



Supplier Actionable Notifications (SAN)



When opting to use Supplier Actionable Notifications (SAN) you will flip Purchase Orders via email.

European Tyre Enterprise Limited Purchase Order #57

[Create Invoice](#) [Acknowledge PO](#) [Add Comment](#)



**European Tyre Enterprise Limited
PURCHASE ORDER**

BOTTOMLINE TECHNOLOGIES EUROPE LTD

115 CHATHAM STREET,
READING
BERKS, RG1 7JX
Attn: Ryan Riddell
coupauai@etelimited.co.uk
PO NUMBER

57

DATE 06/12/16
PAYMENT TERMS D000
SHIPPING TERMS

CURRENCY GBP
CONTRACT BL00001
CONTACT Fiona Mertens

fiona.mertens@etelimited.co.uk
Ship To
European Tyre Enterprise Limited
European Tyre Enterprise Ltd
Avenue One
Letchworth Garden City, Hertfordshire SG6 2HU
Attn: Fiona Mertens
Bill To
European Tyre Enterprise Limited
PO Box 6895
Willenhall
Wolverhampton, WV1 9XZ
Attn: Accounts Payable

Line	Description	Qty	Unit	Price	Total
1	Sprocket 00000001 07/12/16	20	PALLET	10.00	200.00

20 Units
200.00 GBP

[Create Invoice](#) [Acknowledge PO](#) [Add Comment](#)

➤ Click the 'Create Invoice' button

This will take you to the Create Invoice screen.



* Invoice # <input type="text"/>	* Supplier E0UKHETEL-SBOT01
* Invoice Date 12/07/16 <input type="button" value="Calendar"/>	* Remit-To Address BOTTOMLINE TECHNOLOGIES EUROPE LTD Default 23 middlefield letchworth sg6 3ee United Kingdom United Kingdom (GB380094851) wholesale
Payment Terms D000	
Date of Supply 12/07/16 <input type="button" value="Calendar"/>	
* Currency GBP <input type="button" value="Dropdown"/>	
Delivery Number <input type="text"/>	
Status Draft	
Image Scan <input type="button" value="Choose File"/> No file chosen	
Supplier Notes <input type="text"/>	Customer European Tyre Enterprise Limited
Attachments <input type="button" value="Add File"/> <input type="button" value="URL"/> <input type="button" value="Text"/>	Bill To Address European Tyre Enterprise Ltd PO Box 6895 Willenhall Wolverhampton WV1 9XZ United Kingdom VAT ID 380094850
Early Payment Provisions <input type="text" value="Use N/A if not relevant"/>	Ship To Address European Tyre Enterprise Ltd Avenue One Letchworth Garden City Hertfordshire SG6 2HU United Kingdom
Margin Scheme <input type="text"/>	
Cash Accounting Scheme <input type="text"/>	
* Exchange Rate <input type="text"/>	

Lines Line Level Taxation

Type	Description	Qty	UOM	Price	Total
<input type="button" value="Add"/>	Sprocket	<input type="text" value="20"/>	<input type="button" value="Dropdown"/> PALLET	<input type="text" value="10.00"/>	200.00

PO Line	Contract	Billing	Period
57-1	<input type="button" value="Dropdown"/>	C9290-5349300	2016 <input type="button" value="Dropdown"/>

Subtotal	200.00
Tax Description <input type="button" value="Dropdown"/>	0 % 0
Total Tax	0.00
Total	200.00

Note: Fields marked with a red asterisk are Mandatory.

- Enter an Invoice Number
- The date of the Invoice will be populated automatically with today's date, but this can be overridden manually.
- Select a Currency
 - Press the 'Add File' button to add a PDF image, if required.
 - Ensure that the Quantity, Unit of Measure and Price are correct in the Invoice lines
 - Select a Tax Description
 - Press the Calculate button
 - Confirm the Total and press the 'Submit' button

You have successfully created and submitted an invoice.



European Tyre Enterprise Limited Purchase Order #57

Create Invoice Acknowledge PO Add Comment



European Tyre Enterprise Limited PURCHASE ORDER

BOTTOMLINE TECHNOLOGIES EUROPE LTD

115 CHATHAM STREET
READING
BERKS, RG1 7JX
Attn: Ryan Riddell
counauiat@etelimited.co.uk
PO NUMBER
57

DATE 06/12/16
PAYMENT TERMS D000
SHIPPING TERMS

CURRENCY GBP
CONTRACT BL00001

CONTACT Fiona Mertens
fiona.mertens@etelimited.co.uk

Ship To
European Tyre Enterprise Limited
European Tyre Enterprise Ltd
Avenue One
Letchworth Garden City, Hertfordshire SG6 2HU
Attn: Fiona Mertens
Bill To
European Tyre Enterprise Limited
PO Box 6895
Willenhall
Wolverhampton, WV1 9XZ
Attn: Accounts Payable

Table with 5 columns: Line, Description, Qty, Unit, Price, Total. Row 1: 1, Sprocket 00000001 07/12/16, 20, PALLET, 10.00, 200.00

20 Units
200.00 GBP

Create Invoice Acknowledge PO Add Comment

If you choose not to create the Invoice at this time you can use the buttons to either

- Acknowledge the Purchase Order

Or

- Add a Comment