



# **London Borough of Newham Supplier Portal Guide**

The purpose of this guide is to provide the Councils suppliers with an easy to use guide on how to manage purchase orders, create invoices and credit notes by using the supplier Portal.

The guide is in sections for ease of navigation

There is a separate guide for tendering and supplier management.

### Index

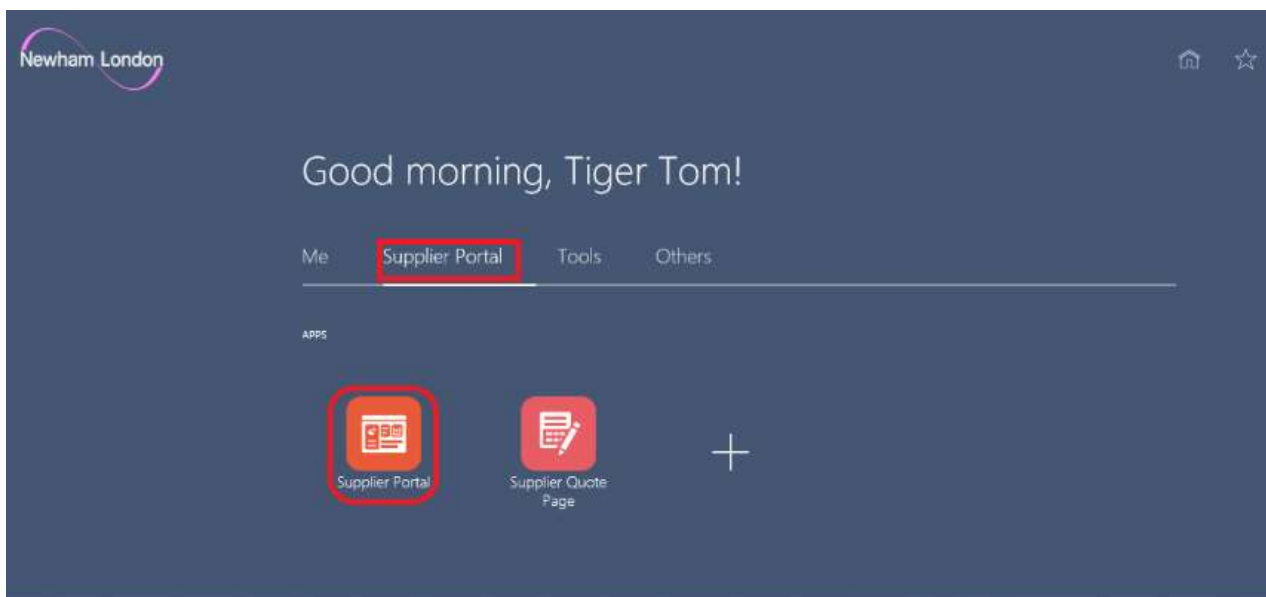
Section 1	How to Submit an Invoice
Section 2	How to Submit a Credit Note
Section 3	How to View Supplier Invoices
Section 4	How to View and Manage Orders
Section 5	How to view payments made by the Council

## Section 1

### How to Submit an Invoice.

This section provides a step by step description on how to create and submit an invoice via the Supplier Portal.

From the landing page select Supplier Portal click the Supplier Portal App.



Under the task bar > Invoices and Payments > select Create Invoice.

The screenshot shows the Supplier Portal dashboard. On the left is a "Tasks" sidebar menu with categories: Orders, Agreements, Shipments, Invoices and Payments (highlighted with a red box), Tenders, and Qualifications. Under "Invoices and Payments", the "Create Invoice" option is highlighted with a red box. The main dashboard area contains several widgets: "Requiring Attention" with a donut chart showing 4 "Invoices Overdue"; "Recent Activity" showing 5 "Orders opened" and 4 "Receipts"; and "Transaction Reports" showing an "Invoice Amount" of 100 GBP and an "Invoice Price Variance Amount" of GBP. A "Supplier News" section is visible at the bottom.

To create the invoice

- Add the PO number you wish to invoice or locate this via the drop down, please note that an invoice can only be submitted if the PO has not already been fully invoiced.
- Add your invoice number.
- Select the invoice date.
- Attach a copy of the invoice if requested, typically this will not be required.

Create Invoice

Invoice Actions: Save, Save and Close, Submit, Cancel

\* Identifying PO: 27000000505  
Supplier: HXY Supplier  
Taxpayer ID:  
\* Supplier Site: Site 1  
Address: Line 1, Line 2, 6YU 45T  
Supplier Tax Registration Number:

Remit-to Bank Account:  
Unique Remittance Identifier:  
Unique Remittance Identifier Check Digit:  
Description:  
Attachments: None

\* Number: Events 1  
\* Date: 08/09/20  
\* Type: Invoice  
Invoice Currency: GBP - Pound Sterling  
Payment Currency: GBP - Pound Sterling

Customer  
\* Customer Taxpayer ID: 120/LB17  
Name: London Borough of Newham  
Address:

Lines

View, Cancel Line

* Number	* Type	Purchase Order	Consumption Advice	Supplier Item	Item Description	Ship to Location	Tax Classification	Avail Qua
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Under lines click on the select and add icon, this will retrieve the purchase order.

Select and Add: Purchase Orders

Search

Advanced Saved Search

\*\* Purchase Order: 27000000505  
\*\* Consumption Advice:  
\*\* At least one is required

Creation Date: dd/mm/yy HH:mm

Search, Reset, Save...

Search Results

View, Detach, Select All

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
2700000005...	1	1				Events	Town Hall Annexe	150.00

Apply, OK, Cancel

Highlight the line by clicking in the box on the left of the PO number, click Apply, click Ok, this will add the purchase order to the invoice, and you can vary the invoice amount but cannot exceed the value of the purchase order.

Create Invoice

Identifying PO: 27000000505  
 Supplier: HKY Supplier  
 Taxpayer ID:  
 Supplier Site: Site 1  
 Address: Line 1, Line 2, 6YU 45T  
 Supplier Tax Registration Number:

Remit-to Bank Account:  
 Unique Remittance Identifier:  
 Unique Remittance Identifier Check Digit:  
 Description:  
 Attachments: None

Invoice Actions: Calculate Tax (highlighted), Cancel Invoice, Delete Invoice  
 Save, Save and Close, Submit, Cancel

Events 1  
 Date: 08/09/20  
 Type: Invoice  
 Invoice Currency: GBP - Pound Sterling  
 Payment Currency: GBP - Pound Sterling

Click on invoice actions and select Calculate Tax, this will calculate the applicable tax to the invoice.

Lines

View: +, X, Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Avail Qua
		* Number	* Line	* Schedule	Number	Line					
1	Item	2700000...	1	1			Events	Town Hall Annex			
Total											

Summary Tax Lines

View: ▾

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
1	GB VAT	GB VAT	GB VAT JURIS...	GB VAT STATUS	GB STANDARD	20		30

Totals

Items	Freight	Miscellaneous	Inclusive Tax	Exclusive Tax	Invoice Amount
150.00	0.00	0.00	0.00	30.00	180.00

Create Invoice

Identifying PO: 27000000505  
 Supplier: HKY Supplier  
 Taxpayer ID:  
 Supplier Site: Site 1  
 Address: Line 1, Line 2, 6YU 45T  
 Supplier Tax Registration Number:

Remit-to Bank Account:  
 Unique Remittance Identifier:  
 Unique Remittance Identifier Check Digit:  
 Description:  
 Attachments: None

Invoice Actions: Save, Save and Close, Submit (highlighted), Cancel

Events 1  
 Date: 08/09/20  
 Type: Invoice  
 Invoice Currency: GBP - Pound Sterling  
 Payment Currency: GBP - Pound Sterling

Click submit to submit the invoice.

If you are VAT exempt, once the PO has been added to the line, under Tax Classification and from the drop down box click GB Exempt, Save and Submit.

Lines

View: +, X, Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Avail Qua
		* Number	* Line	* Schedule	Number	Line					
1	Item	2400000...	1	1			Events	Town Hall (Ft)			
Total											

Summary Tax Lines

View: ▾

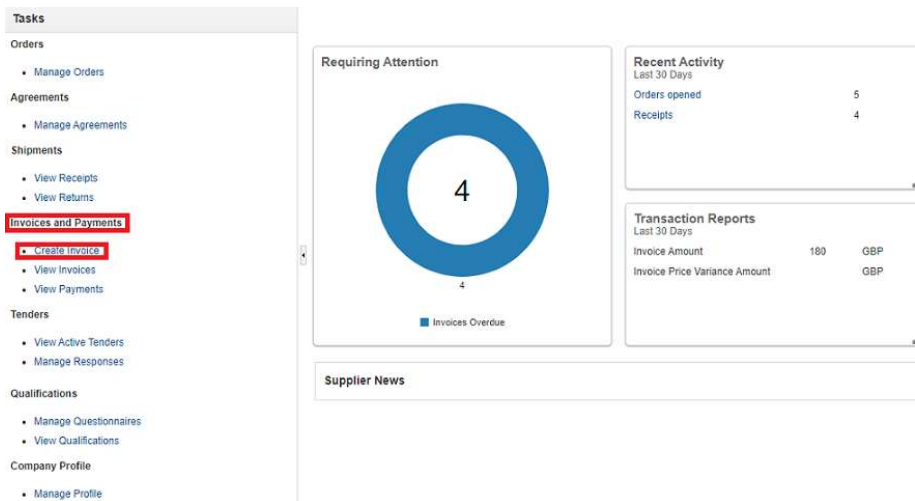
Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
1	GB VAT	GB VAT	GB VAT JURIS...	GB VAT STATUS	GB STANDARD	20		30

## Section 2

### How to Submit a Credit Note

This section provides a step by step description on how to create and submit a credit note via the Supplier Portal.

From the landing page navigate to the supplier portal.



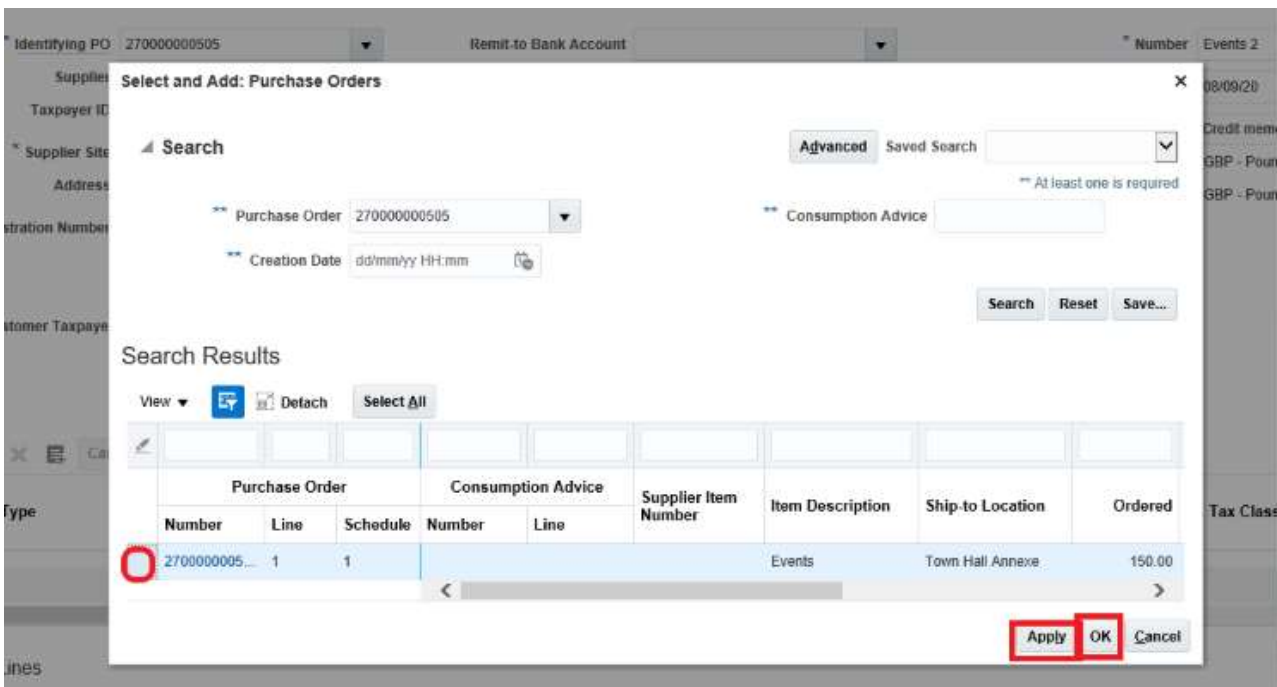
Under the task bar > Invoices and Payments > select Create an invoice.

* Number	* Type	Purchase Order	Consumption Advice	Supplier Item	Item Description	Shipment Location	Tax Classification	Avail
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Amend the type to credit memo, note the system will always default to invoice

- Either add the PO number you wish to credit or locate this via the drop down.
- Add your credit note number.
- Select the date for the credit note, typically the date created.
- Attach a copy of the credit note if requested, typically this will not be required.

Under lines click on the select and add icon, this will retrieve the purchase order.



Highlight the line by clicking in the box on the left of the PO number, click Apply and then Ok.

The Purchase order line will be added to the credit note, *note* - you can update the value of the credit note but this cannot be greater the value of the PO.

Create Invoice

Identifying PO: 27000000505  
 Supplier: HXY Supplier  
 Taxpayer ID:  
 Supplier Site: Site 1  
 Address: Line 1, Line 2, 6YU 45T

Remit-to Bank Account:  
 Unique Remittance Identifier:  
 Unique Remittance Identifier Check Digit:  
 Description:  
 Attachments: None

Invoice Actions: Calculate Tax (Ctrl+Alt+X), Cancel Invoice, Delete Invoice

Type: Credit memo  
 Invoice Currency: GBP - Pound Sterling  
 Payment Currency: GBP - Pound Sterling

Lines

Number	Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Avail Qu
		Number	Line	Schedule	Number	Line					
1	Item	2700000...	1	1			Events	Town Hall Annex			
Total											

Summary Tax Lines

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
1	GB VAT	GB VAT	GB VAT JURIS...	GB VAT STATUS	GB STANDARD	20		-30

Totals

Items	Freight	Miscellaneous	Inclusive Tax	Exclusive Tax	Invoice Amount
-150.00	0.00	0.00	0.00	-30.00	-180.00

The applicable tax is added to the invoice.

## Create Invoice

Invoice Actions **Save** **Save and Close** **Submit** **Cancel**

Identifying PO 27000000505  
Supplier HXY Supplier  
Taxpayer ID  
Supplier Site Site 1  
Address Line 1, Line 2, 6YU 45T  
Supplier Tax Registration Number

Remit-to Bank Account  
Unique Remittance Identifier  
Unique Remittance Identifier Check Digit  
Description  
Attachments None

Number Events 2  
Date 08/09/20  
Type Credit memo  
Invoice Currency GBP - Pound Sterling  
Payment Currency GBP - Pound Sterling

Click submit to submit the invoice.

## Section 3

### How to View Supplier Invoices

This section describes how a supplier can view invoices submitted to the Council.

From the landing page navigate to the supplier portal.

Tasks

- Orders
  - Manage Orders
- Agreements
  - Manage Agreements
- Shipments
  - View Receipts
  - View Returns
- Invoices and Payments**
  - Create Invoice
  - View Invoices**
  - View Payments
- Tenders
  - View Active Tenders
  - Manage Responses
- Qualifications
  - Manage Questionnaires
  - View Qualifications
- Company Profile
  - Manage Profile

Requiring Attention: 4 Invoices Overdue

Recent Activity (Last 30 Days):  
Orders opened: 5  
Receipts: 4

Transaction Reports (Last 30 Days):  
Invoice Amount: 660 GBP  
Invoice Price Variance Amount: GBP

Supplier News

Under the task bar > Invoices and Payments > select View Invoices.

View Invoices

Search

Advanced Saved Search All Invoices

\*\* At least one is required

Supplier HXY Supplier

Search Reset Save...

Search Results

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
Events 1	08/09/20	Standard	270000000505	HXY Supplier	Site 1	GBP 180.00	GBP 180.00	Incom...		
Events 2	08/09/20	Credit memo	270000000505	HXY Supplier	Site 1	GBP -180.00	GBP -180.00	Incom...		

Click on the supplier drop down to locate the suppliers and search, this will open details all invoices submitted by the supplier to the Council.

By clicking on the PO number suppliers can review details of the PO.



Purchase Order: 270000000505

Acknowledge **View PDF** Actions Done

**Order Life Cycle**

**Main**

**General**

Sold-to Legal Entity	London Borough of Newham	Supplier	HXY Supplier	Ordered	150.00 GBP
Bill-to BU	London Borough of Newham	Supplier Site	Site 1	Description	
Order	270000000505	Supplier Contact	Tiger Tom	Source Agreement	
Status	Closed for Receiving	Bill-to Location	LB of Newham	Supplier Order	
Buyer	PO Admin	Ship-to Location	Town Hall Annex		
Creation Date	08/09/20				

**Terms** Notes and Attachments

Required Acknowledgment	None	Shipping Method	
Payment Terms	30 Days	Freight Terms	Pay on receipt

Order Life Cycle chart:

Stage	Amount (GBP)
Ordered	150
Received	150
Delivered	150

View Details

Suppliers can view a copy of the PO by clicking on the view PDF icon.

Order Life Cycle shows the status of the PO (the example shown shows that the PO has been received and invoice paid).

## Section 4

### How to view and Manage Orders

This section describes how a supplier can view invoices submitted to the Council.

From the landing page navigate to the supplier portal

The screenshot shows the 'Tasks' sidebar on the left with 'Orders' highlighted. Under 'Orders', 'Manage Orders' is selected. The main dashboard area contains three widgets: 'Requiring Attention' with a donut chart showing 4 'Invoices Overdue'; 'Recent Activity Last 30 Days' with a table showing 5 'Orders opened' and 4 'Receipts'; and 'Transaction Reports Last 30 Days' with a table showing an 'Invoice Amount' of 650 GBP and an 'Invoice Price Variance Amount' of GBP. A 'Supplier News' section is visible at the bottom.

Under the task bar > Orders > select Manage Orders, on the next screen identify the supplier via the drop down and click search, this will open all details of all open orders

The screenshot shows the 'Manage Orders' search interface. It includes a search bar with filters for 'Sold-to Legal Entity', 'Bill-to BU', and 'Supplier Site'. The 'Supplier Site' dropdown is open, showing 'Site 1' and a search input. There are also filters for 'Order', 'Status', and 'Include Closed Documents'. A 'Search' button is present. Below the search bar is a table with columns: Order, Order Date, Description, Supplier Site, Buyer, Ordered, Currency, Status, Life Cycle, and Creation Date. The table currently shows 'No search results'.

# Manage Orders

Headers Schedules

Search

Advanced Manage Watchlist Saved Search All Orders

Search Results

Actions View Format Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status
27000000505	08/09/20		Site 1	Admin, PO	150.00	GBP	Closed for R...

Columns Hidden 23

Click on the order number to view details of the order

Purchase Order: 27000000505

Acknowledge **View PDF** Actions Done **Order Life Cycle**

**Main**

**General**

Sold-to Legal Entity	London Borough of Newham	Supplier	HXY Supplier	Ordered	150.00 GBP
Bill-to BU	London Borough of Newham	Supplier Site	Site 1	Description	
Order	27000000505	Supplier Contact	Tiger Tom	Source Agreement	
Status	Closed for Receiving	Bill-to Location	LB of Newham	Supplier Order	
Buyer	PO Admin	Ship-to Location	Town Hall Annex		
Creation Date	08/09/20				

**Terms** Notes and Attachments

Required Acknowledgment	None	Shipping Method	
Payment Terms	30 Days	Freight Terms	... Pay on receipt
		FOB	... Confirming order

**Order Life Cycle**

Stage	Amount (GBP)
Ordered	150
Received	0
Delivered	0

View Details

Suppliers can view a copy of the PO by clicking on the view PDF icon.

## Section 5

### How to View Payments made by the Council

This section describes how to view payments made by the Council.

From the landing page navigate to the supplier portal.

The screenshot shows the supplier portal interface. On the left is a 'Tasks' sidebar with categories: Orders (Manage Orders), Agreements (Manage Agreements), Shipments (View Receipts, View Returns), Invoices and Payments (Create Invoice, View Invoices, View Payments), Tenders (View Active Tenders, Manage Responses), and Qualifications (Manage Questionnaires, View Qualifications). The 'View Payments' option is highlighted. The main area contains three summary cards: 'Requiring Attention' with a donut chart showing 4 'Invoices Overdue'; 'Recent Activity' showing 5 'Orders opened' and 4 'Receipts'; and 'Transaction Reports' showing an 'Invoice Amount' of 630 GBP and an 'Invoice Price Variance Amount' of GBP. A 'Supplier News' section is at the bottom.

Under task bar > Invoices and Payments > select View Payments

The screenshot shows the 'View Payments' search interface. At the top right is a 'Done' button. Below it is a search bar with a 'Search' icon. The search bar contains several fields: 'Payment Number' (with a red box around it), 'Supplier' (with a red box around it), 'Payment Status' (dropdown), 'Payment Amount' (text input), 'Supplier Site' (dropdown), and 'Payment Date' (calendar icon). There are also buttons for 'Advanced', 'Saved Search', and 'All Payments' (dropdown). A note says '\*\* At least one is required'. Below the search bar are 'Search', 'Reset', and 'Save...' buttons. The search results section shows a table with columns: Payment Number, Payment Date, Payment Type, Invoice Number, Supplier, Supplier Site, Payment Amount, Payment Status, and Remit-to Account. The table currently shows 'No search conducted.'

From this page you can search payments made to the supplier by clicking the drop-down option and selecting the supplier or by adding the payment number.

By selecting one off these options you can view details of the payment, including payment method, payment date and details of invoices paid.