

Global Business Services

Tarnijate tegevus

Kirjeldus:	CSP	konto	seadistamise,	tellimuste	vastuvõtmise	ning	arvete	ja
	kreed	ditarvete	e esitamise juhis	ed				
Sihtgrupp:	Incho	cape ta	rnijad					

Juhiseid

CSP konto seadistamine

- 1. Valige vahekaart Häälestus, rida Administraator, valige külgmenüüst Juriidilise isiku häälestus
- 2. Klikkige käsul Lisa juriidiline isik

Home Profile	Orders Service/T	ime Sheets	ASN Invoi	ces Catalogs	Business Perform	nance Sourcing
Add-ons Setup]					
Admin Customer Se	tup Connection Reque	sts				
dmin Legal E	ntity Setup					Add Legal Entity
Users	Legal Entity					
Merge Requests	> Lithuania Te	est				Actions -
Legal Entity Setup	Invoice From	Remit-To Ac	counts	Locations	TAX IDs	Customers
Fiscal	Konstitucijos pr.	Address	1 customer	Konstitucijos pr.	LT9999999999	Inchcape
Representatives	21B, 08130	Remit-To	Konstitucijos	21B, 08130		
Remit-To	01107	Address	pr. 21B,	01107		
Terms of Use	Lithuania		08130 Vilnius	Lithuania		
Payment			01107 Lithuania			
Preferences 😽			Active			

Arve loomine ostutellimusest

- 1. Avage avalehel vahekaart Tellimused.
- 2. Valige rippmenüüst Vali klient Inchcape.
- 3. Sisestage vastav ostutellimus ja klõpsake kuldmüntide ikoonil.

Home	Profile	Orders	Service/Time Sh	neets ASN	Invoices	Catalogs	Business P	erformance	Sourcing	
Add-ons	Setup									
Orders	Order Lines	Returns	Order Changes	Order Line Chang	ges Order I	leader Confirma	ations Shipr	ments		
					Sel	ect Customer	Inchcape			Ť
Purcha	ase Or	ders								
			Click the 💐	Action to In	voice from	a Purchas	e Order			
Export to	×		Click the 💐	Action to In	voice from	a Purchas View All	e Order	~ 3	Search	P
Export to PO Number	· Order Date	e Status	Click the	Action to In Items	voice from	view All	e Order	✓ S	Search Assigned To	Actions
Export to PO Number LT00004936	 Order Date 01/26/23 	e Status Issued	Click the	Action to In Items 100 Each of Tes	voice from t	View All Unanswered No	e Order	Total 1,000.00 EUR	Search Assigned To	Actions
Export to PO Number LT00004936	• Order Date 6 01/26/23	Status Issued	Click the a	 Action to In Items 100 Each of Tes Ite Invoice 	voice from t Create	View All Unanswered No	e Order	Total 1,000.00 EUR	Search Assigned To	Actions
Export to PO Number LT00004936	 Order Date 01/26/23 	e Status Issued	Click the Second Att None Crea © Get	Action to In Items 100 Each of Tes Ite Invoice eneral Info	t Create	view All Unanswered No	e Order	Total 1,000.00 EUR	Search Assigned To	Actions
Export to PO Number LT00004936	Order Date O1/26/23	Status	Click the Second	Action to In Items 100 Each of Tes Ite Invoice eneral Info	t Create	a a Purchasa View All Unanswered No	e Order	Total 1,000.00 EUR	Search Assigned To	ہے Actions

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- Juriidilise isiku inaktiveerimiseks valige rippmenüüst Toimingud käsk Inaktiveeri juriidiline isik .
- Asjakohane vigade jaoks
- Pärast salvestamist ei saa te üksikasju muuta kui tekkis viga, tuleb deaktiveerida ja seadistada õigete üksikasjadega juuridiline isik
- Kõik juriidilise isiku lehtedel seadistatud andmed kaasatakse Coupas loodud arvetes.

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 Arve kuupäev peab olema selle maksetähtaeg. Ärge valige arve väljastamise kuupäeva, kuna see põhjustab arve tasumisega viivitamist.





Tarnijate tegevus

- 4. Täitke vastavad väljad ja vajudetes Arvutage, leitakse arve käibemaks
- 5. Vajutage Esita

rype www.	Description	Qty	UOM	Price		1 000 00 😵
3	Test	100	Each	×	10.00	1,000.00
PO Line	936-1	Service/Time Sh	eet Line	Contract	s	upplier Part Number
				~		
Tax Code	e Default	Vehicle Identific	ation Number (VIN)			
THOME		Hone				
Billing K-302320	04011821115					
Taxes						
VAT R	late	VAT Amount	Tax Reference			
	~	0.00				
Add Line	Pick lines from	n Contract	Total	a & Taxes		
			Li	nes Net Total		1,000.00
			Li	nes VAT Totals		0
			Та	tal VAT		0.00
			N	et Total		1,000.00
			-	T ()		1.000.00
			G	ross lotal		- ,

Kreeditarve esitamine

1. Minge avalehelt vahekaardile Tellimused, leidke ostutellimus ja klõpsake **punase mündi** ikooni

Purcha	ase Or	ders						
			Click the 📒	Action to Invoice from	a Purchase Order			
Export to	~				View All	۶ 🗸	Search	P
PO Number	Order Date	Status	Acknowledged At	Items	Unanswered Comments	Total	Assigned To	Actions
	01/26/23	Issued	None	100 Each of Test	No	1,000.00 EUR		8
L100004936								





Tarnijate tegevus

2. Täitke kohustuslikud väljad, **Kreeditarve #**, **Kreeditarve kuupäev**, **Algne arve #** ja **Algne arve kuupäev**, **valuutaväljad**

Create Cred	it Note Create
🔅 General Info	C
* Credit Note #	
* Credit Note Date	03/23/23
Payment Term	Z000_Payable immediately Due net
Original Date of Supply	03/23/23
* Currency	EUR 🗸
Delivery Number	
Status	Draft
* Original Invoice #	
* Original Invoice Date	mm/dd/yy
Image Scan	Choose File No file chosen

- 3. Täitke vastavad väljad, klõpsake nupul **Arvuta** , et arvutada välja arve käibemaks
- 4. Vajutage Esita

Adjustment Type	Quantity 🗸						
Type	Description	Qty	UOM	Price		1 000 00	8
H.	Test	-100.0	Each	~	10.00	1,000.00	
PO Line		Service/Time She	et Line	Contract		Supplier Part Number	
LT00004936	-1	None		~			
Tax Code De	efault	Vehicle Identifica	tion Number (VIN)				
None		None					
Billing	11 001115						
N-30232040	11-021113						
Taxes							
VAT Rate		VAT Amount	Tax Reference				
	~	0.00					
Add Line	Pick lines from (Contract					
U rad cine			Total	s & Taxes			
			Li Li	nes Net Total		1,000.00	
				nes van totals		0	
			Т	otal VAT		0	.00
			N	et Total		1,000	.00
			0	Fross Total		1,000.0	00



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5. Teise võimalusena minge vahekaardile **Arved** ja klõpsake nuppu **Loo** kreeditarve

Home Profile	Orders	Service/Time Sheets	ASN	nvoices Cat	alogues	Business Perf	ormance So	urcing
Add-ons Setu	р							
nvoices Invoices	Lines Paymer	nt Receipts						
				Select C	ustomer	Inchcape		
nvoices				Select C	ustomer	Inchcape		
voices reate Invoid	es 🕖			Select C	ustomer	Inchcape		
NVOICES reate Invoic Create Invoice from	CES () n PO Create I	Invoice from Contract	Create BI	Select C	Create Cre	Inchcape dit Note		
NVOICES reate Invoic Create Invoice from Export to v	CES () n PO Create I	Invoice from Contract	Create BI	Select C	Create Cre	Inchcape	✓ Search	, O
NVOICES reate Invoic Create Invoice from Export to ~ Invoice #	Created Date	Invoice from Contract	Create BI	Select C	Create Cre View All Unansw	Inchcape dit Note	 Search Dispute reason 	P n Actions

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Kreeditarve
 saate luua ainult
 teie poolt
 loodud CSP-s
 arvetele

6. Valige rippmenüüst Arve ja klõpsake nuppu Jätka

Credit Note		×
If you are issuing a credit note in regards to a pro- include the invoice number. If you are issuing a c customer, please select other.	oblem with an invoice or g credit note purely to offer	goods shipped, please a credit to your
Reason 💿 Resolve issue for invoice number	121212	~
Other (e.g. rebate)	<u>`</u>	
	Cancel	Continue

7. Valige, kuidas soovite arvet parandada, ja klõpsake nuppu Loo

Credit Note		×
How do you want to correct invoice "121212" ?		
 Completely cancel the invoice with a credit note <i>i</i> Adjust invoice with a credit note <i>i</i> 		
	Cancel	Create



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Tarnijate tegevus

8. Sisestage kreeditarve #, kreeditarve kuupäev ja krediidi põhjus



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Saate lisada arve/kreeditarve koopia Väljale **Pildi skannimine** ja lisada täiendavaid dokumente väljale **Manused**

9. Klõpsake nuppu Edas

stment T	ype Quantity 🗸					
Type	Description Test	Gity -100	UOM Each	Price	10.00	-1,000.00
PO Line LT00004	1936-1	Service/Time St None	neets Line	Contract		Supplier part number
Tax Code None	e Default	Vehicle Identific None	ation Number (VI	N)		
Billing K-302320	04011821115					
Taxes						
VAT R	late	VAT Amount	Tax Referen	ce		
24.09	% ~	-240.00				
			To	tal Taxes Lines Net Total		-1.000.00
				Lines VAT Totals		-240.00
				Total VAT		-240.00
				Net Total		-1,000.00
				0.000 10101		-1,240.00