



GLOBAL LEADER IN BUYING
GROUP TECHNOLOGY

LBMX Xero Integrator

May 2021

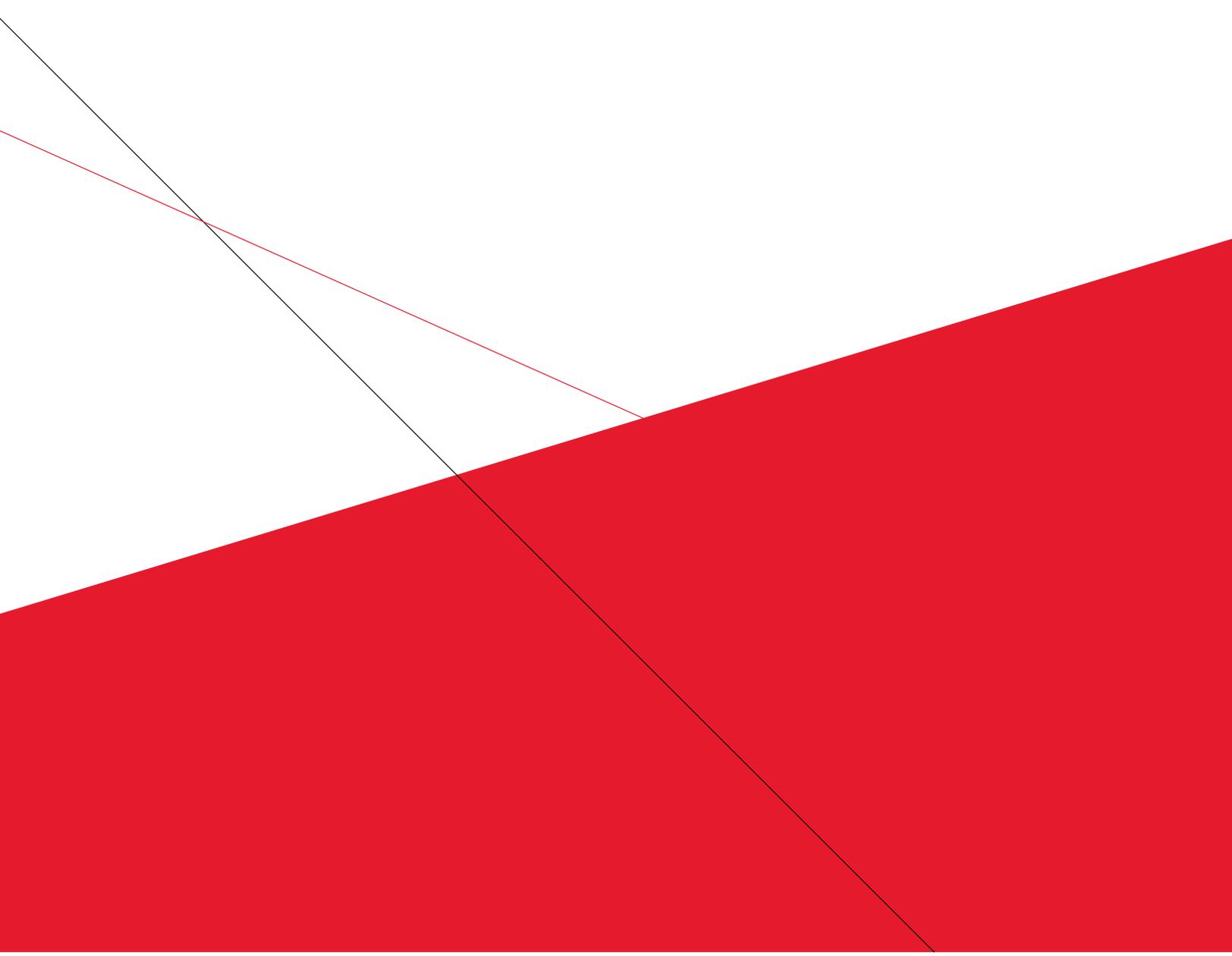




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Overview

This document describes how to export invoices from the Xero accounting system and send the invoices via Electronic Data Interchange (EDI), using the LBMX Xero Integrator.

Xero offers an accounting software platform for businesses. Xero allows suppliers to create invoices for their customers, but it does not include the ability to send invoices via EDI. The LBMX Xero Integrator allows users to select invoices and send them electronically.

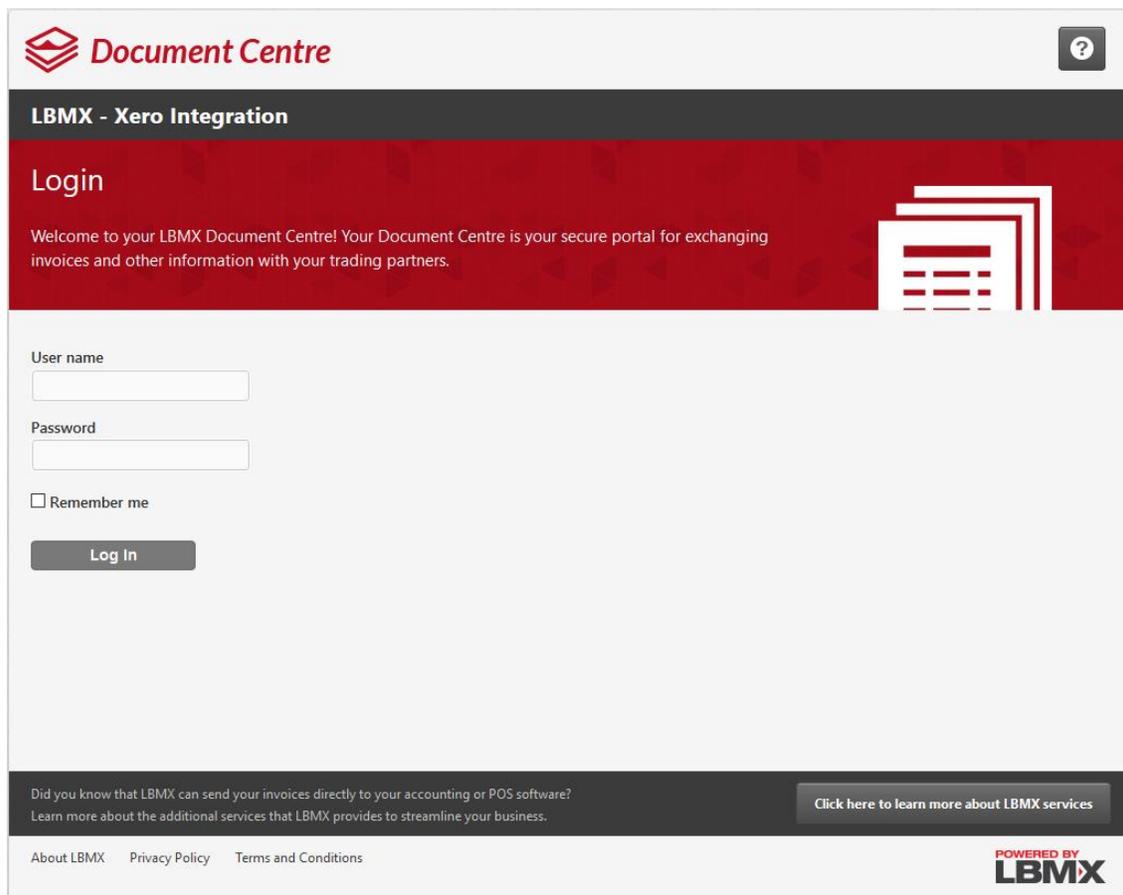
Please note that LBMX is not affiliated with Xero. For more information about Xero, visit www.xero.com.

Steps for Exporting Invoices via LBMX Xero Integrator

1. Create invoices in Xero
2. Log into LBMX Xero Integrator
3. Authorize access to the Xero invoices
4. Select the date range of invoices to export
5. If there are invoices for customers that are not clearly matched to an EDI receiver, update the customer's information. This information is saved and applied to future invoices, so it is only required once
6. Review the invoices to be sent to ensure the list of invoices is complete and correct
7. The invoices go through a validation check to ensure that any required information is present. If there are problems, changes to the invoices may be required in the Xero account
8. The invoices are sent

Accessing LBMX Xero Integrator

LBMX Xero Integrator is accessed using a secure, password-protected web portal. Navigate to xerointegration.lbm.com, and a login screen appears. Log in with the LBMX username/password provided by the LBMX support team.



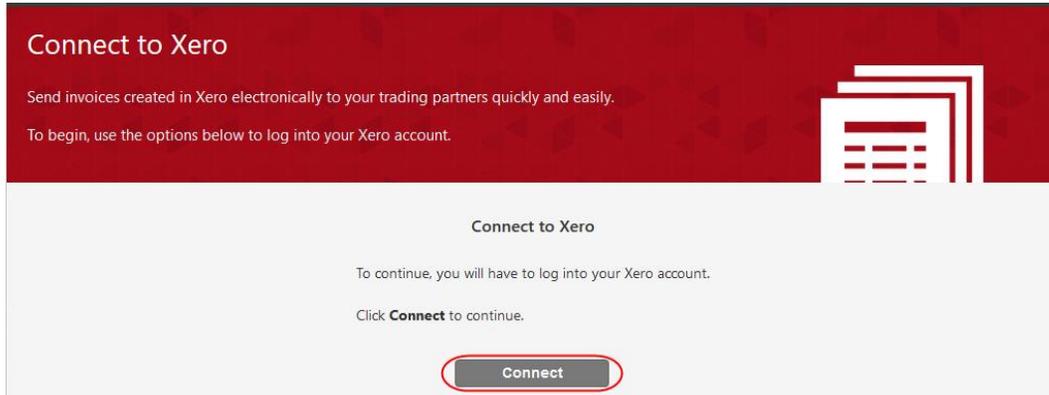
The screenshot shows the LBMX Document Centre login interface. At the top left is the LBMX logo and the text "Document Centre". A dark grey bar below the header contains "LBMX - Xero Integration". The main content area has a red background with the word "Login" in white. Below this, a white box contains the login form with fields for "User name" and "Password", a "Remember me" checkbox, and a "Log In" button. A welcome message reads: "Welcome to your LBMX Document Centre! Your Document Centre is your secure portal for exchanging invoices and other information with your trading partners." To the right of the message is an icon of a stack of documents. At the bottom of the page, there is a dark grey footer with a message about LBMX services and a link to learn more, along with navigation links for "About LBMX", "Privacy Policy", and "Terms and Conditions", and the "POWERED BY LBMX" logo.

The Connect to Xero screen is displayed.

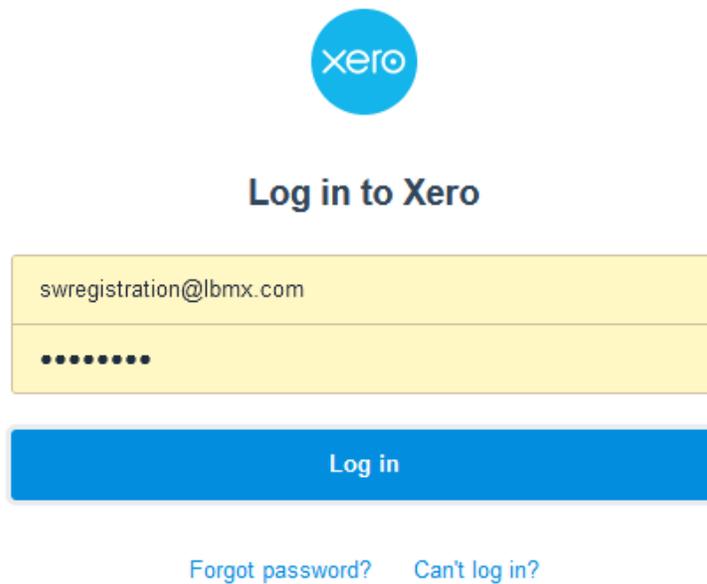
Connecting to Xero

In order to connect to invoice information, the Xero account must be accessed. Click the Connect button to access the Xero site.

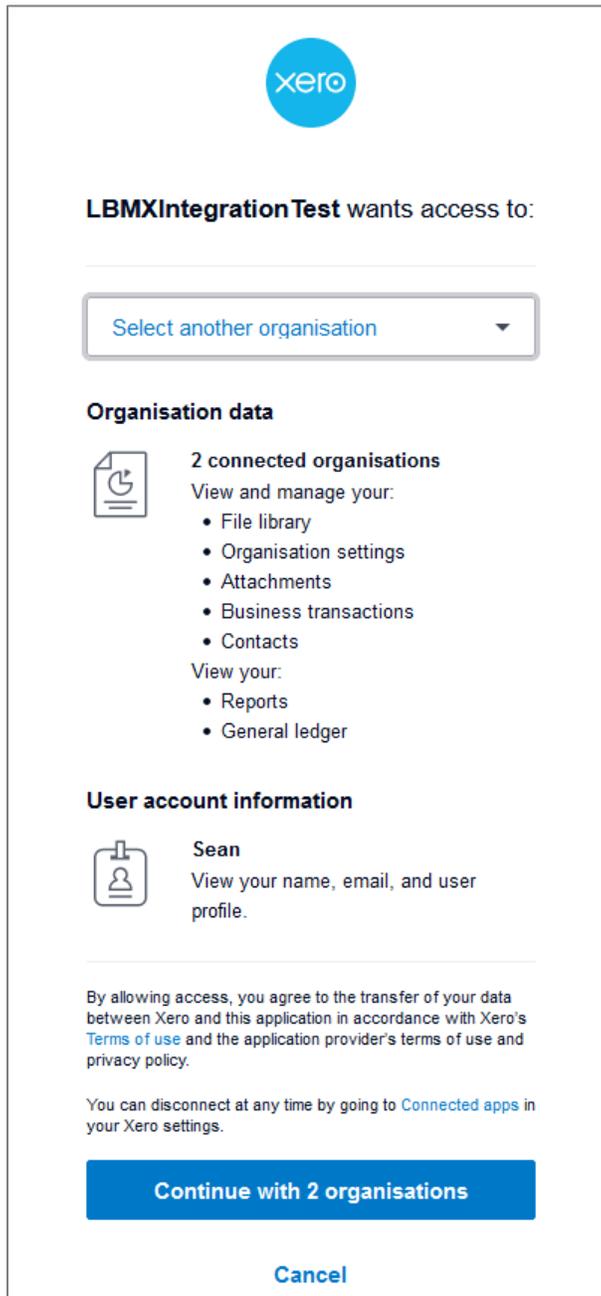
Note: LBMX only accesses invoice and customer information - no other data within the Xero account is retrieved. No information, other than invoice and customer names, is stored by LBMX.



The Xero sign in screen is displayed. Enter the Xero login information and click the Log in button.

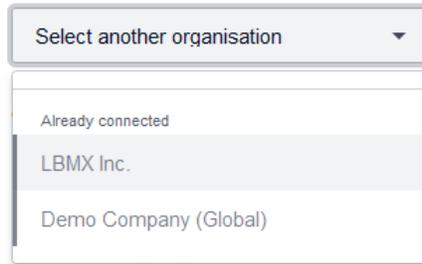


The Xero access screen is displayed, including a drop-down menu of the connected organisations, descriptions of the organisation and user information available once connected, a Continue with X organizations button, and a Cancel option.

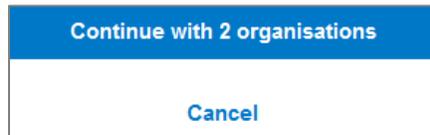


The screenshot shows the Xero access screen for 'LBMXIntegrationTest'. At the top is the Xero logo. Below it, the text 'LBMXIntegrationTest wants access to:' is displayed. A dropdown menu is shown with the text 'Select another organisation'. Underneath, there are two sections: 'Organisation data' and 'User account information'. The 'Organisation data' section shows '2 connected organisations' and lists various data types that can be accessed, such as File library, Organisation settings, Attachments, Business transactions, and Contacts. The 'User account information' section shows the user's name 'Sean' and lists the user's name, email, and user profile. At the bottom, there is a blue button labeled 'Continue with 2 organisations' and a 'Cancel' link.

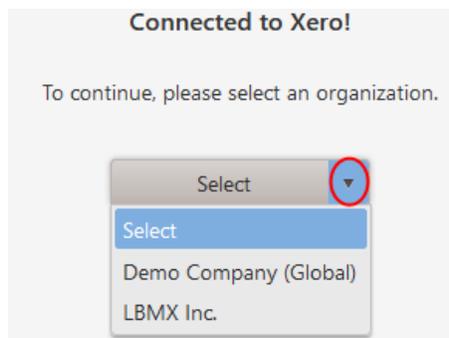
Click the drop-down menu at the top to view the connected organisations and connect to another organisation, if required.



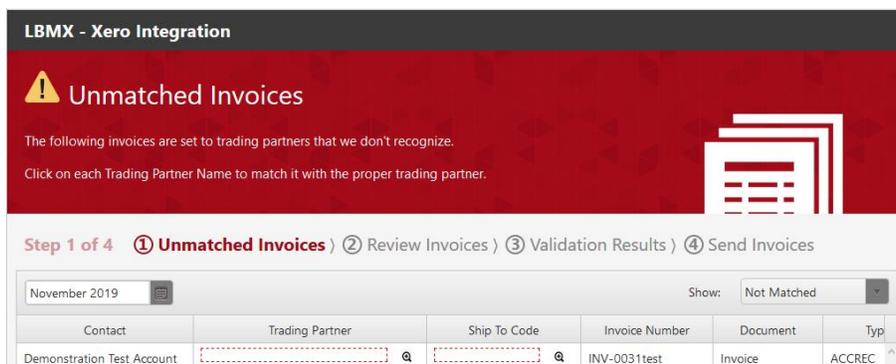
Click the Continue with X organisations button to proceed, or click Cancel to stop the process.



The Connected to Xero screen is displayed. If more than one organization is set up to use Xero, click the drop-down arrow to select an option.



The Unmatched Invoices screen of the LBMX Xero Integrator site is displayed.



Contact	Trading Partner	Ship To Code	Invoice Number	Document	Type
Demonstration Test Account			INV-0031test	Invoice	ACCREC

Note: prior to proceeding with next steps, contacts and the account must be configured. See [Contact Configuration](#) and [Account Settings](#) to set Xero up to send invoices.

Sending Invoices

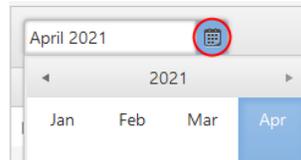
Sending invoices from Xero is an easy, four-step process.

Step 1: Unmatched Invoices

Select Invoice Month

Select the month of the invoices to export. Any invoice for a customer that cannot be matched to a valid trading partner (receiver) will be listed.

Select the month by clicking the calendar icon next to the date field on the left-side on the screen.



Invoices that cannot be matched to a Sold To/Ship To will be displayed.

Note: This is only relevant with the “Separate contact for every member” configuration (see [Contact Configuration](#)). If the configuration is set up to use a single contact for the entire group, any invoice with a blank Reference ID will be listed.

Step 1 of 4 ① Unmatched Invoices ② Review Invoices ③ Validation Results ④ Send Invoices

November 2019 Show: Not Matched

Contact	Trading Partner	Ship To Code	Invoice Number	Document	Typ
Demonstration Test Account			INV-0031test	Invoice	ACCREC
ING			INV-0032	Invoice	ACCREC

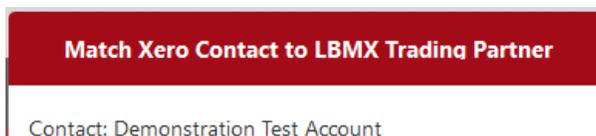
Note: By default, only unmatched invoices are displayed on this screen, as they require action. To view matched invoices, change the filter on the top right of the list.



Click the magnifying glass beside each invoice.

Contact	Trading Partner	Ship To Code
SN123	R	90222

The Match Xero Contact to LBMX Trading Partner pop-up window is displayed.



Send Invoices From This Contact to LBMX

Select the Trading Partner from the drop-down list.

Trading Partner

Select to match 

Select to match

R

Enter the Ship To Code/ID for this trading partner.

Ship To Code

2088

Any invoices in the list with the same contact will also be matched, so the invoices do not have to be handled separately. (Invoices disappear from the screen as they are handled). All future invoices to this contact will also be routed to this Sold To/Ship To.

Click the Ok button to complete the match.

Cancel Ok

A message is displayed when the invoices have all been matched.

Step 1 of 4 ① Unmatched Invoices) ② Review Invoices) ③ Valid

 Congratulations! You have no unmatched invoices to deal with. Click Next to continue.

Never Send Invoices From This Contact to LBMX

Alternately, remove the contact by selecting the second radio button. This marks the contact as not relevant to LBMX, and invoices for this contact will no longer be displayed. Click the Ok button to complete.

Never send invoices from this contact to LBMX

Removing a contact means that you never want to send invoices to this contact electronically. Future invoices to this contact will not be included in this export.

Do not use this option if you want to temporarily skip these invoices in the current batch.

Cancel Ok

Step 2: Review Invoices

The invoices to be exported are listed on the Review Invoices screen.

Review Invoices

Select the invoices you would like to send. You can also change the Trading Partner.

Invoices will appear on this list until they are sent or until you permanently remove them from the list. This does not affect the invoice in Xero.

Step 2 of 4 (Unmatched Invoices) (Review Invoices) (Validation Results) (Send Invoices)

Total Amount: \$ 107.22 Show: All

<input checked="" type="checkbox"/>	Contact	Trading Partner	Ship To Code	Invoice Number	Document	Type
<input checked="" type="checkbox"/>	Demonstration Test Account	R	2777	INV-0031test	Invoice	ACCREC
<input checked="" type="checkbox"/>	IN	R	2088	INV-0032	Invoice	ACCREC
<input checked="" type="checkbox"/>	Test Group	R	2088	INV-0031	Invoice	ACCREC

500 items per page 1 - 3 of 3 items

Double-click on a record to display more invoice details.

View Invoice Detail

Code	Description	Quantity	Unit Price	Tax Rate	Tax Amount	Amount
STAFFDAIRY	STAFFDAIRY	10.00	5.99	TAX001	8.99	59.90

Click the Ok button to close the window.

Click the magnifying glass to change the Trading Partner and/or Ship To Code for an invoice. This permanently changes the Contact assignment for future invoices.

Contact	Trading Partner	Ship To Code
SN123	R	90222

Review the number of invoices and their dollar values, comparing them to what is listed in Xero to ensure that all applicable invoices are included.

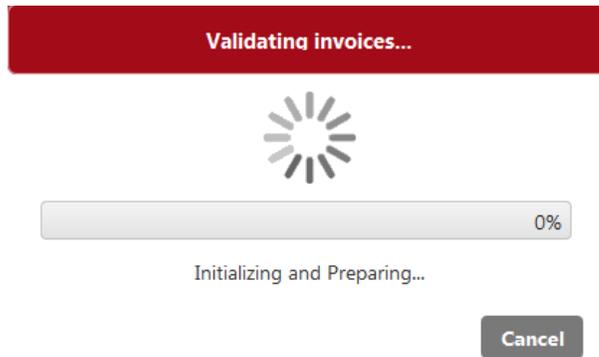
1 - 3 of 3 items

Total Amount: \$ 71,350.00

Click the Next button.

Step 3: Validation Results

Xero Integrator validates the selected invoices.



A success message is displayed along the top of the invoices, and as well on each individual row.

The screenshot shows the "Validation Results" step of a process. At the top, a green banner with a checkmark icon and the text "All invoices have passed validation." is displayed. Below this is a table with the following columns: Validation Status, Contact, Trading Partner, Ship To Code, Invoice Number, and Document. The table contains five rows, all with a "Success" status in the first column. The "Contact" column for all rows is "SN123", and the "Trading Partner" is "R". The "Ship To Code" is "90222" for all rows. The "Invoice Number" values are INV-0033, INV-0032, INV-0031, INV-0035, and INV-0034. The "Document" type is "Invoice" for all rows. The interface also shows a "Show:" dropdown set to "All", a "500 items per page" selector, and a "1 - 5 of 5 items" indicator.

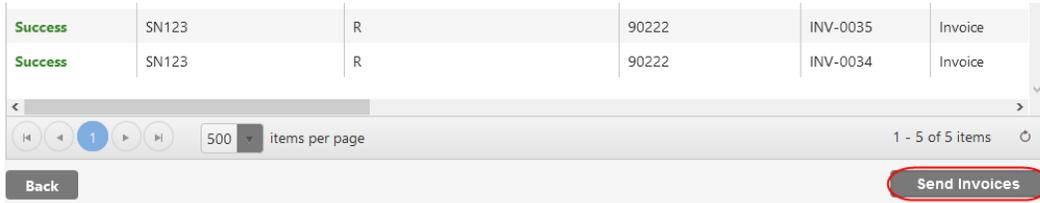
Validation Status	Contact	Trading Partner	Ship To Code	Invoice Number	Document
Success	SN123	R	90222	INV-0033	Invoice
Success	SN123	R	90222	INV-0032	Invoice
Success	SN123	R	90222	INV-0031	Invoice
Success	SN123	R	90222	INV-0035	Invoice
Success	SN123	R	90222	INV-0034	Invoice

If there are errors, they are displayed in the Validation Status column. Correct the invoices in Xero to enable the export (see Correct Invoice Errors).

The screenshot shows the "Validation Results" step with an error message. A yellow banner with a warning icon and the text "The following invoices have validation errors and will not be sent. Each invoice must be corrected in Xero. Once corrected, log into this Document Centre again to validate your changes." is displayed. Below this is a table with the following columns: Validation Status, Contact, Trading Partner, Ship To Code, Invoice Number, and Document. The table contains three rows, all with an "Error" status in the first column. The "Contact" column for all rows is "Two", and the "Trading Partner" is "Ruralco". The "Ship To Code" is empty for the first two rows and "SP456" for the third. The "Invoice Number" values are CN-0274, CN-0273, and CN-0272. The "Document" type is "Credit Note" for all rows. The interface also shows a "Show:" dropdown set to "Invoices with errors", a "500 items per page" selector, and a "1 - 3 of 3 items" indicator.

Validation Status	Contact	Trading Partner	Ship To Code	Invoice Number	Document
Error	Two	Ruralco		CN-0274	Credit Note
Error	Two	Ruralco		CN-0273	Credit Note
Error	Two	Ruralco	SP456	CN-0272	Credit Note

Click the Send Invoices button to send the invoices that passed validation.



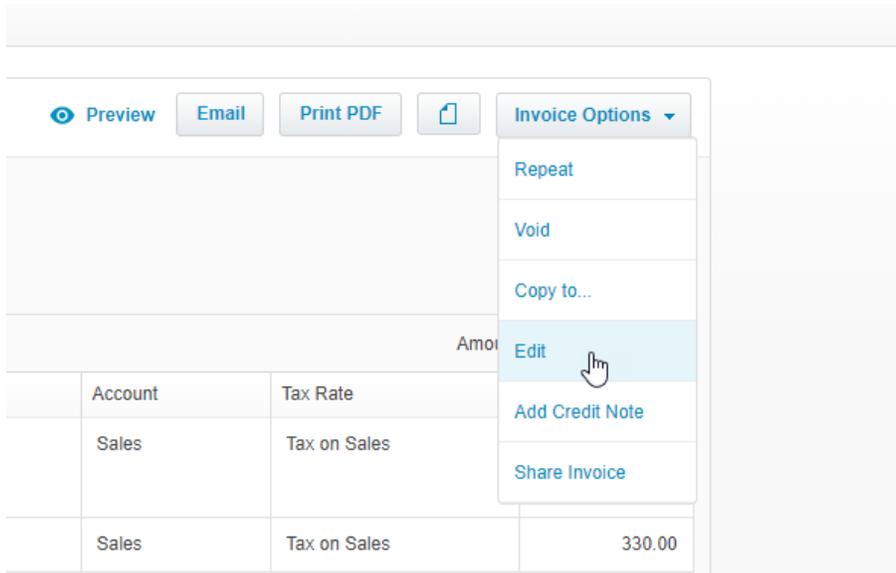
Success	SN123	R	90222	INV-0035	Invoice
Success	SN123	R	90222	INV-0034	Invoice

500 items per page 1 - 5 of 5 items

Back Send Invoices

Correct Invoice Errors

To correct errors that occurred during validation, highlight the invoice, and select Edit from the Invoice Options drop-down menu.

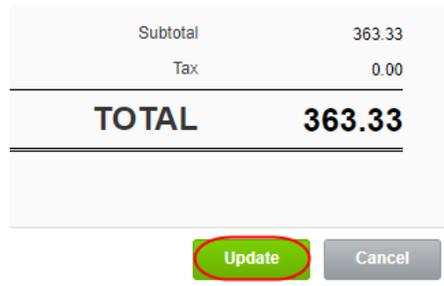


Preview Email Print PDF Invoice Options

- Repeat
- Void
- Copy to...
- Edit
- Add Credit Note
- Share Invoice

Account	Tax Rate	Amount
Sales	Tax on Sales	
Sales	Tax on Sales	330.00

Make the required changes, then click the Update button.



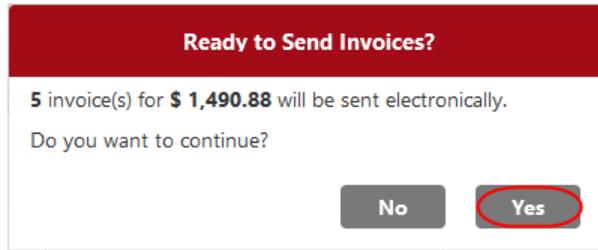
Subtotal	363.33
Tax	0.00
TOTAL	363.33

Update Cancel

Log out and log in again to update the invoice(s) and proceed to Step 4.

Step 4: Send Invoices

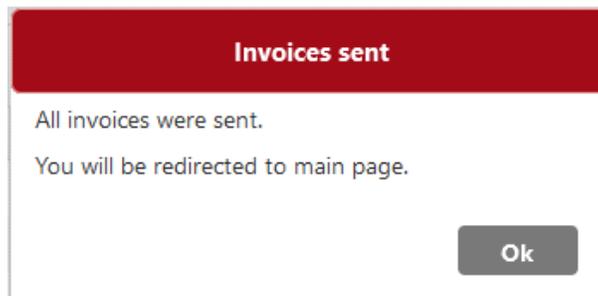
A confirmation prompt is displayed, showing the number of invoices and the dollar value of the invoices being exported.



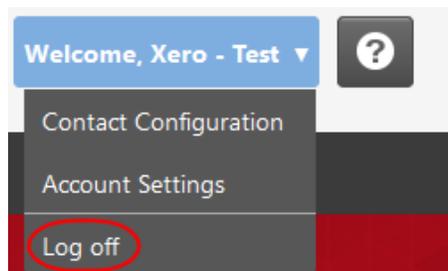
Click the Yes button to send the invoices. Click the No button to return to the Validation Results screen.

Note: once an invoice has been sent, it will not get sent again.

A success message is displayed. Click the Ok button to return to the main screen.



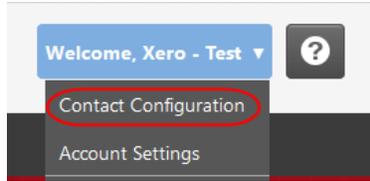
To exit Xero, click Log off from the drop-down menu on the top right.



Contact Configuration

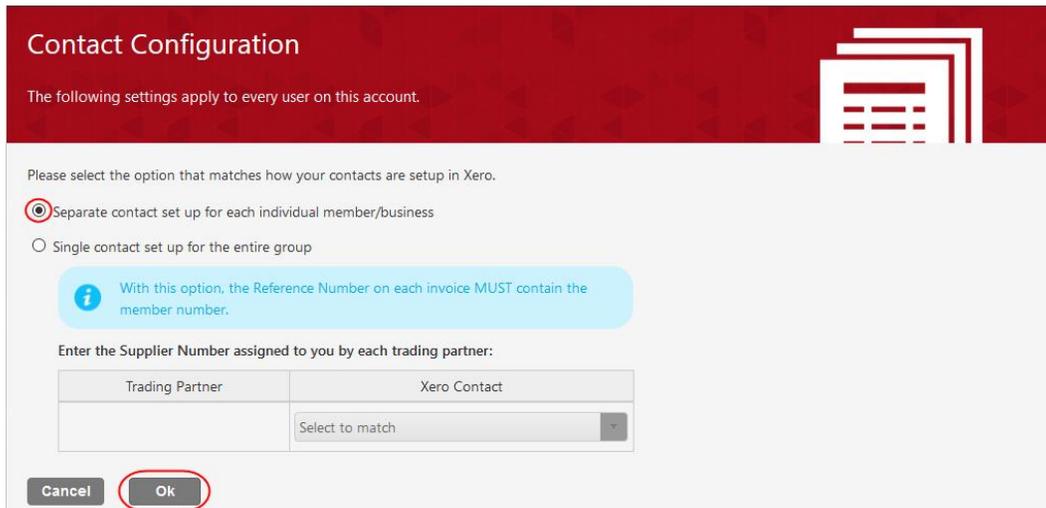
To set up Xero Integrator to send invoices to the correct receiver, the contacts must be configured for each member/business, or for the entire group.

Navigate to the Contact Configuration in the menu in the top right corner.



Separate Contact Set Up

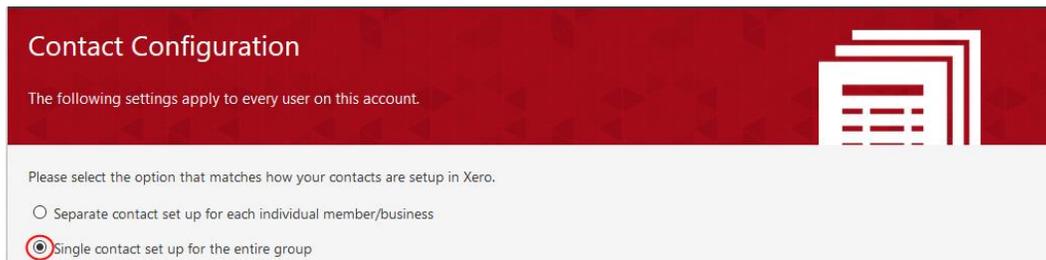
To set up a separate contact for each member/business in Xero, select the first radio button and click the Ok button.

A screenshot of the 'Contact Configuration' dialog box. The title bar is red with the text 'Contact Configuration' and a document icon. Below the title bar, it says 'The following settings apply to every user on this account.' The main content area has a light gray background and contains the following elements:

- A heading: 'Please select the option that matches how your contacts are setup in Xero.'
- Two radio buttons:
 - The first radio button is selected (indicated by a red dot) and is labeled 'Separate contact set up for each individual member/business'.
 - The second radio button is unselected and is labeled 'Single contact set up for the entire group'.
- A light blue information box with a question mark icon and the text: 'With this option, the Reference Number on each invoice MUST contain the member number.'
- A heading: 'Enter the Supplier Number assigned to you by each trading partner:'
- A table with two columns: 'Trading Partner' and 'Xero Contact'. The 'Xero Contact' column contains a dropdown menu with the text 'Select to match'.
- At the bottom, there are two buttons: 'Cancel' and 'Ok'. The 'Ok' button is circled in red.

Single Contact Set Up

To set up a single contact for the entire group in Xero, select the second radio button.

A screenshot of the 'Contact Configuration' dialog box, similar to the one above. The title bar is red with the text 'Contact Configuration' and a document icon. Below the title bar, it says 'The following settings apply to every user on this account.' The main content area has a light gray background and contains the following elements:

- A heading: 'Please select the option that matches how your contacts are setup in Xero.'
- Two radio buttons:
 - The first radio button is unselected.
 - The second radio button is selected (indicated by a red dot) and is labeled 'Single contact set up for the entire group'.
- The information box and table from the previous screenshot are not visible in this view.
- At the bottom, there are two buttons: 'Cancel' and 'Ok'.

For each Trading Partner, select the Xero Contact from the drop-down list, and click the ok button.

Single contact set up for the entire group

i With this option, the Reference Number on each invoice MUST contain the member number.

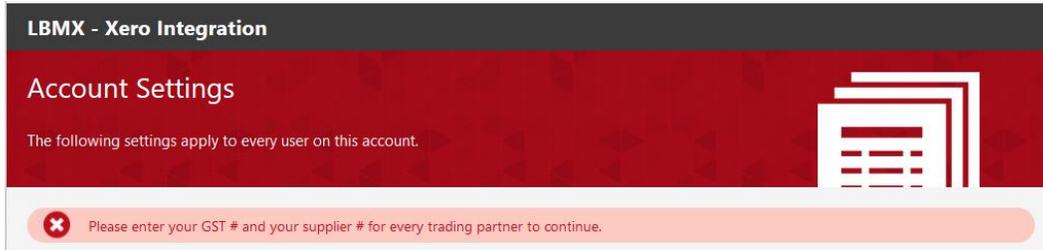
Enter the Supplier Number assigned to you by each trading partner:

Trading Partner	Xero Contact
ABC Co.	Select to match Select to match Family Trusts Partnership Florist Iavern

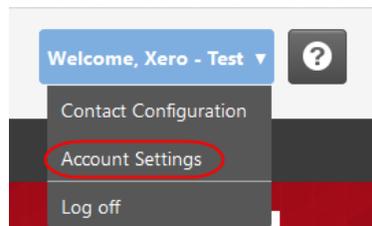
Cancel **Ok**

Account Settings

The first time Xero Integrator is used, some configuration is required. If information is missing, prompts will appear upon login.



Account Settings can also be changed/updated using the menu in the top right corner.



In this example, enter the supplier's GST number and supplier number (as assigned by the trading partner), and click the Ok button.

Trading Partner	Supplier Number
ABC Company	123456



Support

If you have any questions about working with LBMX Analytics, please contact the LBMX Support Team at support@lbm.com.