INDICATER™
Software tailored to your taste

Supplier User Guide for the IndiCater Invoice Import process

Who is IndiCater?

IndiCater is an online back of house application for hospitality operators of single sites and multi outlet groups. Our range of bite‐sized modules and tools provide control and visibility of all the key processes in these modules:

- **Finance (Book Keeping & Profit Management)**
- **Product Management**
- **StORM (Stock, Ordering, Recipe & Menus)**
- **Employment & HR Manager**
- **Communications Company Intranet**
- **Hospitality Ordering**
- **Virtual Deli**
- **Hospital Patient Ordering**
- **CRM and Event Management**

Our clients are Contract Caterers (1 in 4), FM providers, Leisure Operators, Restaurants, Care Homes, Public Sector, Hotels and procurement companies.

IndiCater currently works with over 500 suppliers who upload their catalogues for our mutual clients.

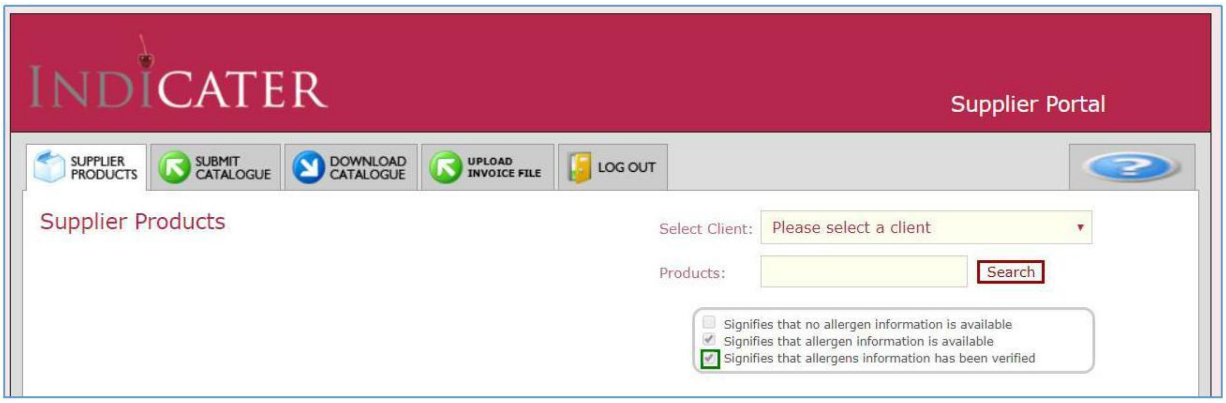
This user guide is for suppliers of with clients who have placed orders to guide you through the process of uploading your invoices into IndiCater via the supplier portal.

Importing your invoices

1. Using the log in details you have been sent, go to https://portal.indicater.com

2. Enter your log in details and click log in.

3. Click on Upload Invoice File, the 4th tab on the landing page.



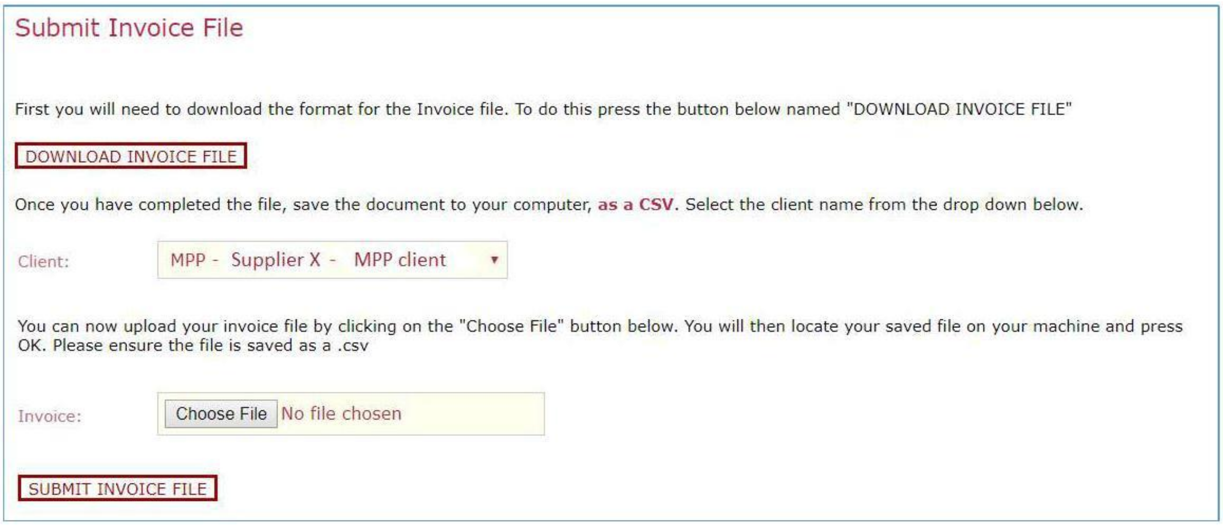
Supplier Products

Select Client: Please select a client

Products:

☐ Signifies that no allergen information is available
☑ Signifies that allergen information is available
☑ Signifies that allergens information has been verified

4. Once on the Upload Invoice File page, you will see the below:



Submit Invoice File

First you will need to download the format for the Invoice file. To do this press the button below named "DOWNLOAD INVOICE FILE"

Once you have completed the file, save the document to your computer, **as a CSV**. Select the client name from the drop down below.

Client: MPP - Supplier X - MPP client

You can now upload your invoice file by clicking on the "Choose File" button below. You will then locate your saved file on your machine and press OK. Please ensure the file is saved as a .csv

Invoice: No file chosen

5. Click Download Invoice File to get a copy of the template required.

6. This will generate a csv file with the necessary headings. Please do not amend the headings.

7. The below table (next page) details what should be entered in each column.

Column Heading	Mandatory or Optional	Data Type	Description
Outlet Name	Optional	This is a text field	The name of the outlet being invoiced
Account Number	Mandatory	This can be a mix of characters and numbers. If this is incorrect, it will not be recognised.	The account number for the outlet being invoiced
Invoice Date	Mandatory	DD/MM/YYYY. The date needs to be in this format	The date of the invoice. This cannot be a date in the future
Invoice or Credit	Mandatory	Enter INV or CN	If the record is an invoice insert INV, if a credit note then insert CN
Invoice Number	Mandatory	Numbers and/or characters. Needs to be unique to the invoice	The unique reference number for the invoice or credit note.
Order Reference	Mandatory	Numbers and/or characters. Needs to be unique to the invoice, eg telesales cannot be used for multiple invoices	The order reference relative to the invoice or credit note.
Item Code	Mandatory	Numbers and/or characters	The product code for the invoice line item
Description	Mandatory	Numbers and/or characters	The full description of the invoice line item
UoM	Mandatory	Numbers and/or characters	The unit of measure for the invoice line item, as per the catalogue
Pack Size	Mandatory	Numbers and/or characters	The pack size for the invoice line item, as per the catalogue
Category	Optional	Characters	The main category for the invoice line item, as per the catalogue
Sub Category	Optional	Characters	The sub-category for the invoice line item, as per the catalogue
Line Item Unit Price	Mandatory	Numeric, 2 decimal places	The unit price for the invoice line item
Line Item Unit Quantity	Mandatory	Numeric, 2 decimal places	The quantity for the invoice line item
Line Item Nett Amount	Mandatory	Numeric, 2 decimal places	The line item total net invoice charge. This should equal the unit price multiplied by unit quantity
Line Item VAT Amount	Mandatory	Numeric, 2 decimal places	The line item total VAT charge
Line Item Gross Amount	Mandatory	Numeric, 2 decimal places	The line item total gross invoice charge. This should equal the line item nett amount plus the line item VAT amount
Invoice Nett Value	Mandatory	Numeric, 2 decimal places	The total overall nett value for the invoice. This value is repeated for every line in the individual invoice
Invoice VAT Value	Mandatory	Numeric, 2 decimal places	The total overall VAT value for the invoice. This value is repeated for every line in the individual invoice
Invoice Gross Value	Mandatory	Numeric, 2 decimal places	The total overall gross value for the invoice. This value is repeated for every line in the individual invoice

8. You should enter a line for each line in the invoice.

9. The invoice number has to be unique for each invoice.

10. The purchase order number has to also be unique for each invoice. If you do not have a unique purchase order number for each invoice, please enter the invoice number in both the invoice and the purchase order column.

11. You should create a different file for each client. Multiple outlets/sites within that client can be added to the same file.

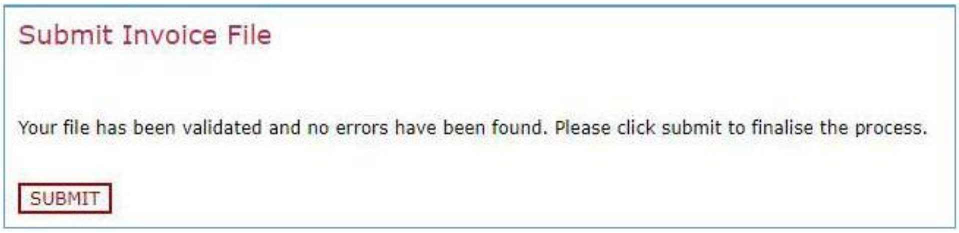
12. Once you have finished working on the file, save it making sure it is a csv.

13. In the portal, select the correct site/client from the client dropdown.

14. Click Choose file to locate the file you have created and saved and click Submit Invoice File.

15. The file will not be uploaded if the columns have been rearranged, if the headings have been amended, if the Inv/CN column contains unrecognisable data etc.

16. When the file has been checked and if the data entered matches the requirements, you will see the below message.



Submit Invoice File

Your file has been validated and no errors have been found. Please click submit to finalise the process.

17. Click Submit on the following page to complete the upload process.

18. If the file cannot be uploaded due to incorrect data, you will be advised on the page.

19. On successful upload, the client will receive an email advising them that a file has been uploaded.

20. The file will then be processed.

21. Once the file has been processed, you will receive an email notifying you of any invoices which could not be processed, for example because the invoice number has been used before. The email will also advise of the value and number of successfully uploaded invoices/credit notes. The client will also receive this email.

22. Any invoices that could not be processed will need to be uploaded again once the reason for the failure has been addressed, eg a new invoice number given.

For any queries, please contact suppliers@indicater.