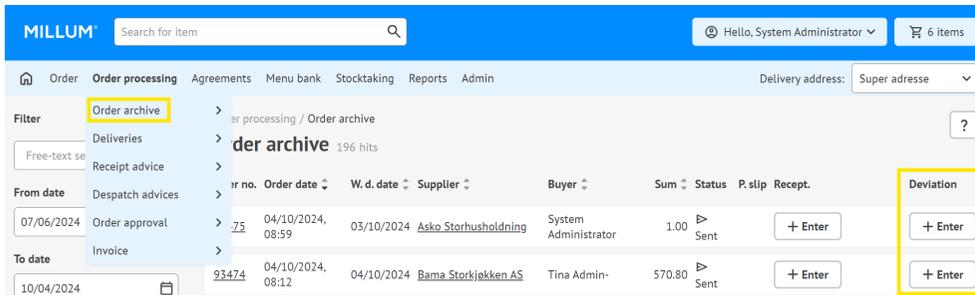


## Quickguide – Receipt Advice

### Creation of receipt advice via existing order (recommended)

The easiest way to send a receipt advice to a supplier is to base it on an already existing order. You select receipt advice by pressing the plus symbol which you will find on the far right of the below image, in the discrepancy column.

**NB!** If an order is missing the plus symbol in the discrepancy column, this means the supplier is not set up to handle receipt advice in their procurement solution.



If you base the receipt advice on an order, much of the information will already be filled in when you click on the plus symbol.

### Discrepancy registration on product lines

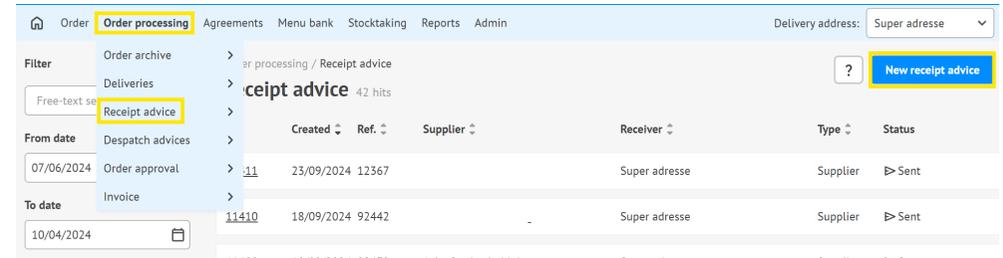
By registering a discrepancy based on an order, the product items will be available in a list view. To register discrepancies, you select the number of discrepancies per product line, the reason for the discrepancies and the action you want from the supplier.

### My comment

It is also possible to attach a comment in addition to the discrepancy registration you make on the product lines. When the receipt advice has been completed, all that remains is to press *Send receipt advice*.

### Manual creation of receipt advice

It is also possible to create a receipt advice manually from the *Order processing tab*, and then clicking on *New receipt advice*.



### Overview and information about your receipt advice

It is possible to search for receipt advice in the free text search on the left of the page. You can also see if a supplier has responded to your receipt advice, by a speech bubble symbol appearing under *Feedback*. By pressing this, you can see the feedback from the supplier.

### Choose *For supplier* or *For buyer*?

If *To supplier* is selected, the discrepancy is sent to the supplier. If *For buyer* is selected, the receipt advice will be visible in the portal and report.

### Closure of the discrepancy

When the supplier has responded to the discrepancy and the matter has been solved, the discrepancy must be closed. This is done by entering the discrepancy and ticking a box at the top right called *Close*. By doing this, you can easily keep track of which cases are closed and which are still open.