



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

- Full spectrum of supply chain management — plan, procure, make, deliver

INDUSTRY-LEADING SOFTWARE PLATFORMS

- AI-powered, cloud-native, supply chain and procurement software (Top-ranked by Gartner, Forrester, IDC, Spend Matters)

DIGITAL TRANSFORMATION CHAMPION

- Pioneer in harnessing new technologies — AI, analytics, IoT, cloud — that deliver outsized gains in speed, productivity and savings, and reduced risk

DIVERSE BUSINESS ENTERPRISE

- Minority- and woman-owned, NMSDC-certified organization



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

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Unified Platform

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



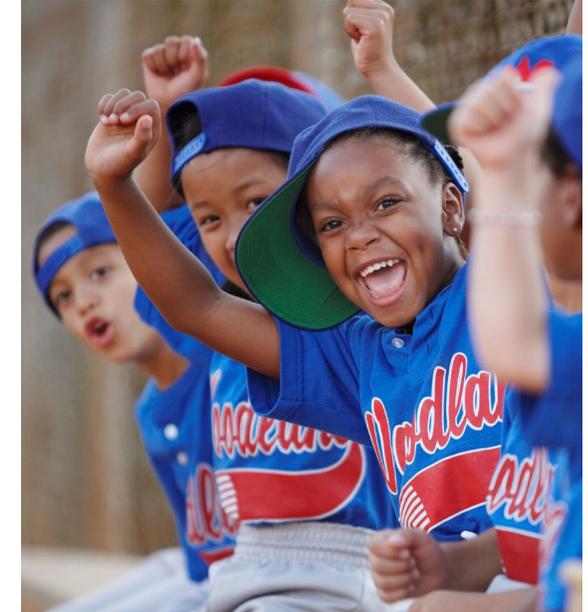
Greater Transparency

- 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

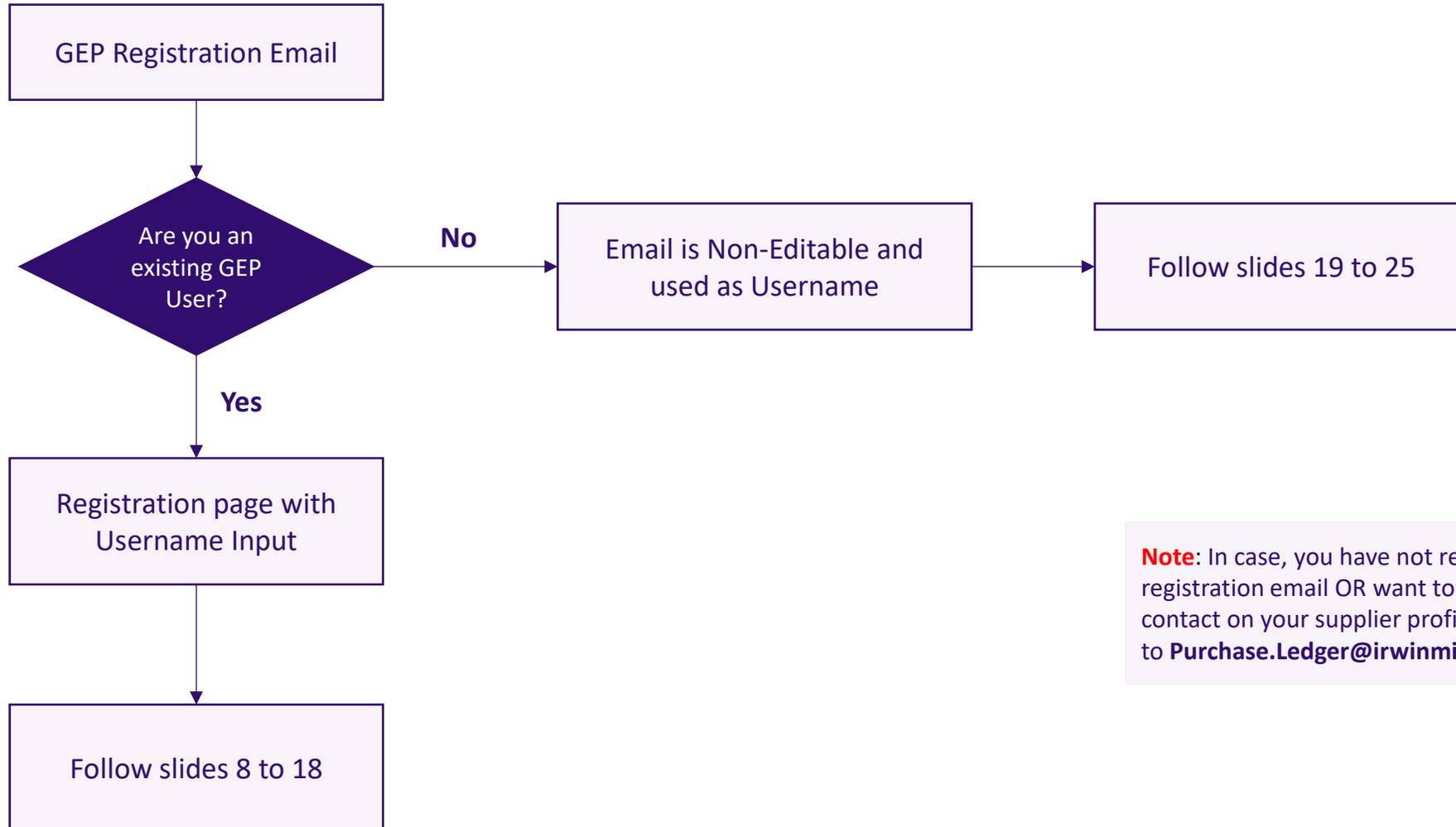
- No transactional / setup / license fees

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[← 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



Onboarding Supplier for a Relationship

Uat1comms@smartprocurement.irwinmitchell.com
To: Stalin Pereira

☺ Reply Reply All Forward 📧 ⋮

Fri 6/27/2025 5:18 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 are sure the sender is safe.

Stuart Sharma

Irwin Mitchell has identified you as a prospective supplier, and would like to invite you to join the platform, GEP SMART. GEP SMART is IRWINMITCHELL's no cost, end-to-end supplier management platform.

The following steps below are required to complete your registration.

Step 1: Create your account.

Step 2: Complete your registration for IRWINMITCHELL by filling out all details.

Access the following URL to register on the GEP Business Network, and create your account. **1** [Click Here](#)

<https://businessnetworkuat.gep.com/BusinessNetwork/Index?oloc=570&bpc=NzAwMjI0OTM1&culture=en-US&spc=NTUyMTcx0&sc=NTUyMTcxMDQwMDAwMDI1>

PENDING SNIP (WAITING FOR CLIENT'S CONFIRMATION ON PRF CONTENT)

An email to register on GEP Business Network is received

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

Note: Do not forward this email as the link in the email is unique for each email address

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Registration Email

Registration Form

Verification

Account Created Successfully

Welcome to the
**BUSINESS NETWORK
FOR SUPPLIERS**

Unify Tasks · Single Login for All · Get Discovered

GEP
Register for Business Network
(*)Indicates required fields

* Username
stalpereira@gep.com

* Work Email
stalin.pereira@gep.com

* First Name
Stalin

* Last Name
Pereira

Number

Password

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.

You'll be routed to GEP Business Network registration page

1

Since you already have an account with GEP, you'll see this prompt
Click on "Proceed"

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Registration Email

Registration Form

Verification

Account Created Successfully

NETWORK
RS
· Get Discovered

GEP English

Register for Business Network

(*)Indicates required fields

1 *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 | +1-732-382-6565

1

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

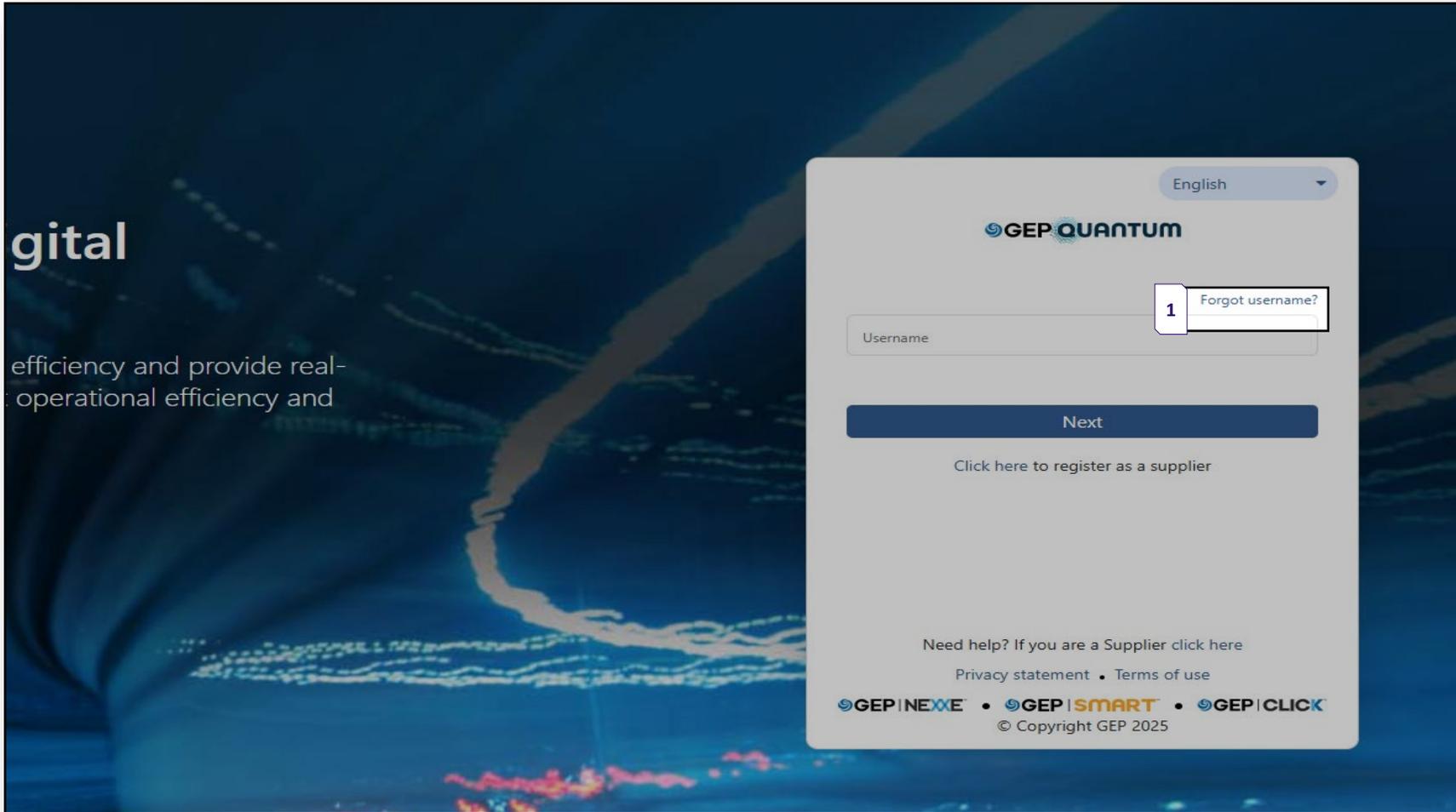
← BACK TO TABLE OF CONTENT

Registration Email

Registration Form

Verification

Account Created Successfully



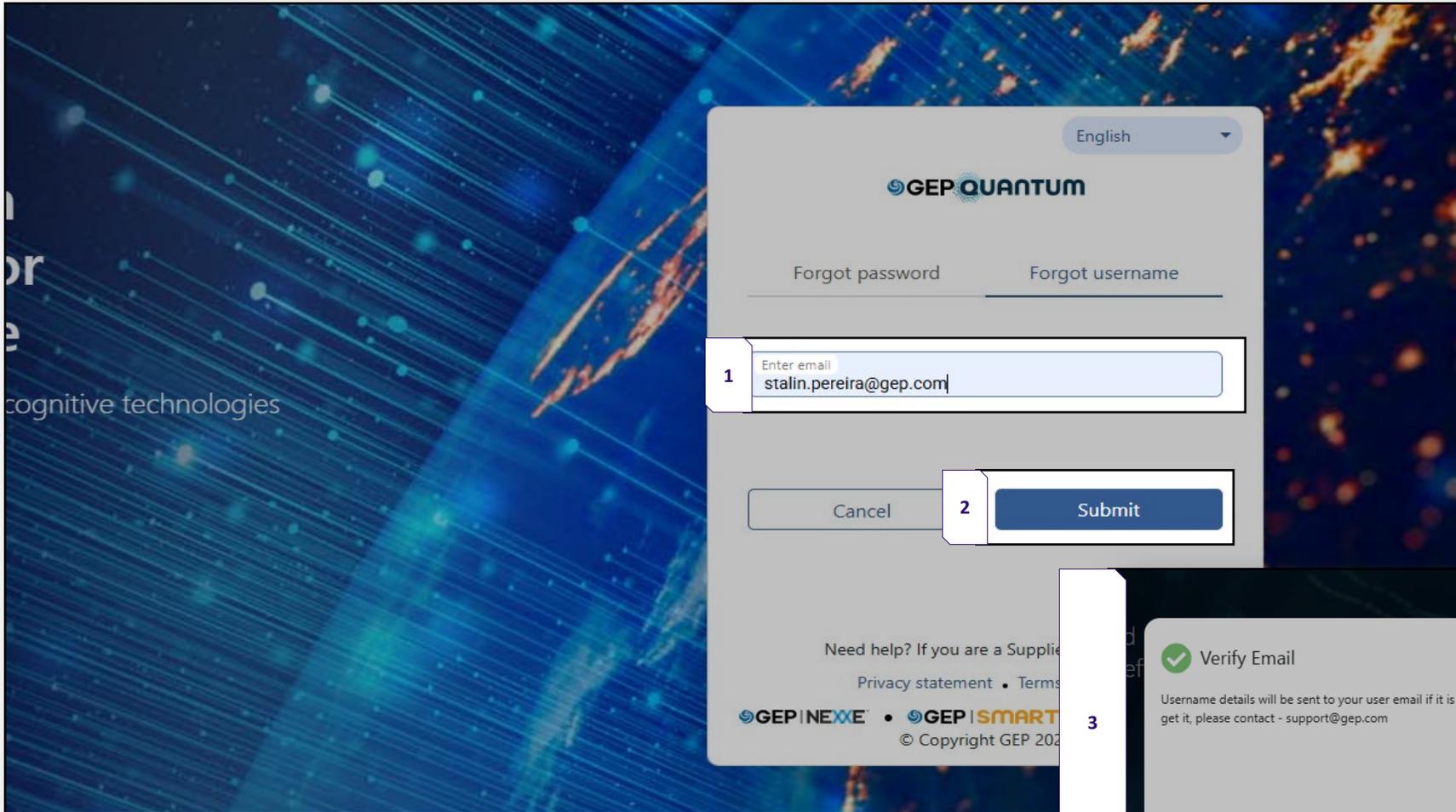
In case you do not remember your username, please follow below steps

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

1

Click on "Forgot Username"

← BACK TO TABLE OF CONTENT



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

[← BACK TO TABLE OF CONTENT](#)

Registration Email

Registration Form

Verification

Account Created Successfully

Attention: Username Information



nexxeuat@gep.com

To Stalin Pereira



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

Thank you,

The GEP Team

If you have any questions please contact us on 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

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Registration Email

Registration Form

Verification

Account Created Successfully

the
BUSINESS NETWORK
SUPPLIERS

Single Login for All · Get Discovered

GEP 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

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Registration Email

Registration Form

Verification

Account Created Successfully

1

Confirmation

The entered username matches an existing account. Do you want to proceed?

Yes No

* Username
Albal123

* Work Email
abhijeet.albal@gep.com

* Legal Company Name
bndemo98201

* Last Name
A

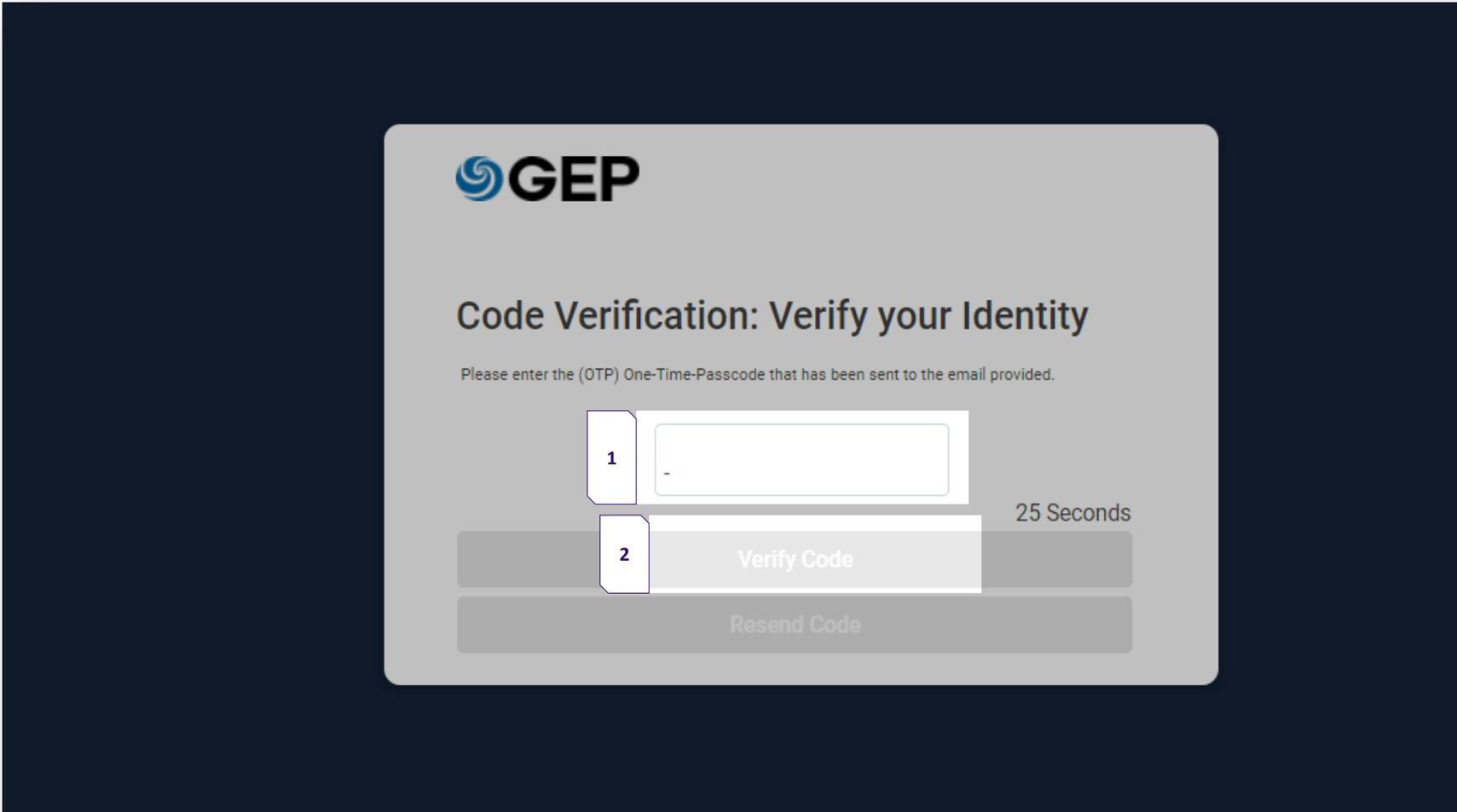
* Confirm Password
-

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

For helpsupport@gep.com | +1-732-382-6565

1 Click on "Yes"

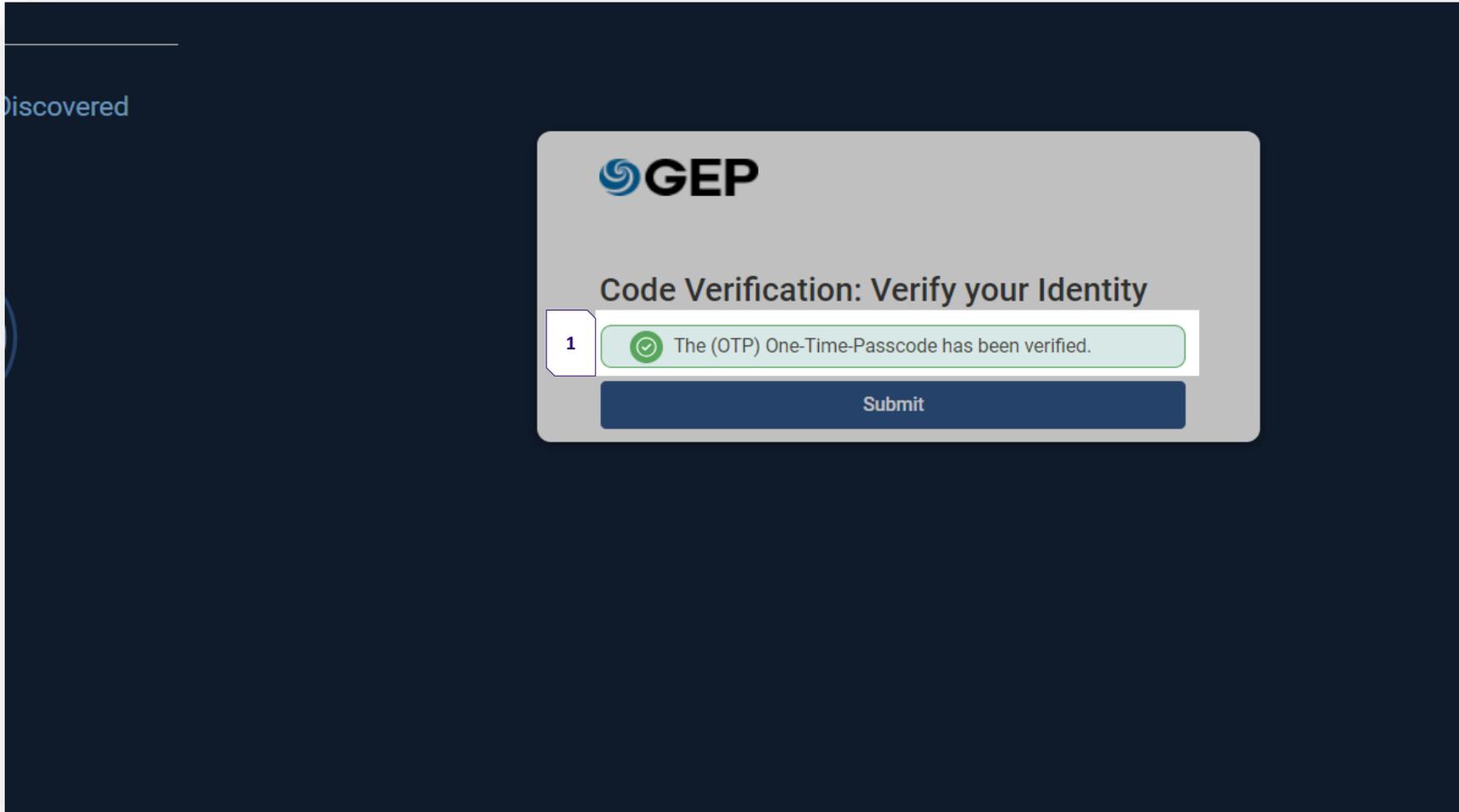
← BACK TO TABLE OF CONTENT



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

English



Home Logout

Monday | June 30, 2025

Registration(s)

IRWINMITCHEL MID western1(PC-2025.003770)	Register
---	--------------------------

My Tasks

You're all caught up!
No new tasks yet.



Stalin Pereira

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

How to
Tutorial about this platform portal



You would be logged into GEP Business Network

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

Registration Email

Registration Form

Verification

Account Created Successfully

Onboarding Supplier for a Relationship

Uat1comms@smartprocurement.irwinmitchell.com
To: Stalin Pereira

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<https://businessnetworkuat.gep.com/BusinessNetwork/Index?oloc=570&bpc=NzAwMjI0OTM1&culture=en-US&spc=NTUyMTcx0&sc=NTUyMTcxMDQwMDAwMDI1>

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Note: Do not forward this email as the link in the email is unique for each email address

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Registration Email

Registration Form

Verification

Account Created Successfully

Welcome to the BUSINESS NETWORK FOR SUPPLIERS

· Unify Tasks · Single Login for All · Get Discovered



GEP 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

← BACK TO TABLE OF CONTENT

Registration Email

Registration Form

Verification

Account Created Successfully

GEP 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

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Registration Email

Registration Form

Verification

Account Created Successfully

GEP 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](#)

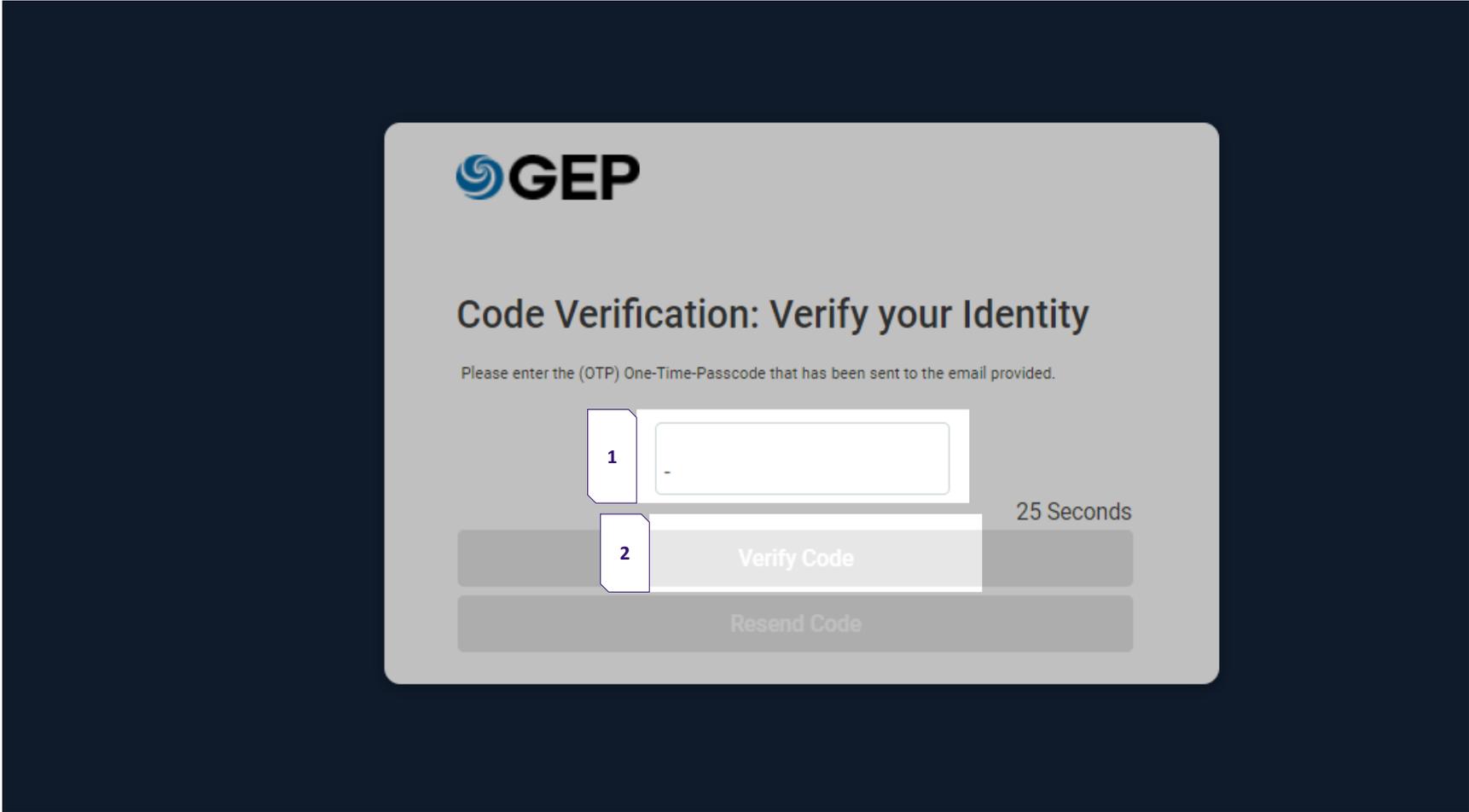
1

Click on the checkbox to accept GEP T&C and Privacy Policy

2

Click on "Submit"

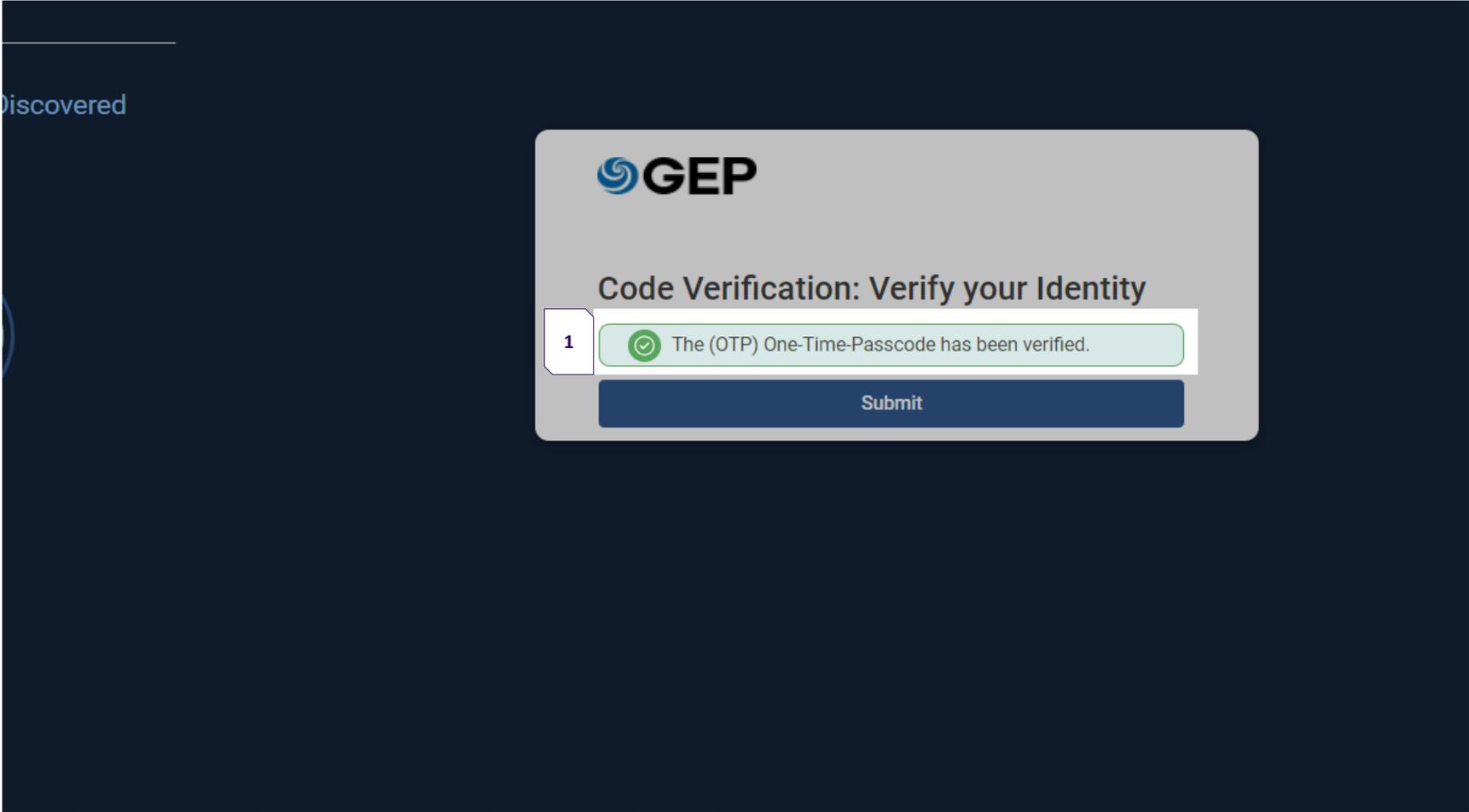
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An (OTP) One-Time-Passcode will be triggered to the email provided

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

English



Home Logout

Monday | June 30, 2025

Registration(s)

IRWINMITCHEL MID western1(PC-2025.003770)	Register
---	--------------------------

My Tasks

You're all caught up!
No new tasks yet.



Stalin Pereira

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

How to
Tutorial about this platform portal



You would be logged into GEP Business Network

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

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CONTACT UPDATE

Reach Supplier Profile

Update Contact Information

Submit Changes

Home

Monday | June 30, 2025

Logout

Client list

1 IRWINMITCHELL

Registration(s)

IRWINMITCHELL2 MID western1 (PC-2025.003770)	Register
---	----------

Other Links

My Tasks

My Tasks

You're all caught up!
No new tasks yet.

English

powered by GEP

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

How to
Tutorial about this platform portal

How to use the ...

1 Select the name of your client from "Client List"

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Reach Supplier Profile

Update Contact Information

Submit Changes

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

← BACK TO TABLE OF CONTENT



Workbench / Supplier Profile

TEST RAJ SUPPLIER GEP Registered

Discussion Forum **1** [Edit Profile](#)

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”

Reach Supplier Profile

Update Contact Information

Submit Changes

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

← BACK TO TABLE OF CONTENT

Reach Supplier Profile

Update Contact Information

Submit Changes

Workbench / Supplier Profile

TEST RAJ SUPPLIER GEP Registered

Supplier

SECTIONS

- * Basic Details
- * Identification Information
- * Business Information
- * Contact Information (4)
- * Location

Related Content

- * Diversity & Certificates
- Notes and Attachments
- * Banking Information

Contact Information (4)

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

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

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

← BACK TO TABLE OF CONTENT

Reach Supplier Profile

Update Contact Information

Submit Changes

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 checked="" 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

← BACK TO TABLE OF CONTENT

Reach Supplier Profile

Update Contact Information

Submit Changes

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				
1 <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

← BACK TO TABLE OF CONTENT

Reach Supplier Profile

Update Contact Information

Submit Changes

← 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							

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

← BACK TO TABLE OF CONTENT

Reach Supplier Profile

Update Contact Information

Submit Changes

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
<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				

1

2

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"

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Reach Supplier Profile

Update Contact Information

Submit Changes

The screenshot shows the 'Supplier Profile' page for 'TEST RAJ SUPPLIER'. A blue callout box with white text is overlaid on the page, stating: 'CURRENTLY, NO CHANGE REQUEST APPROVAL IS TRIGGERED FOR CONTACT UPDATES'. A white box with the number '1' points to the 'Submit' button in the top right corner. Another white box with the number '2' points to a dark blue success message box that says 'Success Profile has been submitted successfully.' Below the success message is a table of contacts.

* 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

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[← BACK TO TABLE OF CONTENT](#)



PURCHASE ORDERS (PO)

Reach PO

Check Details

Home Client List IRWINMITCHELL

Client list IRWINMITCHELL

Profiles: TEST RAJ SUPPLIER Create GEP

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

Relationship Summary

- Contracts (13)
- Invoice (44)
- 1 Purchase Order (100)**

My Tasks

- PO-2025-008244: Pending since 164 days, Action Pending
- PO-2025-008245: Pending since 164 days, Action Pending
- PO-2025-008246: Pending since 164 days, Action Pending
- PO-2025-008246: Pending since 162 days, Action Pending
- PO-2025.008302: Pending since 160 days, Action Pending

Links & Documents: 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

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Reach PO

Check Details

The screenshot shows the 'Purchase Order Workbench' interface. At the top, there is a navigation bar with 'Purchasing' highlighted. Below this, the page title is 'Purchase Order'. A summary bar shows 'All 100', 'Accepted 96', 'Cancelled 3', and 'Closed 1'. A search bar is present below the summary. A filter bar contains dropdown menus for 'Order Name', 'Order Number', 'Item Number', 'Supplier Item Number', 'Created By', 'Match Type', 'Created Between', 'Need By Date', 'Purchase Type', and 'Status'. The main content is a table of purchase orders with columns for 'Order Number', 'Order Name', 'Created By', 'Created On', 'Supplier Name', and 'Supplier Contact'.

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

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Reach PO

Check Details

The screenshot shows the 'Purchase Order Workbench' interface. At the top, there are navigation tabs: Catalogue, Sourcing, Contract, Purchasing (selected), Invoice, Supplier, Auction, and Analytics. A search bar is located in the top right. Below the navigation, the page title is 'Purchase Order Workbench' and 'Purchase Order'. There are buttons for 'Purchase Order' and a summary of counts: All 100, Accepted 96, Cancelled 3, Closed 1. A search bar is present below the counts. A filtering bar is highlighted with a red box, containing dropdown menus for: Order Name, Order Number, Item Number, Supplier Item Number, Created By, Match Type, Created Between, Need By Date, Purchase Type, Status, and Order Line Sub. Below the filtering bar is a table of purchase orders.

	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

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Reach PO

Check Details

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

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 By

	Order Number	Order Name	Created By	Created On	Su
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

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Reach PO

Check Details

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

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

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Reach PO

Check Details

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

Workbench / Edit Purchase Order PO-2025.010087 **Accepted** Total Amount **GBP 1,000**

SECTIONS

- Basic Details**
- Supplier Details
- Delivery and Invoicing Details
- Line Details
- Terms & Conditions

Basic Details

* Indicates Required Fields

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

Supplier Details

1 Click on "Basic Details" to view the general details

Basic Details

* Indicates Required Fields

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

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Reach PO

Check Details

Workbench / Edit Purchase Order
PO-2025.010087 Accepted Comments & A

SECTIONS

- * Basic Details
- 1 * Supplier Details**
- * Delivery and Invoicing Details
- * Line Details
- Terms & Condit

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 hwkfjqfn 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 hwkfjqfn India	Remit To Location Phone -		
* Ordering Location Location LC.2025-132388	Order Location Address GEP RI hwkfjqfn India			
Payment Term Name Pay When Paid	* Payment Terms Code 16			

1 Click on "Supplier Details" to view the details

← BACK TO TABLE OF CONTENT

Reach PO

Check 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

Delivery and Invoicing Details

* Indicates Required Fields

* Ship To	Ship To Address	Adhoc ShipTo		
Irwin Mitchell LLP	Riverside East 2 Millsands Sheffield GB S3 8DT	Add		
* Bill To	Bill To Address	Contact Email	Contact Phone	
Irwin Mitchell LLP	Riverside East 2 Millsands Sheffield GB S3 8DT	-	-	

1 Click on "Delivery and Invoicing Details" to view the details

Delivery and Invoicing Details

* Indicates Required Fields

* Ship To	Ship To Address	Adhoc ShipTo		
Irwin Mitchell LLP	Riverside East 2 Millsands Sheffield GB S3 8DT	Add		
* Bill To	Bill To Address	Contact Email	Contact Phone	Deliver To
Irwin Mitchell LLP	Riverside East 2 Millsands Sheffield GB S3 8DT	-	-	-

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Reach PO

Check 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

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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	Ship To Address	Adhoc ShipTo			
Irwin Mitchell LLP	Riverside East 2 Millsands Sheffield GB S3 8DT	Add			
* Bill To	Bill To Address	Contact Email	Contact Phone	Deliver To	
Irwin Mitchell LLP	Riverside East 2 Millsands Sheffield GB S3 8DT	-	-	-	

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

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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

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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

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

Workbench / Edit Order PO-2025.010087 **Accepted** 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 hwkfjqfn India	Remit To Location Phone -		
* Ordering Location Location LC.2025-132388	Order Location Address GEP RI hwkfjqfn 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

Create Draft Invoice

Add Details

Add Attachment

Submit Invoice

The screenshot shows a web form for creating a draft invoice. It is divided into two main sections: 'Basic Details' and 'Supplier Details'. A confirmation pop-up is overlaid on the form, asking for confirmation to proceed with an action that will flip eligible lines to an invoice. The pop-up has 'Yes' and 'No' buttons.

Basic Details

Order Number	Version	Order Author	Created On	* Currency
4100009415	0000	RJ Bowman	09/20/2024	USD : US Dollar : USD

Supplier Details

* Supplier Name	Supplier Code	Supplier Phone	Supplier Email Id	Supplier Contact
P2P Supplier 3A	-	-	vinayak.darekar@gep.com	Nandini Sanadhya

1

Click "Yes" on the confirmation pop-up

1

Confirmation

All eligible lines will be flipped to an Invoice. Do you want to proceed with the action?

Yes

No

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

← BACK TO TABLE OF CONTENT

Create Draft Invoice

Add Details

Add Attachment

Submit Invoice

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

1

* 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

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

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...

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

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Create Draft Invoice

Add Details

Add Attachment

Submit Invoice

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"

← BACK TO TABLE OF CONTENT

Create Draft Invoice

Add Details

Add Attachment

Submit Invoice

▼ 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

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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	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	07/03/2025	07/04/2025		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

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Irwin Mitchell LLP
 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
1	<input type="checkbox"/>	1	2025	Hosted and Internal	150	1.00	150	Add Taxes	150
2	<input type="checkbox"/>	2		Hosted	106,459.65	1.00	106,459.65	Add Taxes	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	100	2025	Manual	10.00	1,000	1,000	Add Taxes	1,000
<input type="checkbox"/>	2	100	2025	Manual	10.00	1,000	1,000	Add Taxes	1,000
<input type="checkbox"/>	3	100	2025	Manual	10.00	1,000	1,000	Add Taxes	1,000
<input type="checkbox"/>	4	100	2025	Manual	10.00	1,000	1,000	Add Taxes	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

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Create Draft Invoice

Add Details

Add Attachment

Submit Invoice

Tax Code	taxType	Tax Description	Tax Rate	Tax Amount
Enter Tax Code	VAT	Input - 12.5% IM UK	12.5	0

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"

[← BACK TO TABLE OF CONTENT](#)

Create Draft Invoice

Add Details

Add Attachment

Submit Invoice

to continue.

Bill To
Irwin Mitchell LLP
4 Wellington Place, Leeds, GB, LS1 4

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

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

Taxes
TRX 12.5%

Tax Code	Tax Type	Tax Description	Tax Rate	Tax Amount
<input checked="" type="checkbox"/> I17	VAT	Input - 12.5% IM UK	12.5	125

2 Delete

Cancel Apply

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

← BACK TO TABLE OF CONTENT

Create Draft Invoice

Add Details

Add Attachment

Submit Invoice

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

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	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

[← BACK TO TABLE OF CONTENT](#)

Create Draft Invoice

Add Details

Add Attachment

Submit Invoice

The screenshot shows the 'Add Attachment' step in the GEP system. The breadcrumb trail is 'Invoice Workbench / Invoice'. The invoice title is 'Test Invoice' with a 'Draft' status. The total amount is 'GBP 4,125.00'. The 'Scanned Invoice' section is active, showing an 'Upload your files' area with a 'Browse' button. A callout box with the number '1' points to the 'Browse' button. Below the upload area is the 'Basic Details' section, which includes a table of invoice information.

* Invoice Name	* Invoice Number	* Invoice Amount	Currency	Invoice Type	* Supplier Invoice Number
Test Invoice	INV-2025.003231	4,125	GBP:British Pound . GBP	Standard	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

← BACK TO TABLE OF CONTENT

Create Draft Invoice

Add Details

Add Attachment

Submit Invoice

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

The pdf copy would get uploaded

1

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

2

Click on "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

[← BACK TO TABLE OF CONTENT](#)

Create Draft Invoice

Add Details

Add Attachment

Submit Invoice

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 >

irwinmitchell

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

← BACK TO TABLE OF CONTENT



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,hwkfjqfn,India	
* Remit To Location LC.2025-132388 : ...	Remit To Address GEP RI,hwkfjqfn,India	Remit To Location Phone
Supplier Contact	Supplier Email	Supplier Phone No.

1 Click on "Submit" to submit the invoice

Create Draft Invoice

Add Details

Add Attachment

Submit Invoice

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	* Invoice Number	* Invoice Amount	Currency	Invoice Type	* Supplier Invoice Number
Test Invoice	INV-2025.003231	4,125	GBP:British Pound . GBP	Standard	123456

Invoice Creation Date: 07/03/2025

* Supplier Invoice Number: 5.009848

Supplier Name: [Redacted]

Order Number: [Redacted]

Purchase Type: GL

Scheduled Payment Date: 11/17/2052

Net Payment: 4,125

Confirmation Pop-up:

Confirmation

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

Supplier Details

* Indicates Required Fields

Order Location	Order Location Address
Location LC.2025-1323...	GEP RI,hwkfjgfn,India

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

Remit To Address: GEP RI,hwkfjgfn,India

Remit To Location Phone: [Redacted]

Supplier Contact: Rajalakshmi Supplier

Supplier Email: rajalakshmi.tyer@gep.c...

Supplier Phone No.: 478184918

A confirmation pop-up comes up

1 Click on "Yes" to confirm

[← BACK TO TABLE OF CONTENT](#)



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

Invoice Workbench
Invoice

Supplier Invoice | Supplier Credit Memo | Supplier 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 Columns Export Data

Supplier Name Invoice Source Invoice Creation Date Invoice Number Supplier Invoice Number Supplier Invoice Date Invoice Total Order Number [] Reset Save All 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

[← BACK TO TABLE OF CONTENT](#)

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



irwinmitchell Catalogue Sourcing Contract Purchasing **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

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

[← BACK TO TABLE OF CONTENT](#)

Create Draft Credit Memo

Add Details

Add Attachment

Submit Credit Memo

Invoice Workbench

← Invoice

Supplier Invoice | Supplier Credit Memo | Supplier Non-PO Invoice

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

Q 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

← BACK TO TABLE OF CONTENT

Create Draft Credit Memo

Add Details

Add Attachment

Submit Credit Memo

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

Invoice Workbench
Invoice

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

Search

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
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

← BACK TO TABLE OF CONTENT



irwinmitchell Catalogue Sourcing Contract Purchasing Invoice Supplier Auction Analytics

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

Create Draft Credit Memo

Add Details

Add Attachment

Submit Credit Memo

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

[← BACK TO TABLE OF CONTENT](#)

Create Draft Credit Memo

Add Details

Add Attachment

Submit Credit Memo

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	* Supplier Memo Number Enter Supplier Memo Number
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,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

← BACK TO TABLE OF CONTENT

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	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"

[← BACK TO TABLE OF CONTENT](#)

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

+

2



Delete



Export Data



Manage Columns

Line

Line	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

[← BACK TO TABLE OF CONTENT](#)

Create Draft Credit Memo

Add Details

Add Attachment

Submit Credit Memo

Bill to email - Bill To Phone - Payment Terms Pay When Paid Bank Details [View Information](#)

Line Details ⊕ Add 🗑 Delete 📄 Export Data ⚙ Ma

Line

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

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

Create Draft Invoice

Add Details

Add Attachment

Submit Invoice

Bill to email

Bill To Phone

Payment Terms
Pay When Paid

Bank Details
[View Information](#)

1

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

Line Details

[+](#) Add [🗑](#) Delete [📄](#) Export Data [🔧](#) Manage Columns

Line

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

Stakeholder Details

* Indicates Required Fields

* Order Contact: Rajalakshmi 1Business User
Buyer Email / Phone: Shubhangi.Karande@gep.c...

All the details are flipped from PO

[← BACK TO TABLE OF CONTENT](#)

Create Draft Invoice

Add Details

Add Attachment

Submit Invoice

Tax Code	taxType	Tax Description	Tax Rate	Tax Amount
Enter Tax Code	VAT	Input - 12.5% IM UK	12.5	0

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"

[← BACK TO TABLE OF CONTENT](#)

Create Draft Invoice

Add Details

Add Attachment

Submit Invoice

to continue.

Bill To
Irwin Mitchell LLP
4 Wellington Place, Leeds, GB, LS1 4

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
TRX 12.5%

Tax Code	Tax Type	Tax Description	Tax Rate	Tax Amount
<input checked="" type="checkbox"/> I17	VAT	Input - 12.5% IM UK	12.5	125

2 Delete

Cancel Apply

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

← BACK TO TABLE OF CONTENT

Create Draft Credit Memo

Add Details

Add Attachment

Submit Credit Memo

Go to previous page | Credit Memo | Draft

Comments & Attachments | 1 | Total Amount: GBP 2,000.00 | More | Save | Submit

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,hwkfjqfn,India				
* Remit To Location LC.2025-132388 : Location ...	Remit To Address GEP RI,hwkfjqfn,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

← BACK TO TABLE OF CONTENT

Create Draft Credit Memo

Add Details

Add Attachment

Submit Credit Memo

irwinmitchell Catalogue Sourcing Contract Purchasing Invoice Supplier Auction Analytics

Invoice Workbench / Invoice

Test Credit Memo **Draft**

Comments & Attachments Total Amount GBP 2,000.00

Processing Approval ERP Integration Payment Integration

SECTIONS

- Scanned Invoice
- * Basic Details
- * Supplier Details
- * Payment and Delivery Details
- Line Details
- * Stakeholder Details

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

* 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

← BACK TO TABLE OF CONTENT

Create Draft Credit Memo

Add Details

Add Attachment

Submit Credit Memo

Approval ERP Integration Payment Integration

▼ 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

Credit Memo 24534.pdf
Uploaded: 392.362 KB

1 ✓ 

Ca 2 [Done](#)

▼ Basic Details

* Indicates Required Fields

* Credit Memo Name * Credit Memo Number * Credit Memo Amount * Credit Memo Type * Credit Memo Number

The pdf copy would get uploaded

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

2 Click on "Done"

← BACK TO TABLE OF CONTENT

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 >



All invoices must contain the Purchase Order Number quoted below

Purchase Order ('PO') Request

To:

Supplier Name and Address: TEST RAJ SUPPLIER

GEP RI, -

hwkfqfn, -

The uploaded credit memo pdf copy would show up

[← BACK TO TABLE OF CONTENT](#)

Create Draft Credit Memo

Add Details

Add Attachment

Submit Credit Memo

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,hwkjqfn,India				
* Remit To Location LC.2025-132388 : Location ...	Remit To Address GEP RI,hwkjqfn,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

← BACK TO TABLE OF CONTENT

Create Draft Credit Memo

Add Details

Add Attachment

Submit 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	

Payment and Delivery Details

1

Confirmation ×

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

A confirmation pop-up comes up

1 Click on "Yes"

[← BACK TO TABLE OF CONTENT](#)

Create Draft Credit Memo

Add Details

Add Attachment

Submit Credit Memo

The screenshot shows the 'Invoice Workbench' interface with the 'Supplier Credit Memo' tab selected. It displays a summary of 11 total credit memos, with 10 in progress and 1 rejected. A table lists individual credit memos with columns for Credit Memo Number, Name, Type, Invoice Number, Supplier Name, and Status. The first row is highlighted.

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

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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

Create Draft Invoice

Add Details

Add Attachment

Submit Invoice

The screenshot shows the 'Invoice Workbench' interface. At the top, there are navigation tabs: 'Invoice' (highlighted), 'Supplier', 'Auction', and 'Analytics'. A search bar is present on the right. Below the navigation, there are buttons for 'Supplier Invoice', 'Supplier Create', and 'Supplier Non-PO Invoice' (highlighted with a '1'). A summary bar shows: Total 46, Processing In Progress 20, Draft 13, Paid 7, Review Pending 3, Rejected 2, and Sent For Payment 1. Below this is a search bar and 'Manage Columns' and 'Export Data' options. A filter bar contains various dropdowns: Invoice Source, Invoice Creation Date, Invoice ID, Supplier Invoice Number, Supplier Invoice Date, Total Cost, Order ID, Payment Status, Status, Invoice Total Currency, and a filter icon. The main table lists invoices with columns: Invoice Number, Invoice Name, Invoice Type, Supplier Name, Supplier ID, Supplier Invoice Number, Currency, Invoice Total, and Document Hierarchy.

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

Supplier Non-PO Invoice

20 Draft 13 Paid 7 Review Pending 3 Rejected 2 Sent For Payment 1

Invoice Name	Invoice Type	Supplier Name	Supplier ID	Supplier Invoice Number	Currency	Invoice Total	Document Hierarchy
ricing of Computers	Standard	TEST RAJ SUPPLIER	PC-2025.004142	13	GBP	1,000	Ⓜ
est delegation	Standard	TEST RAJ SUPPLIER	PC-2025.004142	456898	USD	1,000	Ⓜ
ricing of Computers	Standard	TEST RAJ SUPPLIER	PC-2025.004142	888	USD	1,000	Ⓜ
hhangi 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	Ⓜ
est scenario 5	Standard	TEST RAJ SUPPLIER	PC-2025.004142	3728894274	USD	200	Ⓜ
est 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

← BACK TO TABLE OF CONTENT



1

2

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

Create Draft Invoice

Add Details

Add Attachment

Submit Invoice

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

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 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,hwkfjgfn,India	
* Remit To Location LC.2025-132388 : Location ...	Remit To Address GEP RI,hwkfjgfn,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

← BACK TO TABLE OF CONTENT



Invoice Workbench / Invoice

Test Non-PO Invoice Draft

Comments & Attachments Total Amount EUR 0.00

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

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

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

← BACK TO TABLE OF CONTENT

Create Draft Invoice

Add Details

Add Attachment

Submit 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. < Prev | Next >

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: -

1 * Payment Terms
Enter Payment Term

Bank Details
Please Select

Line Details
Add Delete Export Data Show Full Screen Manage Columns Duplicate Invoice

The fifth section is "Payment and Delivery Details"

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

s, Sheffield, United Kingdom

* Payment Terms
6 months from Invoice date

Bank Details
Please Select

← BACK TO TABLE OF CONTENT

Create Draft Invoice

Add Details

Add Attachment

Submit Invoice

*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

The sixth section is "Line Details"

1

Click on "Add" button to add line

Line Details

1

+ Add

Delete

Export Data

Show Full Sc

Line

Select	Line Number	Line Type	Item Type	Price Basis
--------	-------------	-----------	-----------	-------------



1

Material

Material

Quantity

← 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, United Kingdom

Bill to email

Bill To Phone

*Payment Terms
6 months from Invoice date

Bank Details
Please Select

1

Select "Line Type" – Material/Service

2

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

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 data-bbox="420 1013 751 1213">1 Material Service Material</div>	Material	<div data-bbox="955 1013 1299 1099">2 Quantity</div>		

[← BACK TO TABLE OF CONTENT](#)

Create Draft Invoice

Add Details

Add Attachment

Submit Invoice

* 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

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

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

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

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	100	2025	Manual	10.00	1,000	1,000	Add Taxes	1,000
<input type="checkbox"/>	2	100	2025	Manual	10.00	1,000	1,000	Add Taxes	1,000
<input type="checkbox"/>	3	100	2025	Manual	10.00	1,000	1,000	Add Taxes	1,000
<input type="checkbox"/>	4	100	2025	Manual	10.00	1,000	1,000	Add Taxes	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

Create Draft Invoice

Add Details

Add Attachment

Submit Invoice

Taxes
TRX 12.5%

Tax Code	taxType	Tax Description	Tax Rate	Tax Amount
Enter Tax Code	VAT	Input - 12.5% IM UK	12.5	0

1 Add Delete

2

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"

[← BACK TO TABLE OF CONTENT](#)

Create Draft Invoice

Add Details

Add Attachment

Submit Invoice

to continue.

Bill To
Irwin Mitchell LLP
4 Wellington Place, Leeds, GB, LS1 4

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

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

Taxes
TRX 12.5%

2 Delete

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

1

Cancel Apply

To delete any added taxes

1

Select the tax by clicking on the check box

2

Click on the "Delete" button

[← BACK TO TABLE OF CONTENT](#)

Create Draft Invoice

Add Details

Add Attachment

Submit Invoice

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 INVGEP2025.002725	1 *Invoice Amount 0 <small>Enter correct invoice amount</small>	Currency USD:US Dollar	Invoice Type Standard	*Supplier Invoice No -
*Supplier Invoice ... 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

[← BACK TO TABLE OF CONTENT](#)

Create Draft Invoice

Add Details

Add Attachment

Submit Invoice

The screenshot shows the 'Add Attachment' step in the GEP system. The breadcrumb trail is 'Invoice Workbench / Invoice'. The invoice title is 'Test Invoice' with a 'Draft' status. The total amount is 'GBP 4,125.00'. The 'Scanned Invoice' section is active, showing an 'Upload your files' area with a 'Click here to select your files' link and a 'Browse' button. A callout box highlights the 'Browse' button. Below the upload area is the 'Basic Details' section, which includes a table of invoice information.

* Invoice Name	* Invoice Number	* Invoice Amount	Currency	Invoice Type	* Supplier Invoice Number
Test Invoice	INV-2025.003231	4,125	GBP:British Pound . GBP	Standard	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

← BACK TO TABLE OF CONTENT

Create Draft Invoice

Add Details

Add Attachment

Submit Invoice

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

The pdf copy would get uploaded

1

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

2

Click on "Done"

Basic Details

* Indicates Required Fields

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

[← BACK TO TABLE OF CONTENT](#)

Create Draft Invoice

Add Details

Add Attachment

Submit Invoice

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 >

irwinmitchell

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

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Create Draft Invoice

Add Details

Add Attachment

Submit Invoice

Invoice Workbench / Invoice

Test Invoice Draft Comments & Attachments USD 1,000.00 More S 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,hwkJqfn,India	
* Remit To Location LC.2025-132388 : Location...	Remit To Address GEP RI,hwkJqfn,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

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Create Draft Invoice

Add Details

Add Attachment

Submit Invoice

Click here to select your files

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

Confirmation ×

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

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 Name:	CDW Int

A confirmation pop-up comes up

- 1 Click on "Yes"

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irwinmitchell 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

Search

Invoice Source Invoice Creation Date Invoice ID Supplier Invoice Number Supplier Invoice Date Total Cost Order ID Payment Status

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

[← BACK TO TABLE OF CONTENT](#)

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

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Q & A

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



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