANATION
Draft	Invoice is created and pending submission
Processing In Progress	Invoice has been sent for further processing
Review Pending	Invoice is pending for buyer’s review
Rejected	Invoice has been rejected by the buyer
Sent For Payment	Invoice is sent for payment but not yet paid
Paid	Invoice is paid

← BACK TO TABLE OF CONTENT



# Q & A

If you encounter any challenges in the registration process or need assistance, please refer to our [FAQ page](#)



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