





Guidance Sheets

How to put POs on your invoices on GCCPlus

Home ECT Services Store Training Communication Resources Setup Basket

Store | Checkout | Contracts, services and products
Checkout your contracts, services and products

£ Available to buy now

Item description	Pricing	Saving	Total
 Gold admissions service ⓘ 01/09/2021 - 31/08/2022 P.O. <input type="text" value="SAMPLE"/> Remove Save for later	£1,120.00		£1,344.00 <small>(inc 20.00% VAT)</small>
 Additional Visit to school ⓘ 01/09/2021 - 31/08/2022 P.O. <input type="text" value="SAMPLE"/> Remove Save for later Quantity	£114.24		£114.24

Once you have added an item to your basket, you will have a free text-box where you can enter your preferred PO against each item within the basket

IF YOU HAVE A QUERY, CONTACT: 01452 583494 SLA2

<input type="text" value="27025 FFT (Fischer Family Trust)"/>	NET AMOUNT	VAT RATE(%)	VAT AMOUNT	TOTAL DUE
	944.99	20.00	189.00	1,133.99

This will appear on the invoice as above