

EXECUTIVE SUMMARY

Example GP Practice supplier-document processing pack

June 2026 | Report date 30 June 2026 | Practice Pro

One high-priority invoice check, two operational opportunities and a complete evidence trail.

DBX ONE reviewed £4,832.08 across 24 fictional supplier invoices. The main action is to verify two invoices sharing the same PO, line values, delivery and total before approval or payment.

PROCESSED GROSS £4,832.08 24 supplier documents	DOCUMENT NET £3,957.00 Before visible VAT and adjustments
VAT SHOWN £805.32 Recoverability not assessed	DELIVERY / ADJUSTMENTS £69.76 Shown separately from item spend
ORIGINAL FILES 24 24 readable PDF pages	SUPPLIERS 6 Normalised where clearly visible

WHAT NEEDS ATTENTION

HIGH	Verify the possible duplicate £331.15 charge before approval or payment.
MEDIUM	Review £69.76 of delivery charges across seven smaller orders.
MEDIUM	Confirm pack size and specification before querying the nitrile glove price movement.

Supplier invoices and credit notes within the agreed run scope. Figures describe the submitted evidence and do not by themselves confirm business eligibility, account coding or VAT treatment.

WORK REMOVED

Processing throughput and import readiness

DOCUMENTS PROCESSED 24 / 24 Exact source filenames retained	LINES STRUCTURED 96 Recalculated in deterministic code
DRAFT BILLS PREPARED 24 21 ready after current checks	WITHOUT INTERVENTION 87.5% 3 review-required exceptions

APPROVAL QUEUE

Only exceptions requiring judgement

PRIORITY	TYPE / SOURCE	PROPOSED TREATMENT	DECISION REQUIRED
High	Possible duplicate MED-106244-B.pdf	Hold the second £331.15 bill from the ready import	Confirm whether both documents represent separate supplies.
Medium	Account code GPS-55920-A.pdf	Clinical consumables	Approve or choose the correct account.
Medium	VAT treatment WMS-78102-A.pdf	20% input VAT	Approve the tax code before import.

Draft accounting output	Xero or QuickBooks staging example DRAFT — REVIEW BEFORE IMPORT
Source to ledger	£4,832.08 source £4,832.08 ledger Difference £0.00
Ledger disposition	£3,979.33 ready £852.75 blocked/excluded Difference £0.00 PASS
Impact split	Verified savings £0.00 Potential savings £45.90 24 documents and 96 lines structured; manager review narrowed to 3 exceptions. No hours claimed until measured.

No entry is posted automatically. Suggested account codes, tax treatment, duplicate decisions and unresolved exceptions require competent approval. DBX ONE does not replace the accountant or statutory/professional work.

EXCEPTIONS AND CHECKS

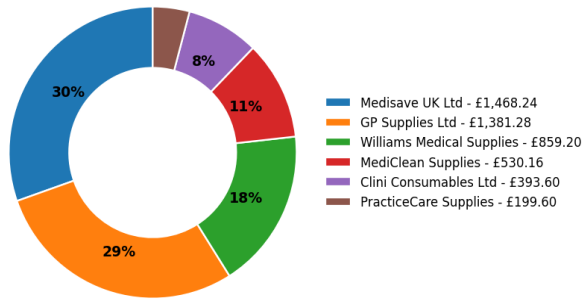
What needs attention and what looks clear

Possible duplicate supplier charge MED-106244-A and MED-106244-B have different invoice numbers but the same purchase-order reference, item values, £10.60 delivery charge and £331.15 total on consecutive dates. Confirm that both relate to separate valid orders before approval or payment. Evidence: MED-106244-A.pdf Evidence: MED-106244-B.pdf	HIGH
Small-order delivery leakage £69.76 of delivery charges appears across seven smaller orders. Review supplier thresholds and whether routine stock can be grouped without disrupting clinical work. Evidence: GPS-55920-A.pdf Evidence: MCS-67240-A.pdf	MEDIUM
Repeat-item price movement The like-for-like box price for nitrile gloves increased against the previous baseline. Confirm pack size, brand and specification before querying the supplier. Evidence: MED-106244-A.pdf	MEDIUM
All submitted files accounted for All 24 submitted files appear in the evidence index and invoice register. No unreadable source file was identified in this fictional sample. Evidence: not separately referenced	POSITIVE CONTROL
VAT and delivery separated VAT and delivery have been separated where they are visible on the fictional supplier invoices. VAT recoverability has not been assessed. Evidence: not separately referenced	CLEAR

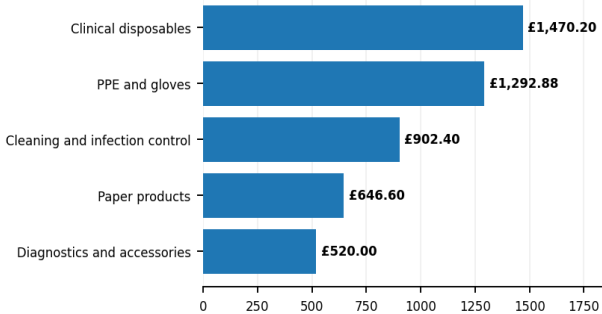
SPEND OVERVIEW

Where reviewed spend sits

Supplier share of reviewed gross



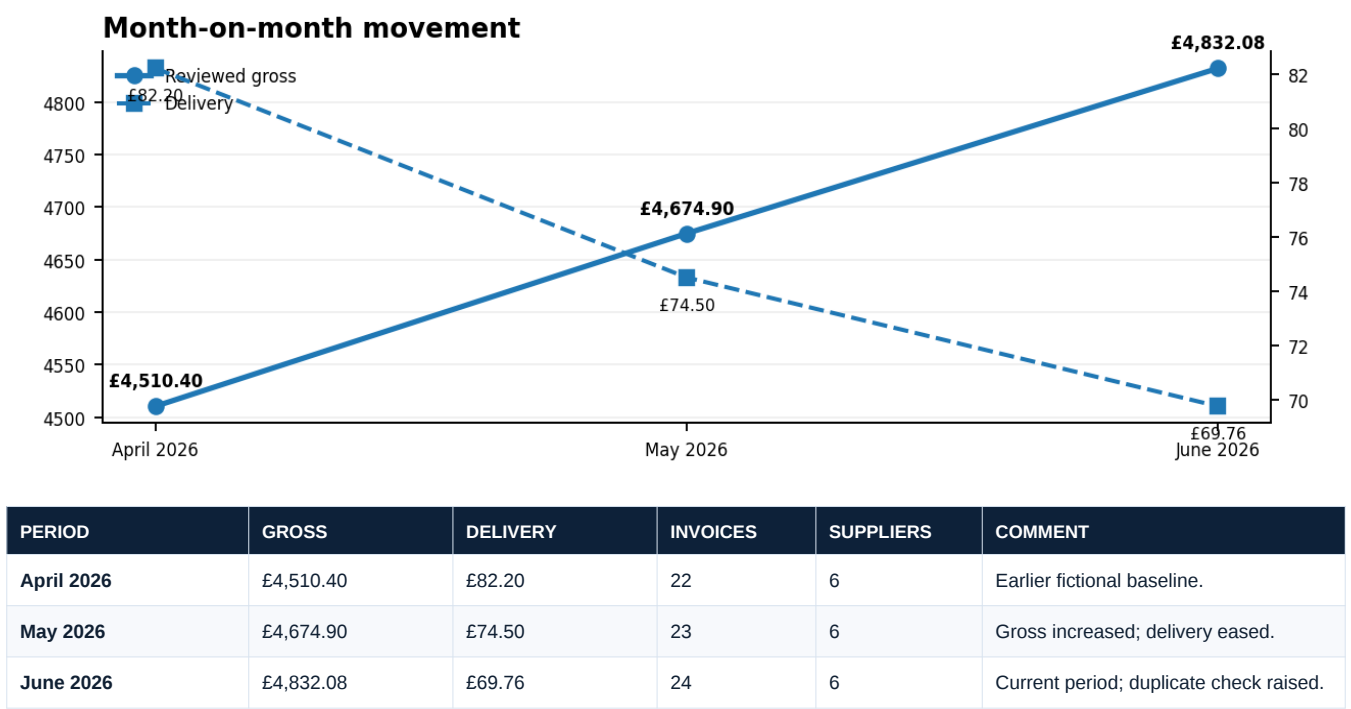
Reviewed gross by category



SUPPLIER	INVOICES	REVIEWED GROSS	SHARE
Medisave UK Ltd	6	£1,468.24	30.4%
GP Supplies Ltd	6	£1,381.28	28.6%
Williams Medical Supplies	3	£859.20	17.8%
MediClean Supplies	3	£530.16	11.0%
Clini Consumables Ltd	3	£393.60	8.1%
PracticeCare Supplies	3	£199.60	4.1%

ROLLING HISTORY

Month-on-month movement



Every processed invoice and credit note

DATE	SUPPLIER	DOCUMENT NO.	PO / ORDER	NET	VAT	DELIVERY / ADJ.	GROSS	EVIDENCE
02 Jun 2026	Medisave UK Ltd	MED-106244-A	PO-4418	£265.36	£55.19	£10.60	£331.15	Evidence: MED-106244-A.pdf
03 Jun 2026	Medisave UK Ltd	MED-106244-B	PO-4418	£265.36	£55.19	£10.60	£331.15	Evidence: MED-106244-B.pdf
04 Jun 2026	Medisave UK Ltd	MED-106244-C	PO-4452	£265.35	£55.19	£10.60	£331.14	Evidence: MED-106244-C.pdf
05 Jun 2026	Medisave UK Ltd	MED-106588-A	PO-4510	£131.89	£26.38	£0.00	£158.27	Evidence: MED-106588-A.pdf
06 Jun 2026	Medisave UK Ltd	MED-106588-B	PO-4541	£131.89	£26.38	£0.00	£158.27	Evidence: MED-106588-B.pdf
07 Jun 2026	Medisave UK Ltd	MED-106588-C	PO-4577	£131.88	£26.38	£0.00	£158.26	Evidence: MED-106588-C.pdf
08 Jun 2026	GP Supplies Ltd	GPS-55920-A	WEB-7740	£184.02	£39.20	£11.98	£235.20	Evidence: GPS-55920-A.pdf
09 Jun 2026	GP Supplies Ltd	GPS-55920-B	WEB-7772	£184.02	£39.20	£11.98	£235.20	Evidence: GPS-55920-B.pdf
10 Jun 2026	GP Supplies Ltd	GPS-55920-C	WEB-7799	£196.00	£39.20	£0.00	£235.20	Evidence: GPS-55920-C.pdf
11 Jun 2026	GP Supplies Ltd	GPS-55974-A	WEB-7815	£187.69	£37.54	£0.00	£225.23	Evidence: GPS-55974-A.pdf
12 Jun 2026	GP Supplies Ltd	GPS-55974-B	WEB-7843	£187.69	£37.54	£0.00	£225.23	Evidence: GPS-55974-B.pdf
13 Jun 2026	GP Supplies Ltd	GPS-55974-C	WEB-7862	£187.69	£37.53	£0.00	£225.22	Evidence: GPS-55974-C.pdf
14 Jun 2026	Williams Medical Supplies	WMS-78102-A	WMS-9021	£238.67	£47.73	£0.00	£286.40	Evidence: WMS-78102-A.pdf
15 Jun 2026	Williams Medical Supplies	WMS-78102-B	WMS-9055	£238.67	£47.73	£0.00	£286.40	Evidence: WMS-78102-B.pdf
16 Jun 2026	Williams Medical Supplies	WMS-78102-C	WMS-9088	£238.66	£47.74	£0.00	£286.40	Evidence: WMS-78102-C.pdf
17 Jun 2026	MediClean Supplies	MCS-67240-A	MC-6221	£140.27	£29.45	£7.00	£176.72	Evidence: MCS-67240-A.pdf
18 Jun 2026	MediClean Supplies	MCS-67240-B	MC-6248	£140.27	£29.45	£7.00	£176.72	Evidence: MCS-67240-B.pdf
19 Jun 2026	MediClean Supplies	MCS-67240-C	MC-6280	£147.26	£29.46	£0.00	£176.72	Evidence: MCS-67240-C.pdf
20 Jun 2026	Clini Consumables Ltd	CCL-44218-A	CC-1017	£109.33	£21.87	£0.00	£131.20	Evidence: CCL-44218-A.pdf
21 Jun 2026	Clini Consumables Ltd	CCL-44218-B	CC-1043	£109.33	£21.87	£0.00	£131.20	Evidence: CCL-44218-B.pdf
22 Jun 2026	Clini Consumables Ltd	CCL-44218-C	CC-1068	£109.34	£21.86	£0.00	£131.20	Evidence: CCL-44218-C.pdf
23 Jun 2026	PracticeCare Supplies	PCS-22018-A	PC-3301	£55.46	£11.08	£0.00	£66.54	Evidence: PCS-22018-A.pdf
24 Jun 2026	PracticeCare Supplies	PCS-22018-B	PC-3322	£55.45	£11.08	£0.00	£66.53	Evidence: PCS-22018-B.pdf
25 Jun 2026	PracticeCare Supplies	PCS-22018-C	PC-3349	£55.45	£11.08	£0.00	£66.53	Evidence: PCS-22018-C.pdf

UNIT PRICES

Repeat-item watchlist

ITEM	SUPPLIER	QTY	CURRENT	PREVIOUS	MOVEMENT	EVIDENCE
Nitrile examination gloves, box of 100	Medisave UK Ltd	20 boxes per invoice	£4.92/box	£4.60/box	+7.0%	Evidence: MED-106244-A.pdf
Couch roll, 2-ply, case of 12	GP Supplies Ltd	8 cases	£18.40/case	£18.40/case	No change	Evidence: GPS-55920-A.pdf
Surface disinfectant wipes, tub of 200	MediClean Supplies	18 tubs	£6.74/tub	£6.50/tub	+3.7%	Evidence: MCS-67240-B.pdf

DBX ACTION BOARD

Recommendations, evidence and next steps

Check possible duplicate Medisave charge		HIGH
RECOMMENDATION	NEXT STEP	
Hold or verify the second £331.15 charge until the practice confirms that both invoices relate to separate orders.	Check the purchase order, goods-received record and payment status. Query the supplier if only one order is evidenced.	
EVIDENCE	IMPACT / CONFIDENCE	
Different invoice numbers share PO-4418, identical line values, delivery and total on consecutive dates.	Up to £331.15 High signal - verification required	
SUPPORTING FILES		
MED-106244-A.pdf		
MED-106244-B.pdf		
Reduce small-order delivery leakage		MEDIUM
RECOMMENDATION	NEXT STEP	
Consider a planned ordering rhythm for recurring non-urgent stock where clinically safe.	Check current free-delivery thresholds and whether regular orders can be consolidated.	
EVIDENCE	IMPACT / CONFIDENCE	
£69.76 of delivery charges appears across seven smaller orders.	Low-medium recurring opportunity High - current month evidence	
SUPPORTING FILES		
GPS-55920-A.pdf		
MCS-67240-A.pdf		
Confirm nitrile glove price movement		MEDIUM
RECOMMENDATION	NEXT STEP	
Confirm the exact pack size, brand and specification before making a supplier query.	Compare the current line with the prior invoice and query only if the product is genuinely equivalent.	
EVIDENCE	IMPACT / CONFIDENCE	
The fictional like-for-like baseline moved from £4.60 to £4.92 per box.	Low-medium Medium - specification check needed	
SUPPORTING FILES		
MED-106244-A.pdf		
Keep file-completeness controls visible		LOW
RECOMMENDATION	NEXT STEP	
Retain submitted-file, missing-file and VAT/delivery checks in each monthly review.	Use the same completeness checks before each report is published.	
EVIDENCE	IMPACT / CONFIDENCE	
All 24 fictional sample files are accounted for.	Control High - control passed	
SUPPORTING FILES		
Not separately referenced		

SUPPLIER MESSAGES

Copy-ready wording for practice review

Possible duplicate invoice query

Medisave UK Ltd

Subject: Invoice check: MED-106244-A and MED-106244-B

Hello, we are reviewing invoices MED-106244-A and MED-106244-B. They show the same purchase-order reference, item values, delivery charge and total of £331.15 on consecutive dates. Please confirm whether both invoices represent separate valid orders and provide the related dispatch or credit information. Kind regards, [Practice name]

[Evidence: MED-106244-A.pdf](#) | [Evidence: MED-106244-B.pdf](#)

Pricing and pack-size check

Medisave UK Ltd

Subject: Current nitrile glove pricing and pack specification

Hello, we are reviewing our routine consumables pricing. Please confirm the current unit price, brand, pack size and any volume price for the nitrile gloves shown on MED-106244-A. We are checking like-for-like pricing before making any change. Kind regards, [Practice name]

[Evidence: MED-106244-A.pdf](#)

Delivery threshold query

GP Supplies Ltd

Subject: Free-delivery threshold for routine consumables orders

Hello, we are reviewing delivery charges across routine consumables orders. Please confirm your current free-delivery threshold and whether a scheduled monthly ordering arrangement would reduce delivery fees for repeat stock. Kind regards, [Practice name]

[Evidence: GPS-55920-A.pdf](#)

DATA QUALITY AND LIMITS

How to read this report safely

Original invoices are securely available in the hosted interactive report.

Files reviewed	24 fictional sample supplier-invoice PDFs, all represented in the invoice register and evidence index.
Scope	Supplier invoices and credit notes within the agreed run scope. Patient records are not required and are outside the service scope.
VAT	VAT shown on the source invoices is reported descriptively. Recoverability and tax treatment are not assessed.
Evidence	Evidence references identify the source file supporting each finding. Public examples are clearly watermarked FICTIONAL SAMPLE.
Limits	This report supports management review. It is not a financial audit, procurement instruction or confirmation that a cost is recoverable.
Human review	The practice should confirm business purpose, product specification, order history and payment status before acting.

Transaction evidence index

REFERENCE	DESCRIPTION	REFERENCE	DESCRIPTION
Evidence: MED-106244-A.pdf	Fictional sample invoice from Medisave UK Ltd	Evidence: WMS-78102-A.pdf	Fictional sample invoice from Williams Medical Supplies
Evidence: MED-106244-B.pdf	Fictional sample invoice from Medisave UK Ltd	Evidence: WMS-78102-B.pdf	Fictional sample invoice from Williams Medical Supplies
Evidence: MED-106244-C.pdf	Fictional sample invoice from Medisave UK Ltd	Evidence: WMS-78102-C.pdf	Fictional sample invoice from Williams Medical Supplies
Evidence: MED-106588-A.pdf	Fictional sample invoice from Medisave UK Ltd	Evidence: MCS-67240-A.pdf	Fictional sample invoice from MediClean Supplies
Evidence: MED-106588-B.pdf	Fictional sample invoice from Medisave UK Ltd	Evidence: MCS-67240-B.pdf	Fictional sample invoice from MediClean Supplies
Evidence: MED-106588-C.pdf	Fictional sample invoice from Medisave UK Ltd	Evidence: MCS-67240-C.pdf	Fictional sample invoice from MediClean Supplies
Evidence: GPS-55920-A.pdf	Fictional sample invoice from GP Supplies Ltd	Evidence: CCL-44218-A.pdf	Fictional sample invoice from Clini Consumables Ltd
Evidence: GPS-55920-B.pdf	Fictional sample invoice from GP Supplies Ltd	Evidence: CCL-44218-B.pdf	Fictional sample invoice from Clini Consumables Ltd
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Evidence: GPS-55974-B.pdf	Fictional sample invoice from GP Supplies Ltd	Evidence: PCS-22018-B.pdf	Fictional sample invoice from PracticeCare Supplies
Evidence: GPS-55974-C.pdf	Fictional sample invoice from GP Supplies Ltd	Evidence: PCS-22018-C.pdf	Fictional sample invoice from PracticeCare Supplies