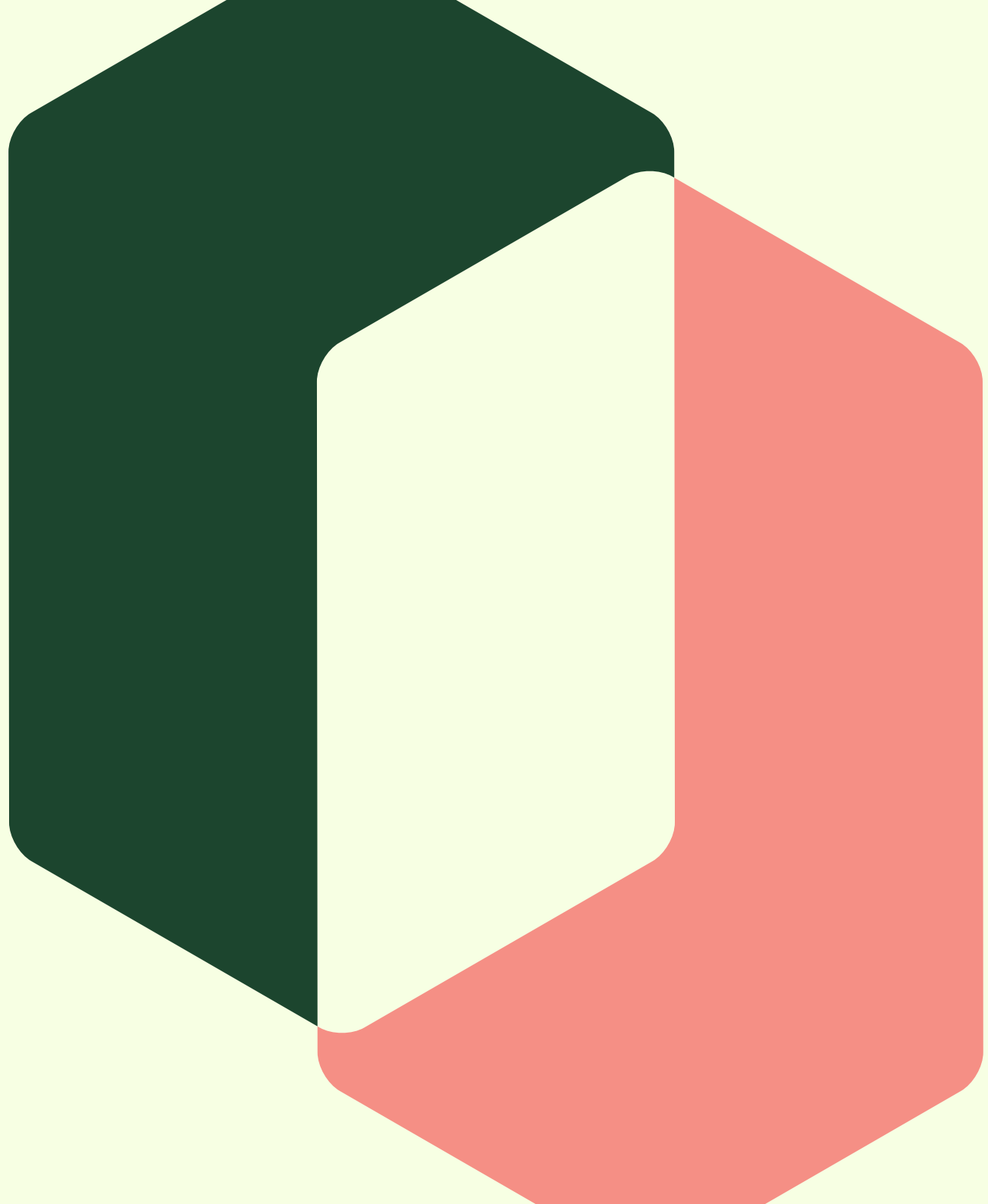




bloom

The process of
a payment request





The process of a payment request

Once the Payment Request has been started, the Supplier will receive a notification to say the request has been started for them to submit.

Collaboration Form

FINANCIAL INFORMATION

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
PO Line Number	Relevant PO line item linked to this action item	1	External System
PO Line Description	Relevant PO line description linked to this action item	Payment Schedule 1	External System
Total Agreed Payment Schedule Value	The value shown here is the total value of this payment schedule which matches your Purchase Order.	20000.00	External System
Remaining Value Available	The value shown here is the remaining balance available for you to submit for approval in your Service Delivery Plan. This matches your Purchase Order. If you have partially invoiced against this line previously, the figure displayed will be updated to show the maximum remaining available value for this payment schedule. Please note that you cannot submit your Service Delivery Plan requesting a payment for more than the value shown here. Requests for additional payment need to go through change control.	20,000	External System

INVOICING

This section is for information purposes only.

This section gives This the Customer the Supplier an overview of the amount agreed for this line and also the amount left on this line.

If a partial invoice has been generated the "Remaining Value Available" will go down to reflect the amount invoiced for.

In this section, the SUPPLIER will be required to input their invoice value. The "Do you want to invoice for the full line value" question has been removed.

The Supplier can see above the remaining value, so they are able to any amount up to that value.

There is also an option for them to add expenses onto this submission.

INVOICING

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
Invoice Value	Please input the amount you would like to invoice. (EXCLUDING VAT - But INCLUDE the Management Fee) Ensure the amount you are invoicing for does not exceed the amount available on this payment schedule line, as stated within the "Remaining Value Available" section.		Supplier
Are there any expenses to be included in this invoicing period?	* Are there any expenses to be included in this invoicing period?		Supplier
If yes - What is the value of the expenses to be charged?	If yes - What is the value of the expenses to be charged?		Supplier
If yes - Please attach copy of receipts	If yes - Please attach copy of receipts	<input type="text" value="(no file attached)"/>	Supplier



The process of a payment request

INVOICING

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
Invoice Value	Please input the amount you would like to invoice. (EXCLUDING VAT - But INCLUDE the Management Fee) Ensure the amount you are invoicing for does not exceed the amount available on this payment schedule line, as stated within the 'Remaining Value Available' section.		Supplier
Are there any expenses to be included in this invoicing period?	* Are there any expenses to be included in this invoicing period?		Supplier
If yes - What is the value of the expenses to be charged?	If yes - What is the value of the expenses to be charged?		Supplier
If yes - Please attach copy of receipts	If yes - Please attach copy of receipts	<input type="text" value="(no file attached)"/>	Supplier

In this section, the SUPPLIER will be required to input the status of the project.

(are they on track or delayed etc)

SERVICE DELIVERY PLAN STATUS

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
Integration Status	If the Customer approves your Service Delivery Plan, our system will generate your self-billed invoice. If there are any issues generating the self-billed invoice a status message will be shown here. If, for example, your Service Delivery Plan value exceeds the available value or remaining available value of the line a status will be displayed indicating that your self-billed invoice has not been generated.		External System
Error Log	Debug for Admin view (TDB)		External System
ITT Number	This field represents the ITT number related to this contract and SDP	itt_1141	External System
Contract Code	Contract Code	contract_1263	External System

This section is for Bloom System Administrators and no action is required from either the Supplier or Customer.

This allows Bloom to be able to see any integration errors, the ITT number, and the Contract number.



The process of a payment request

Once the Supplier has submitted, they need to close the line, they do this by clicking **Complete Action** in the top right corner .



Complete Action

Once the line has been closed the Customer Approver will receive an email notification to say the Supplier has input a submission, and they need to approve this.

The Customer Approver will then need to log into Pro-Vide 2.0 and locate the Payment Request. Once in the Payment Request, they can review the Suppliers submission by clicking on the first line.

If they are happy with the Submission, they can go into the second line and **APPROVE**

If they are unhappy with the Submission, they can go into the second line and **REJECT** .

22.1 E2E Supplier Submission 1	Review Supplier Submission	Supplier	Yes	● Completed
22.1 E2E Customer Approval 1	Customer Approval	Buyer	Yes	● In Progress




The process of a payment request

Within the Customer Approval line, the Customer will be asked 3 times to approve.

The reason they are asked to confirm 3 times is that once the line is closed, the invoice will automatically generate.

The CUSTOMER will need to select Yes, Approved, Yes to enable the invoice to generate.

If the CUSTOMER is unhappy with the Supplier Submission they will need to select **Reject** instead of **Approved** This will flag in the data and you will need to speak to both Customer and Supplier to either agree the submission or ask the Supplier to resubmit.

Collaboration Form 

SERVICE DELIVERY PLAN APPROVAL

QUESTION	DESCRIPTION	RESPONSE	EDITABLE BY
Confirmation of response	* By selecting yes, you confirm that you understand your response to the previous question. If you have approved the supplier Service Delivery Plan, this will trigger the invoicing process. If you reject the Service Delivery Plan the supplier will be prompted to amend and resubmit.	Yes	Buyer
Service Delivery Plan Response	* Please respond using the dropdowns to confirm whether or not you agree with the Supplier's Service Delivery Plan.	Approved	Buyer
Confirmation of Information	* Do you confirm that you accept the delivery and associated costs reported by the supplier in the progress update this reporting period?	Yes	Buyer

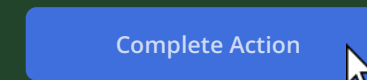


The process of a payment request

The Customer Approver will also be asked a number of questions regarding the project which they will need to grade on a scale of 1 - 10.

Description	Response
* Delivery of project against expected timescales	8 - Average
* Delivery of project against the agreed specification	10 - Excellent
* Delivery of project against the agreed quality standard	9 - Good
* Delivery of project against agreed price	10 - Excellent
* Delivery of project against meeting your overall expectations	9 - Good

Once the CUSTOMER Approver has completed this form, they need to click **Save** in the top right corner, and once again close the line by clicking **Complete Action** in the top right.



Once both lines have been closed the invoice will generate.

You will be able to see when an invoice has generated, or an error has occurred within the Payment Request. If you go into the Customer Approval Line, you will notice the **Approved** line has changed from Approved to either:

DO NOT USE - Remaining Balance Available This means there has been a partial submission within the Payment Request line.

DO NOT USE - Fully Exported This means there is no value left on the line and an invoice has been generated.

DO NOT USE - Export Error This means there has been an issue with the integration, Bloom will pick this error up and fix the issue to then resubmit.

Once the invoice has been generated, Bloom will then reopen the lines if there is any value left. If its fully exported no further action is required.

The Supplier will get a notification to say the line has been reopened for their next submission.