FSNI Exchange Payments and Statements Portal

Supplier User Guide

foodstuffs NORTH ISLAND

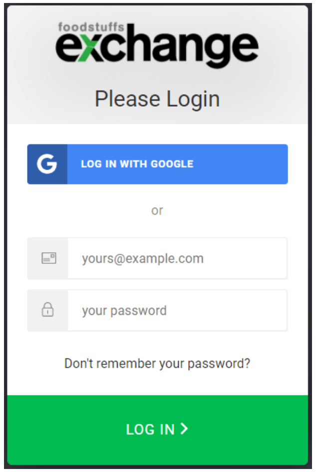
Foodstuffs Exchange – Statement & Payments

Overview

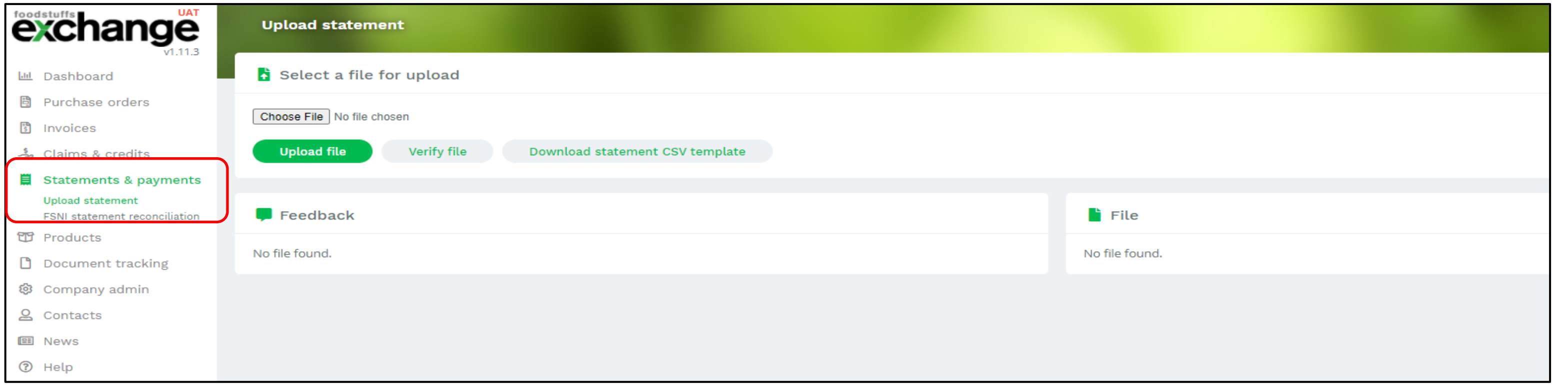
The new Statements & Payments feature allows the suppliers to self-serve to the payment information. This will enable you to reconcile your account on the exchange by simply uploading the statement to the exchange.

Detailed Instructions

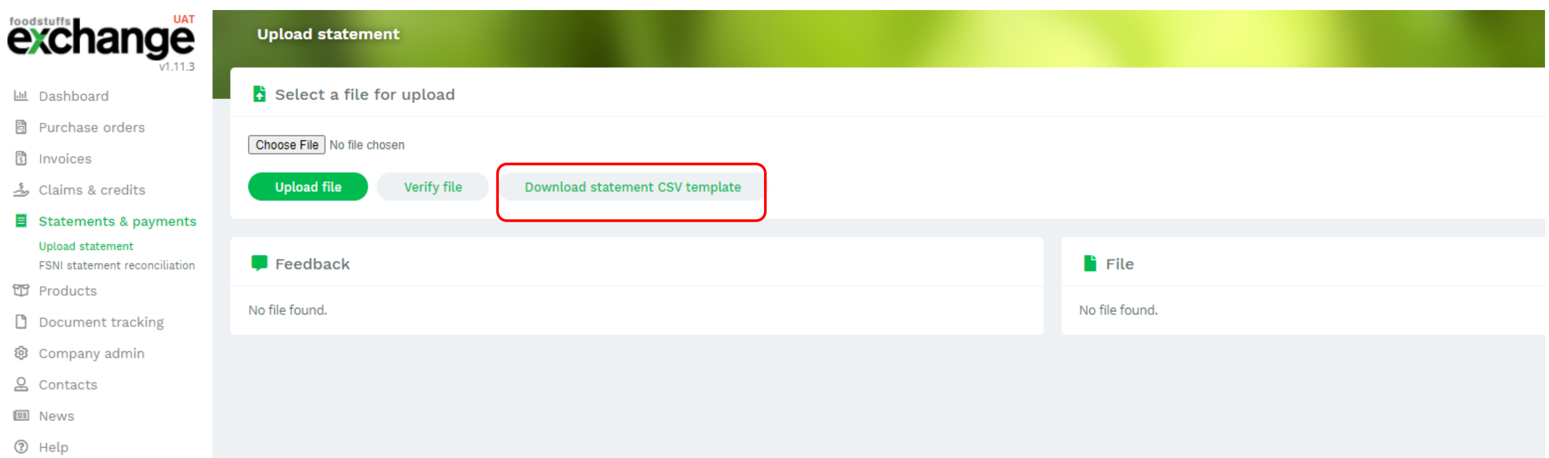
Log in to the Foodstuffs exchange by entering your registered credentials:



1. Below is the landing page once you log in to the FSNI exchange:



2. The statement will need to be completed in the pre-set format. A template can be downloaded by clicking on the below highlighted button or please click on this link.

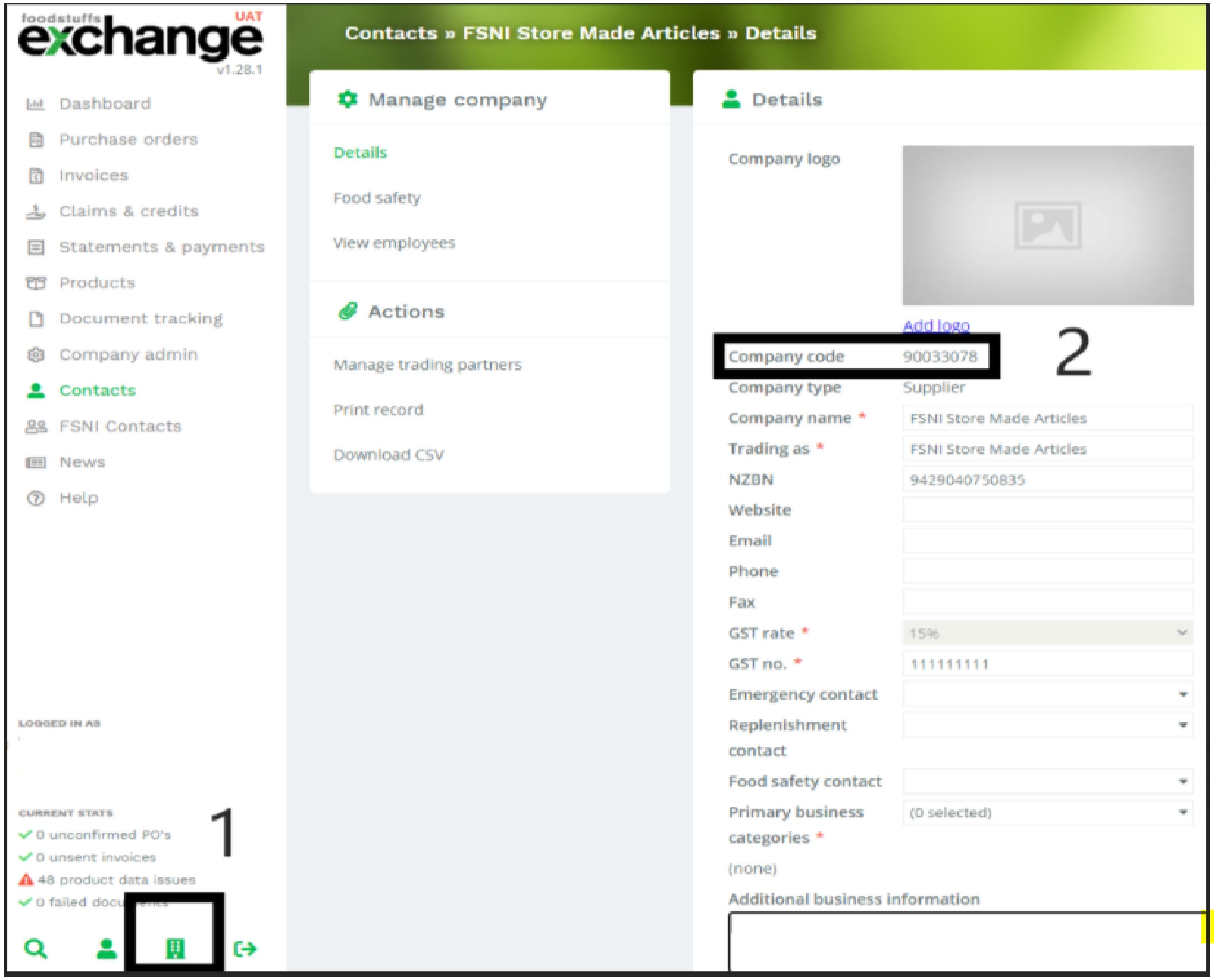


3. Below is the required format for the statement to be completed in, please note the below mandatory fields and description.

CUSTOMER_COMPANY	SUPPLIER_COMPANY	GST_NUMBER	CURRENCY	STMT_DATE	OPENING_BALANCE	CLOSING_BALANCE	STMT_REFERENCE				
TRANSACTION_TYPE	TRANSACTION_REFERENCE	TRANSACTION_DATE	SUB_STMT	SUPPLIER_STORE_CODE	PO_NO	REFERENCE2	TRANSACTION_NET_AMOUNT	TRANSACTION_GST	TRANSACTION_TOTAL	TRANSACTION_OUTSTANDING_BALANCE	LINETEXT

CSV Field	**Mandatory Field**	**Field Description**
CUSTOMER_COMPANY	Yes	Please insert '123' for FSNI this will not change
SUPPLIER_COMPANY	Yes	Your EAN number, note the below example where to locate this
GST_NUMBER	Yes	Your company GST number
CURRENCY	Yes	Please insert 'NZD' this will not change
STMT_DATE	Yes	Please insert Statement date i.e 31/12/2022
OPENING_BALANCE	Yes	Statement opening balance, or insert '0'
CLOSING_BALANCE	Yes	Total balance of the statement
STMT_REFERENCE	Yes	Please insert statement identification i.e 31/12/2022
TRANSACTION_TYPE	No	Credit or Invoice
TRANSACTION_REFERENCE	Yes	Document / Invoice reference
TRANSACTION_DATE	Yes	Date of document, please note the formatting example below (dd/mm/yyyy)
SUB_STMT	No	FSNI Store number
SUPPLIER_STORE_CODE	No	Your store reference number
REFERENCE2	Yes	Comments if available if not please use PO or Document / Invoice reference
TRANSACTION_NET_AMOUNT	No	Document amount excl GST
TRANSACTION_GST	No	Document GST total
TRANSACTION_TOTAL	Yes	Document total including GST
TRANSACTION_TOTAL	Yes	Outstanding balance, if not paid or populate the Document total as above
LINETEXT	No	Free text (if any)

Note – Your Company EAN number can be located via the exchange please follow the below path under Contacts



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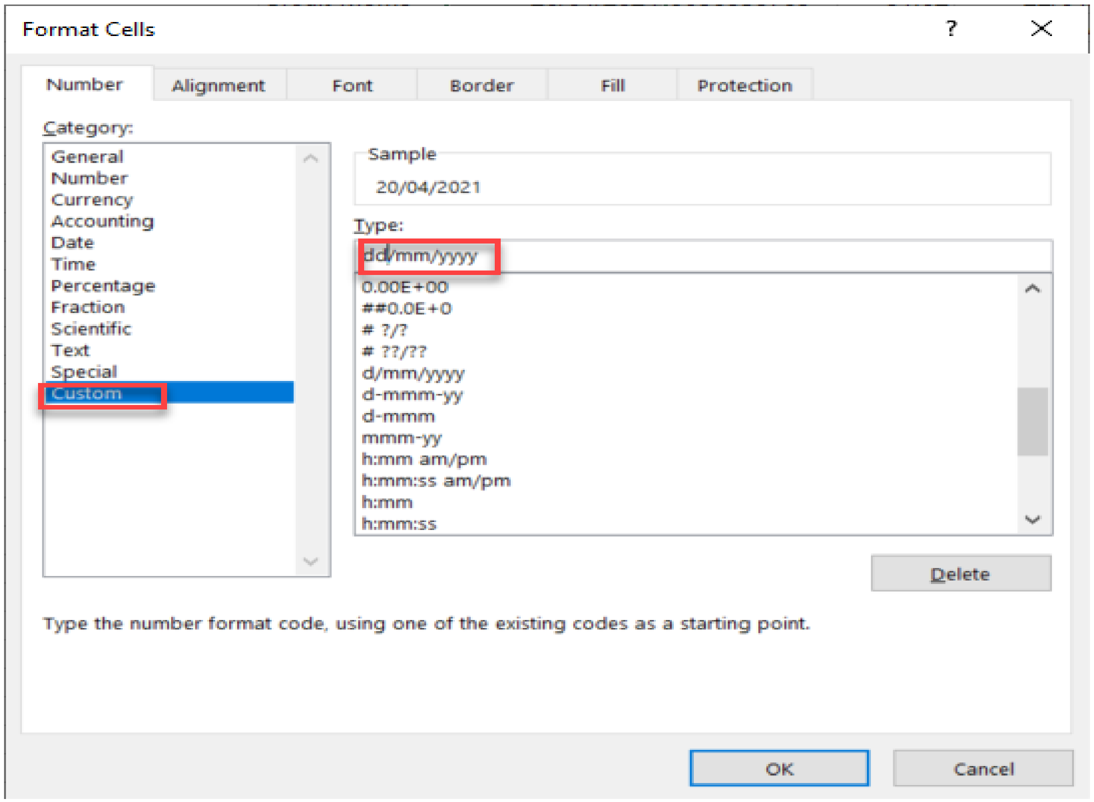
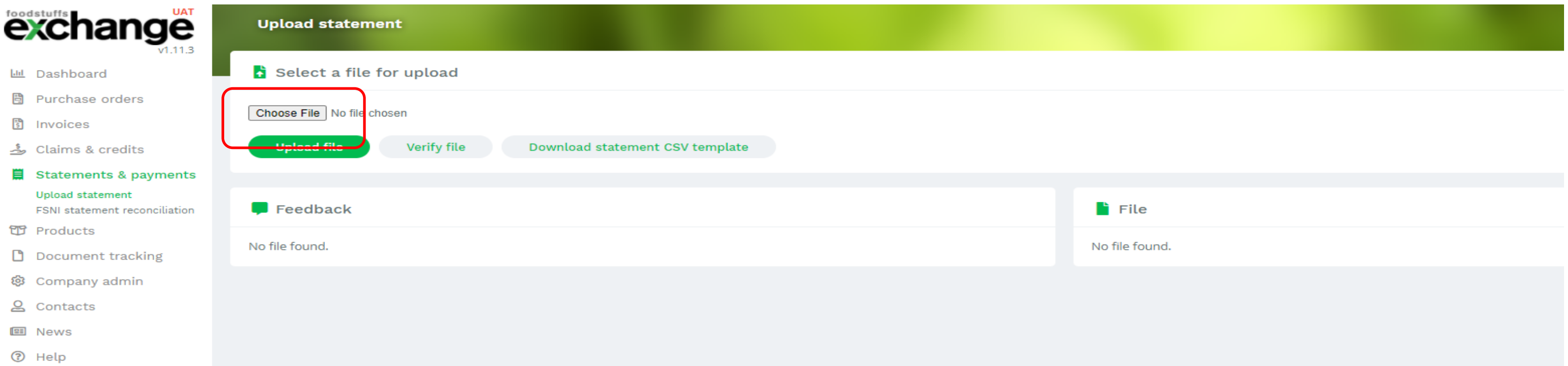
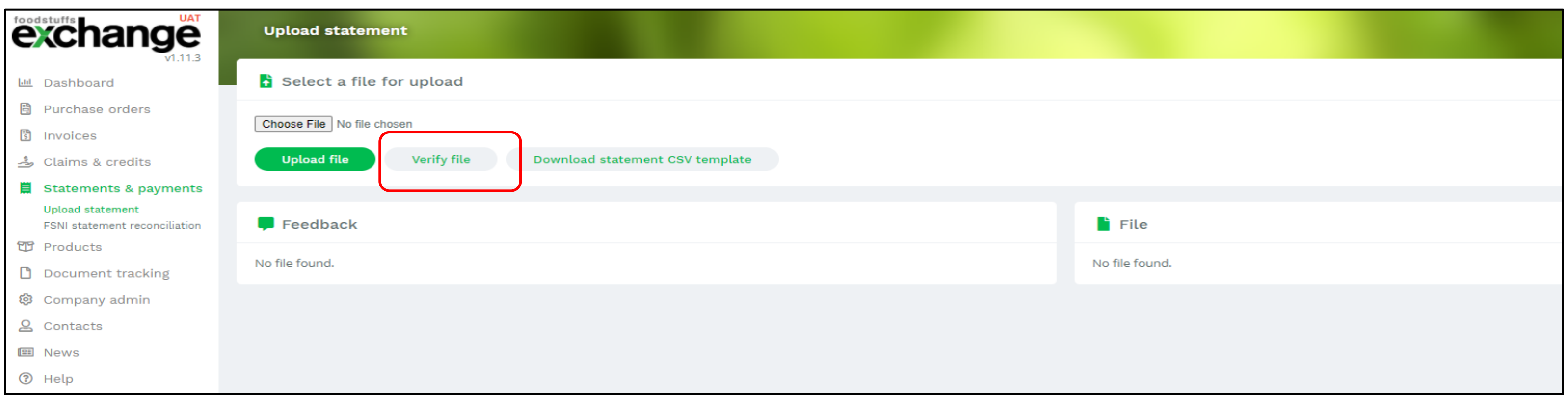
Note – The dates in Columns TRANSACTION_DATE and STMT_DATE must be in dd/mm/yyyy format.
You can do so by highlighting all the cells that contain date, right click>format cells>custom



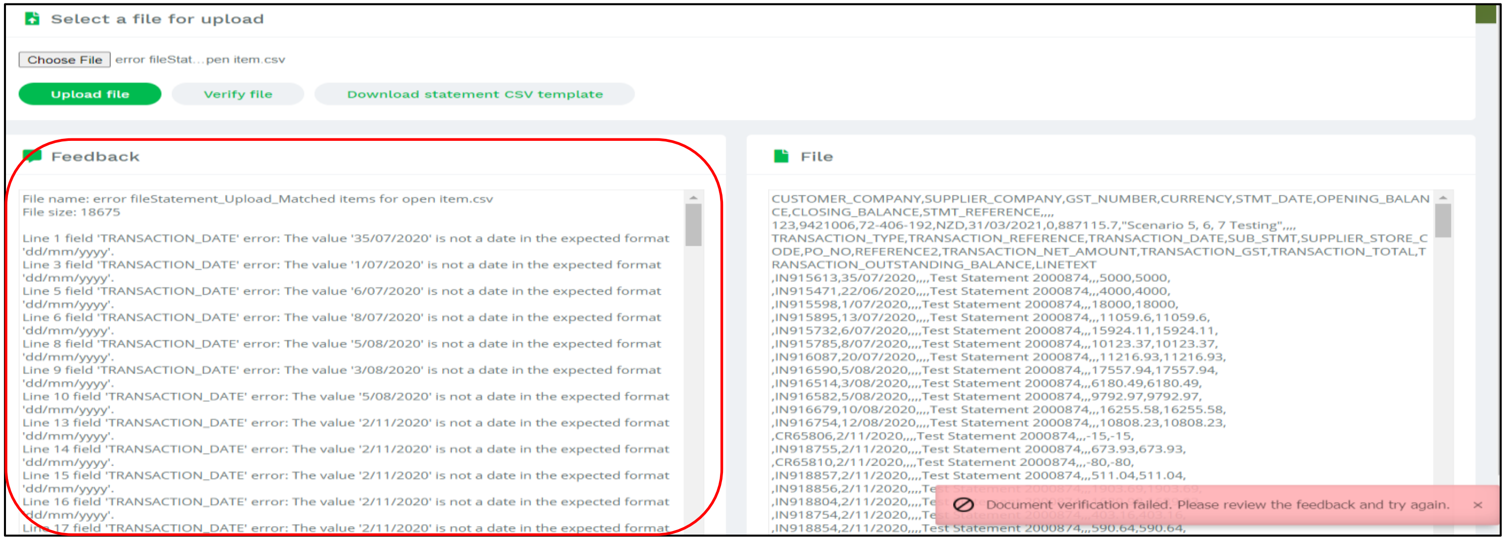
4. Once the statement has been completed in the required format and saved on your drive, click on “Choose File”, and locate the file from where this was saved.



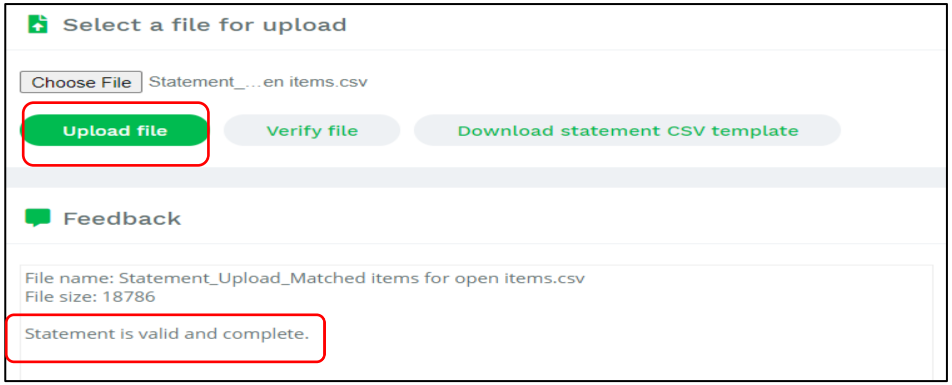
5. You can then click on “Verify File” to check if the file is valid before uploading it.



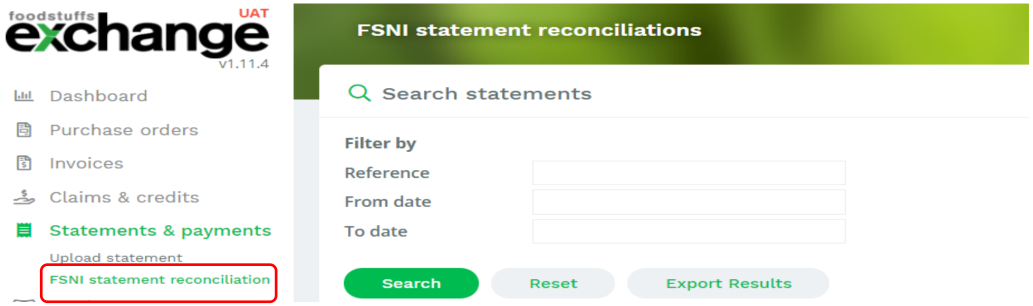
6. If the file contains errors, you will see the detailed explanation of the errors line by line



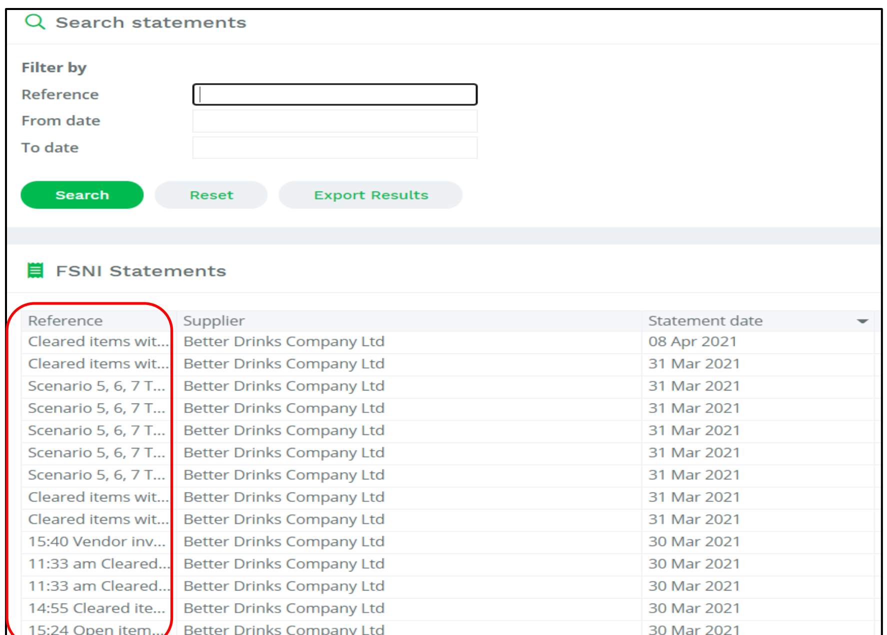
7. If the file is valid, you will see below message upon clicking on Verify File. You can now click on "Upload File"



8. Once the file has been successfully loaded, click on “FSNI statement reconciliation”

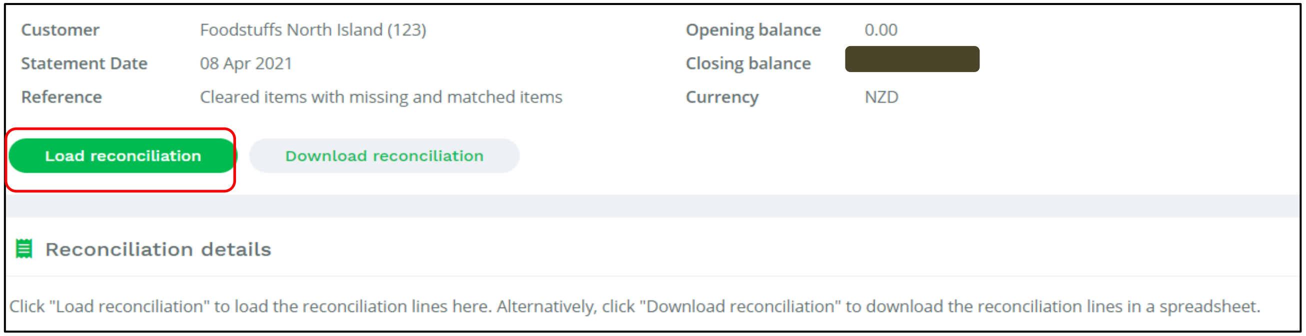


9. You will be able to see all your statements here that have been successfully loaded. You can also search for a particular statement by the statement reference, or, you can search for statement/s with the date range.

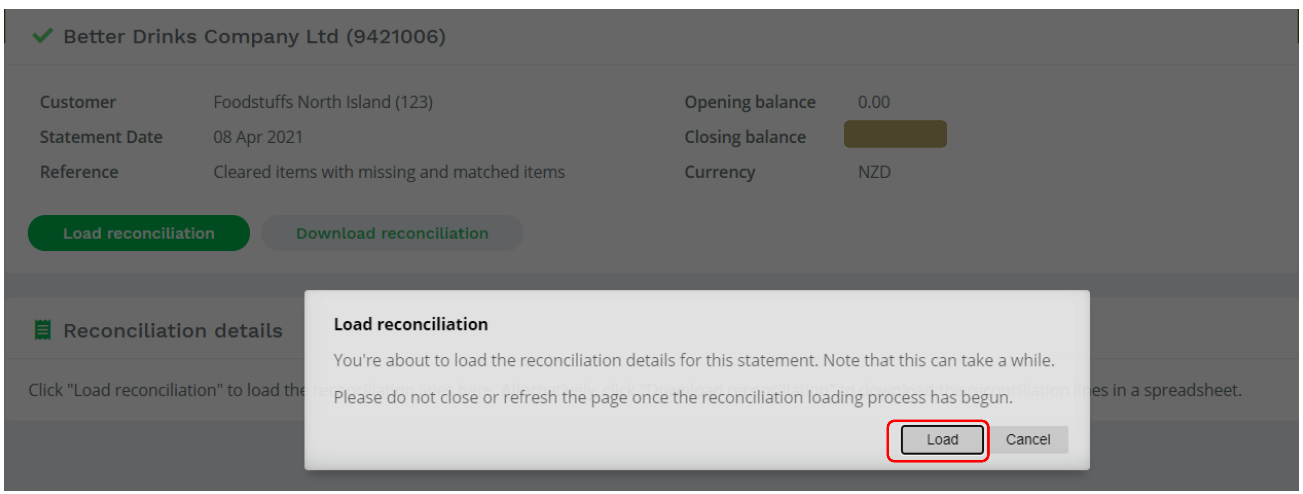


Reference	Supplier	Statement date
Cleared items wit...	Better Drinks Company Ltd	08 Apr 2021
Cleared items wit...	Better Drinks Company Ltd	31 Mar 2021
Scenario 5, 6, 7 T...	Better Drinks Company Ltd	31 Mar 2021
Scenario 5, 6, 7 T...	Better Drinks Company Ltd	31 Mar 2021
Scenario 5, 6, 7 T...	Better Drinks Company Ltd	31 Mar 2021
Scenario 5, 6, 7 T...	Better Drinks Company Ltd	31 Mar 2021
Scenario 5, 6, 7 T...	Better Drinks Company Ltd	31 Mar 2021
Cleared items wit...	Better Drinks Company Ltd	31 Mar 2021
Cleared items wit...	Better Drinks Company Ltd	31 Mar 2021
15:40 Vendor inv...	Better Drinks Company Ltd	30 Mar 2021
11:33 am Cleared...	Better Drinks Company Ltd	30 Mar 2021
11:33 am Cleared...	Better Drinks Company Ltd	30 Mar 2021
14:55 Cleared ite...	Better Drinks Company Ltd	30 Mar 2021
15:24 Open item...	Better Drinks Company Ltd	30 Mar 2021

10. You can then click on “Load reconciliation”. You can also download the reconciliation by clicking on “Download reconciliation”



11. Once you have clicked on “Load reconciliation”, a window will pop with a message, click on “Load”



12. Once the reconciliation has been successfully loaded, you will be able to see all the documents on your statement with one the following statuses – Matched (green), Partial (amber) or Missing (red). These are documents that are on the statement.

"**Matched**" documents – The documents where the document reference, date and amount match correctly and is 'Free for payment'.

☑ Show matched lines ☑ Show partial lines ☑ Show missing lines ☑ Show supplier documents not on statement ☐ Show FSNI documents not on statement ☐ Only include blocked documents

Statement details				Documents in FSNI system									
Invoice reference	Invoice date	Amount	Status	FSNI Status	Document date	Reference	Amount	Document type	Document source	Document status	Due date	Paid date	Supplier comments
IN915785	04/12/2020	-566.99	Matched	Open	04/12/2020	IN915785	-566.99	Credit Note	Vendor	Manager Block	31/01/2021		
IN916514	04/12/2020	-392.00	Matched	Open	04/12/2020	IN916514	-392.00	Credit Note	Vendor	Invoice required	31/01/2021		
IN916754	04/12/2020	-612.76	Matched	Open	04/12/2020	IN916754	-612.76	Credit Note	Vendor	Free for payment	31/01/2021		
IN915471	04/12/2020	-235.65	Matched	Open	04/12/2020	IN915471	-235.65	Credit Note	Vendor	Free for payment	31/01/2021		
IN915613	04/12/2020	-235.65	Matched	Open	04/12/2020	IN915613	-235.65	Credit Note	Vendor	Free for payment	31/01/2021		
IN915536	04/12/2020	-1,639.11	Matched	Open	04/12/2020	IN915536	-1,639.11	Credit Note	Vendor	Free for payment	31/01/2021		

"**Missing**" documents – Where the documents are present on the statement but not available in FSNI system. Before resubmitting any documents, please contact the FSNI Accounts Payable team by making comments against these (explained in step 15) as these documents could still be pending with the processing team.

Reconciliation details

☐ Show matched lines ☑ Show partial lines ☑ Show missing lines ☑ Show supplier documents not on statement ☐ Show FSNI documents not on statement ☐ Only include blocked documents

Statement details			Status	Documents in FSNI system									
Invoice reference	Invoice date	Amount		FSNI Status	Document date	Reference	Amount	Document type	Document source	Document status	Due date	Paid date	Supplier comments
test001	29/03/2021	100.00	Missing										
test002	29/03/2021	200.00	Missing										
test003	29/03/2021	300.00	Missing										
test004	29/03/2021	400.00	Missing										
IN919546	30/11/2020	1,614.40	Missing										

"**Partial**" documents – Where the documents' reference and date match but the not the amount

Reconciliation details

☐ Show matched lines ☑ Show partial lines ☑ Show missing lines ☑ Show supplier documents not on statement ☐ Show FSNI documents not on statement ☐ Only include blocked documents

Statement details			Status	Documents in FSNI system									
Invoice reference	Invoice date	Amount		FSNI Status	Document date	Reference	Amount	Document type	Document source	Document status	Due date	Paid date	Supplier comments
IN918857	02/11/2020	520.00	Partial	Open	02/11/2020	IN918857	511.04	Invoice	Vendor	Free for payment	31/12/2020		
IN918854	02/11/2020	550.00	Partial	Open	02/11/2020	IN918854	590.64	Invoice	Vendor	Free for payment	31/12/2020		
IN918851	02/11/2020	12,746.85	Partial	Open	02/11/2020	IN918851	12,746.65	Invoice	Vendor	Free for payment	31/12/2020		
IN918755	02/11/2020	800.00	Partial	Open	02/11/2020	IN918755	673.93	Invoice	Vendor	Free for payment	31/12/2020		

You will also be able to see the documents that we have in the system but are not on your statement. The document source will be "Vendor"

			Not on Statement	Open	08/07/2020	IN915785	10,123.37	Invoice	Vendor	Blocked for payment	31/08/2020	

You will also be able to see the FSNI created documents (e.g. warehouse withdrawal invoices etc). The document source for will be "FSNI"

Reconciliation details

☐ Show matched lines ☐ Show partial lines ☐ Show missing lines ☐ Show supplier documents not on statement ☑ Show FSNI documents not on statement ☐ Only include blocked documents

Statement details			Status	Documents in FSNI system									
Invoice reference	Invoice date	Amount		FSNI Status	Document date	Reference	Amount	Document type	Document source	Document status	Due date	Paid date	Supplier comments
			Not on Statement	Open	31/03/2021	17768041	-219.94	Invoice	FSNI	Free for payment	30/04/2021		
			Not on Statement	Open	06/01/2021	17506050	-3,439.49	Invoice	FSNI	Free for payment	28/02/2021		

You can use the filters to view documents under each of the statuses. Please note if you would like to view the documents that are blocked for payment by FSNI's AP team, you will need to check "Only include blocked documents" and also the below encircled statuses.

Reconciliation details

☑ Show matched lines ☑ Show partial lines ☑ Show missing lines ☑ Show supplier documents not on statement ☐ Show FSNI documents not on statement ☑ Only include blocked documents

13. If you would like to query any document/s on the reconciliation screen, you can do so by adding comments in the "Supplier comments" column on each line that you wish to query.

Statement details			Status	Documents in FSNI system									
Invoice reference	Invoice date	Amount		FSNI Status	Document date	Reference	Amount	Document type	Document source	Document status	Due date	Paid date	Supplier comments
CR65810	02/11/2020	-80.00	Partial	Open	02/11/2020	CR65810	-48.15	Credit Note	Vendor	Free for payment	31/12/2020		
CR65806	02/11/2020	-15.00	Partial	Open	02/11/2020	CR65806	-21.54	Credit Note	Vendor	Free for payment	31/12/2020		

Once you have made the comments on all the lines, click on "Send comments" at the bottom of the screen. You may need to scroll down to locate it.

☐ Show matched lines ☑ Show partial lines ☐ Show missing lines ☐ Show supplier documents not on statement ☐ Show FSNI documents not on statement ☐ Only include blocked documents

Statement details			Status	Documents in FSNI system									
Invoice reference	Invoice date	Amount		FSNI Status	Document date	Reference	Amount	Document type	Document source	Document status	Due date	Paid date	Supplier comments
CR65810	02/11/2020	-80.00	Partial	Open	02/11/2020	CR65810	-48.15	Credit Note	Vendor	Free for payment	31/12/2020		Please check the amount
CR65806	02/11/2020	-15.00	Partial	Open	02/11/2020	CR65806	-21.54	Credit Note	Vendor	Free for payment	31/12/2020		
IN915613	01/07/2020	5,000.00	Partial	Open	01/07/2020	IN915613	4,064.96	Invoice	Vendor	Free for payment	31/08/2020		
IN915598	01/07/2020	18,000.00	Partial	Open	01/07/2020	IN915598	17,078.11	Invoice	Vendor	Free for payment	31/08/2020		
IN915471	22/06/2020	4,000.00	Partial	Open	22/06/2020	IN915471	4,204.08	Invoice	Vendor	Free for payment	31/07/2020		

☐ Show matched lines ☑ Show partial lines ☐ Show missing lines ☐ Show supplier documents not on statement ☐ Show FSNI documents not on statement ☐ Only include blocked documents

Send comments

Once you click on "Send comments", an email will be triggered to the FSNI Accounts Payable Ticketing system for tracking and resolution.

If you have any questions please contact our AP team at FSAccounts.Payable@foodstuffs.co.nz