



London Borough of Havering Supplier Portal Guide

The purpose of this guide is to provide the Council's 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

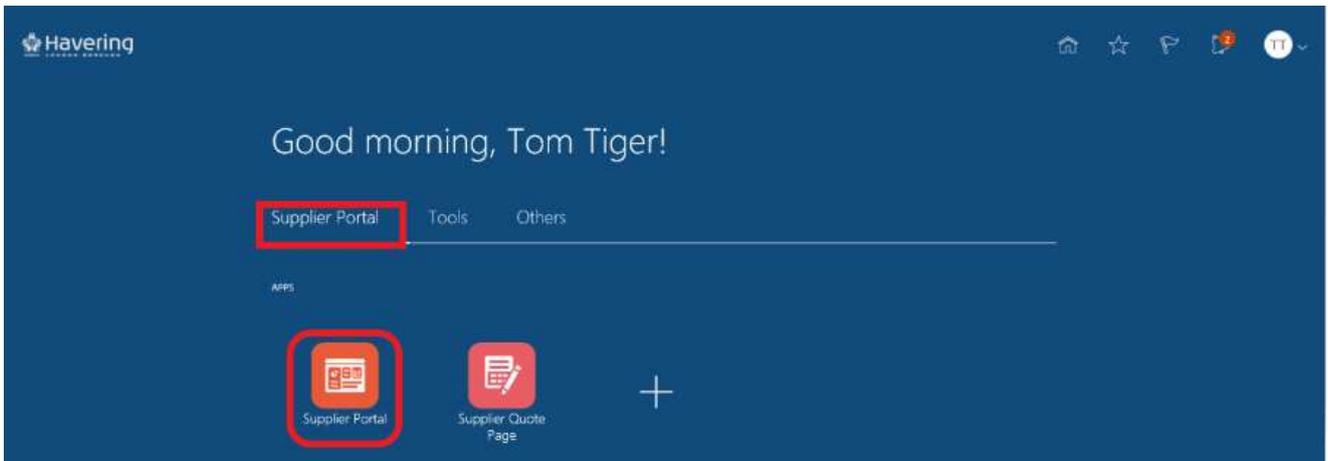
| | |
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| Section 2 | How to Submit a Credit Note |
| Section 3 | How to View Supplier Invoices |
| Section 4 | How to View and Manage Orders |
| Section 5 | How to view payments made by the Council |

Section 1

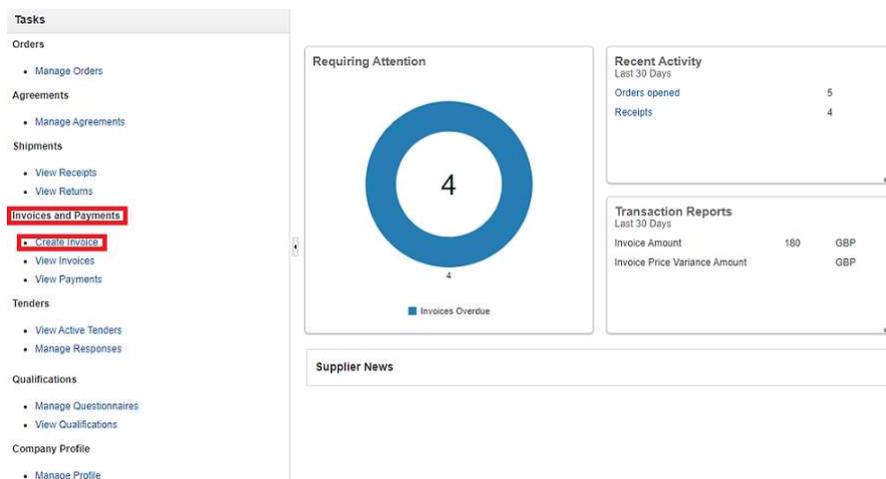
How to Submit an Invoice.

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.



To create the invoice

- Either 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.

Identifying PO: 24000000619
Supplier: HXY Supplier
Supplier Site: Site 1
Address: Line 1, Line 2, 67H 56Y
Customer Taxpayer ID: 120LB15
Name: London Borough of Havering

Number: Events 1
Date: 08/09/20
Type: Invoice
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 |
|--------|------|----------------|--------------------|---------------|------------------|------------------|--------------------|-------|
|--------|------|----------------|--------------------|---------------|------------------|------------------|--------------------|-------|

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

Select and Add: Purchase Orders

Search

Purchase Order: 24000000619
Creation Date: dd/mm/yy HH:mm

Search Results

| Purchase Order | | | Consumption Advice | | Supplier Item | Item Description | Ship-to Location | Ordered |
|----------------|------|----------|--------------------|------|---------------|------------------|-------------------|---------|
| Number | Line | Schedule | Number | Line | Number | | | |
| 24000000619 | 1 | 1 | | | | Events | Town Hall (Front) | 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: 240000000619
 Supplier: HXY Supplier
 Taxpayer ID: [Blank]
 Supplier Site: Site 1
 Address: Line 1, Line 2, 67H 56Y
 Supplier Tax Registration Number: [Blank]

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

Customer Taxpayer ID: 129/LB15
 Name: London Borough of Havering
 Address: [Blank]

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

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 [Dropdown] + X [Icon] [Icon] 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 (Front) | [Dropdown] | [Dropdown] | |
| Total | | | | | | | | | | | |

Summary Tax Lines

View [Dropdown]

| 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 |
|-------|--------|---------|------|---------------|------|---------------|------|---------------|-------|----------------|--------|

If you are VAT exempt, once you have added the line go along to Tax Classification and from the drop down box click GB Exempt, Save and Submit.

Lines

View [Dropdown] + X [Icon] [Icon] 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 (Front) | [Dropdown] | [Dropdown] | |
| Total | | | | | | | | | | | |

Summary Tax Lines

View [Dropdown]

| 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 |

Create Invoice

Identifying PO 24000000619
Supplier HXY Supplier
Taxpayer ID
Supplier Site Site 1
Address Line 1, Line 2, 67H 56Y
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 navigate to the supplier portal.

The dashboard features a left-hand navigation menu with categories: Tasks, Orders, Agreements, Shipments, Invoices and Payments (highlighted), and Tenders. Under 'Invoices and Payments', the 'create invoice' option is highlighted. The main content area includes a 'Requiring Attention' section with a donut chart showing 4 'Invoices Overdue'. Other sections include 'Recent Activity' (Orders opened: 5, Receipts: 4) and 'Transaction Reports' (Invoice Amount: 100 GBP, Invoice Price Variance Amount: GBP). A 'Supplier News' section is also present.

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

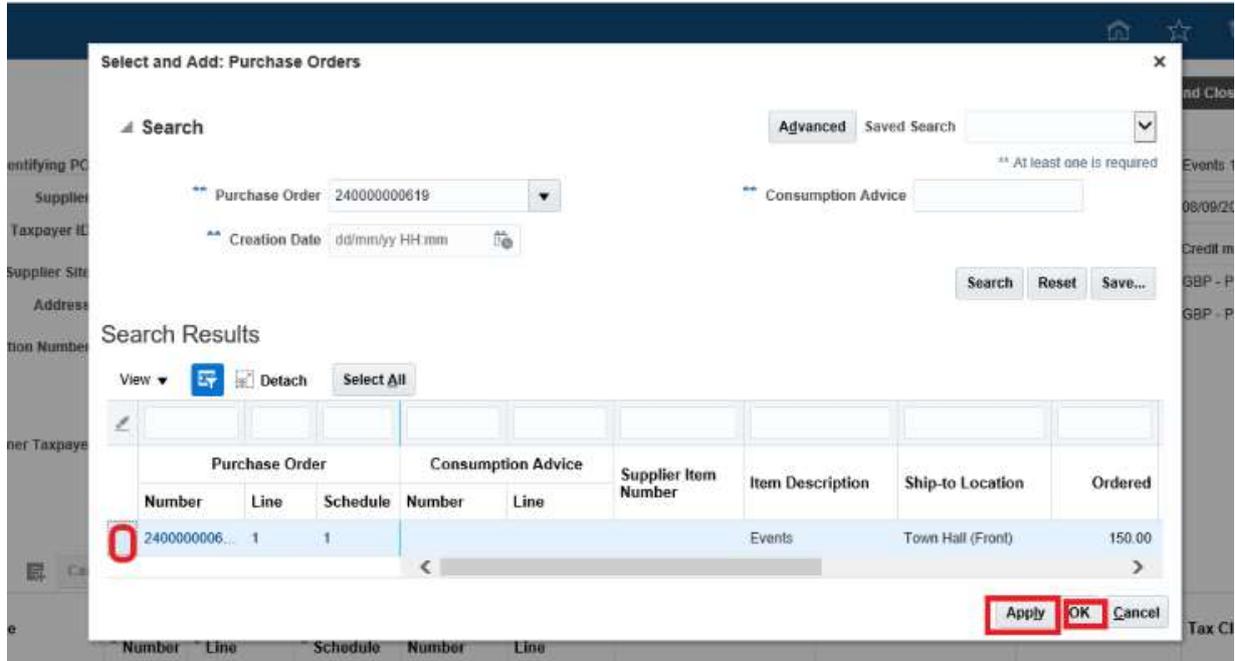
This screenshot shows the 'Create Invoice' form with several fields highlighted in red boxes: 'Identifying PO', 'Number', 'Date', 'Type' (set to 'Credit memo'), 'Supplier Tax Registration Number', 'Customer Taxpayer ID', and the 'Lines' section header. The form includes fields for Supplier, Taxpayer ID, Supplier Site, Address, Remit-to Bank Account, Unique Remittance Identifier, Description, Attachments, Invoice Currency, and Payment Currency. At the bottom, there is a 'Customer' section with Name and Address fields, and a 'Lines' table with columns for Number, Type, Purchase Order, Consumption Advice, Supplier Item, Item Description, Ship-to Location, Tax Classification, and Avail Qu.

| * Number | * Type | * Number | * Line | * Schedule | Number | Line | Supplier Item | Item Description | Ship-to Location | Tax Classification | Avail Qu |
|----------|--------|----------|--------|------------|--------|------|---------------|------------------|------------------|--------------------|----------|
|----------|--------|----------|--------|------------|--------|------|---------------|------------------|------------------|--------------------|----------|

Amend the type to credit memo, note the system will always default to invoice

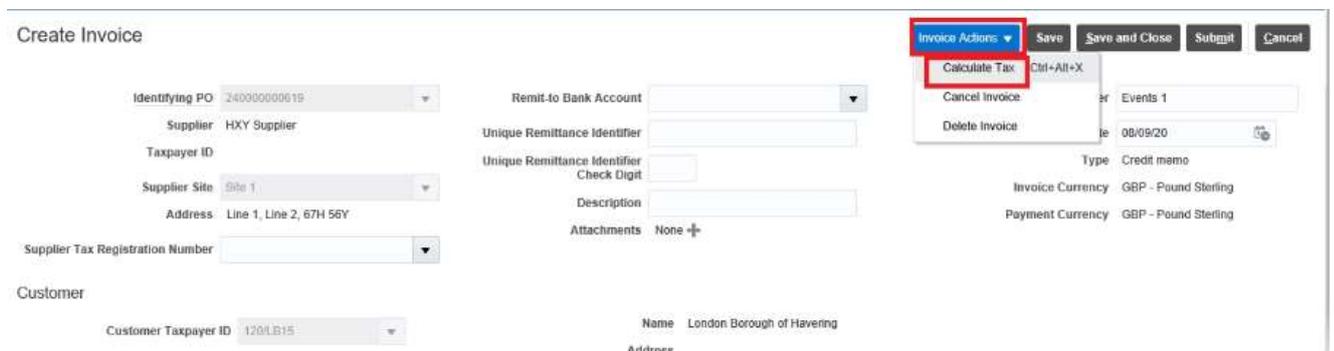
- Either add the PO number you wish to credit or locate this via the drop down.
- Add your credit note number.
- Select the date for the credit note, typically the date created.
- Attach a copy of the credit note if requested, typically this will not be required.

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.



Lines

| * 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 (Front) | | | |
| 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

Identifying PO: 240000000619
 Supplier: HXY Supplier
 Taxpayer ID:
 Supplier Site: Site 1
 Address: Line 1, Line 2, 67H 56Y
 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 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 Done

Search Advanced Search All Invoices

Invoice Number

Supplier: **HXY Supplier**

Supplier Site

Purchase Order

Consumption Advice

Invoice Status

Field Status

Payment Number

Search

Search Results

View

| 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 | 240000000619 | HXY Supplier | Site 1 | GBP | 180.00 GBP | Invoice... | | |
| Events 2 | 08/09/20 | Credit memo | 240000000619 | HXY Supplier | Site 1 | GBP | -180.00 GBP | Invoice... | | |

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

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

Purchase Order: 240000000619 Acknowledge **View PDF** Actions Done

Order Life Cycle

Ordered: 150.00 GBP

Received: 150.00 GBP

Delivered: 150.00 GBP

View Details

Main

General

Sold-to Legal Entity: London Borough of Havering

Supplier: HXY Supplier

Ordered: 150.00 GBP

Bill-to BU: London Borough of Havering

Supplier Site: Site 1

Description

Order: 240000000619

Supplier Contact: Tom Tiger

Source Agreement

Status: Closed for Receiving

Bill-to Location: LB of Havering

Supplier Order

Buyer: PO Admin

Ship-to Location: Town Hall (Front)

Creation Date: 08/09/20

Terms: Notes and Attachments

Required Acknowledgment: None

Shipping Method: _____

Payment Terms: 21 Days

Freight Terms: _____

Play on receipt

Confirming order

Additional Information

Context Prompt

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' selected and 'Manage Orders' highlighted. The main dashboard includes a 'Requiring Attention' donut chart showing 4 invoices overdue, a 'Recent Activity' table for the last 30 days, and a 'Transaction Reports' table for the last 30 days.

| Category | Count |
|---------------|-------|
| Orders opened | 5 |
| Receipts | 4 |

| Category | Amount | Currency |
|-------------------------------|--------|----------|
| Invoice Amount | 660 | GBP |
| Invoice Price Variance Amount | | GBP |

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. The 'Supplier Site' dropdown menu is open, showing 'Site 1' and 'Search...'. The 'Search' button is highlighted with a red box.

| Order | Order Date | Description | Supplier Site | Buyer | Ordered | Currency | Status | Life Cycle | Creation Date |
|----------------------|------------|-------------|---------------|-------|---------|----------|--------|------------|---------------|
| No search conducted. | | | | | | | | | |

The screenshot shows the 'Manage Orders' search results. The search results table is displayed, showing one order with the order number 24900000619 highlighted in a red box.

| Order | Order Date | Description | Supplier Site | Buyer | Ordered | Currency | Status | Life Cycle | Creation Date |
|-------------|------------|-------------|---------------|-----------|---------|----------|-----------------|------------|---------------|
| 24900000619 | 08/09/20 | | Site 1 | Admin, PO | 150.00 | GBP | Closed for R... | | 08/09/20 |

Click on the order number to view details of the order

Purchase Order: 240000000619

Acknowledge View PDF Actions Done

Order Life Cycle

Ordered 150.00 GBP
Received
Delivered

0 60 120 180
Amount (GBP)

View Details

Main

General

Sold-to Legal Entity: London Borough of Havering
Supplier: HCY Supplier
Ordered: 150.00 GBP

Bill-to BU: London Borough of Havering
Supplier Site: Site 1
Description

Order: 240000000619
Supplier Contact: Tom Tiger
Source Agreement

Status: Closed for Receiving
Bill-to Location: LB of Havering
Supplier Order

Buyer: PO Admin
Ship-to Location: Town Hall (Front)

Creation Date: 08/09/20

Terms Notes and Attachments

Required Acknowledgment: None
Shipping Method

Payment Terms: 21 Days
Freight Terms: Pay on receipt
FOB: Confirming order

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.

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 | 630 | GBP |
| Invoice Price Variance Amount | | GBP |

Supplier News

Under task bar > Invoices and Payments > select View Payments

View Payments Done

Advanced Saved Search All Payments

** Payment Number

Payment Status

Payment Amount

** Supplier

Supplier Site

Payment Date dd/mm/yy

Search Reset Save...

Search Results

View Detach

| 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 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.