

Ascend New Buying Platform GEP SMART™ Supplier Training



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Create Service Invoice

1. Create Service Invoice

1.1. Creating an Invoice from Approved Service Confirmation Document

- Once a Service Confirmation (without ERS flag checked) is approved by Ascend, the Primary receive a notification email as the status is APPROVED
- The Supplier user needs to login to the portal to create an invoice manually with reference to the approved Service Confirmation

Note: It's recommended to always create Service Confirmation with ERS flagged, this reduces the manual effort to flip an approved SC into an Invoice

Creating an Invoice from Approved Service Confirmation Document

Service Confirmation is created in Approved status

This SC document was created ERS flag unchecked and hence the Invoice status is **Invoice Not Created**

Hence suppliers need to create an Invoice using this approved SC document

← SC-11:22-00721 Approved 300.00 USD Comments | More

▼ BASIC DETAILS Go To Line Details

Service Confirmation Number SC-11:22-00721	Service Confirmation Name ServiceConfirmation1 for Batch Order1 fo...	Supplier Service Confirmation Number 13245	Order Number 4100002386
Order Name Batch Order1 for 0057965916-80-GDLOT...	Currency USD	Supplier Code 203532	Supplier Name UNIVERSAL FABRICATORS INC
Field Supervisor * Tivi Horvath (tvhorv@ascendmaterials.co...	Created By Kunal Kadam	Created On * 11/23/2022	Submitted By Kunal Kadam
Submitted On * 11/23/2022	Purchase Type Blanket/Service	Enter Tax At Line	Tax (USD) 0.00

Invoice Creation Status: Invoice Not Created **A** ERS (Auto-create invoice) Invoice Submission Status: Invoice Not Submitted Interface Status: -

Print Preview Copy

Creating an Invoice from Approved Service Confirmation Document

To Create Invoice against Non-ERS SC document,

A: Click on **Purchasing** Section

B: Go to **ORDER**

C: Select the Order against which Service Confirmation was submitted

The screenshot shows the ASCEND UAT Purchasing interface. The 'Purchasing' tab is highlighted with a red box and labeled 'A'. The 'Documents' section is labeled 'B' and contains a sub-section 'ORDER' which is also highlighted with a red box. Below this, a summary card shows 'All 1' and 'Supplier Acknowledged 1'. A table below lists orders with columns: Order Name, Order Number, Supplier, Purchase Type, and Created By. The first row in the table is highlighted with a red box and labeled 'C', showing 'Batch Order1 for 0057965916-80-GDLOTH7895', '4100002386', 'UNIVERSAL FABRICATORS ...', 'Blanket/Service', and 'Tivi Horvath'. The interface also includes a search bar, navigation icons, and a 'Rows Per Page' dropdown set to 10.

Order Name	Order Number	Supplier	Purchase Type	Created By
Batch Order1 for 0057965916-80-GDLOTH7895	4100002386	UNIVERSAL FABRICATORS ...	Blanket/Service	Tivi Horvath

Creating an Invoice from Approved Service Confirmation Document

A: Click on **CREATE INVOICE** button on bottom right-hand corner and then select **By Selecting Service Confirmation(s)**

B: A pop-up box appears, select the **Supplier SC**

C: Click on **Select** to proceed

ORDER: Batch Order1 For 005.. Supplier Acknowledged 15,500.00 USD Comments and Attachments More

Basic Details > BASIC DETAILS
Supplier Details > SUPPLIER DETAILS
Inco Terms > INCO TERMS
Invoicing And Delivery... > INVOICING AND DELIVERY DETAILS
Receiving Tolerances ... > RECEIVING TOLERANCES (DEFAULTS)
Notes & Attachments > NOTES & ATTACHMENTS
Line Details

* Indicates mandatory fields

Print Preview

By Selecting Service Confirmation(s)
CREATE INVOICE

Select Service Confirmation

Supplier Service Confirmatio...	Field Supervisor	Submitted by	Service Confirmation
<input checked="" type="radio"/> 13245	Tivi Horvath (tvhorv@ascendmaterials.com)	Kunal Kadam	300.00

Reset Cancel **Select**

Creating an Invoice from Approved Service Confirmation Document

Invoice in Draft status will be created

A: In Basic Details section, fill in below Information

- 1) Invoice Amount (Invoice value+ Taxes)
- 2) Supplier Invoice Number
- 3) Supplier Invoice Date

B: Click on more option and select upload image option to add supporting document

The screenshot displays the 'BASIC DETAILS' section of an invoice creation interface. The interface includes a navigation bar at the top with the invoice ID 'INV-11:22-000630 - Invoice1 For Batch Order1...', a 'Draft' status indicator, the amount '300.00 USD', and a 'Comments and Attachments' button. A sidebar on the left lists navigation options: 'Basic Details', 'Supplier Details', 'StakeHolder Details', 'Payment And Delivery...', and 'Line Details'. The main content area is titled 'BASIC DETAILS' and contains several fields:

- Invoice Name***: Invoice1 for Batch Order1 for 00...
- Invoice Number**: INV-11:22-000630
- Invoice Amount***: 0.00
- Supplier Invoice Number***: 13245
- Invoice Creation Date**: 11/23/2022
- Scheduled Payment Date**: 02/21/2023
- Supplier Invoice Date***: 11/23/2022
- Supplier Name**: UNIVERSAL FABRICATORS INC
- Non PO Invoice
- Order Number**: 4100002386
- Order Name**: Batch Order1 for 0057965916-80...
- Supplier Code**: 203532
- Currency**: USD
- Purchase Type**: Blanket/Service
- Delivery Note**: (empty field)
- Invoice Type**: Standard
- GR-IV

At the bottom right, a 'More' menu is open, showing options: 'Upload Image', 'Export To PDF', 'Delete', and 'Print Invoice'. The 'Upload Image' option is highlighted with a red box and labeled 'B'.

Creating an Invoice from Approved Service Confirmation Document

Under **LINE DETAILS** section for an approved SC documents, suppliers can only update Taxes by adding it under **Taxes** field (If Applicable)

Once Taxes are added, click on **Sent To Buyer**

The screenshot displays the 'INV-11:22-000630 - Invoice1 For Batch Order1...' interface. The top right shows the amount '300.00 USD'. The left sidebar contains navigation options: Home, My Tasks, Create, and Supplier Profile. The main content area is divided into 'PAYMENT AND DELIVERY DETAILS' and 'LINE DETAILS'. The 'LINE DETAILS' section is expanded, showing a table with columns for checkboxes, line numbers, types, descriptions, and totals. Two rows are visible, both with a 'Taxes' field set to '0.00' and a plus sign icon. A red box highlights these 'Taxes' fields. At the bottom right, there are 'SAVE' and 'Send To Buyer' buttons, with the latter also highlighted by a red box.

Line	Type	Line Description	Line Total	Taxes	Applicable Tax
1	Material	Universal 18 x 42...	100.00	0.00	Invoice Tax
2	Material	Universal 18 x 42...	200.00	0.00	Invoice Tax

Create Material Invoice

Create Material Invoice

2.1. Create Material Invoice

A. Click **PURCHASING** tab

B. Click on the order in **SUPPLIER ACKNOWLEDGED** status.

Invoice can be created via 2 methods :

- 1) By Selecting Receipts
- 2) By Flipping order to invoice

*If the order is in **SENT TO SUPPLIER** status, you will first need to acknowledge the order before creating the invoice*

The screenshot shows the ASCEND Purchasing interface. The 'Purchasing' tab is highlighted with a red box and labeled 'A'. Below the navigation bar, there are tabs for 'ORDER', 'RETURN NOTE', 'SERVICE CONFIRMATION', and 'ASN'. A summary card shows 'All 1' and 'Sent To Supplier 1'. A table lists orders with columns: Order Name, Order Number, Supplier, Purchase Type, Created By, Created On, Order Value, and Status. The second row is highlighted with a red box and labeled 'B'. The status 'Supplier Acknowledged' for this row is also highlighted with a red box.

Order Name	Order Number	Supplier	Purchase Type	Created By	Created On	Order Value	Status
Order1 for DO NOT USE - Test PO 2 - Suppl...	PO-03:22-000695	SupplierKK	Material	KK Admin	03/30/2022	200.00 USD	Sent To Supplier
Order1 for Test PO 1 - Supplier KK	PO-03:22-000694	SupplierKK	Material	KK Admin	03/30/2022	100.00 USD	Supplier Acknowledged

2.2. Create Invoice by Flipping Order to Invoice (Option 1: Preferred)

C. Click **CREATE INVOICE**

D Click **By Flipping Order to Invoice**, to create invoice against the order.

You will get a **SUCCESS** dialogue box stating "The Invoice is created"

The screenshot shows the ASCEND Purchasing interface. The top navigation bar includes 'Catalog', 'Sourcing', 'Contract', 'Purchasing', 'Invoice', and 'Supplier'. The main content area displays 'ORDER: Order1 For TE...' with a 'Supplier Acknowledged' status. The 'BASIC DETAILS' section includes fields for Order Number, Order Name, Order Contact, Order Author, Purchase Type, Creation Date, Original Issue Date, and Supplier Acknowledged Date. The 'SUPPLIER DETAILS' section is also visible. A red box highlights the 'CREATE INVOICE' button at the bottom right, labeled 'C'. Another red box highlights the 'By Flipping Order to Invoice' option, labeled 'D'.

The screenshot shows a 'SUCCESS!' dialog box with a green header and a white body. The message reads 'The Invoice is created.' and there is an 'OK' button at the bottom right, highlighted with a red box and labeled 'D'.

2.3. Create Invoice by Selecting Receipt (Option 2)

C. Click **CREATE INVOICE**

D Click **By Selecting Receipt**, to create invoice against the raised receipt.

You will get a **SUCCESS** dialogue box stating "The Invoice is created"

ASCEND PERFORMANCE MATERIALS UAT

Catalog Sourcing Contract **Purchasing** Invoice More

Search

100.00 USD Comments and Attachments More

ORDER: Order1 For TE... Supplier Acknowledged

Basic Details

Supplier Details

Inco Terms

Invoicing And Delivery...

Receiving Tolerances ...

Additional Details

Notes & Attachments

Line Details

Print Preview

BASIC DETAILS

* Indicates mandatory fields

Order Number	Order Name	Order Contact	Order Author
PO-04-22-000863	Order1 for TEST PO 8	KK Admin	KK Admin
Purchase Type	Creation Date	Original Issue Date	Supplier Acknowledged Date
Material	04/25/2022	04/25/2022	04/25/2022
Currency			
USD			

SUPPLIER DETAILS

By Selecting Receipt(s)

By Flipping Order to Invoice

CREATE INVOICE

SUCCESS!

The Invoice is created.

OK

2.4. Create Invoice by Selecting Receipt

F. Select the Receipt raised from left hand side and select the Line Number by clicking the check box.

G. Click on **Create Invoice**.

You will get a **SUCCESS** dialogue box stating "The Invoice is created"

SELECT RECEIPT LINES FOR INVOICE CREATION SHOW SELECTED RECEIPTS

Search Receipt

Select All Receipts

REC-2022.000113-Rece... (...

Receipt1 for Order1 for TEST PO 9 - Supplier KK

PO Line Number	Buyer Item Number	LineDescription	Supplier Item Num...	Ordered Quantity
1		TEST PO 9		1

Rows Per Page: 10 1 - 1 Of 1

Total Order Lines Selected Against Receipt(s): 1 Reset Cancel Create Invoice

2.5. Invoice creation set up page

A. Enter INVOICE TOTAL AMOUNT

B. Enter the unique INVOICE NUMBER generated from your invoice system

C. You can also change the SUPPLIER INVOICE DATE

Note: If you create an invoice by Flipping an order, it will directly take you to invoice screen in draft status.

INV-03:22-000208 - In...
Draft

100.00 USD

Basic Details

Supplier Details

StakeHolder Details

Payment And Delivery...

Line Details

Home

My Tasks

Create

Supplier Profile

BASIC DETAILS

Manage Optional Fields

* Indicates mandatory fields

Invoice Name* Invoice Number Invoice Amount* Supplier Invoice Number*
Invoice1 for Order1 for Test PO... INV-03:22-000208 100.00 1234Test

Invoice Creation Date Supplier Invoice Date* Supplier Name
03/30/2022 03/30/2022 SupplierKK Non PO Invoice

Multi PO Invoice Order Number* Order Name Supplier Code
PO-03:22-000694 Order1 for Test PO 1 - Supplier ... PC-2022.000174

Currency Purchase Type Invoice Type
USD Material Standard GR-IV

Print Preview

SAVE Send To Buyer

Invoice creation set up page

A. Scroll down to the **LINE DETAILS** tab and can select/de-select a line item by clicking on the **CHECK MARK**

B. Select the line item, and make the changes on **UNIT PRICE** or **QUANTITY**

LINE DETAILS

LINES

Line(3)

A	Line	↑↓	Type	↑↓	Item Number	↑↓	Line Des... ↑↓	Unit Price	↑↓	Quantity	B
✓	1		Material					33.33		1.000	
✓	2		Material					45.45		1.000	
✓	3		Material					33.33		1.000	

2.6. Adding taxes & freight on the line level

A. Scroll down to the **LINE DETAILS** tab and can select/de-select a line item by clicking on the **CHECK BOX**

B. Under the line details, you can also select the line you want and scroll to the right side where you will see the column to enter **TAXES**, **OTHER CHARGES** and **FREIGHT** in this column.

The screenshot displays the 'LINE DETAILS' interface. At the top, there is a search bar and action buttons: 'Delete', 'Duplicate Lines', and 'More'. A red box labeled 'B' highlights the 'Taxes', 'A.', 'Other Charges', and 'Freight' columns. Below the table, there is a 'Rows Per Page' dropdown set to 10 and a pagination indicator showing 'Page 1 of 1'.

Line	Type	Line Description	Taxes	A.	Other Charges	Freight
<input checked="" type="checkbox"/> 1A	Material	TEST PO 9	0.00	I...	0.00	0.00

2.7. Adding taxes & freight on header level

A. Click on the drop down next to amount/currency on top section of the screen.

B. You can enter your freight or taxes on the header level (This will prorate the amount to all the available lines equally)

C. Once the amounts are entered you can click on the check mark icon

The image displays two screenshots of the ASCEND software interface. The top screenshot shows the 'Invoice' header for 'INV-05:22-000253 - Invoice1 For Order1 For T...'. A red box highlights the '100.00 USD' dropdown menu, labeled 'A'. The 'BASIC DETAILS' section includes fields for Invoice Name, Invoice Number, Invoice Amount (100.00), Supplier Invoice Number (123), Invoice Creation Date (05/02/2022), Supplier Invoice Date (05/02/2022), Supplier Name (SupplierKK), Order Number (PO-04:22-000863), Order Name (Order1 for TEST PO 8), Supplier Code (PC-2022.000174), Currency (USD), Purchase Type (Material), and Invoice Type (Standard). The bottom screenshot shows the same invoice header with a summary table overlaid. The table lists 'Invoice Value (USD)' as 100.00, 'Shipping & Freight (USD)' as 0.00, 'Taxes & Charges (USD)' as 0.00, and 'Invoice Total (USD)' as 100.00. Two 'Prorate' entries are highlighted with red boxes and checkmark icons, labeled 'B' and 'C'. The 'Supplier Details' section is partially visible at the bottom.

2.8. Upload image / copy on invoice

A. Click on the **MORE ICON** on top right corner

B. Click **UPLOAD IMAGE** to upload the scan copy of invoice

C. Once the image is uploaded, click on **SEND TO BUYER** button

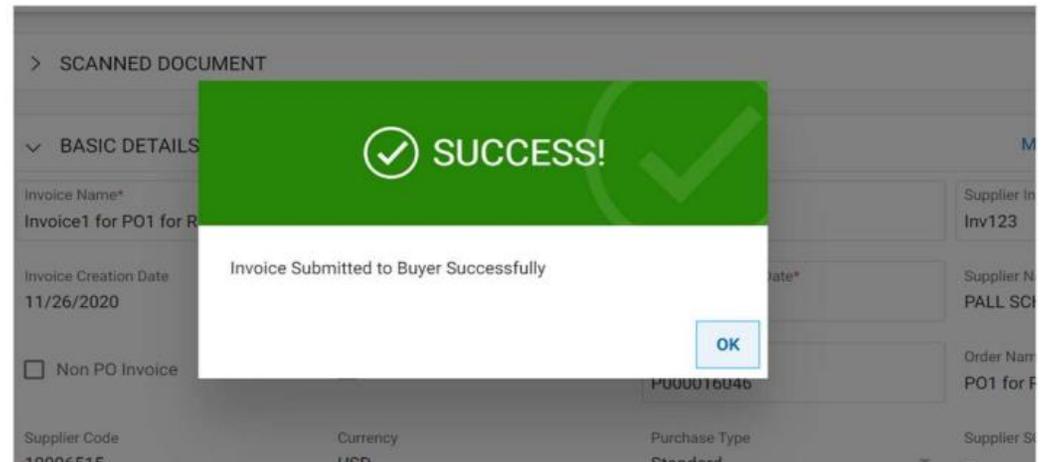
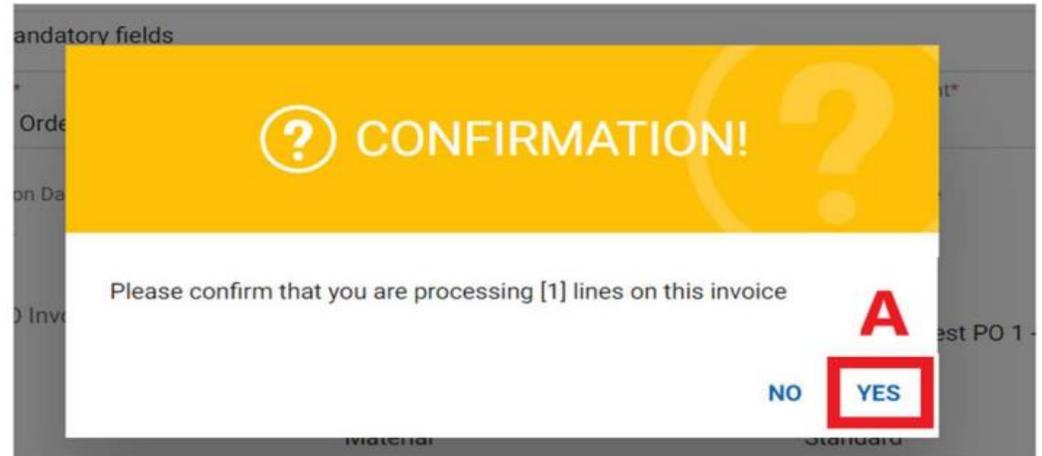
Note: It is mandatory to upload the image.

The screenshot displays the ASCEND UAT invoice creation interface. The top navigation bar includes 'Catalog', 'Sourcing', 'Contract', 'Purchasing', 'Invoice', and 'More'. The 'Invoice' tab is active, and the invoice number is 'INV-03:22-000208 - In...'. The status is 'Draft' and the amount is '100.00 USD'. The 'More' icon in the top right corner is highlighted with a red box and labeled 'A'. The 'BASIC DETAILS' section is expanded, showing fields for 'Invoice Name*', 'Invoice Number', 'Invoice Amount*', and 'Supplier Invoice Number*'. The 'Upload Image' button in the top right corner is highlighted with a red box and labeled 'B'. The 'Send To Buyer' button at the bottom right is highlighted with a red box and labeled 'C'. The interface also includes a 'Print Preview' button and a 'SAVE' button.

2.9. Invoice creation set up page

A. Once submitted, you will see a confirmation message. Click **YES**

You will be directed to the **INVOICE** screen, where you will see the submitted invoice in **APPROVAL PENDING** status



2.10. Invoice Statuses

- **Draft:** Invoice is created; however, it is not submitted to Ascend (work-in-progress).
- **Sent for Processing:** pending validation with Ascend.
- **Exception:** Invoice is submitted, however there is a discrepancy in the ordered quantity or amount. This is being reviewed internally by Ascend and it will either be approved or returned with comments.
- **Matched:** Invoice amount is matched to the receipt amount.
- **Sent For Payment:** Invoice is sent for payment.
- **Invoice Paid with Remittance:** You can view remittance information in the submitted invoice.
- **Cancelled:** Invoice is cancelled by Ascend.

Customer support

GEP Customer Support is available 24x5

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