

BIC Advisory on Invoice or Delivery Note Provision for Book Deliveries

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Since this document was originally produced, the rate at which book distributors are updating or replacing their systems has grown. There is a move towards post-pick invoicing, which is deemed to be more accurate than the traditional pre-pick method. Some suppliers ensure that the invoice and delivery note numbers are one and the same (or are cross referenced on the documents). This advisory focuses on where the two document numbers are different or not cross referenced.

Introduction

This issue arises because some book distributors supply EDI invoices electronically to booksellers and the paperwork included with the books is a delivery note, rather than an invoice. The delivery note may not include an invoice number and so goods-in at the bookshop is made more difficult because the delivery has no invoice against which to receive the books, i.e., to check on prices, discounts, VAT, etc.

One solution deployed by The Booksellers Association on Batch.co.uk, enables booksellers to key into Batch a delivery note number and receive an invoice number and the invoice details on Batch. To use this service (which is free to BA members), the supplier must be on Batch and has to supply details of their invoice to Batch in a timely manner.

Some key points for this advisory:

Suppliers

If you supply goods with a delivery note and you generate an invoice afterwards, there are a number of ways to help the bookseller link the two documents, allowing them to efficiently process the invoice for payment.

- 1) TRADACOMS EDI Invoices. Ensure the delivery note reference is populated in the first sub-field of the DELN element of the ODD "Order and Delivery References" segment. Use of the DELN field is mandatory, either a delivery note number and/or a despatch date must be sent. Best practice is to send both.
- 2) Include the delivery note number on your PDF invoices.
- 3) Check with your customer to see if they'd like automatically to receive PDF copies via email.
- 4) Send your EDI data to Batch (including the DELN field, as above) so they can add the data to their lookup tool.
- 5) Publish your own look-up tool on your website and provide a link to this website on your emails and PDFs.

TECHNICAL IMPLEMENTATION CLINIC

@BIC1UK

www.bic.org.uk

info@bic.org.uk

Booksellers

If you are supplied with a delivery note and later you receive an invoice, there are a number of ways you can link the two documents.

- 1) TRADACOMS EDI Invoices. If you process EDI invoices, the delivery note number should be contained in the invoice file. Speak to your systems supplier to see if it can be used in your system (the DELN element of the ODD segment).
- 2) Ask your supplier automatically to send you PDF copies of each invoice by email.
- 3) Use the tool on the Batch website to search for invoice numbers based on delivery note numbers.
- 4) Check if the supplier has a look-up tool on their website.

Receipting goods against electronic invoices and delivery notes enables booksellers to produce exception reports for shortages and be prompted to accept or reject price or VAT changes. These capabilities are system dependent.