INVOICES THAT REQUIRE A 'GOODS RECEIPT'

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

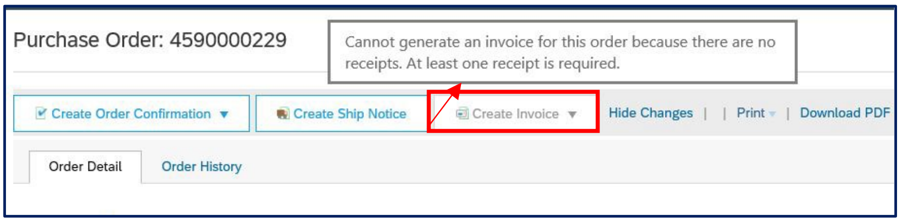
What is a Goods Receipt Note (GRN)?

A GRN is an acknowledgement that is entered on Tirlán'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.



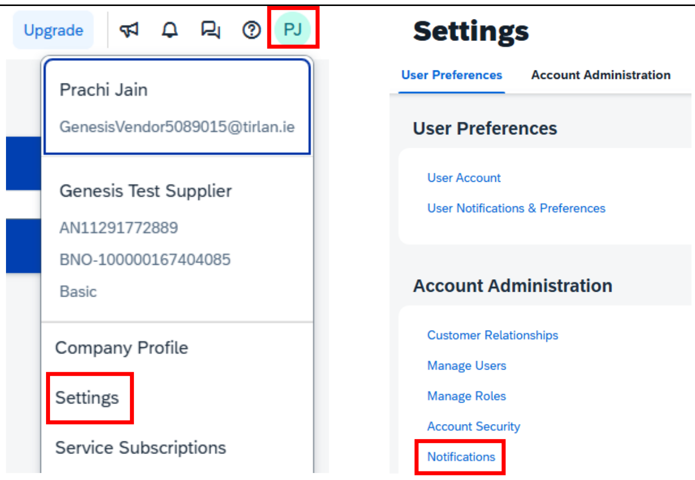
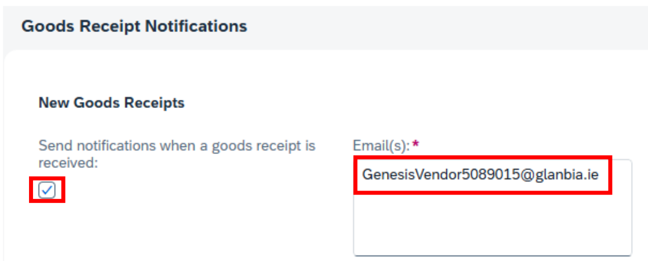
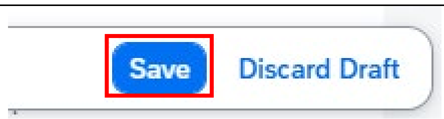
If this message appears, it means you will not be able to submit an invoice until the goods receipt has been completed.

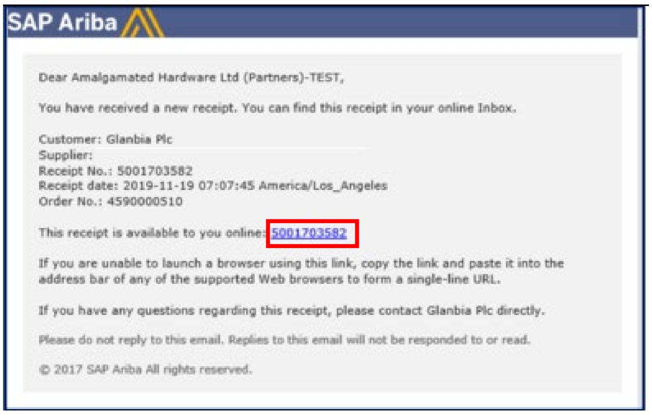
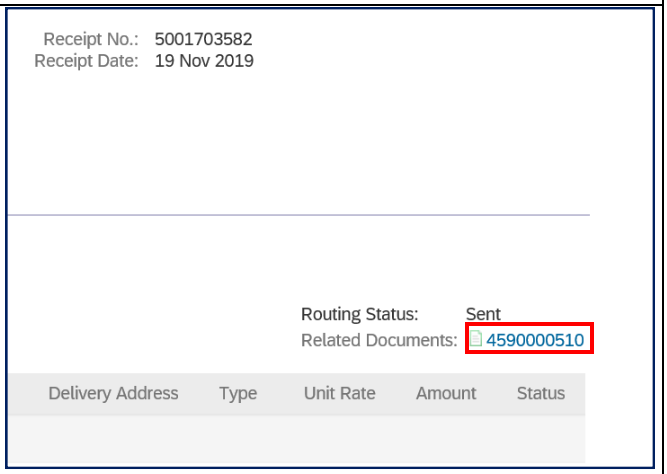
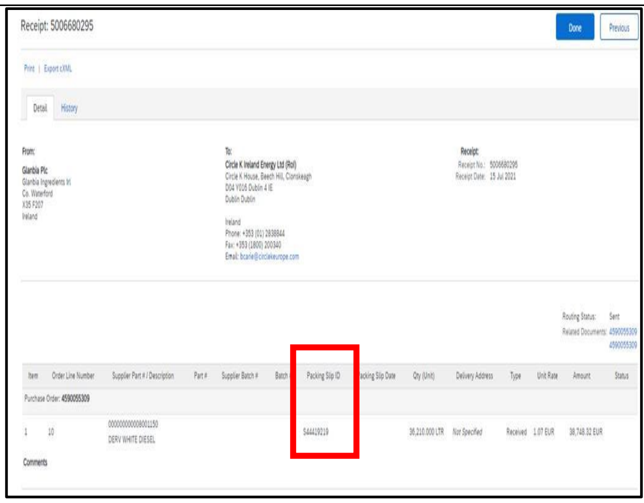
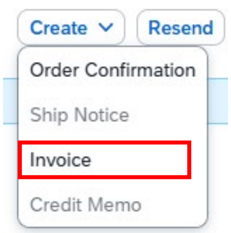
If you have delivered the goods or service and need to submit an invoice, please contact the requester (email address can be found on the PO) as they will need to complete the goods receipt before you can submit your invoice.

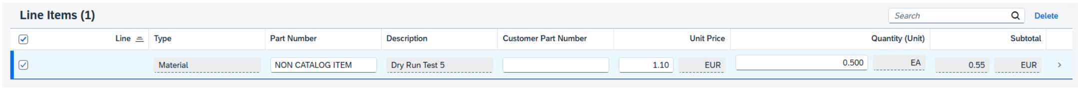
Once a goods receipt has been completed, the **Create Invoice** option will become available.

The following instructions are provided to help suppliers;

- Enable alerts to notify suppliers when a goods receipt has been completed by Tirlán
- 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 Tirlán and therefore you can submit your invoice(s).	
1.	Log into Ariba using the following link and your username and password. In the top right-hand corner of the screen, click your Initials, then click **Settings**.
2.	In the User Preferences section, under Account Administration area, select **Notifications**.
	
3.	Click Edit in the top right corner of the screen. Scroll down the **Goods Receipt Notifications** section.
4.	Tick the box next to ‘ **Send notifications when a goods receipt is received**’ Add the email address(es) that these notifications will be sent to. 
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. To access the relevant PO, click on the receipt number provided in the email.	
7.	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.	
8.	Refer to **column 'Packing Slip ID'** to find **delivery reference** **NB: Ensure to check qty, price and unit of measure on your PO – if this does not match what you are expecting to be paid, please don't proceed and contact your Tirlán contact to rectify.** IT IS VERY IMPORTANT THAT YOUR INVOICE IS MATCHED TO THE CORRECT DELIVERY REFERENCE – PLEASE VERIFY THIS PRIOR TO INVOICE SUBMISSION	
9.	This will then bring you directly to the PO where you can select **Create Invoice** to begin the invoicing process. Please refer to [Invoicing Standard Purchase Orders] guide.	

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)
2.	Scroll down the page to the **Line Items** section. 
3.	When creating your invoice, you will only be able to submit an invoice for the same quantity that has been goods receipted by Tirlán. If you try to submit an invoice that exceeds the received quantity by Tirlán you will receive an error message.