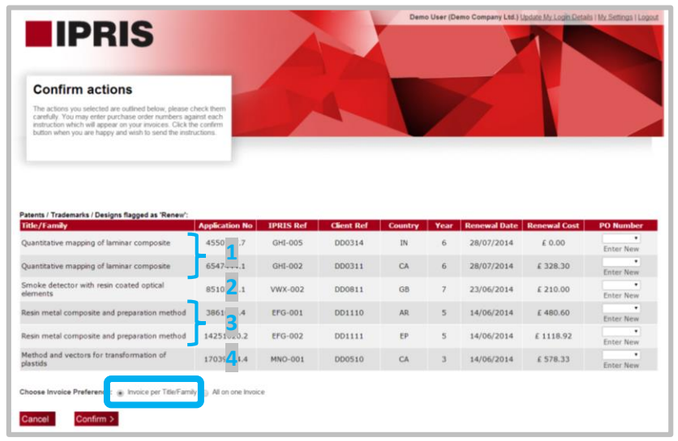
FLEXIBLE INVOICING

INVOICE PER FAMILY OR DATE

When ordering renewals via the IPRIS web app, choose whether to be invoiced per family or per order

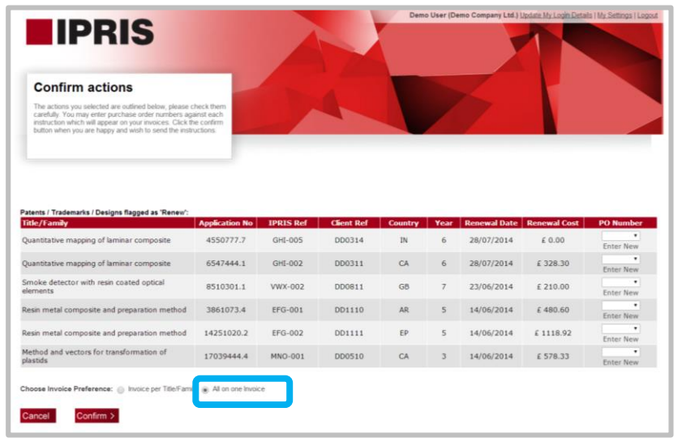
Invoice per family

As a default, any renewals made through the IPRIS web app are invoiced per title/family. Therefore, renewals for cases from multiple patent families can be actioned in a single order making the process quick and simple.



Invoice per date

On the order confirmation page, there is an option which allows you to select how invoices are generated for the order. If the option to have all the renewals on one invoice is selected, the invoice will then be generated by date and will include all renewals within the order.



Invoice per order

As the order process on the IPRIS web app is completely flexible, there are further options for how invoices are generated other than by date or by family. For example, orders can be made for manager specific renewals, licensee specific renewals or country specific renewals. This can be done simply by renewing the relevant cases in separate orders and choosing to receive all the renewals on one invoice.

FLEXIBLE INVOICING

PURCHASE ORDER NUMBERS

Use the IPRIS web app to choose a purchase order method that suits your internal administrative processes

Single/default purchase order

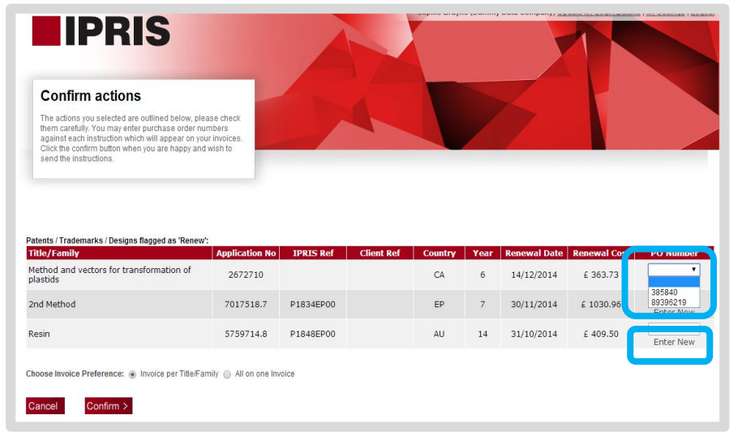
If you have a single purchase order for all your renewals or if you would like to set a default purchase order number, please go to the 'My Settings' page and select 'Yes' for the Purchase Order. You can then add a PO number in the text box which appears under the Purchase Order options.

This purchase order number will automatically be selected and assigned to cases during the ordering process. It will also be present on the invoices. However, you still have the option to choose other PO numbers from the drop-down menu during the ordering process or enter a new number. If you enter a new purchase order, it will be saved and displayed in the drop-down menu for future renewals.

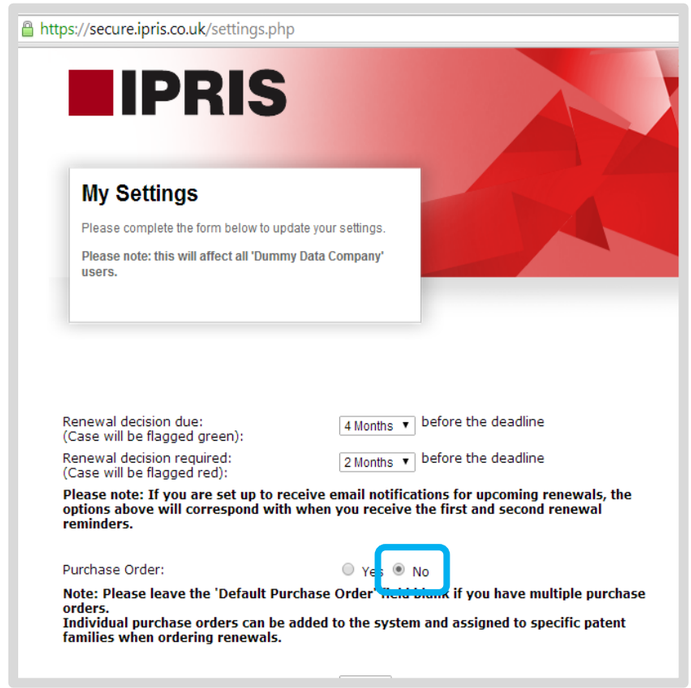
Multiple purchase orders

If you have multiple purchase orders for your renewals, you can include these during the ordering process. Follow the steps below:

1. Go to the 'My Settings' page and select 'Yes' for the Purchase Order. Leave the 'Default Purchase Order' field blank.
2. On your homepage, choose your actions and click on the 'Order Renewals' button as you would normally.
3. **You must then select existing purchase orders from the drop down menu or enter a new purchase order number**. If you enter a new purchase order, it will be saved and displayed in the drop-down menu for future renewals. The purchase order(s) will be included in the invoices.



No purchase order

If you do not require purchase order numbers, please go to the 'My Settings' page and select 'No' for the Purchase Order.

You will not be required to add a purchase order number when ordering renewals.