

INVOICES THAT REQUIRE A 'GOODS RECEIPT'

The following information is relevant if you supply Tirlan with goods or services that require a goods receipt note (GRN) to be completed by Tirlan before an invoice can be submitted.

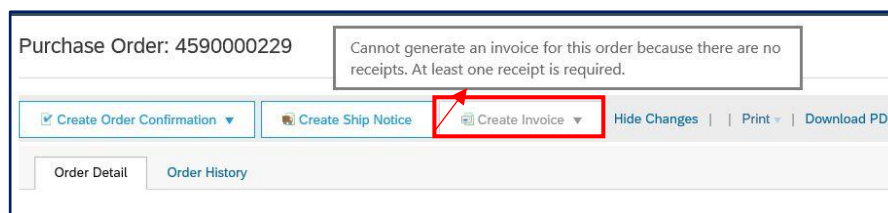
What is a Goods Receipt Note (GRN)?

A GRN is an acknowledgement that is entered on Tirlan's procurement system by the requester when goods or services have been delivered.

How will I know if this rule is applicable to my invoices?

Suppliers will see that the **Create Invoice** option in Ariba is greyed out when a goods receipt has not been completed.

When you hover over the greyed out button, a message will appear indicating that a receipt is required before an invoice can be generated.



If this message appears, it means you will not be able to submit an invoice until the goods receipt has been completed.

If you have delivered the goods or service and need to submit an invoice, please contact the requester (email address can be found on the PO) as they will need to complete the goods receipt before you can submit your invoice.

Once a goods receipt has been completed, the **Create Invoice** option will become available.


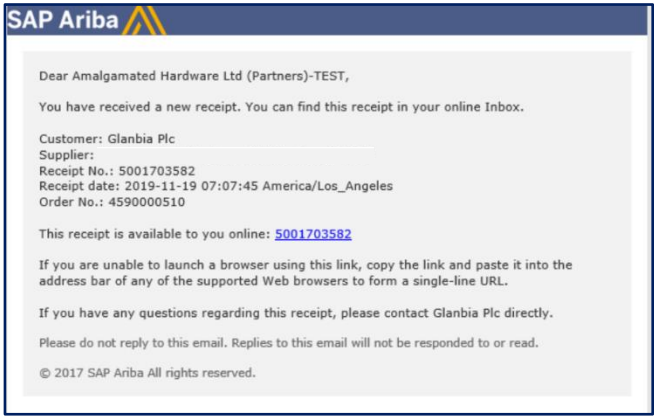
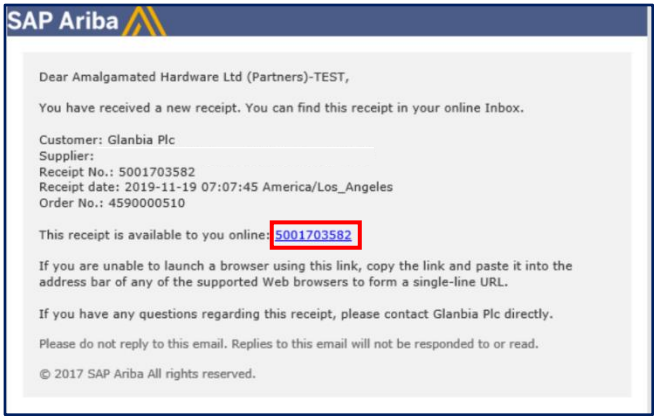
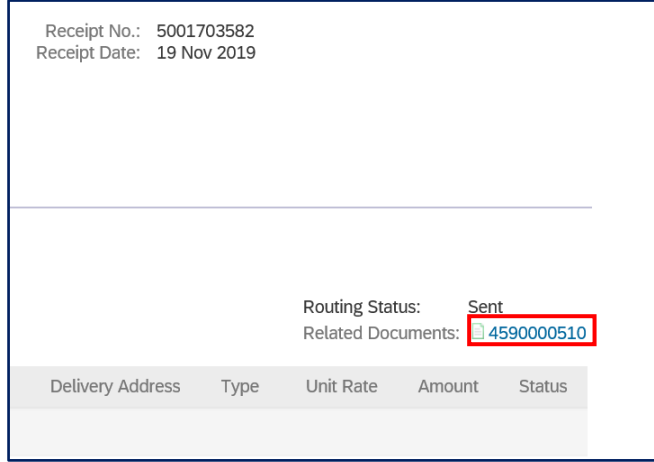
The following instructions are provided to help suppliers;

- Enable alerts to notify suppliers when a goods receipt has been completed by Tirlan
- Identify which PO line items can be invoiced against

ENABLE GOODS RECEIPT ALERTS/NOTIFICATIONS

The following instructions are relevant if you wish to be notified if a goods receipt has been completed by Tirlan and therefore you can submit your invoice(s).

<p>1. Log into Ariba using the following link and your username and password.</p> <p>In the top right-hand corner of the screen, click on your initials and then Settings</p> <p>Then select Notifications</p>	
<p>2. Select the Network tab.</p>	
<p>3. Scroll down the Receipt section.</p> <p>Enable this notification by clicking the box.</p>	
<p>4. You can update the email address that these notifications will be sent to.</p>	

5.	Select Save at the bottom of the page to save your changes.	
6.	When a goods receipt is completed for a PO that you need to invoice, you will now receive an email notification.	
7.	To access the relevant PO, click on the receipt number provided in the email.	
8.	This will bring you into the receipt in Ariba. You can then scroll across to Related Documents where you will be able to click on the PO number.	

IDENTIFYING WHICH PO LINE ITEMS ARE AVAILABLE TO INVOICE AGAINST


1. Access the PO you wish to submit an invoice against.

If the **Create Invoice** button is selectable and not greyed out, then it is possible to submit an invoice against either all or some of the PO line items.

(You do not need select Create Invoice at this time)

Purchase Order: 4590138975

Order Detail Order History



From:
Glanbia Business Services
 Glanbia Ireland DAC
 Co. Waterford
 X35 F207
 Ireland
 Phone: +353 (0) 056 8836000
 Fax: +353 (0) 056 8836001

2. Scroll down the page to the **Line Items** section.

Line Items [Show Item Details](#)

Line #	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal
10	Non Catalog Item	Material		10.000 (EA)	9 Sep 2019	100.00 EUR	1,000.00 EUR
	Contract Labour						
20	Non Catalog Item	Material		6.000 (EA)	9 Sep 2019	50.00 EUR	300.00 EUR
	Spare parts						

3. When creating your invoice, you will only be able to submit an invoice for the same quantity that has been goods receipted by Tirlan.

If you try to submit an invoice that exceeds the received quantity by Tirlan you will receive an error message.

Customer Part #	Quantity
00000000006014613	200,00

! Quantity exceeds the received quantity limit of 200,500