



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.

Chrome link to the Supplier Portal: **elyq.fa.em3.oraclecloud.com**

The guide is in sections for ease of navigation

There is a separate guide for tendering and supplier management.

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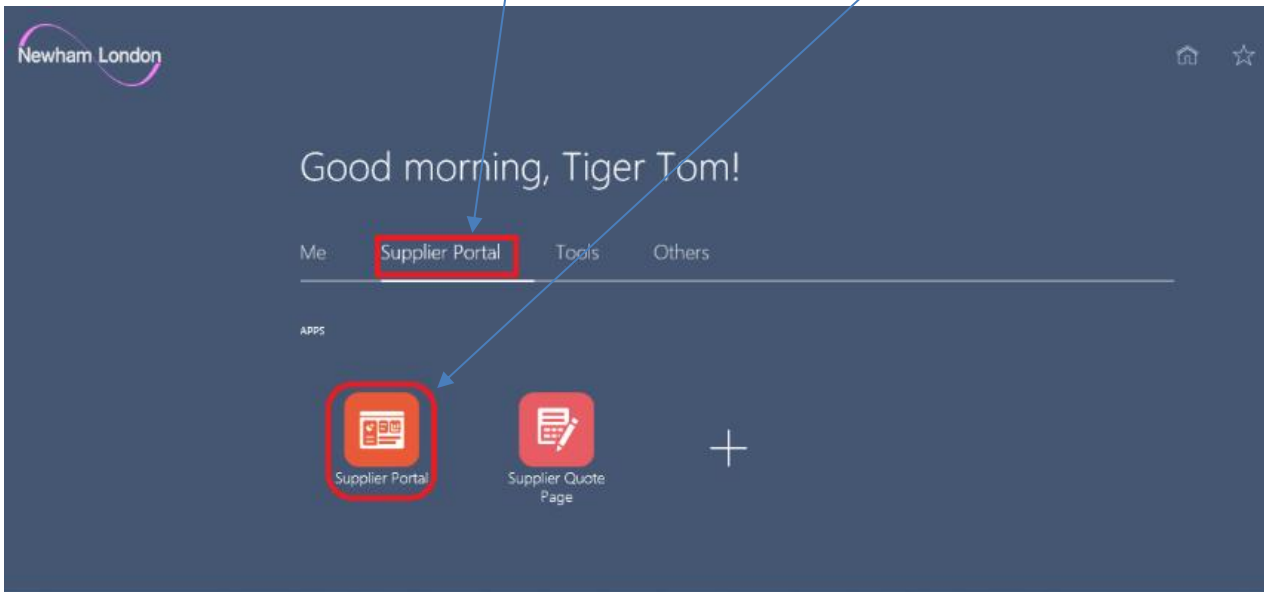
Section 1	How to Submit an Invoice
Section 2	How to Submit a Credit Note
Section 3	How to View Supplier Invoices
Section 4	How to View and Manage Orders
Section 5	How to view payments made by the Council

Section 1

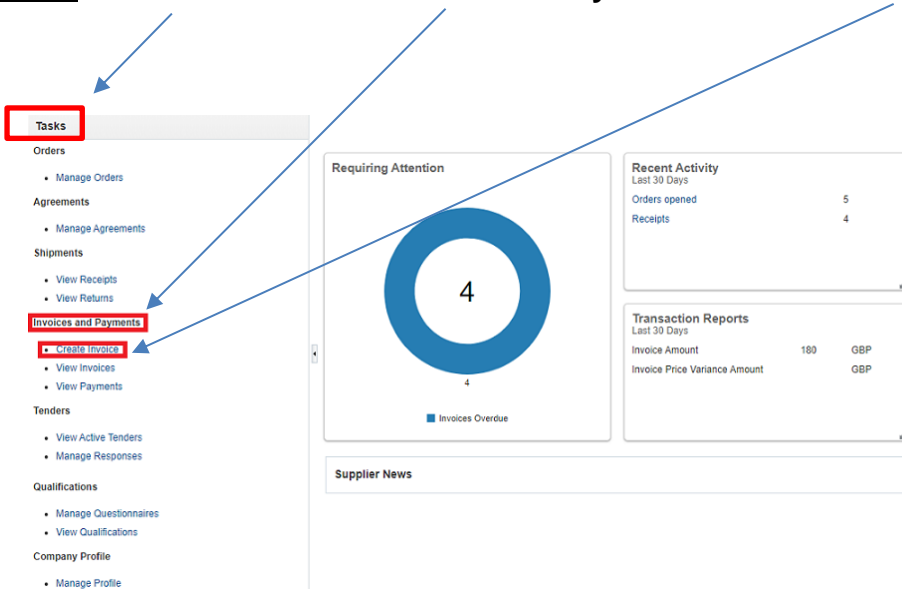
How to Submit an Invoice.

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 "Tasks" bar > Invoices and Payments > select **Create Invoice**.



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 in the “**Number**” field.
- **Select today’s date** from the “**Date**” field as the invoice date. **NB. You can not use a date in arrears.**
- **Type** will automatically default to “**Invoice**”
- Attach a copy of the invoice.

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
Invoice Actions: Save, Save and Close, Submit, Cancel
Number: Events 1
Date: 08/09/20
Type: Invoice
Invoice Currency: GBP - Pound Sterling
Payment Currency: GBP - Pound Sterling
Customer Taxpayer ID: 120/LB17
Name: London Borough of Newham
Address:

Lines

View	+	Cancel Line	Purchase Order	Consumption Advice	Supplier Item	Item Description	Ship to Location	Tax Classification	Avail Qua
Number	Type	Number	Line	Schedule	Number	Line			


NB. Do NOT USE the “+” sign to add lines.

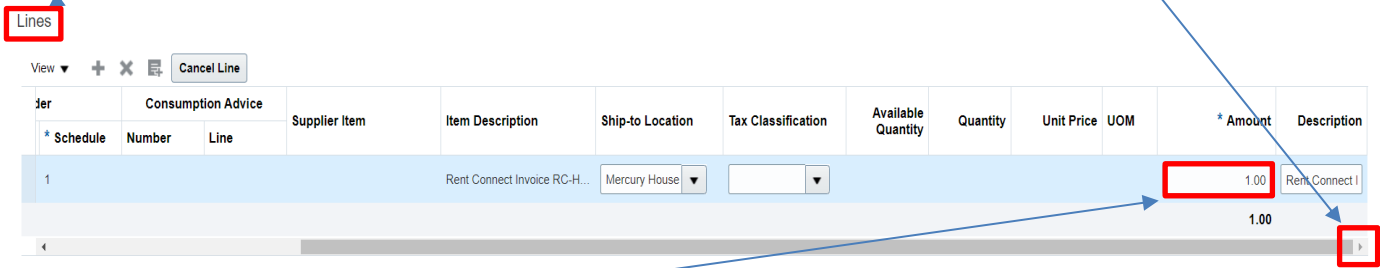
Under “Lines” click on the “**Select and add**” icon, this will retrieve the Purchase Order.

Select and Add: Purchase Orders
Search: Advanced, Saved Search
Purchase Order: 27000000505
Creation Date: dd/mm/yy HH:mm
Search Results:
Purchase Order: 27000000505, Line: 1, Schedule: 1, Supplier Item Number: Events, Item Description: Events, Ship-to Location: Town Hall Annexe, Ordered: 150.00
Apply, OK, Cancel

Highlight the line by clicking in the box on the left of the PO number, click **Apply** and then click **OK**. **This will add the purchase order to the invoice.**

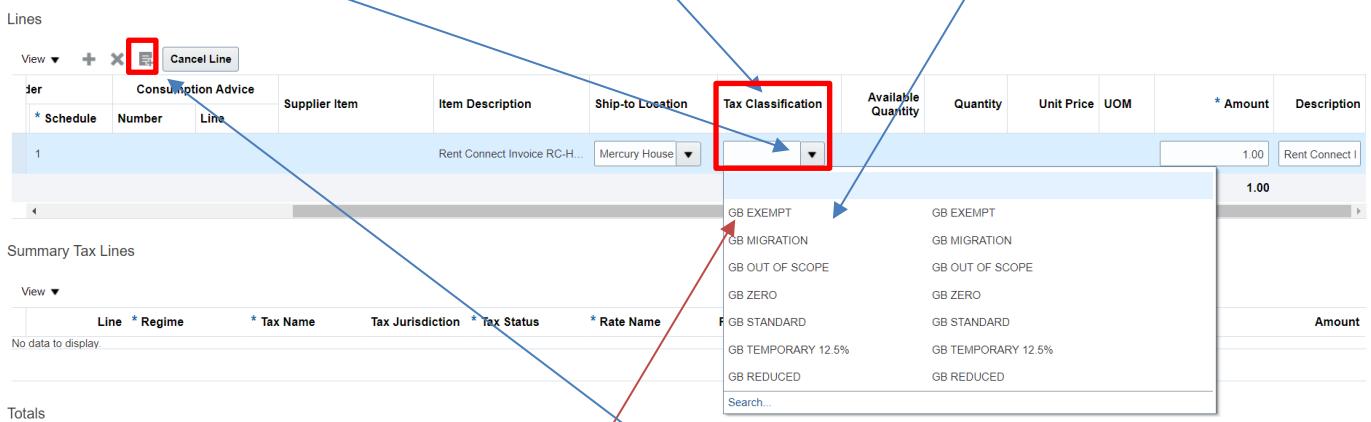
To check or if you need to vary the PO amount:

Under "Lines", drag the scroll bar to the right by clicking on the arrow icon .



In the "Amount" field, you can vary the NET AMOUNT but you cannot exceed the value of the purchase order.

Click on drop down menu under "Tax Classification". **Select the applicable tax to the invoice.**



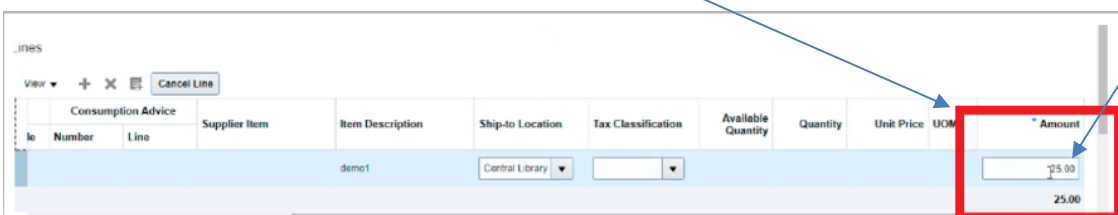
NB. If you are VAT exempt, click GB Exempt.

*** If tax is not selected from the dropdown menu, GB Standard 20% is taken by default.**

**** To add multiple amounts to the same invoice, click on the "Select and Add" icon again.**

*****NB. Avoid selecting the "Miscellaneous" option from the dropdown menu in Lines-(Type), as payments under this category will not be processed.**

If you are invoicing for a smaller amount than the PO was raised, you would need to add the PO to the line. Once added, go along the line until you see **Amount and **put your invoice net amount here.****



Create Invoice

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

Invoice Actions
 Calculate Tax (Ctrl+Alt+X)
 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.

NB. Click on **“Calculate Tax”** again if any lines were deleted. Double check the gross amount at this stage.

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: 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

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

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

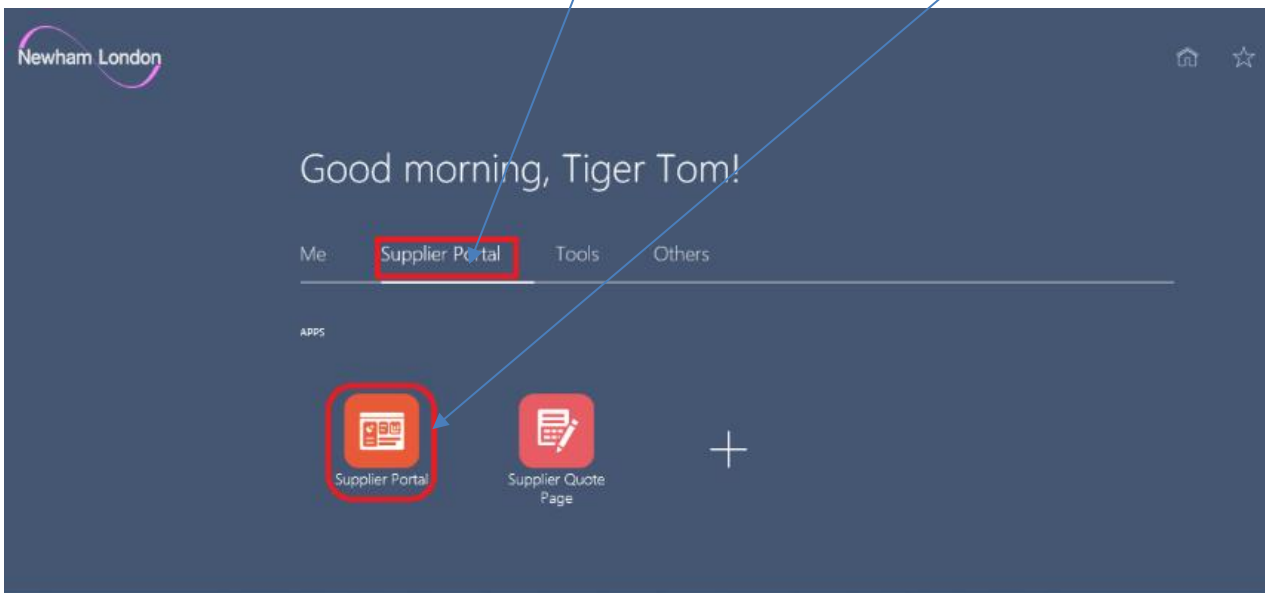
Click **Submit** to submit the invoice.

Section 2

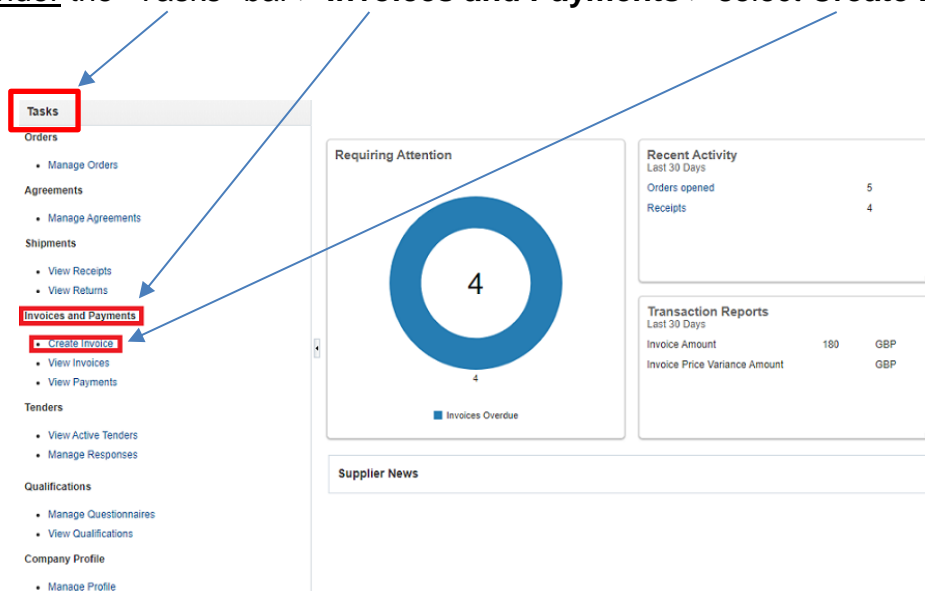
How to Submit a Credit Note

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 select **Supplier Portal**. Click the **Supplier Portal App**.



Under the "Tasks" bar > **Invoices and Payments** > select **Create Invoice**.



Amend the "Type" to "Credit memo", note the system will always default to "Invoice"

- Add the PO number you wish to credit or locate this via the drop down.
- Add your credit note number in the "Number" field.
- **Select today's date** for the credit note from the "Date" field.
- Attach a copy of the credit note.

Identifying PO: 270000000505
Supplier: HXY Supplier
Supplier Site: Site 1
Address: Line 1, Line 2, 6YU 45T
Supplier Tax Registration Number: [blank]
Remit-to Bank Account: [blank]
Unique Remittance Identifier: [blank]
Unique Remittance Identifier Check Digit: [blank]
Description: [blank]
Attachments: None
Number: Events 2
Date: 08/09/20
Type: Credit memo
Invoice Currency: GBP - Pound Sterling
Payment Currency: GBP - Pound Sterling
Customer Taxpayer ID: 120/LB17
Name: London Borough of Newham
Address: [blank]

Lines
View [+] [x] [cancel] Cancel Line
Number Type Purchase Order Consumption Advice Supplier Item Item Description Ship-to Location Tax Classification Avail

NB. Do NOT USE the "+" sign to add the lines

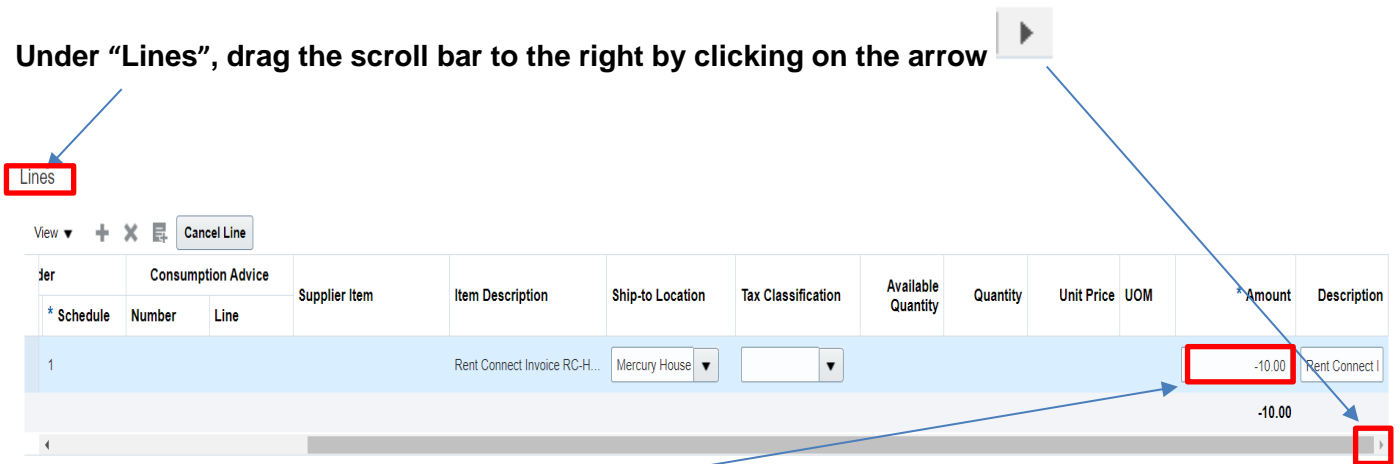
Under "Lines" click on the "Select and add" icon, this will retrieve the Purchase Order.

Select and Add: Purchase Orders
Search
Purchase Order: 270000000505
Consumption Advice: [blank]
Creation Date: dd/mm/yy HH:mm
Search Results
View [x] [cancel] [cancel] [cancel] 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** and then click **OK**.
The Purchase order line will be added to the credit note.

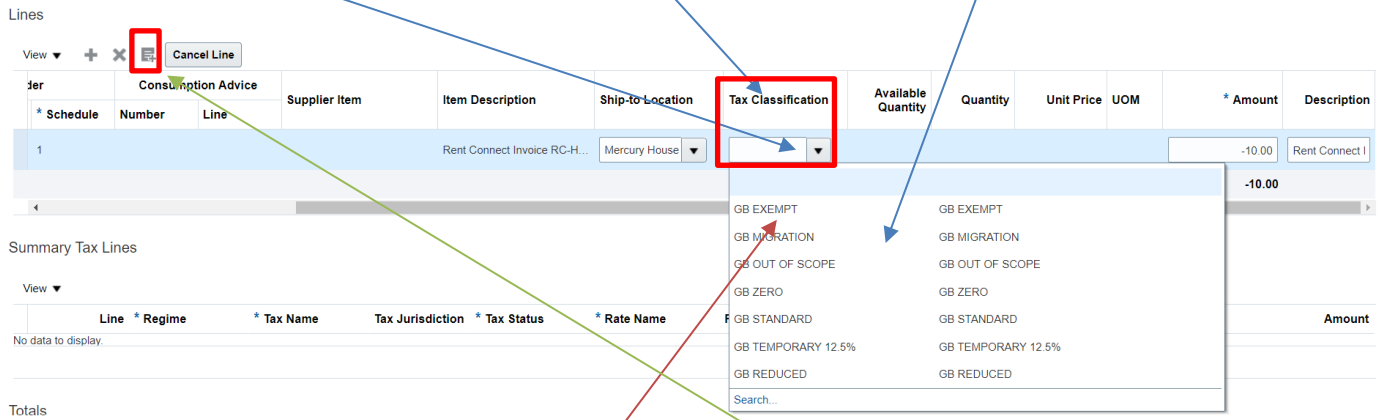
To check or if you need to vary the PO credit amount:-

Under "Lines", drag the scroll bar to the right by clicking on the arrow



In the "Amount" field, you can update the **NET** value of the credit note but this cannot be greater the value of the PO. **NB. The NET CREDIT AMOUNT must be input with a minus sign.**

Click on drop down menu under "Tax Classification". **Select the applicable tax to the credit note.**



NB. If you are VAT exempt, click GB Exempt.

*** If tax is not selected from the dropdown menu, GB Standard 20% is taken by default.**

**** To add multiple credit amounts to the same credit note, click on the "Select and Add" icon again.**

***** NB. Please avoid selecting the "Miscellaneous" option from the dropdown menu in Lines- (Type), as credit payments under this category will not be processed.**

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

Save Save and Close Submit Cancel

Number: Events 2
 Date: 08/09/20
 Type: Credit memo
 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 credit note.

NB. Click on "Calculate Tax" again, if any lines were deleted. Double check the gross amount at this stage.

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

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

Invoice Actions
 Save Save and Close Submit Cancel

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 credit note.

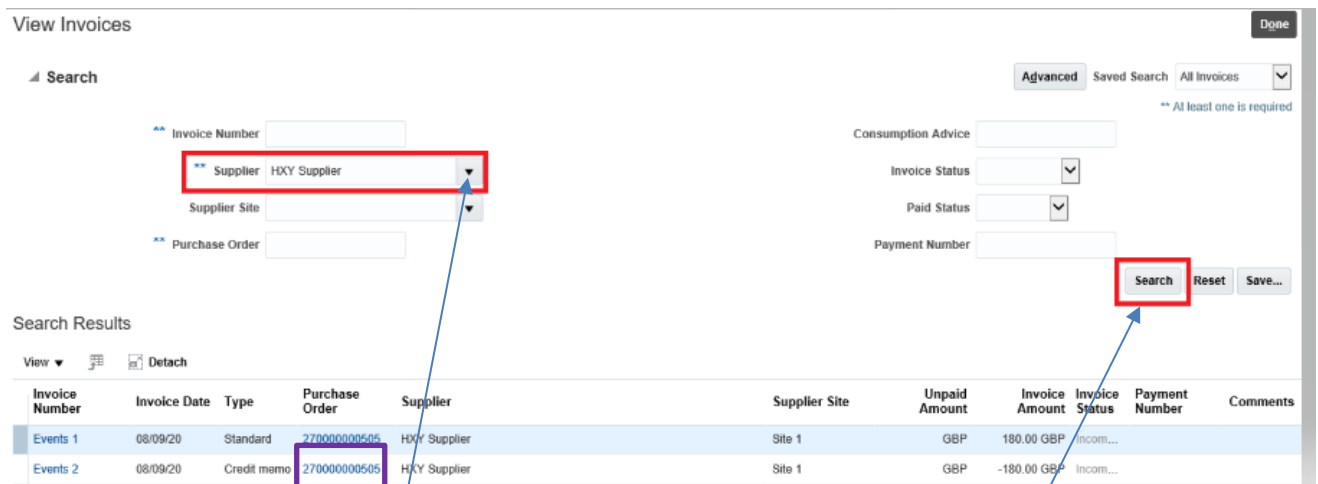
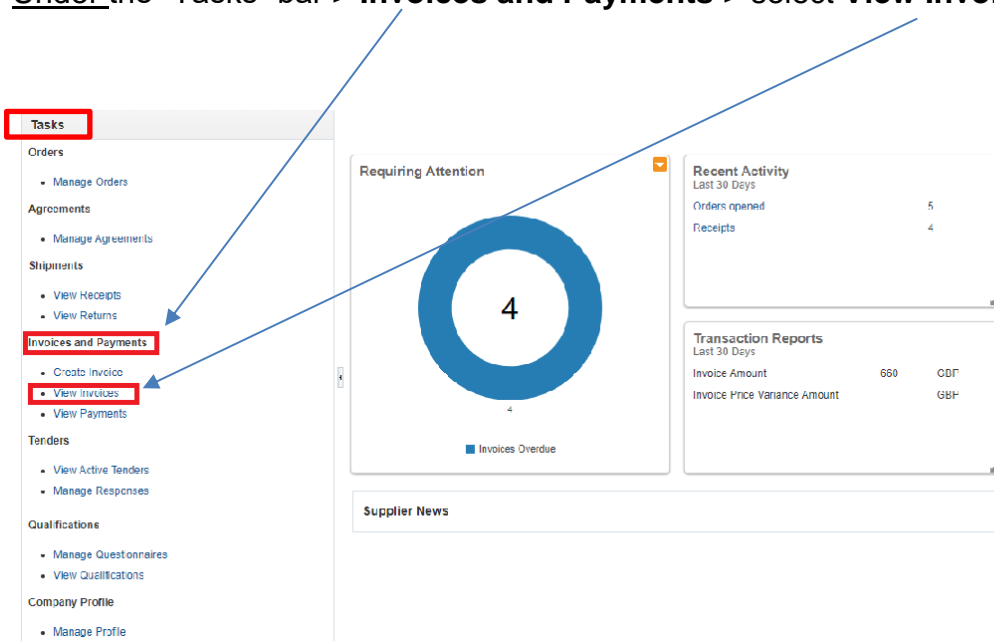
Section 3

How to View Supplier Invoices

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

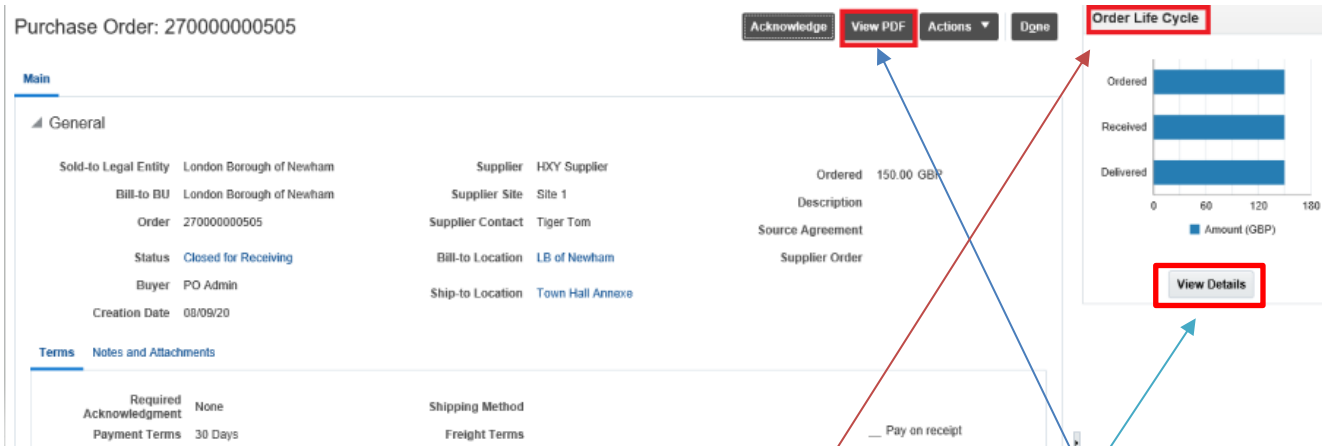
From the landing page navigate to the **Supplier Portal**.

Under the “Tasks” bar > **Invoices and Payments** > select **View Invoices**.



Click on the **Supplier** drop down to locate the supplier. Then click **Search**, this will open details of all invoices submitted by the supplier to the Council.

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



Suppliers can view a copy of the PO letter/instructions by clicking on the **View PDF** icon.

NB. If you have any problems regarding your payment, you must direct your enquires to the Contact Person whose name is on the PO letter/instructions.

Order Life Cycle shows the status of the PO.

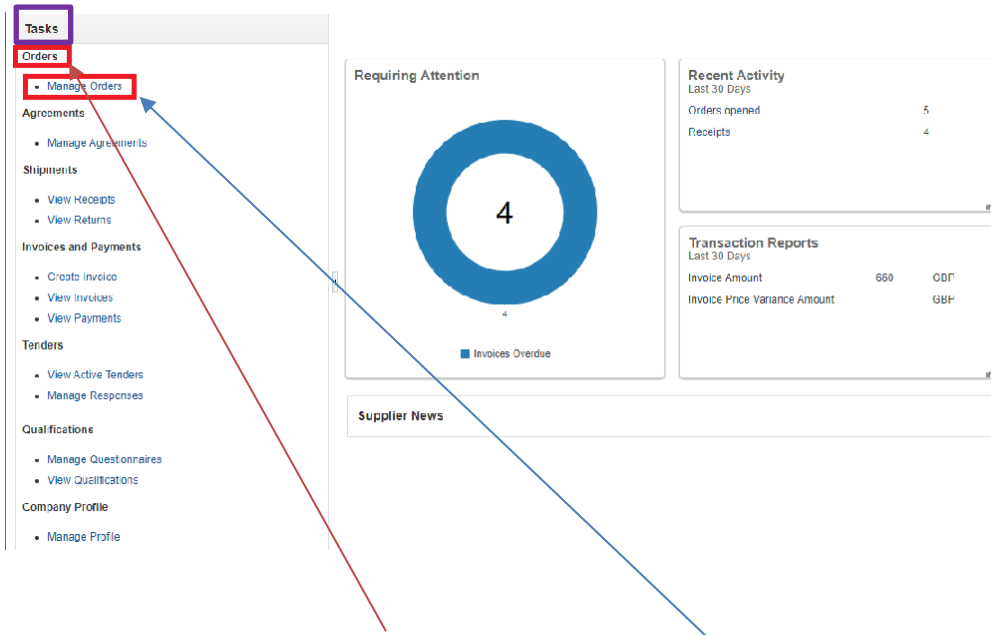
NB. You can drill further into the PO by clicking on "**View Details**". You will be able to see, for example, PO has been received, invoice paid.

Section 4

How to view and Manage Orders

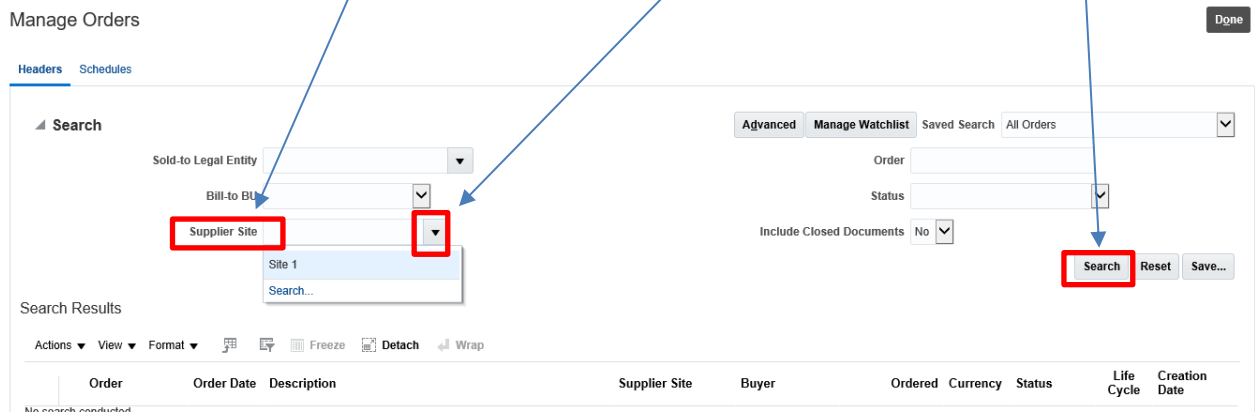
This section describes how a supplier can view invoices submitted to the Council.

From the landing page navigate to the **Supplier Portal**.



Under the “**Tasks**” bar > **Orders** > select **Manage Orders**.

Identify the supplier in the “**Supplier Site**” field via the drop down and click **Search**, this will open all details of all open 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	Life Cycle	Creation Date
27000000505	08/09/20		Site 1	Admin, PO	150.00	GBP	Closed for R...		08/09/20

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 Annexe	
Creation Date: 08/09/20		

Terms Notes and Attachments

Required Acknowledgment: None

Payment Terms: 30 Days

Shipping Method:

Freight Terms: FOB

— Pay on receipt

— Confirming order

Order Life Cycle

Ordered: 100%

Received: 0%

Delivered: 0%

Amount (GBP)

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.

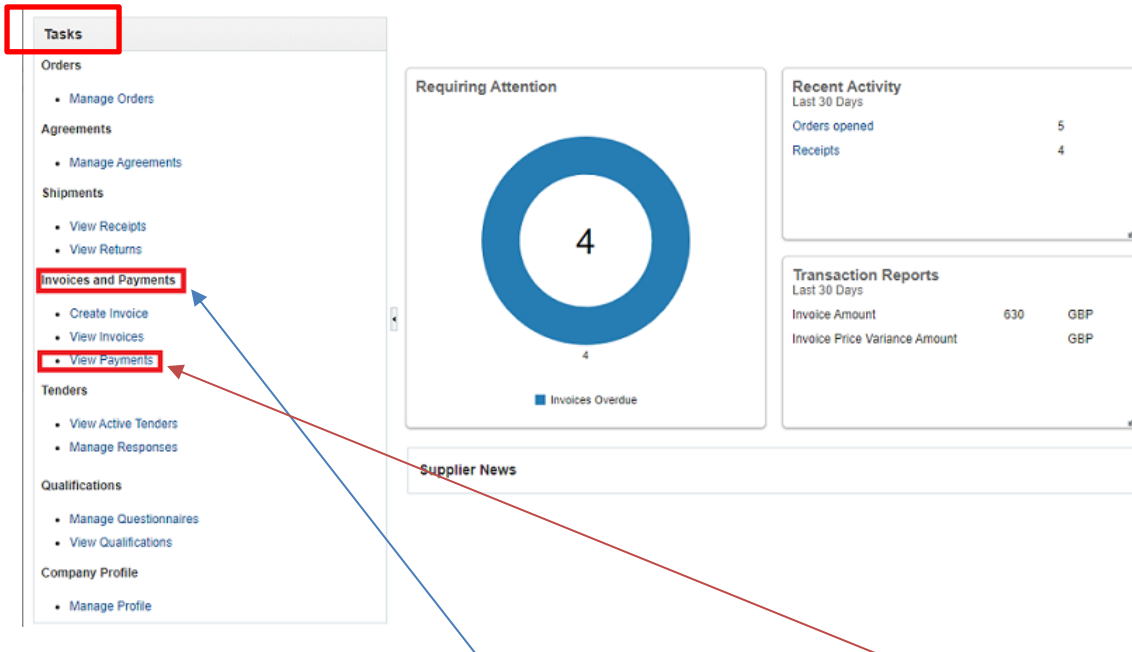
NB. You can drill further into the PO by clicking on **“View Details”**. You will be able to see, for example, PO has been receipted, invoice paid.

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**.



Under **“Tasks”** bar > **Invoices and Payments** > select **View Payments**.

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Remit-to Account
No search conducted.								

From this page you can search payments made to the supplier:-

1. By clicking the drop-down option in the **“Supplier”** field and selecting the supplier

OR

2. By adding the payment number in the **“Payment Number”** field.

By selecting one off these options you can view details of the payment, such as payment method, payment date and details of invoice/s paid.