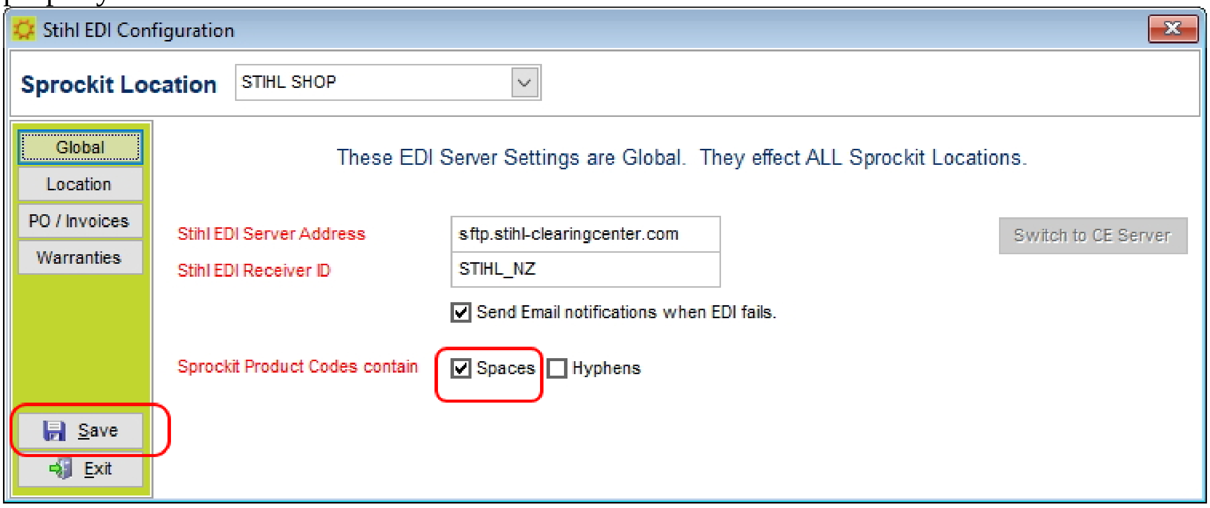
Suppliers Digital Invoice Import for Stihl Invoices

Introduction

- This feature allows Supplier Invoices from Stihl to be imported into Sprockit for end user approval or automatically processed.
- This service provides end users with incredible savings in time and cost of data entry.
- All Invoices are automatically downloaded from the Stihl Clearing Centre via the Digital Invoice Import solution.
- If Xtracta is already enabled in the software, the Digital Invoice Import screen will have a dropdown option to switch to the Stihl Invoices import.
- The Stihl Invoices import is available from version 8.458 onwards and there is no need for additional setup.

Sprockit Setup

1. Stihl EDI Defaults must be in place.
2. Open the Stihl EDI Defaults screen and ensure the tick-box for Spaces is selected in the Global tab. This is a new flag that has been added to the software and although it is selected by default, you MUST SAVE this screen once, to ensure the flag is properly set in the database.

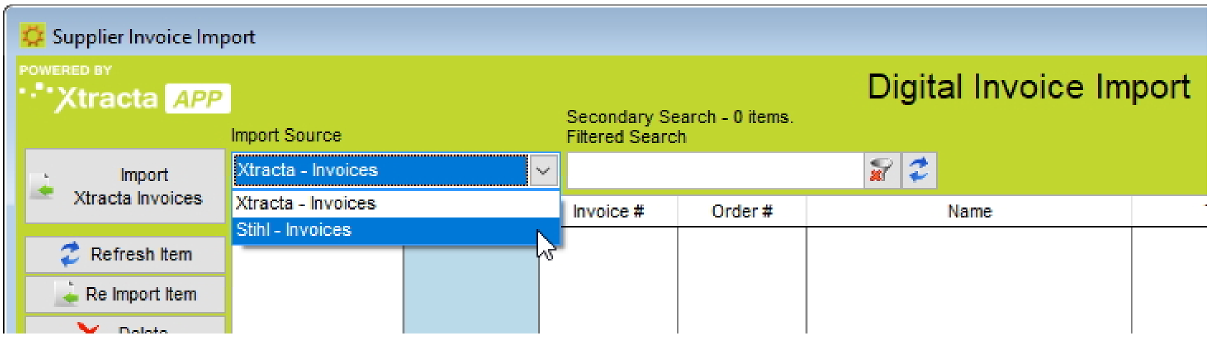


3. Any existing Stihl Pricebooks **must** be mapped to the Product types, groups and subgroups in Sprockit – we recommend that old pricebooks are removed from the system and only the current one is kept. Moving forward, new Pricebooks should be imported on top of the current Pricebook.
4. Sprockit Product codes **must** have Stihl set up as a Supplier.

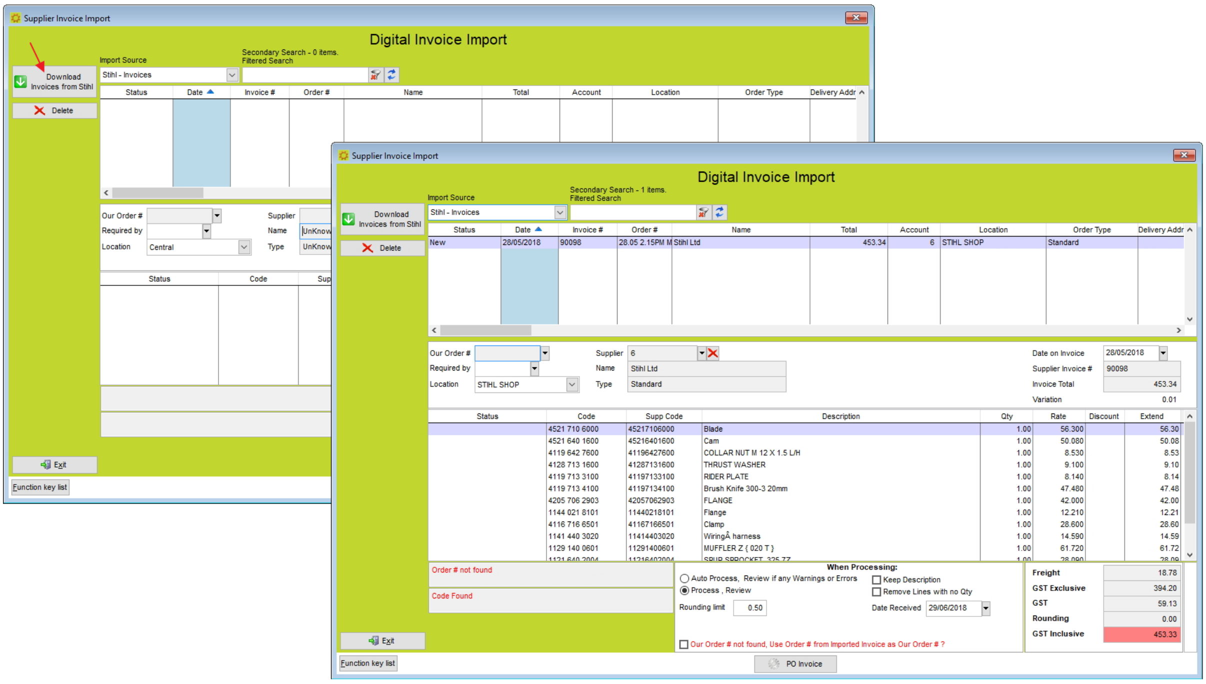
Process

Selecting the **Digital Invoice Import / Process** option from the Supplier's menu will open the Digital Invoice Import screen.

If Xtracta is enabled in the software, the user must select the **Stihl - Invoices** option from the Import Source drop down.



Clicking **Download Invoices from Stihl** imports the Invoices and adds them to the top section.



Buttons on the sidebar:

Download Invoices from Stihl – Imports new Invoices found on the Stihl Clearing Centre for that shop. Imported Invoices sitting in the top section of the screen are waiting to be processed into the Supplier account.

Delete – deletes an imported Invoice from this screen, which hasn't affected stock or Supplier account yet.
This option is available because an Invoice may have been processed manually by the end user via the Purchase Orders screen before it was downloaded from the Stihl Clearing Centre. Please note: If you delete an Invoice, it cannot be downloaded again and will have to be entered manually via the Purchase Orders screen, the end user may have to request copy of the document to Stihl.

Highlighting an Invoice on the top section selects it for processing.

The middle section will display the available information of the Invoice header.

- **Our Order #** – If the downloaded Invoice has an order number this box will be filled. You can also manually select outstanding Purchase Orders in Sprockit.
    - If it matches against an existing Purchase Order in Sprockit these will be linked together and the Products ordered/supplied are compared.
    - If there is no Purchase Order in Sprockit a checkbox appears in the bottom section where you can select "Our Order # not found, Use Order # from Imported Invoice as Our Order #?" If it is left unticked the next default next Purchase Order number from Sprockit will be used.

- **Supplier** –this field will be filled automatically with the Supplier account set up for

Below is a sample of the types of information will display in the bottom section

Status	Code	Supp Code	Description	Qty	Rate	Discount	Extend
	4521 710 6000	45217106000	Blade	1.00	56.300		56.30
	4521 640 1600	45216401600	Cam	1.00	50.080		50.08
	4119 642 7600	41196427600	COLLAR NUT M 12 X 1.5 L/H	1.00	8.530		8.53
	4128 713 1600	41287131600	THRUST WASHER	1.00	9.100		9.10
	4119 713 3100	41197133100	RIDER PLATE	1.00	8.140		8.14
	4119 713 4100	41197134100	Brush Knife 300-3 20mm	1.00	47.480		47.48
	4205 706 2903	42057062903	FLANGE	1.00	42.000		42.00
	1144 021 8101	11440218101	Flange	1.00	12.210		12.21
	4116 716 6501	41167166501	Clamp	1.00	28.600		28.60
	1141 440 3020	11414403020	WiringÂ harness	1.00	14.590		14.59
	1129 140 0601	11291400601	MUFFLER Z { 020 T }	1.00	61.720		61.72

- In the example above, all Products already exist in Sprockit. These would have been matched with the exact Product Code or to a Product where the Supplier code matches the Supplier. In this case, nothing is displayed in the status column as there is nothing to resolve.
- If a code did not match to any existing Product, the software will first search for it in the Supplier Pricebook. The status column will inform that New Products will be

created from the Pricebook when processing the Invoice. Please note: the Pricebook must be mapped in order to create the new Products with the correct settings and be able to record serial numbers if applicable.

- If a code cannot match to an existing Product or a Pricebook, the status column will inform that the code is not found and a few different processing options become available when having the cursor in the “Code” field:
  - F8 – opens the GL ID lookup to code directly to a financial general ledger code. A Product will not be created. Tip – once you select the GL code you can right click again and auto fill the remaining lines with the same GL code.
  - F9 – opens the Product lookup, this will attach that Suppliers code to an existing Product in Sprockit.

When you have highlighted a line item, more information shows in the bottom left hand corner. This will show information about the order, Product code and serial numbers listed.

Other options available under the line items grid:

Auto Process – will bypass all preview options and process the Invoices immediately. Error checking is performed and if there are errors, the normal data entry screens will open.

Process Review –will send the data through to the normal data entry screens of a Purchase Order.

Keep Description – will retain the supplied description for new Products and GL lines.

Remove Lines with no Qty – will remove lines without a Quantity. This includes notes and backorders.

Rounding Limit – will automatically apply a rounding up to a pre-set amount.

When the Invoice is balanced, selecting **PO Invoice** will process the Invoice:

EXAMPLE - MATCHING TO PURCHASE ORDERS

Existing Purchase Order already in Sprockit:

	Code	Description	Job ID	Order Qty	Receive	Processed	Rate	Discount	Extend
A	1127 790 1001	HANDLE HOUSING -"Round"		1.00		0.00	150.00	0.00	
B	9512 933 2380	NEEDLE CAGE 10 X 16 X 12		4.00		0.00	10.45	0.00	
C	1123 647 9400	HOSE OIL PICK UP		2.00		0.00	2.02	0.00	
D	0000 350 0520	FILLER CAP		4.00		0.00	6.90	0.00	
E	0000 350 0520	FILLER CAP	10104	1.00		0.00	6.90	0.00	
F	0000 884 1512	BRACES CLIP STYLE	10104	1.00		0.00	24.91	0.00	
G	0000 884 1512	BRACES CLIP STYLE		2.00		0.00	24.91	0.00	
H	1123 640 2074	SPUR SPROCKET 325 7Z Chrome Plate		6.00		0.00	19.67	0.00	
I	4310 652 8400	SPACER RING KIT		5.00		0.00	5.04	0.00	
J	1113 358 7700	HOSE - FUEL PICKUP		1.00		0.00	8.61	0.00	
K	1140 200 0229	MS 311 Z Farmboss with 50cm SN Bar & 3652		1.00		0.00	0.00	0.00	
L	4182 710 7110	Drive Shaft Assy - HT131		1.00		0.00	0.00	0.00	
M	0000 900 4008	Woodsman Saw Case		1.00		0.00	0.00	0.00	

Invoice from Supplier:

	Ordered	Despatched	Item No.	Description	SOU W/Value	Retail Price inc. Tax	Retail Price ex. Tax	Discount Base %	Discount Qual. %	Unit Price ex. GST	Total GST	Total Amount
				SO-A016616. vour order 58542 of 21/04/15								
A	1	1	1127 790 1002	HANDLE HOUSING -"Round"		129.31	117.55	30.00	4.00	78.99	7.90	86.89
				Replacing Item 1127 790 1001								
A	1	1	1127 140 1903	CARB BOX COVER - "Round"		32.37	29.43	30.00	4.00	19.78	1.98	21.76
				Replacing Item 1127 790 1001								
A	1	1	1127 124 1501	PREFILTER - "Round"		5.36	4.87	30.00	4.00	3.27	0.32	3.59
				Replacing Item 1127 790 1001								
B	4	4	9512 933 2380	NEEDLE CAGE 10 X 16 X 12		17.11	15.55	30.00	4.00	10.45	4.18	45.98
C	2	2	1123 647 9400	HOSE - OIL PICK UP		3.30	3.00	30.00	4.00	2.02	0.41	4.44
D-E	5	5	0000 350 0520	FILLER CAP		11.30	10.27	30.00	4.00	6.90	3.45	37.96
F-G	3	3	0000 884 1512	BRACES - CLIP STYLE		53.00	48.18	45.00	6.00	24.91	7.47	82.20
H	6	6	1123 640 2074	SPUR SPROCKET 325 7Z - Chrome Plate		32.20	29.27	30.00	4.00	19.67	11.80	129.82
I	5	2	4310 652 8400	SPACER RING KIT		8.25	7.50	30.00	4.00	5.04	1.01	11.09
J	1	1	1113 358 7700	HOSE - FUEL PICKUP		14.09	12.81	30.00	4.00	8.61	0.86	9.47
	1	1	1124 640 7512	Spur Gear & Spring		27.10	24.64	30.00	4.00	16.56	1.66	18.22
K	1	0	1140 200 0229	MS 311 Z FarmBoss with 50cm SN Bar & 3652		1,249.00	1,135.45	25.00	6.00			0.00
L	1	0	4182 710 7110	Drive Shaft Assy - HT131		661.40	601.27	30.00	4.00			0.00
M	1	0	0000 900 4008	WOODSMAN SAW CASE		85.50	77.73	45.00	6.00			0.00

Digital Invoice Imported from Stihl

	Status	Code	Supp Code	Description	Job ID	Qty	Rate	Discount	Extend
A		1127 790 1002	1127 790 1002	HANDLE HOUSING -"Round"		1.00	78.99		78.99
A		1127 140 1903	1127 140 1903	CARB BOX COVER "Round"		1.00	19.78		19.78
A		1127 124 1501	1127 124 1501	PREFILTER - "Round"		1.00	3.27		3.27
B	Match - Not Received	9512 933 2380	9512 933 2380	NEEDLE CAGE 10 X 16 X 12		4.00	10.45		41.80
C	Match - Not Received	1123 647 9400	1123 647 9400	HOSE OIL PICK UP		2.00	2.02		4.04
D-E	Potential Over	0000 350 0520	0000 350 0520	FILLER CAP		5.00	6.90		34.50
F-G	Potential Over	0000 884 1512	0000 884 1512	BRACES CLIP STYLE		3.00	24.91		74.73
H	Match - Not Received	1123 640 2074	1123 640 2074	SPUR SPROCKET 325 7Z Chrome Plate		6.00	19.67		118.02
I	Potential Match	4310 652 8400	4310 652 8400	SPACER RING KIT		2.00	5.04		10.08
J	Match - Not Received	1113 358 7700	1113 358 7700	HOSE - FUEL PICKUP		1.00	8.61		8.61
		1124 640 7512	1124 640 7512	Spur Gear & Spring		1.00	16.56		16.56

How the transactions interact

LINE A We ordered 1 Product, but the Supplier shipped 3 different Products that make up what we ordered. Or our Product could have been superseded with a new one.

Let’s look at only these transactions where we opened the Invoice in “Process, Review”. We have a couple of options. Do we want to bring in the 3 separate Products or the one Product we ordered?

Code	Description	Job ID	Order Qty	Receive
1127 790 1001	HANDLE HOUSING -"Round"		1.00	
1127 790 1002	HANDLE HOUSING -"Round"		1.00	1.00
1127 140 1903	CARB BOX COVER "Round"		1.00	1.00
1127 124 1501	PREFILTER - "Round"		1.00	1.00

Option 1 – We want to bring in the 3 separate Products. We no longer want **1** on order for the first line, instead we want to receive the following 3 lines. Change the order quantity of **1** to on the first line 0 so it is no longer on order.

Code	Description	Job ID	Order Qty	Receive
1127 790 1001	HANDLE HOUSING -"Round"		0.00	
1127 790 1002	HANDLE HOUSING -"Round"		1.00	1.00
1127 140 1903	CARB BOX COVER "Round"		1.00	1.00
1127 124 1501	PREFILTER - "Round"		1.00	1.00

Option 2 – We want to bring in the first line which is the Product we ordered, not the individual parts on the following lines, so we change the quantities on the component lines and receive **1** quantity of the original code.

Code	Description	Job ID	Order Qty	Receive
1127 790 1001	HANDLE HOUSING -"Round"		1.00	1.00
1127 790 1002	HANDLE HOUSING -"Round"		0.00	
1127 140 1903	CARB BOX COVER "Round"		0.00	
1127 124 1501	PREFILTER - "Round"		0.00	

LINE B The status of **B** is “Match – Not Received”. It means the software has found an exact code/quantity “Match” on the Purchase Order. “Not Received” means that the Product is on order and nothing has been received on it yet.

The same also applies to **C**, **H** and **J**.

	Status	Code	Supp Code	Description	Job ID	Qty	Rate	Discount	Extend
A		1127 790 1002	1127 790 1002	HANDLE HOUSING -"Round"		1.00	78.99		78.99
A		1127 140 1903	1127 140 1903	CARB BOX COVER "Round"		1.00	19.78		19.78
A		1127 124 1501	1127 124 1501	PREFILTER - "Round"		1.00	3.27		3.27
B	Match - Not Received	9512 933 2380	9512 933 2380	NEEDLE CAGE 10 X 16 X 12		4.00	10.45		41.80
C	Match - Not Received	1123 647 9400	1123 647 9400	HOSE OIL PICK UP		2.00	2.02		4.04
D-E	Potential Over	0000 350 0520	0000 350 0520	FILLER CAP		5.00	6.90		34.50
F-G	Potential Over	0000 884 1512	0000 884 1512	BRACES CLIP STYLE		3.00	24.91		74.73
H	Match - Not Received	1123 640 2074	1123 640 2074	SPUR SPROCKET 325 7Z Chrome Plate		6.00	19.67		118.02
I	Potential Match	4310 652 8400	4310 652 8400	SPACER RING KIT		2.00	5.04		10.08
J	Match - Not Received	1113 358 7700	1113 358 7700	HOSE - FUEL PICKUP		1.00	8.61		8.61
		1124 640 7512	1124 640 7512	Spur Gear & Spring		1.00	16.56		16.56

LINES D and E On our purchase order we ordered a total quantity of 5. This is made up of line **D** for stock (4 qty) and line **E** for a Job (1 qty). The Supplier shipped all 5 on the same line in their Invoice. The status on our imported Invoice is “Potential Over”.

	Status	Code	Supp Code	Description	Job ID	Qty	Rate	Discount	Extend
A		1127 790 1002	1127 790 1002	HANDLE HOUSING -"Round"		1.00	78.99		78.99
A		1127 140 1903	1127 140 1903	CARB BOX COVER "Round"		1.00	19.78		19.78
A		1127 124 1501	1127 124 1501	PREFILTER - "Round"		1.00	3.27		3.27
B	Match - Not Received	9512 933 2380	9512 933 2380	NEEDLE CAGE 10 X 16 X 12		4.00	10.45		41.80
C	Match - Not Received	1123 647 9400	1123 647 9400	HOSE OIL PICK UP		2.00	2.02		4.04
D-E	Potential Over	0000 350 0520	0000 350 0520	FILLER CAP		5.00	6.90		34.50
F-G	Potential Over	0000 884 1512	0000 884 1512	BRACES CLIP STYLE		3.00	24.91		74.73
H	Match - Not Received	1123 640 2074	1123 640 2074	SPUR SPROCKET 325 7Z Chrome Plate		6.00	19.67		118.02
I	Potential Match	4310 652 8400	4310 652 8400	SPACER RING KIT		2.00	5.04		10.08
J	Match - Not Received	1113 358 7700	1113 358 7700	HOSE - FUEL PICKUP		1.00	8.61		8.61
		1124 640 7512	1124 640 7512	Spur Gear & Spring		1.00	16.56		16.56

Sprockit has found the first line of the Purchase Order with the matching Product Code and the Supplier has shipped more. If we “Process, Review” and click the 'PO Invoice' button it has correctly split the quantity across both lines.

The same applies to lines **F** and **G**.

Code	Description	Job ID	Order Qty	Receive
0000 350 0520	FILLER CAP		4.00	4.00
0000 350 0520	FILLER CAP	10104	1.00	1.00
0000 884 1512	BRACES CLIP STYLE	10104	1.00	1.00
0000 884 1512	BRACES CLIP STYLE		2.00	2.00

LINE I We ordered 5 Products, the Supplier has only shipped 2 Products, leaving 3 on backorder. This creates a “Potential Match”, that is, Sprockit has matched the Product Code but the quantities don’t match.

	Status	Code	Supp Code	Description	Job ID	Qty	Rate	Discount	Extend
A		1127 790 1002	1127 790 1002	HANDLE HOUSING -"Round"		1.00	78.99		78.99
A		1127 140 1903	1127 140 1903	CARB BOX COVER "Round"		1.00	19.78		19.78
A		1127 124 1501	1127 124 1501	PREFILTER - "Round"		1.00	3.27		3.27
B	Match - Not Received	9512 933 2380	9512 933 2380	NEEDLE CAGE 10 X 16 X 12		4.00	10.45		41.80
C	Match - Not Received	1123 647 9400	1123 647 9400	HOSE OIL PICK UP		2.00	2.02		4.04
D-E	Potential Over	0000 350 0520	0000 350 0520	FILLER CAP		5.00	6.90		34.50
F-G	Potential Over	0000 884 1512	0000 884 1512	BRACES CLIP STYLE		3.00	24.91		74.73
H	Match - Not Received	1123 640 2074	1123 640 2074	SPUR SPROCKET 325 7Z Chrome Plate		6.00	19.67		118.02
I	Potential Match	4310 652 8400	4310 652 8400	SPACER RING KIT		2.00	5.04		10.08
J	Match - Not Received	1113 358 7700	1113 358 7700	HOSE - FUEL PICKUP		1.00	8.61		8.61
		1124 640 7512	1124 640 7512	Spur Gear & Spring		1.00	16.56		16.56

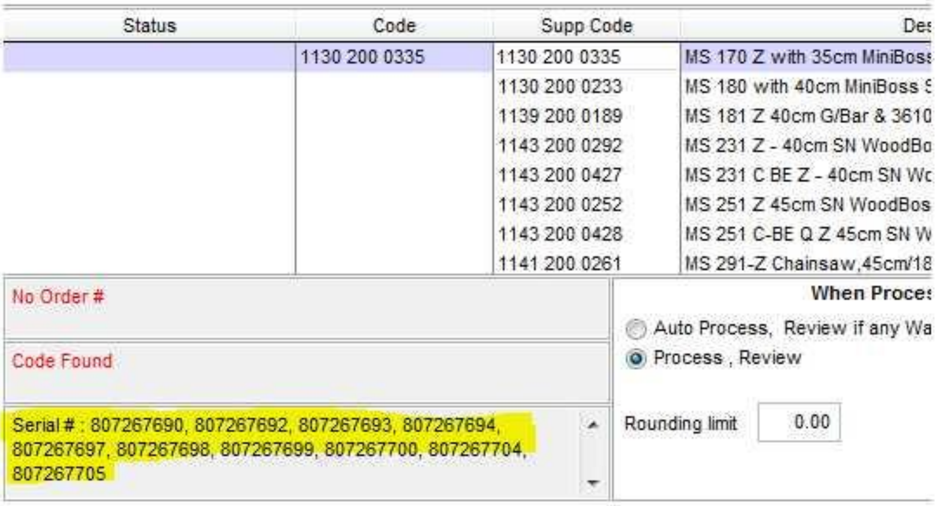
If we “Process, Review” and click the 'PO Invoice' button it has correctly received in 2 Products.

Code	Description	Job ID	Order Qty	Receive
4310 652 8400	SPACER RING KIT		5.00	2.00

Lines K, L and M These are all ordered and now on backorder by the Supplier.

Unidentified Line The Supplier has sent code 1124 640 7512 that was not on our original order.

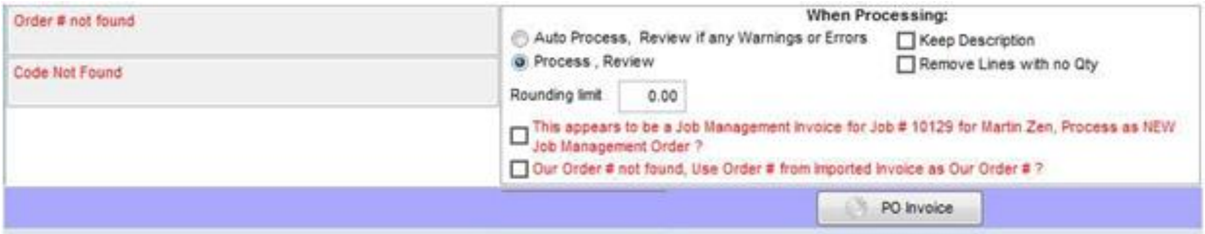
Serial numbers are imported as well, you can see the corresponding serial numbers that belong to each Product line that includes them.



If the matched Product code in Sprockit is also set to track serial numbers on purchases, processing the Invoice automatically bring in the serial numbers.

USING JOB NUMBERS AS ORDER NUMBERS

Some business use the Job Number as the Order Number when purchasing parts off Suppliers. If the Order Number does not match an existing Purchase Order, Sprockit will then check if there is an open Job with that order number. If it finds a matching open Job a new check box will appear above the processing buttons.



Our Order # not found. Use Order # from Imported Invoice as Our Order #?

This will create a new Purchase Order with the same number as the purchase order. Tip – this can be edited in the review stage if you have the default setting switched on in Supplier Defaults to allow overwriting of Purchase Order numbers.

This appears to be a Job Management Invoice for Job # 10129 for Martin Zen. Process as NEW Job Management Order? This will create a new Job Management Purchase Order. Each line on the Purchase Order will be auto filled with the Job number.