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.

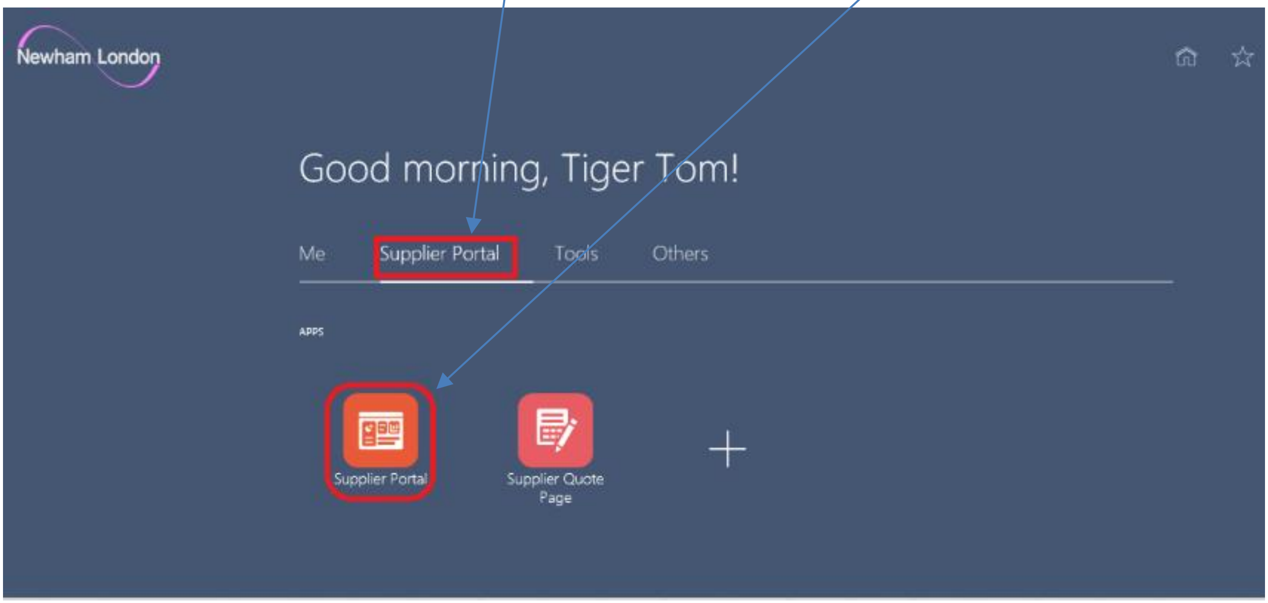
Index

Section 1

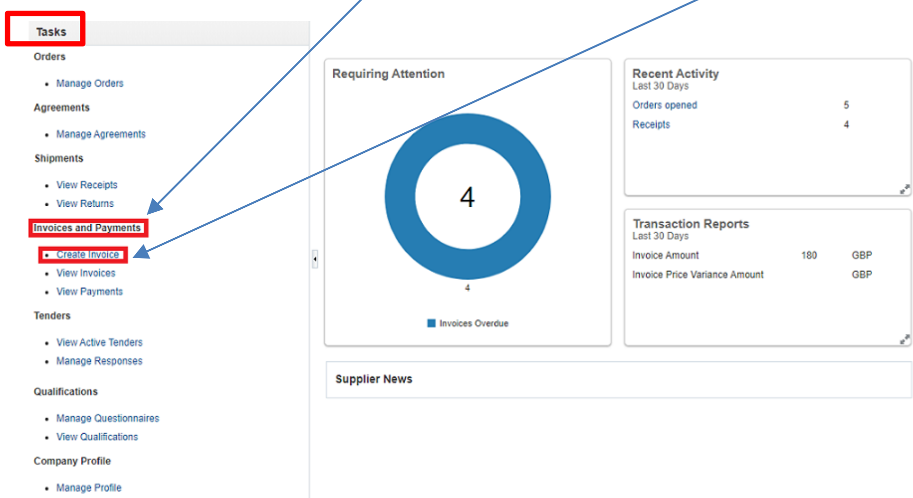
How to Submit an Invoice.

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**.

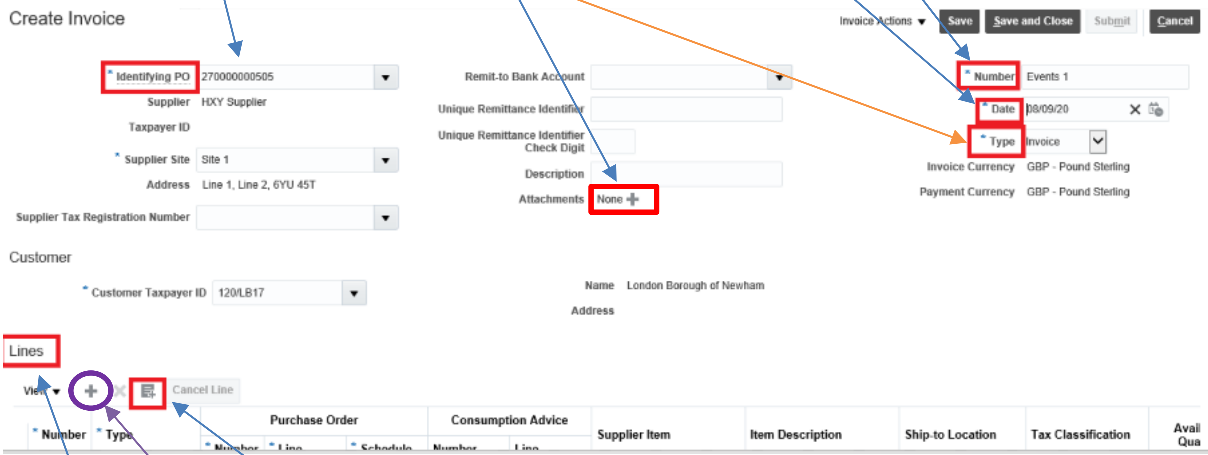


Under the **"Tasks**" bar > **Invoices and Payments** > select **Create Invoice**.



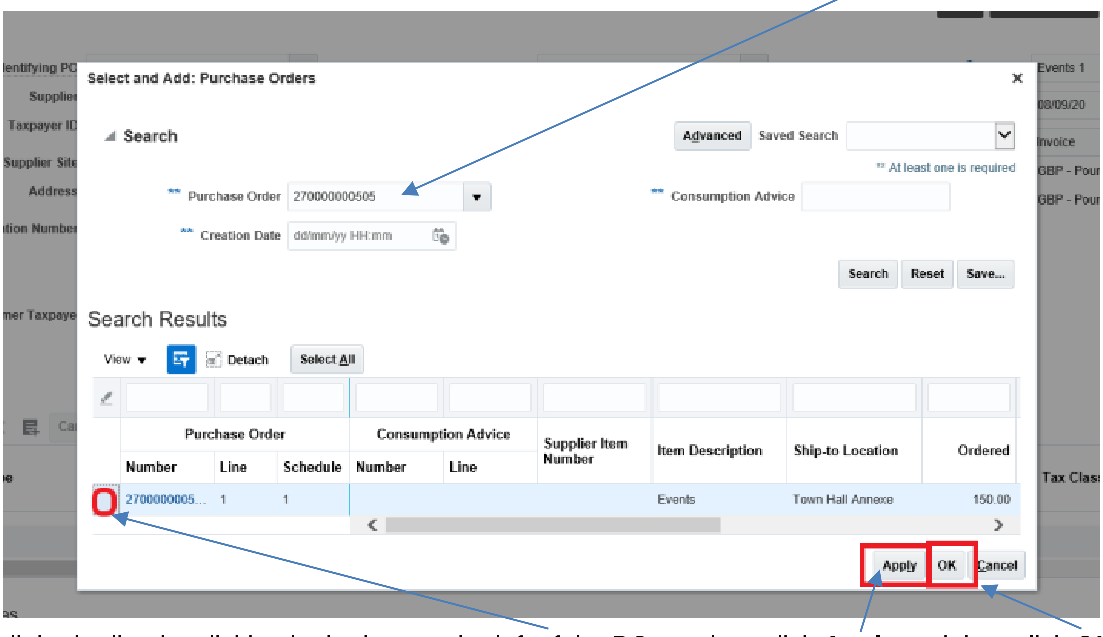
To create the invoice

- 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.



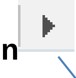
NB. Do NOT USE the "+" sign to add lines.

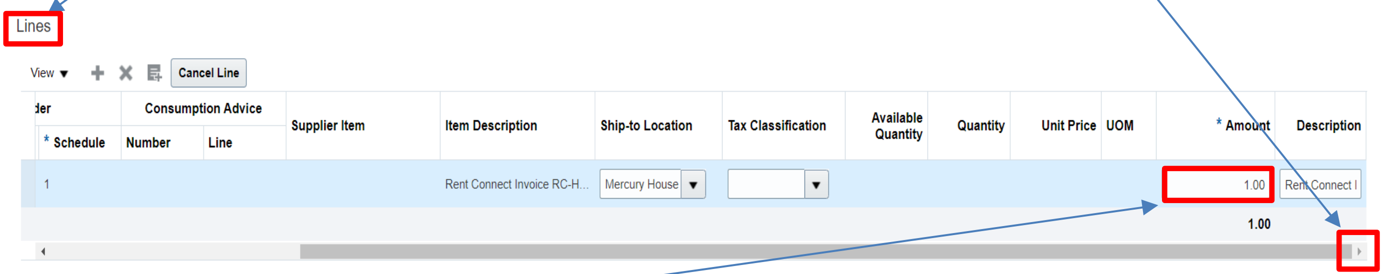
Under **"Lines"** click on the **"Select and add"** icon, this will retrieve the **Purchase Order.**



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

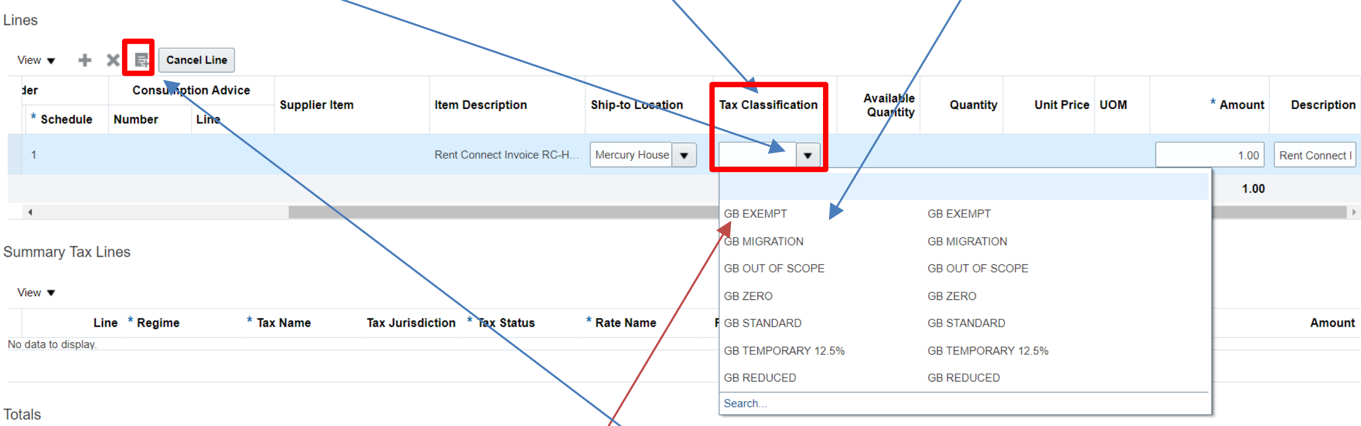
To check or if you need to vary the PO amount:

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**.



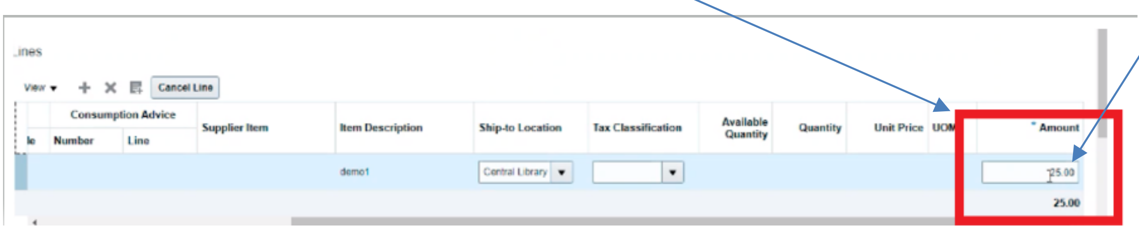
NB. If you are VAT exempt, click GB Exempt.

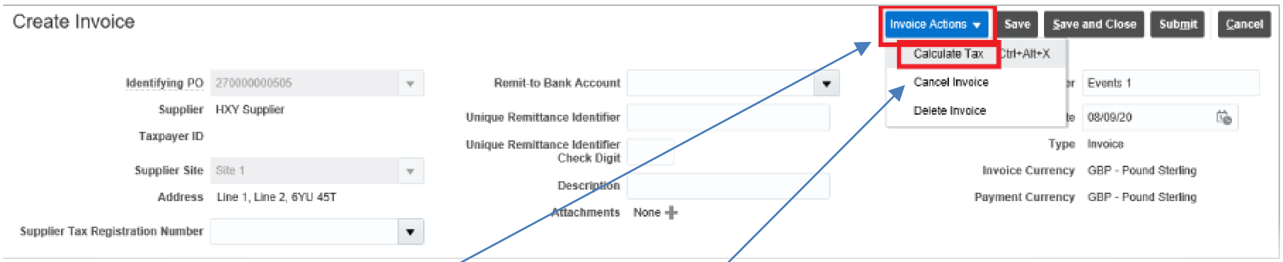
*** If tax is not selected from the dropdown menu, GB Standard 20% is taken by default.**

**** 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.**

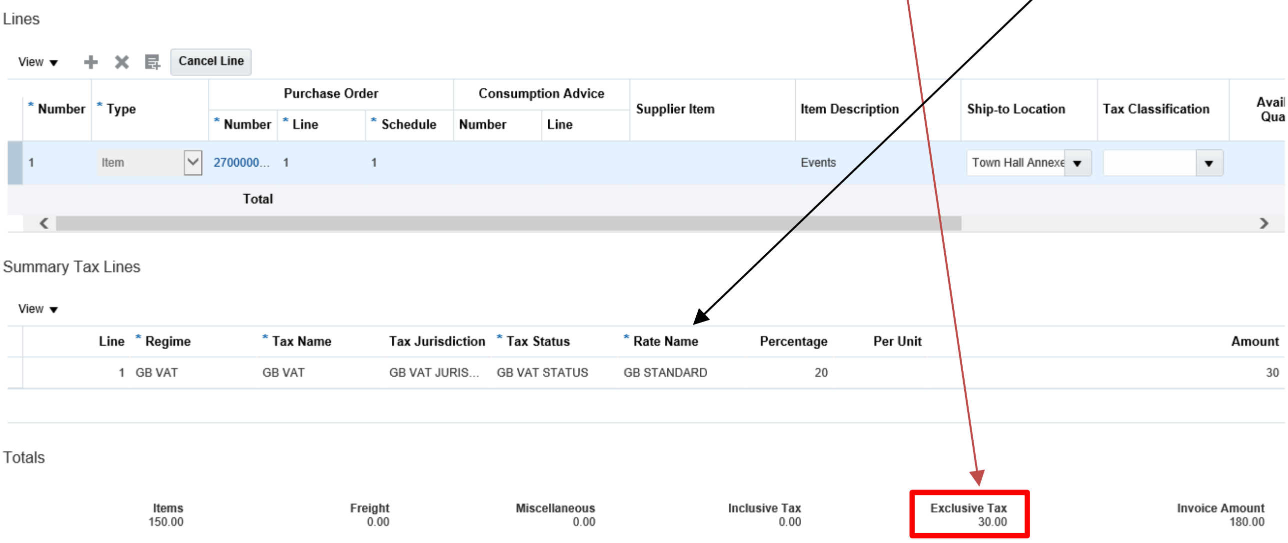
If you are invoicing for a smaller amount than the PO was raised, you would need to add the PO to the line. Once added, go along the line until you see **Amount** and **put your invoice net amount here.**

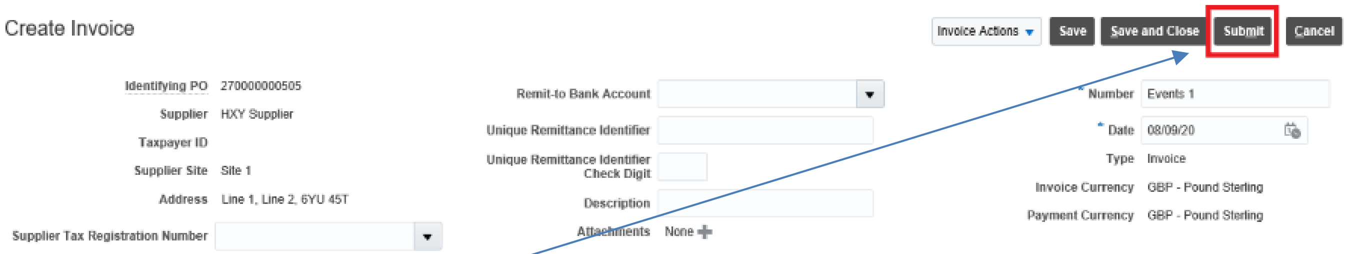




Click on "**Invoice Actions**" and select "**Calculate Tax**", this will calculate the applicable tax to the invoice.

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





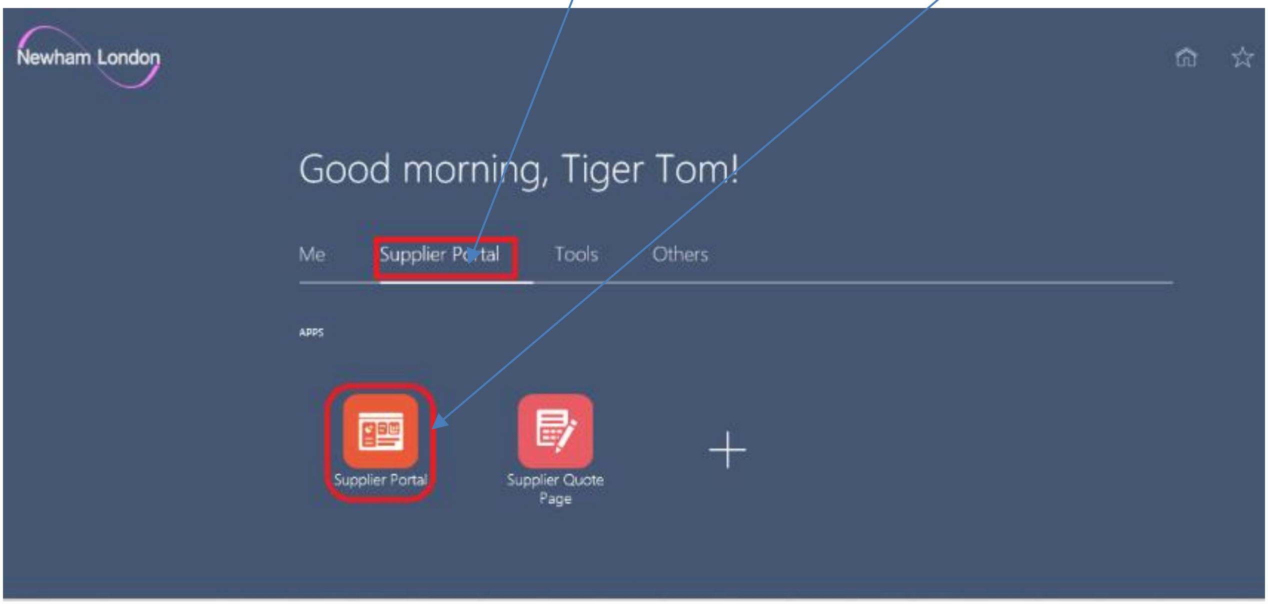
Click **Submit** to submit the invoice.

Section 2

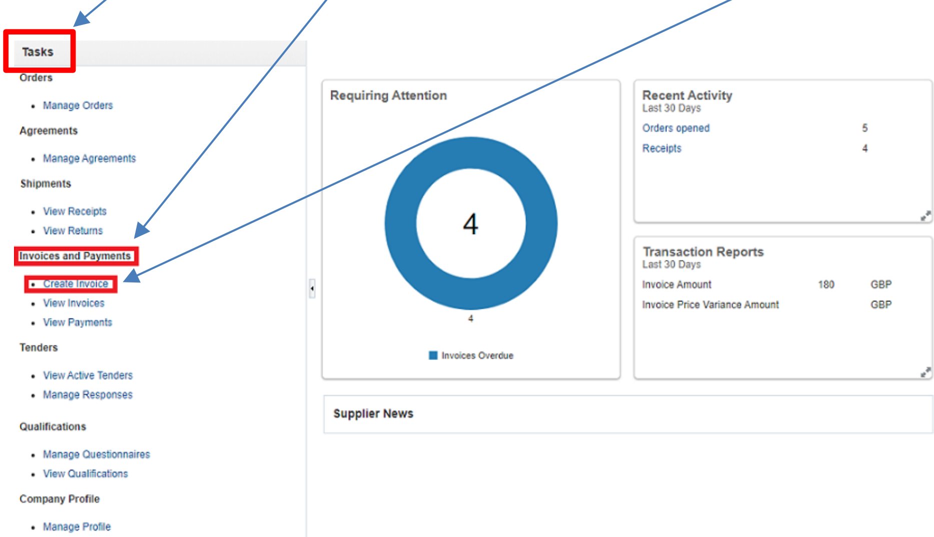
How to Submit a Credit Note

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**.

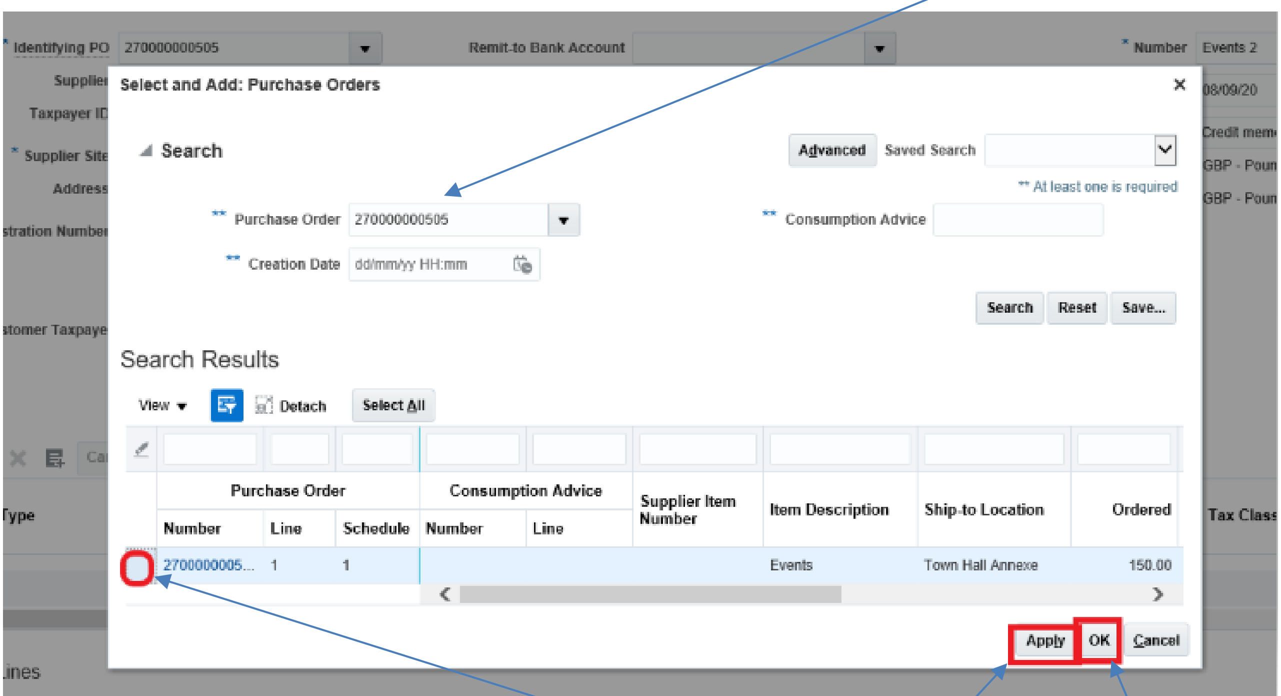


Amend the “Type” to “Credit memo”, note the system will always default to “Invoice”

- 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.

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

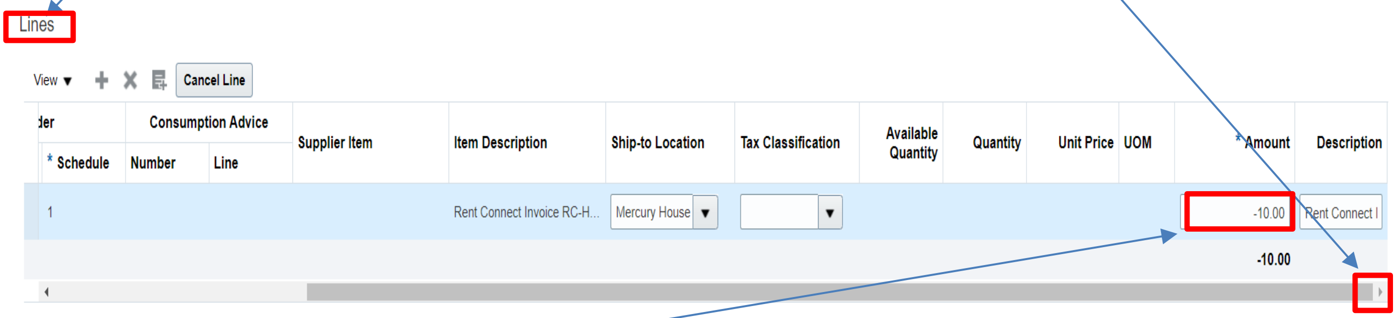
Under “**Lines”** click on the **“Select and add”** icon, this will retrieve the **Purchase Order**.



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.

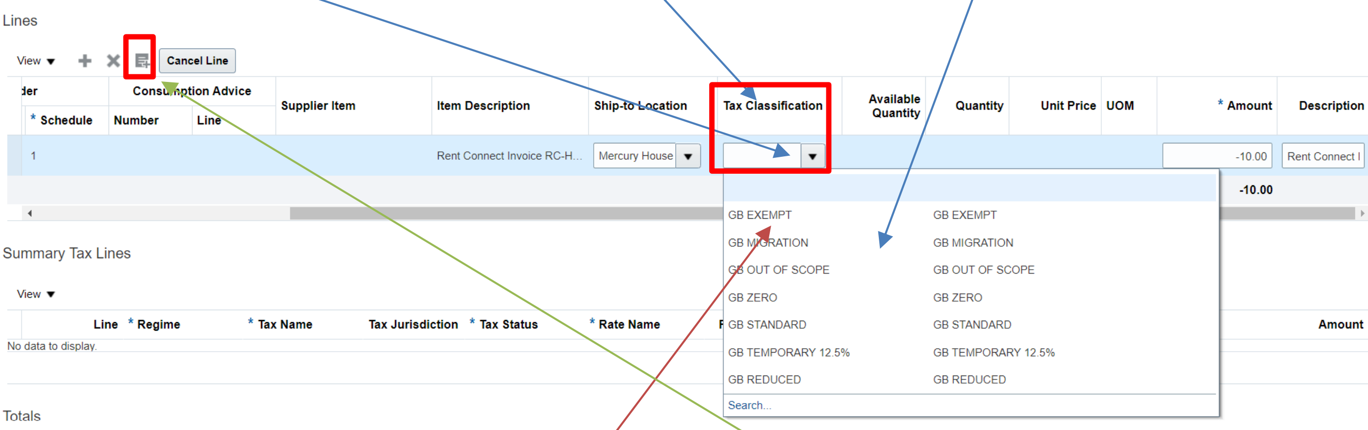
To check or if you need to vary the PO credit amount:-

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.

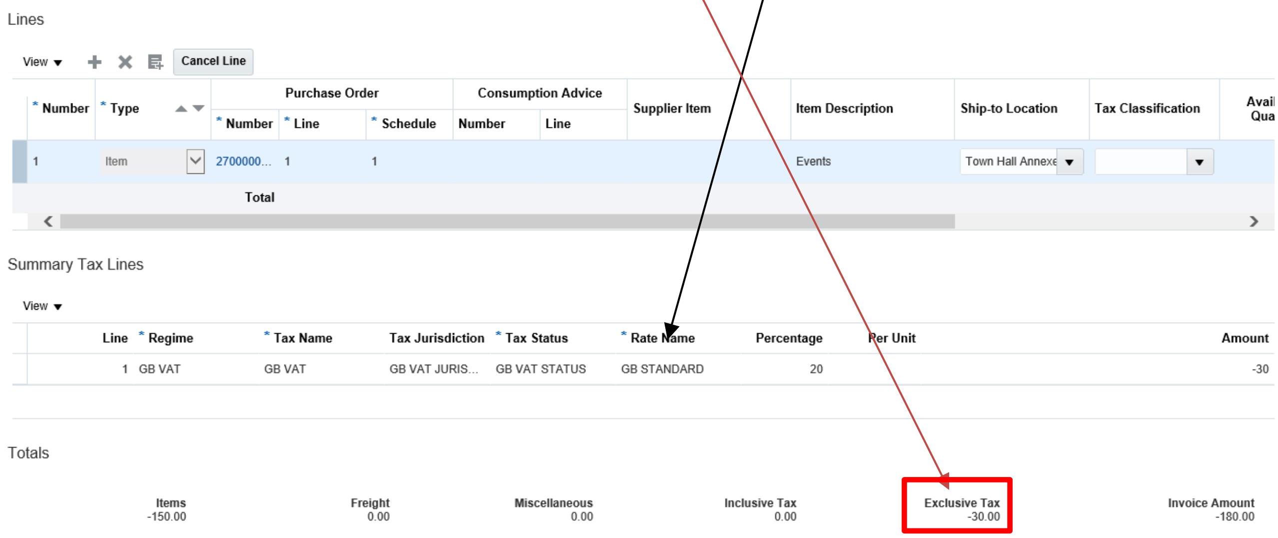
*** If tax is not selected from the dropdown menu, GB Standard 20% is taken by default.**

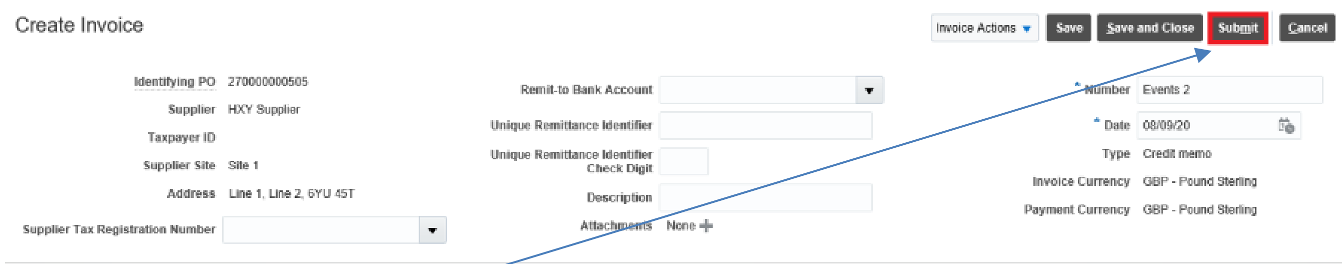
**** To add multiple credit amounts to the same credit note, click on the "Select and Add" icon again.**

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

Click on “**Invoice Actions”** and select “**Calculate Tax”,** <u>this will calculate</u> 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.





Click **Submit** to submit the credit note.

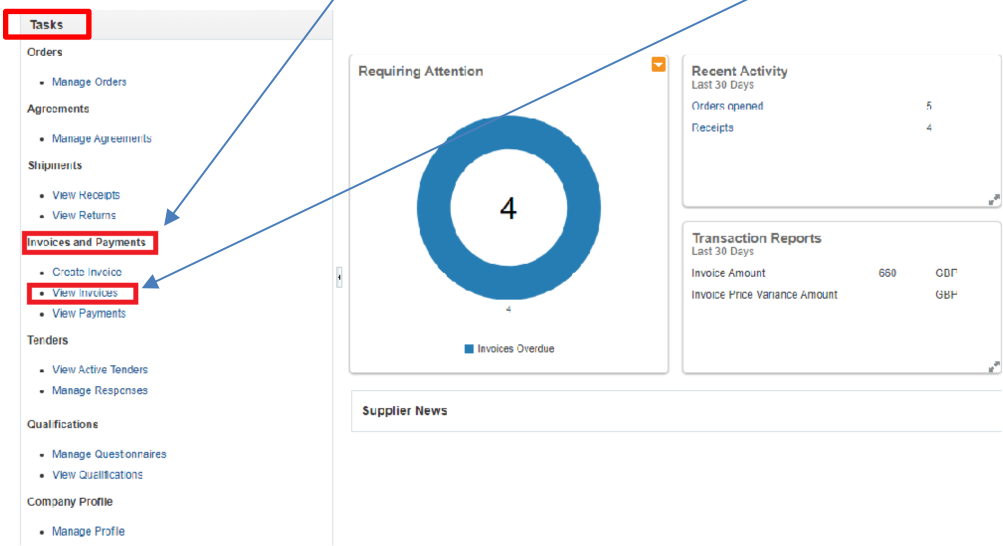
Section 3

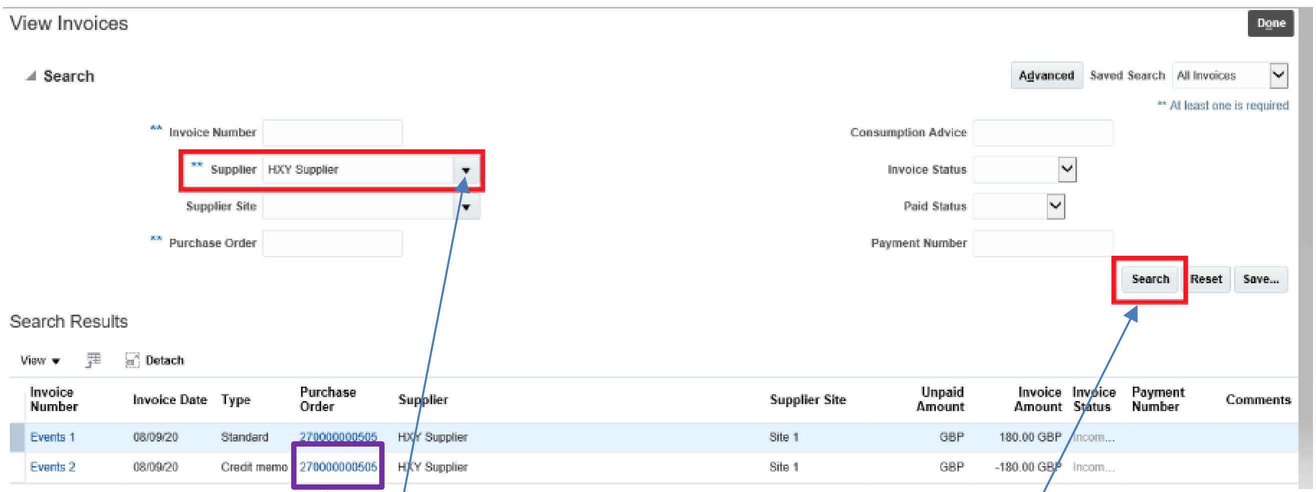
How to View Supplier Invoices

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

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

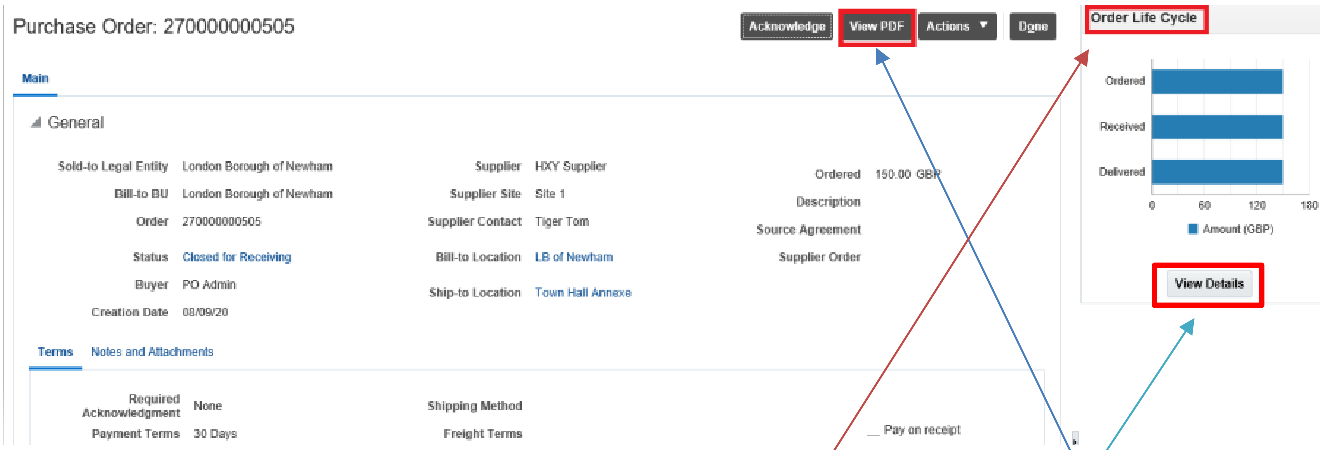
<u>Under </u>the “Tasks” bar > **Invoices and Payments** > select **View Invoices**.





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

NB. By clicking on the <u>PO number</u> 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 <u>must</u> direct your enquires to the Contact Person whose name is on the PO letter/instructions.**

Order Life Cycle shows the <u>status</u> of the PO.

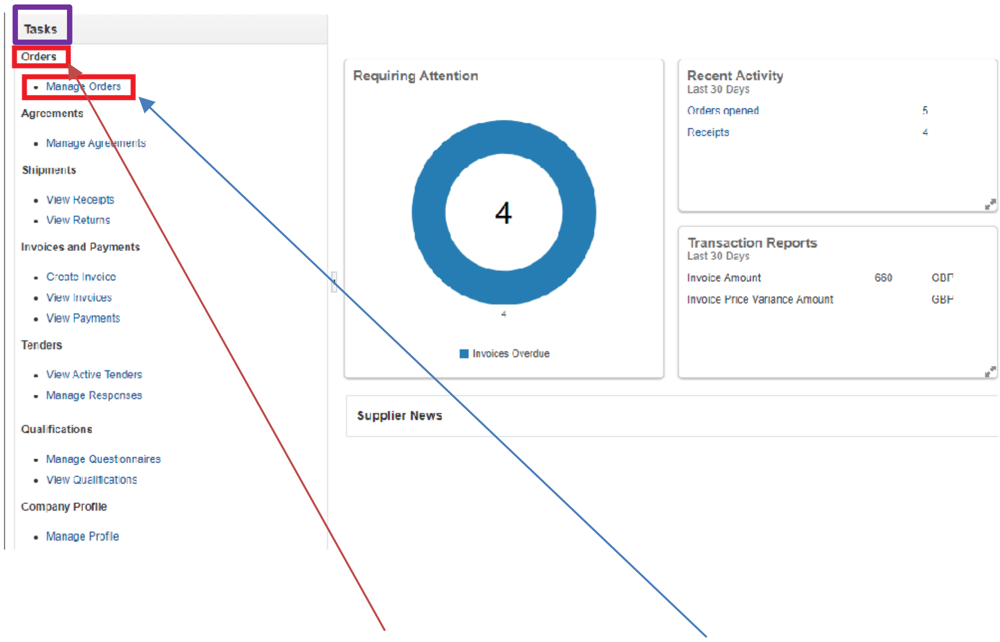
NB. You can <u>drill further</u> into the PO by clicking on "**View Details".** You will be able to see, for example, PO has been receipted, invoice paid.

Section 4

How to view and Manage Orders

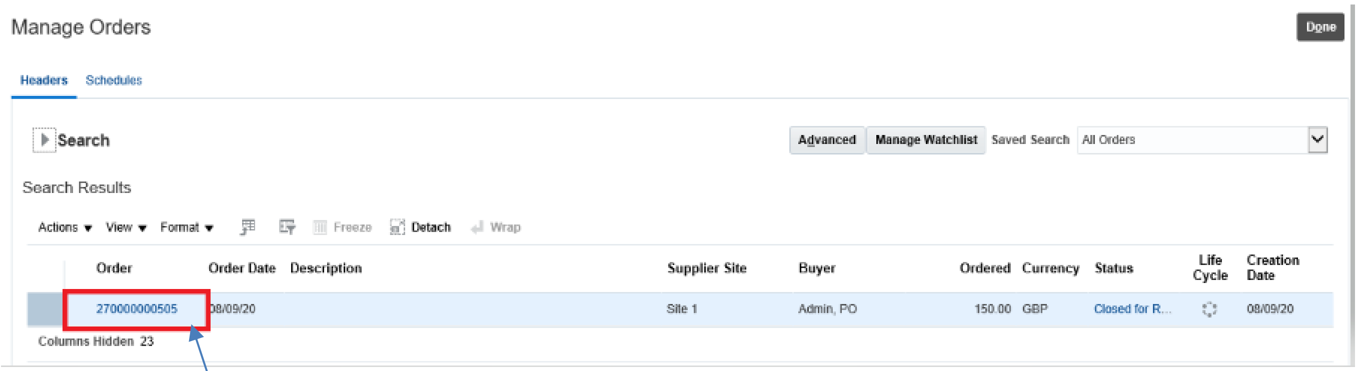
This section describes how a supplier can view invoices submitted to the Council.

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

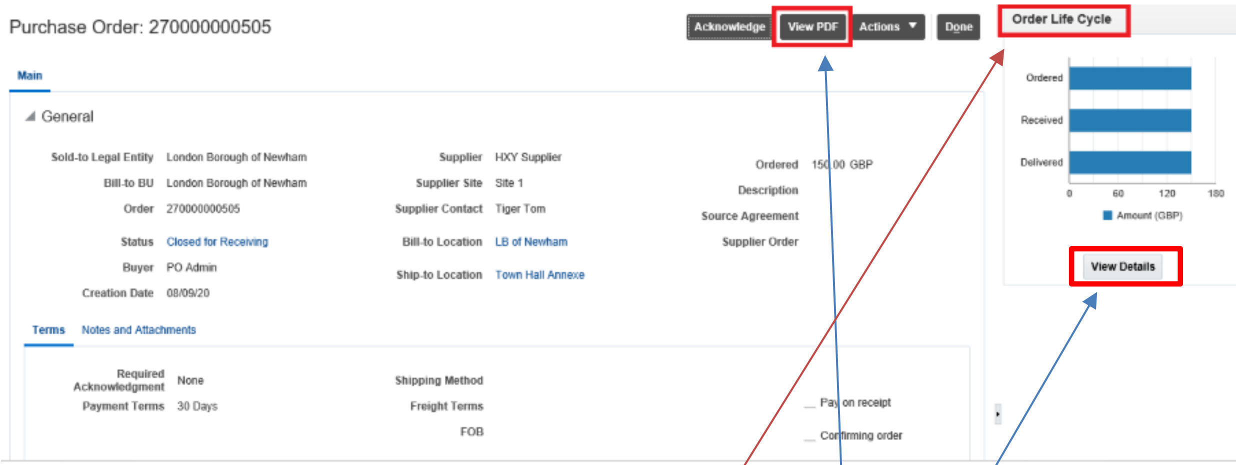


Under the **"Tasks"** bar > **Orders** > select **Manage Orders**.

Identify the supplier in the **"Supplier Site"** field via the drop down and click **Search**, this will open all details of all open orders.



Click on the **Order number** to view details of the order.



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

Order Life Cycle shows the <u>status</u> of the PO.

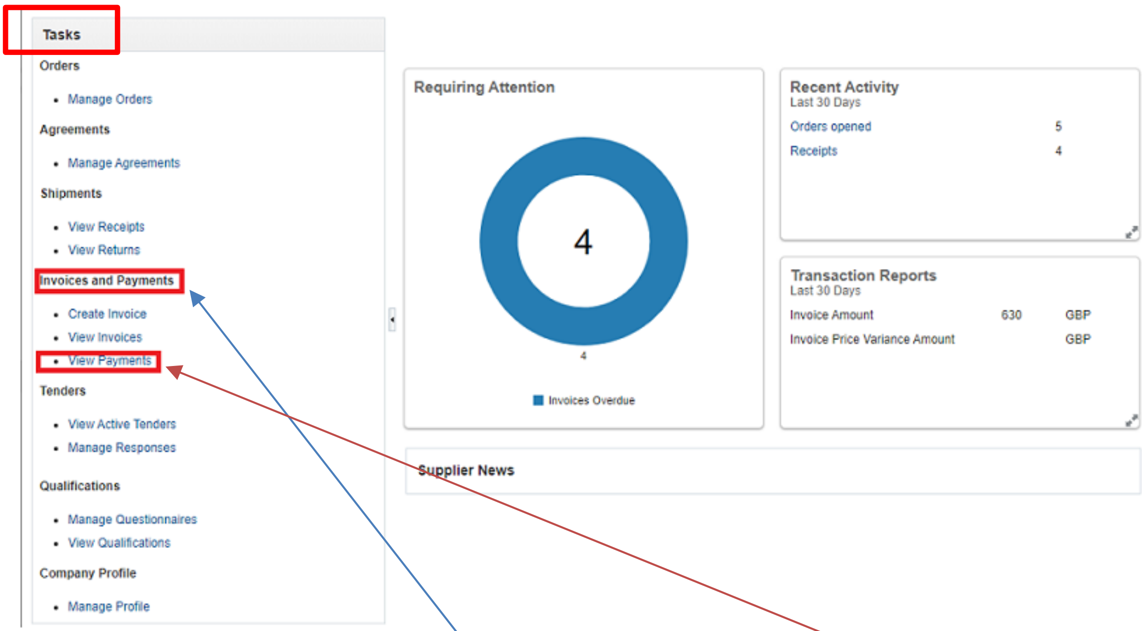
NB. You can <u>drill further</u> into the PO by clicking on "**View Details**". You will be able to see, for example, PO has been receipted, invoice paid.

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**.

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.