iSupplier User Guide

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London Borough of Barking & Dagenham
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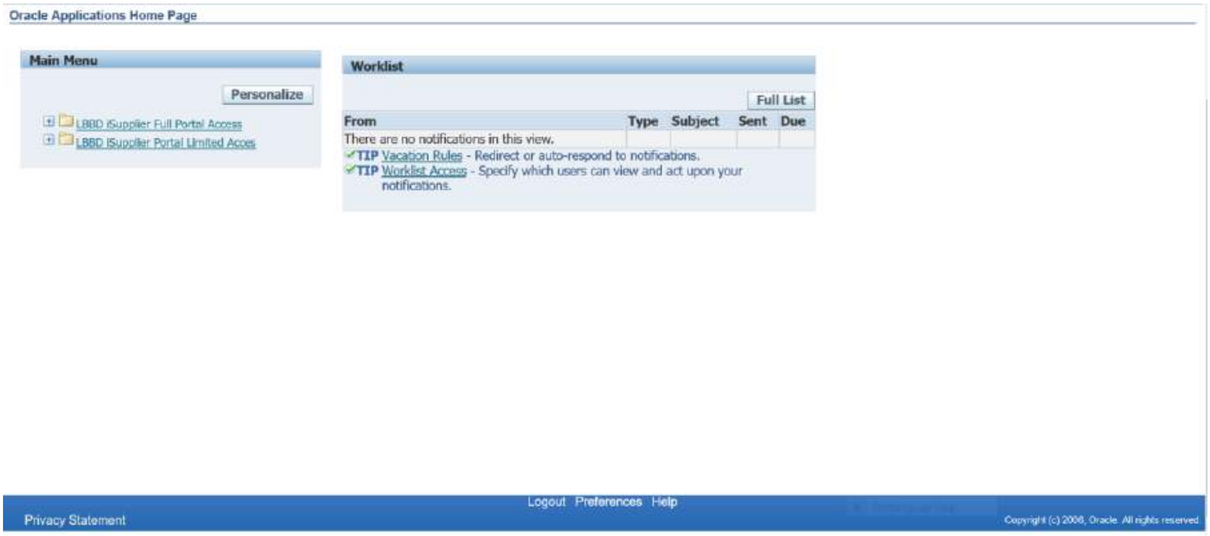
London Borough of Barking & Dagenham
iSupplier User Guide

Contents

How to View an Order

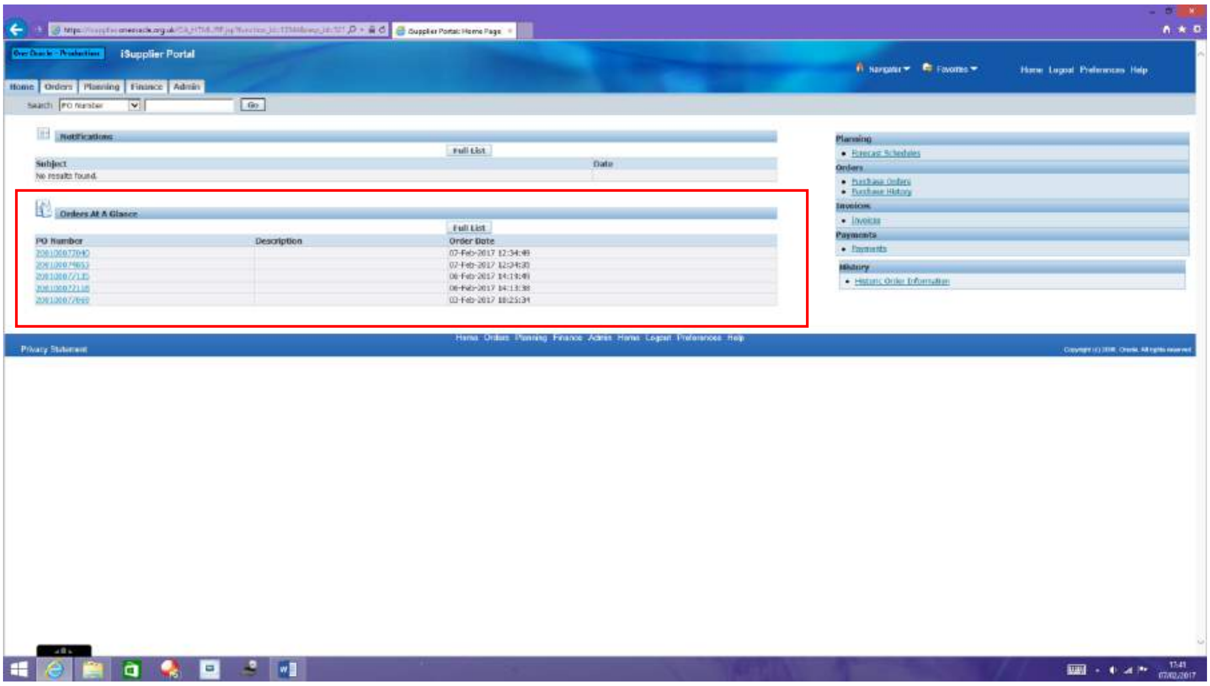
Log into **Oracle iSupplier**. Your Username is your email address and your password is the one you chose after an initial temporary one was emailed to you.

Your **Oracle Applications Home Page** will be displayed:

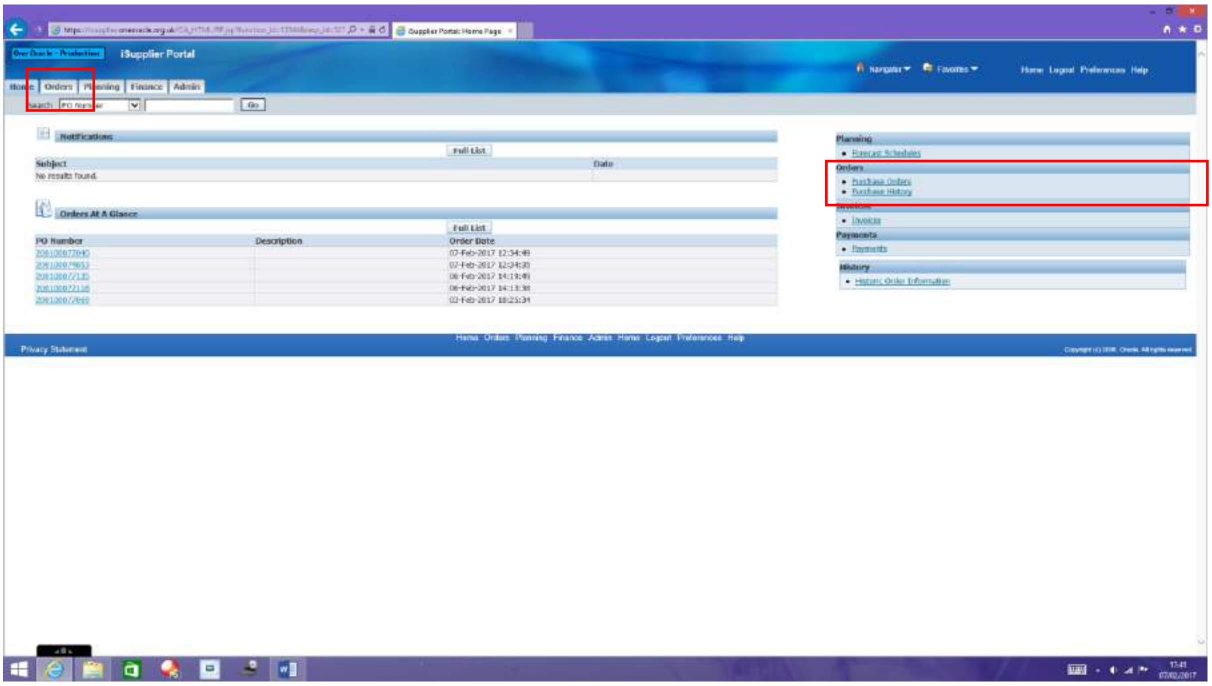


You may find two options in your **Main Menu**. Select **LBBD iSupplier Full Portal Access.**

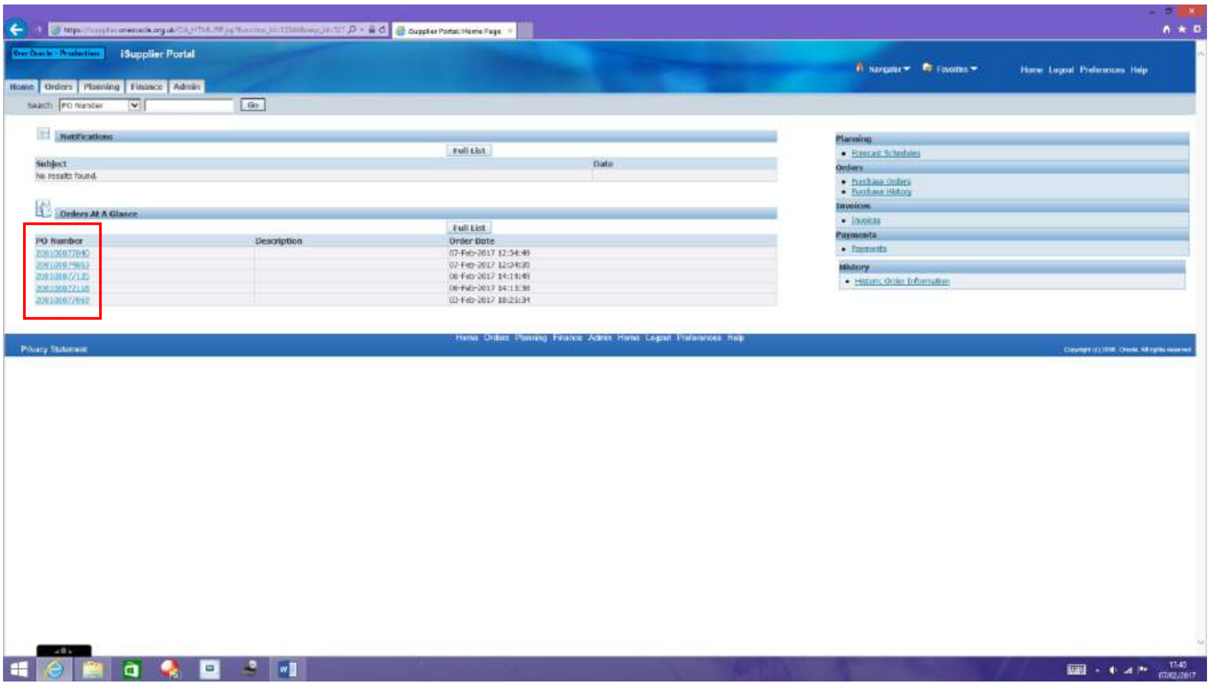
Your **iSupplier Portal Home Page** will now be displayed. The last 5 Purchase Orders received will be displayed under the **Orders at a Glance section**:



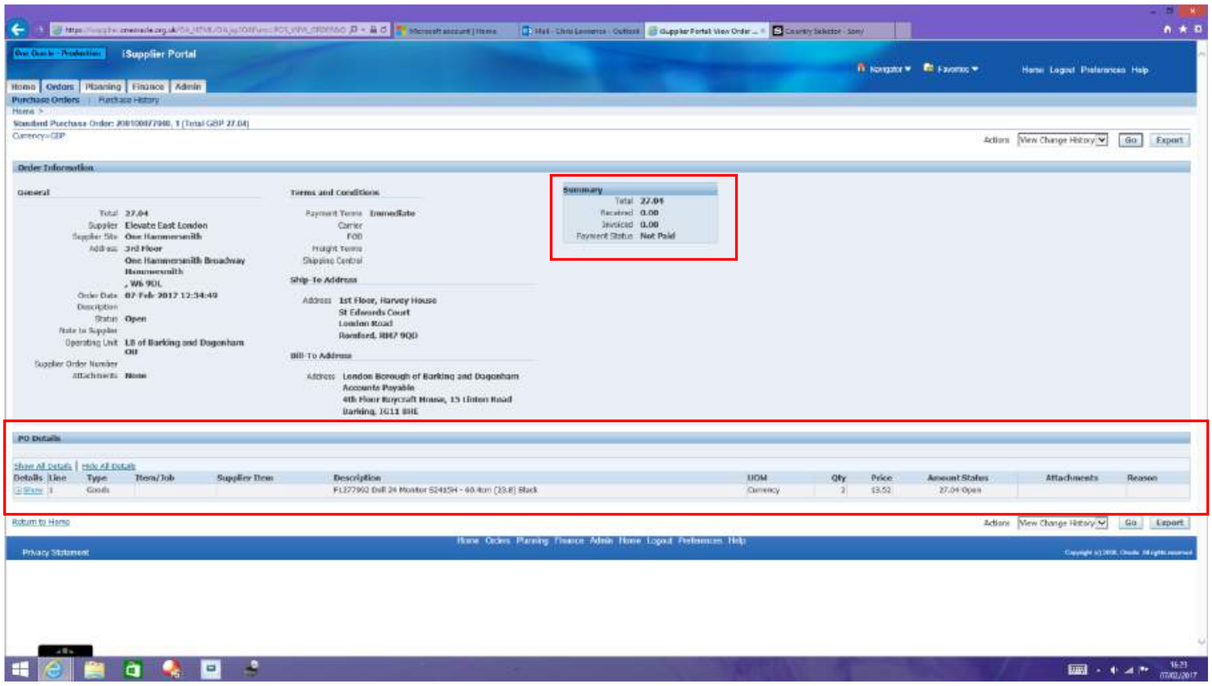
To view all Orders Received click the **Orders Tab** or **Purchase Orders/Purchase History** on the Menu



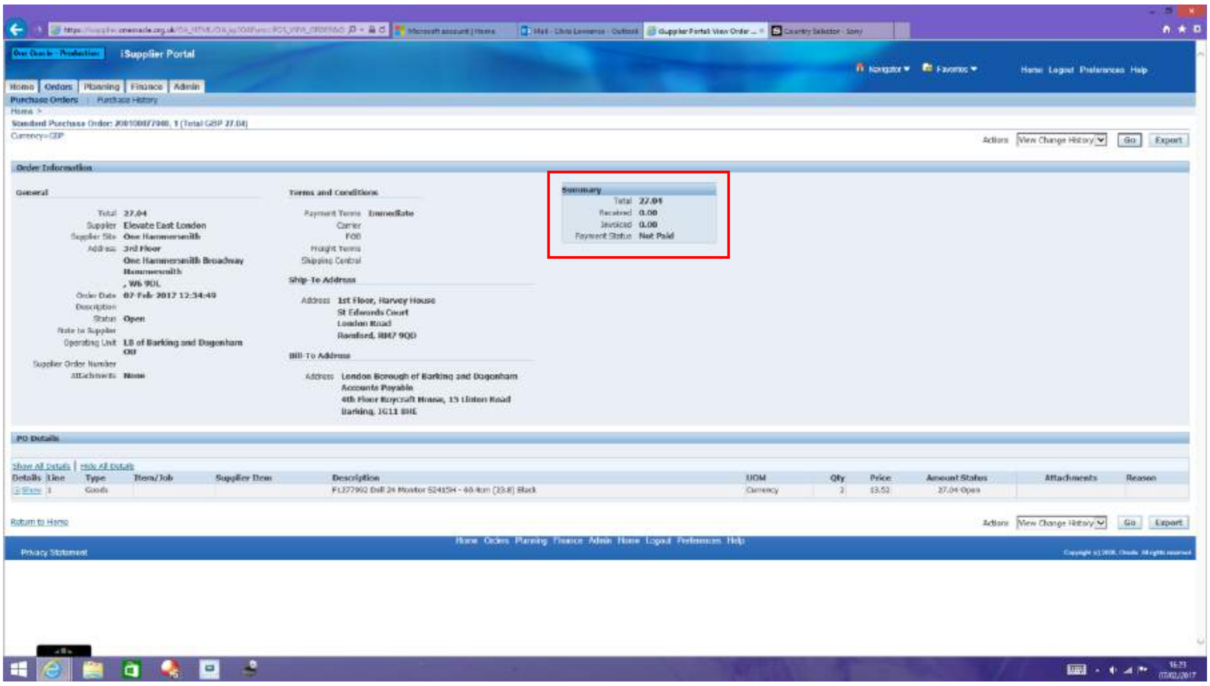
Click on the **Purchase Order Number** to view the details of the order:



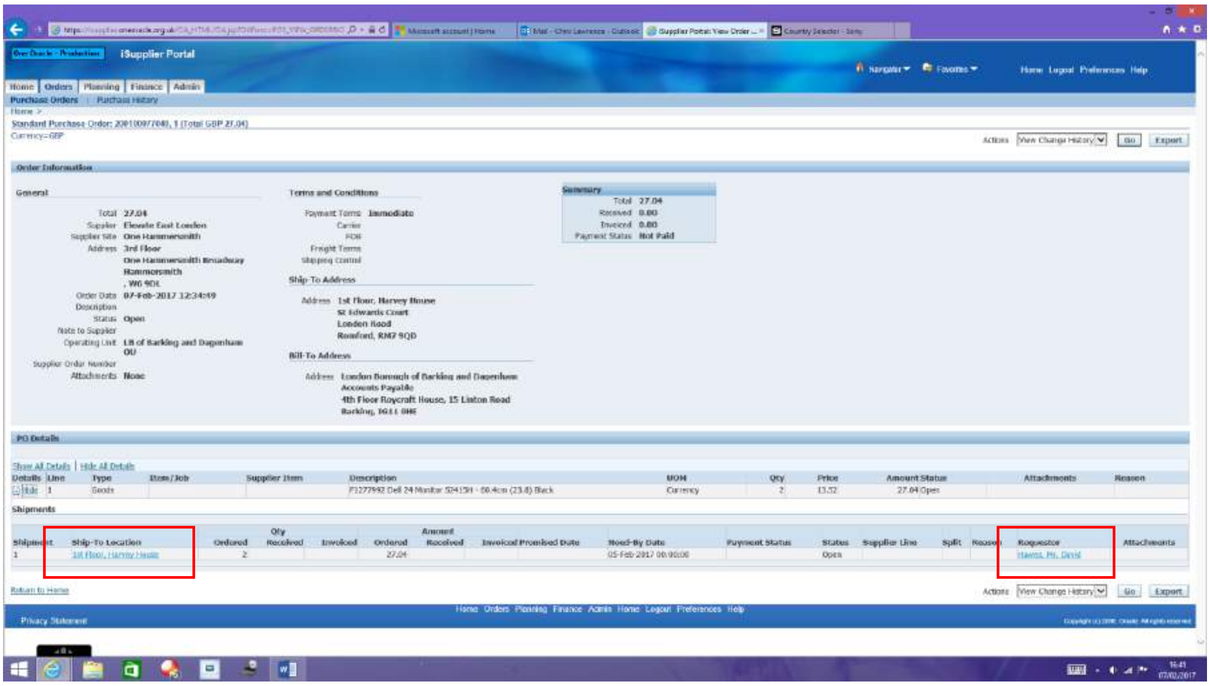
The **Order Detail** screen shows the lines on the order and a payment **Summary:**



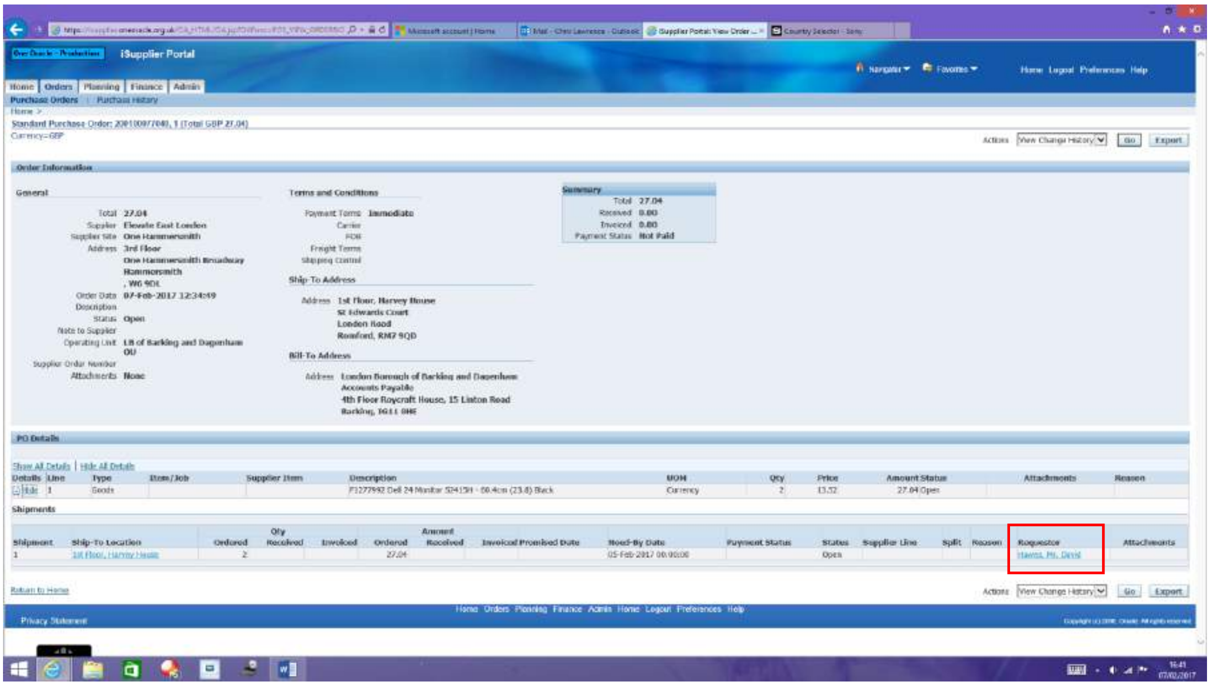
The **Summary** box tells you the **total** amount of the order, the amount that has been **invoiced**, the amount that has been **received** and the **payment status:**

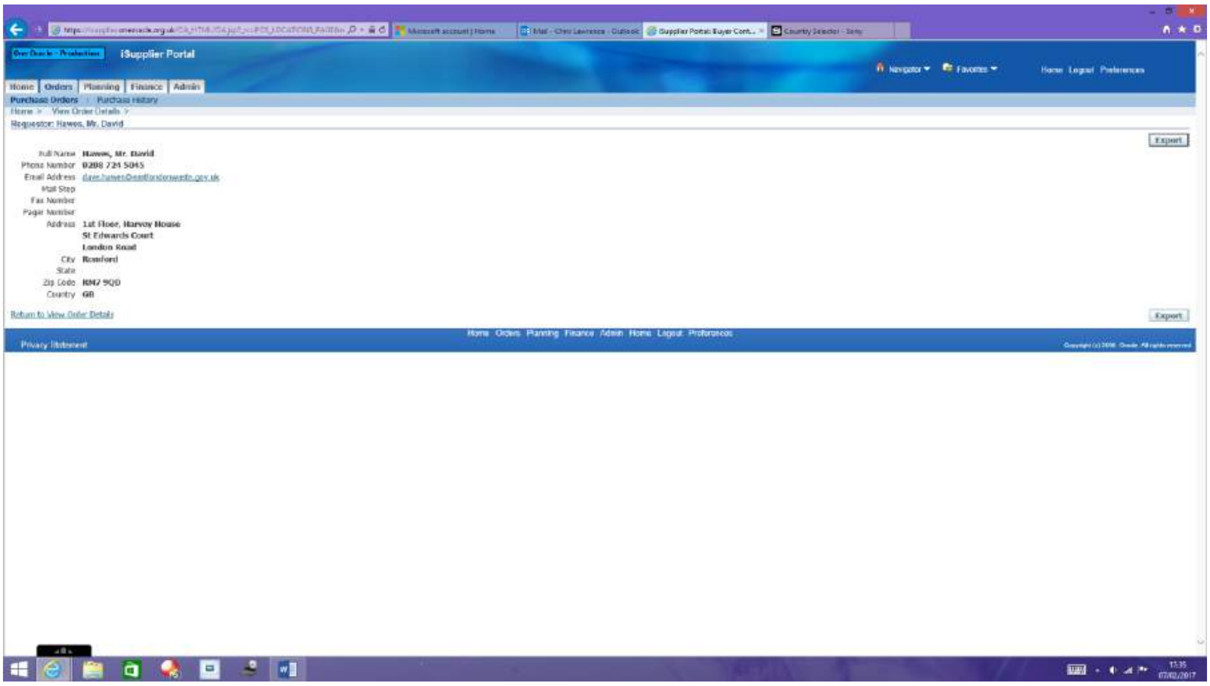


If you click on the word **Show** at the beginning of each line of an order you can see the **shipment** details, such as where to deliver the Goods or Service to and the name of the person placing the order:

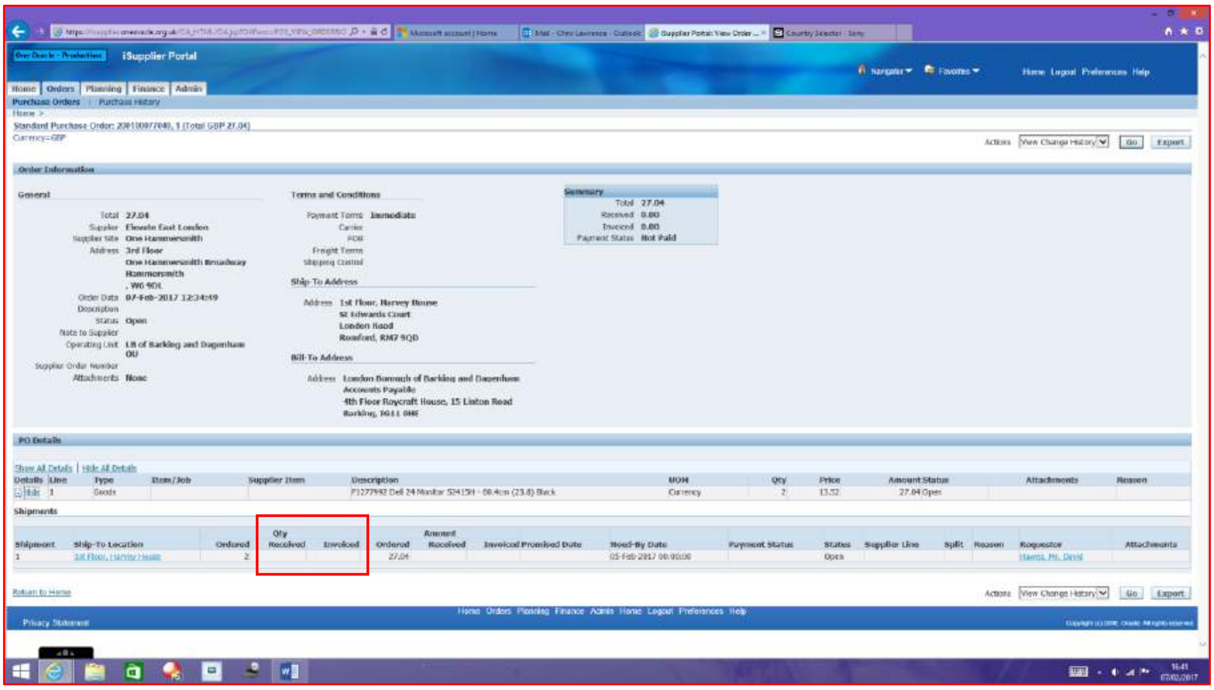


By clicking on the **Requestor Name**, you will see the contact details for them. If you ever have any queries on the order or receipting, you must contact the Requestor:

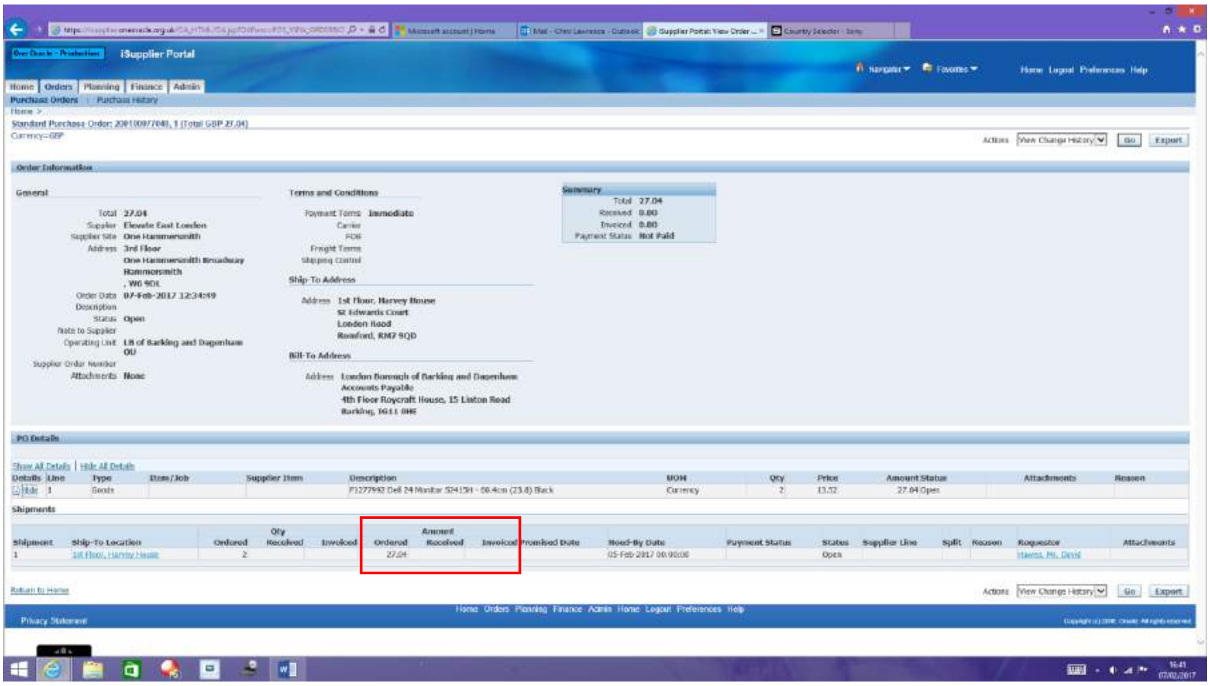




Going back to the Order, you can see in this example that the delivery has not been receipted in the iProcurement system yet (the person who placed the order has not receipted it yet) and that there has not yet been an **invoice** submitted for the items:



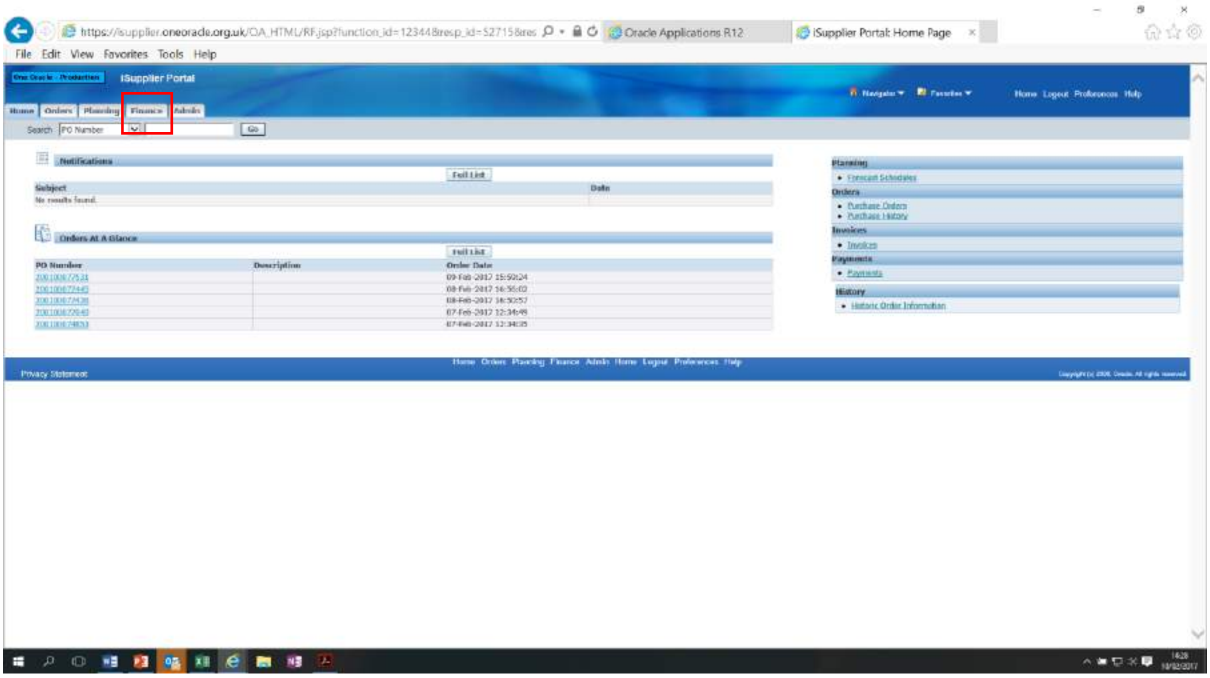
The screen also shows you the **cost** of each line of the order, the **amount** received and the amount you have **invoiced** for:



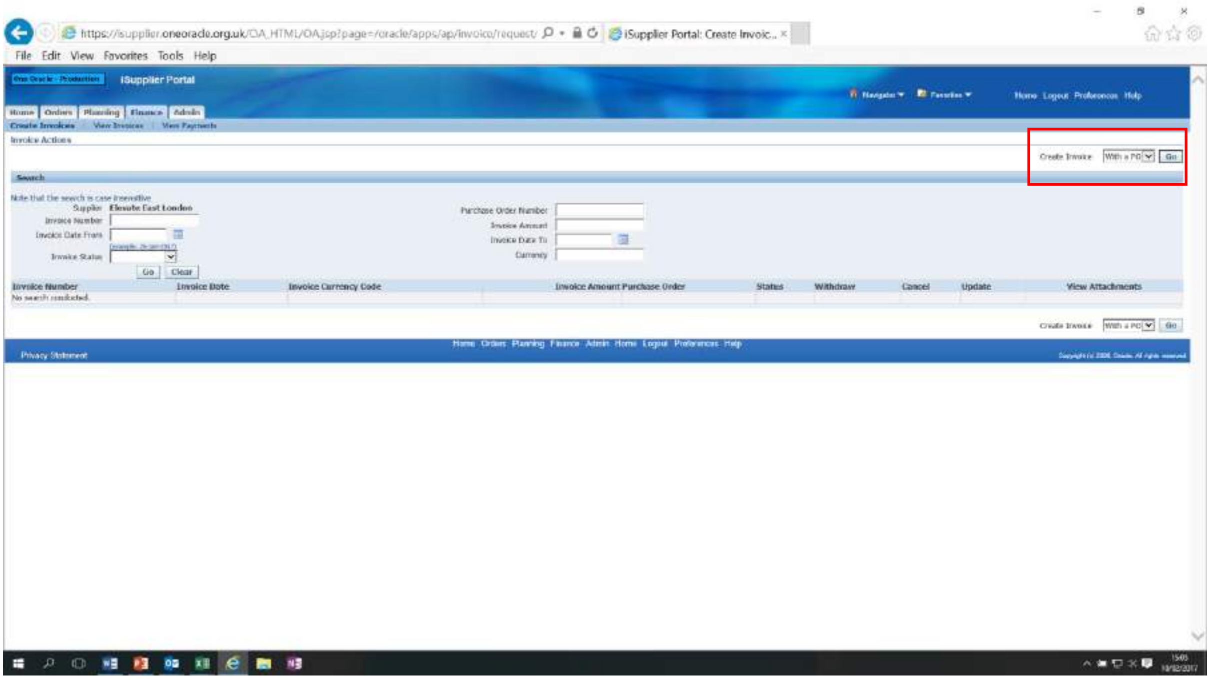
How to flip an Order/Create an Invoice

(You need to have the relevant Purchase Order to hand at this point)

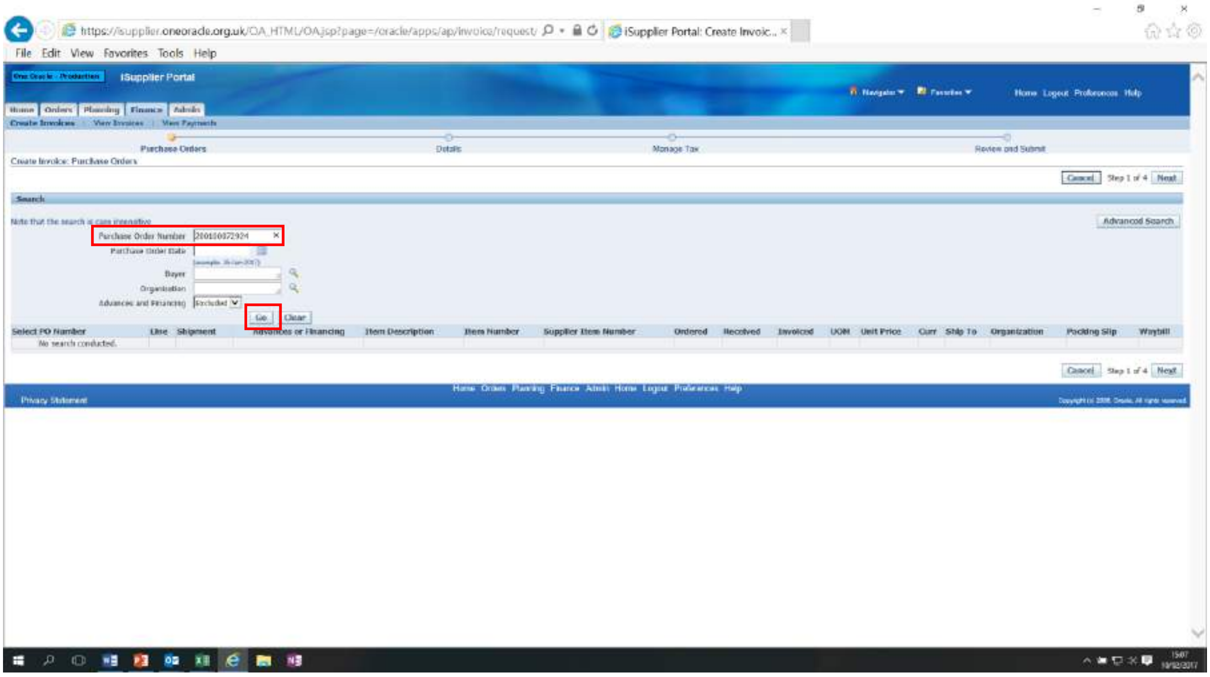
From the **iSupplier Homepage**, click on the **Finance** tab:



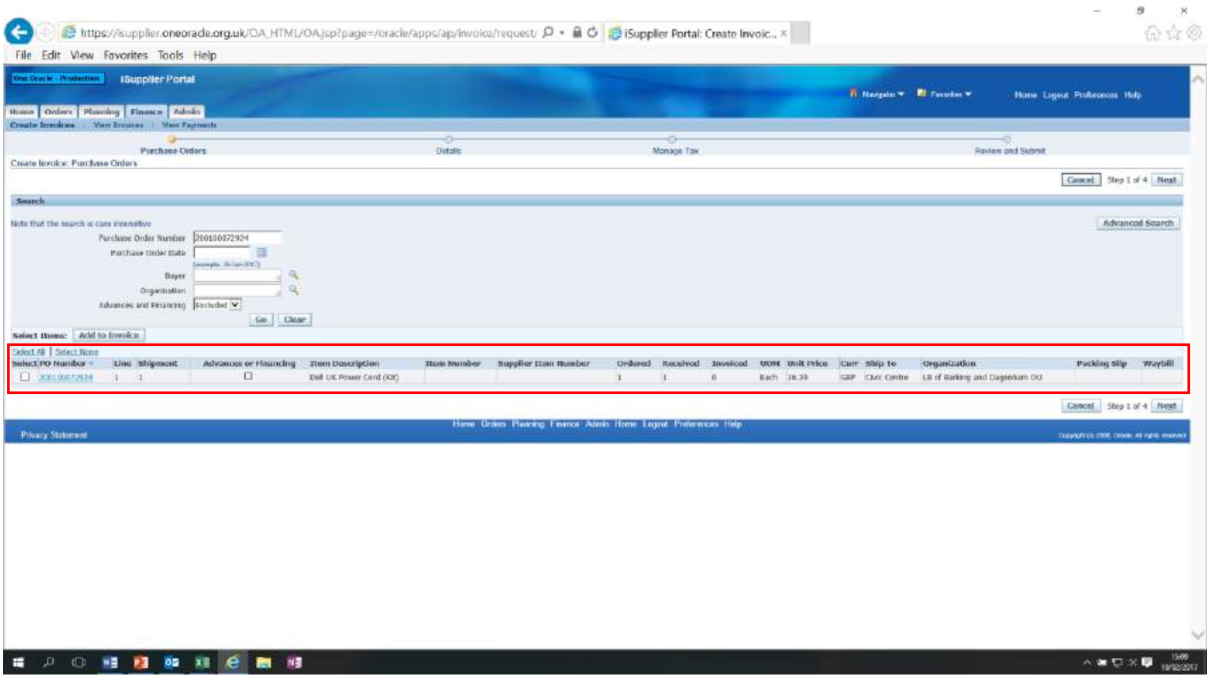
Click on the **Go** next to **Create Invoice with a PO**:



Type in the **Purchase Order Number** in the relevant field and click **Go:**



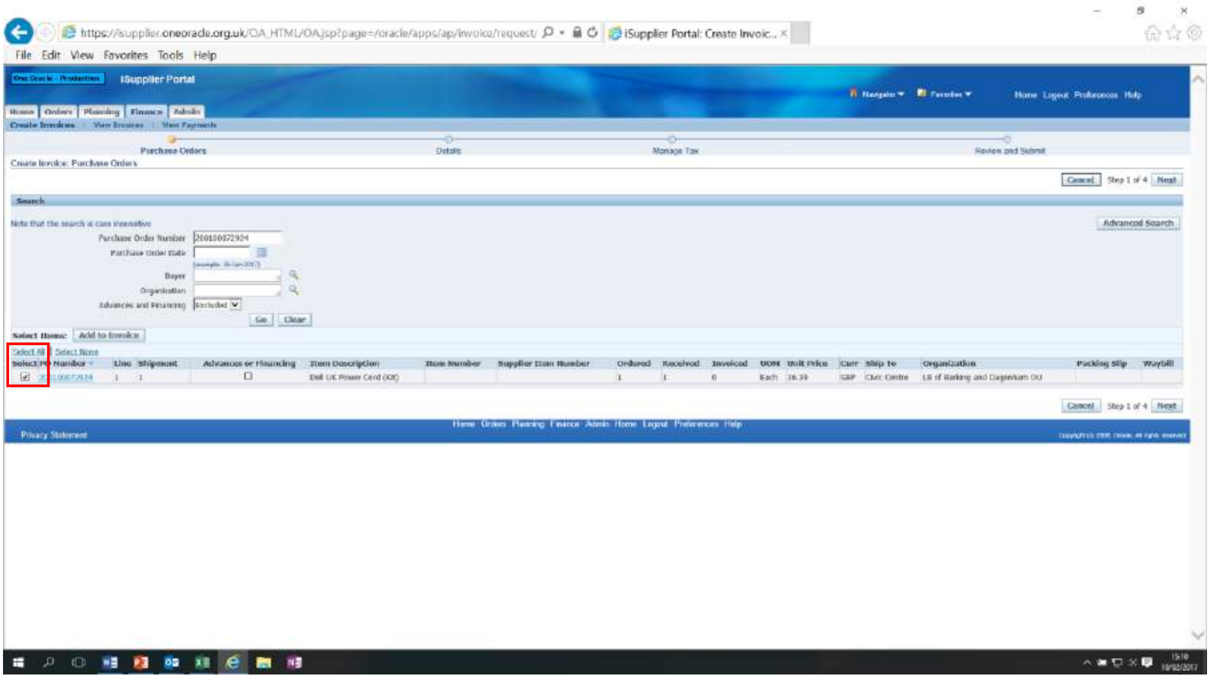
The order details will then appear:



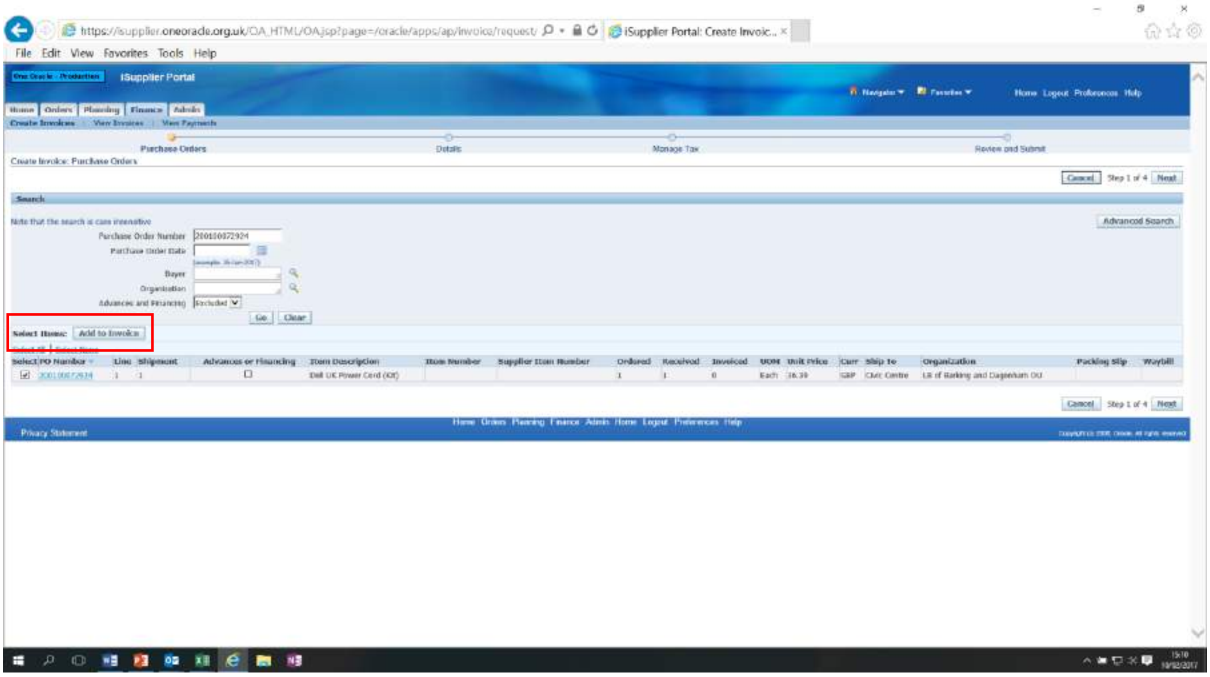
If there is more than 1 line to the Purchase Order, they will be listed under each other.

<u>Please Note:</u> This screen only shows the first 10 lines of the order. If the order has more than 10 lines and you are invoicing for items on both pages, you will need to select the items on the first page and then click onto the next page and select the items on that page too. Select All DOES NOT add all items on the order to the invoice – It ONLY adds the items on the page you are viewing.

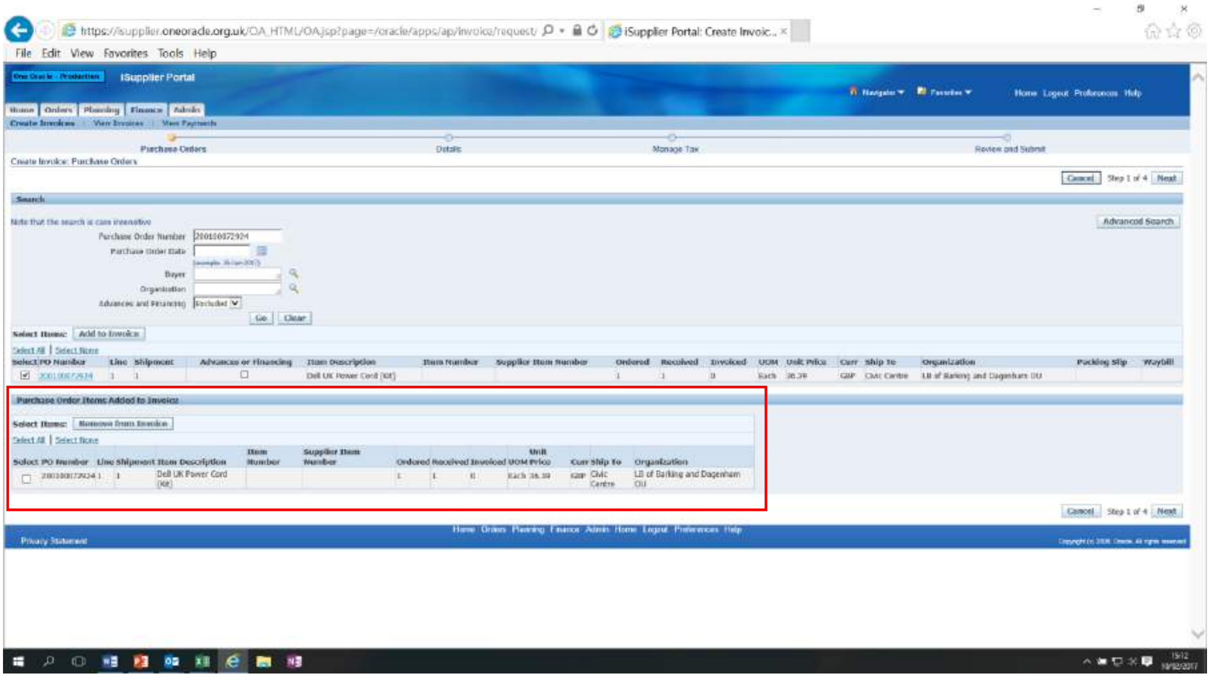
Select the lines you wish to invoice for or click **Select All** if relevant to the invoice



Once you have selected the lines to be invoices, click **Add to Invoice:**



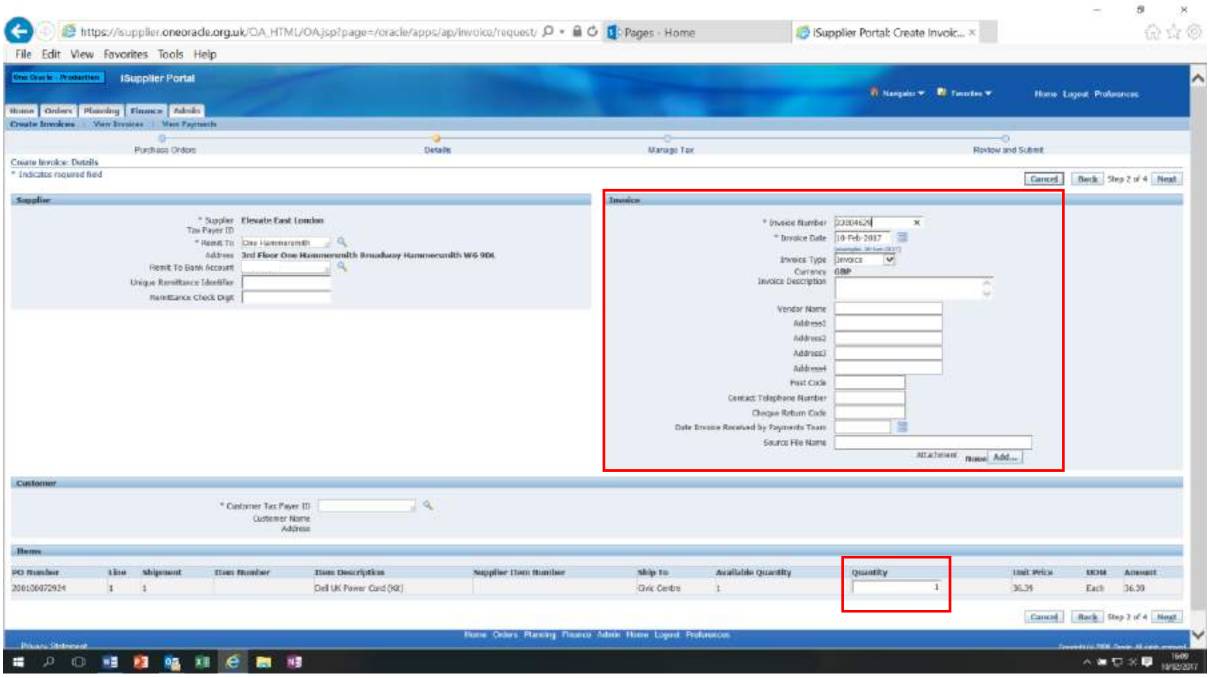
Your items will then show at the bottom of the screen as **Added to invoice:**



At this point you can also add another order to the invoice (if you have multiple orders to invoice for). Just repeat the process above and once you have clicked on **Add to Invoice** for the second item, all lines for both orders will be shown at the bottom of the screen.

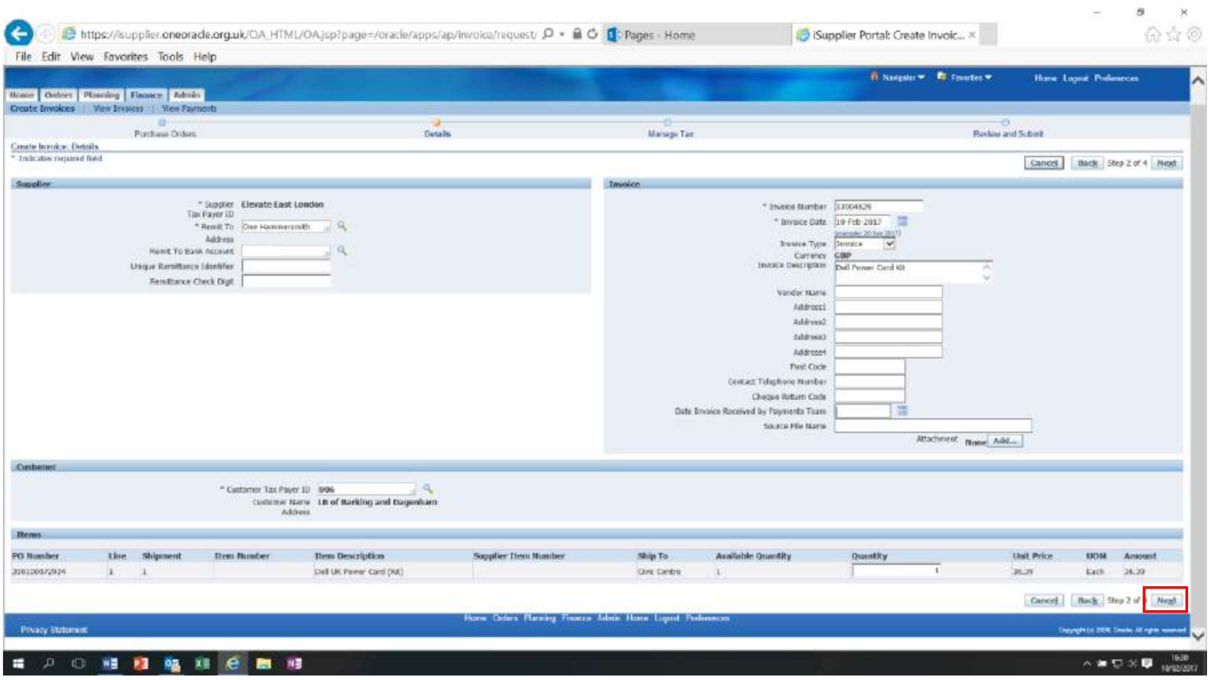
Once you have all of your items added to the invoice, click **next.**

Enter your unique **Invoice Number** and check the **Quantity** you are invoicing for is correct. Adding a brief description of the invoice can also be made but is not essential. You can also add a PDF copy of the invoice too by clicking on the **Add** button:



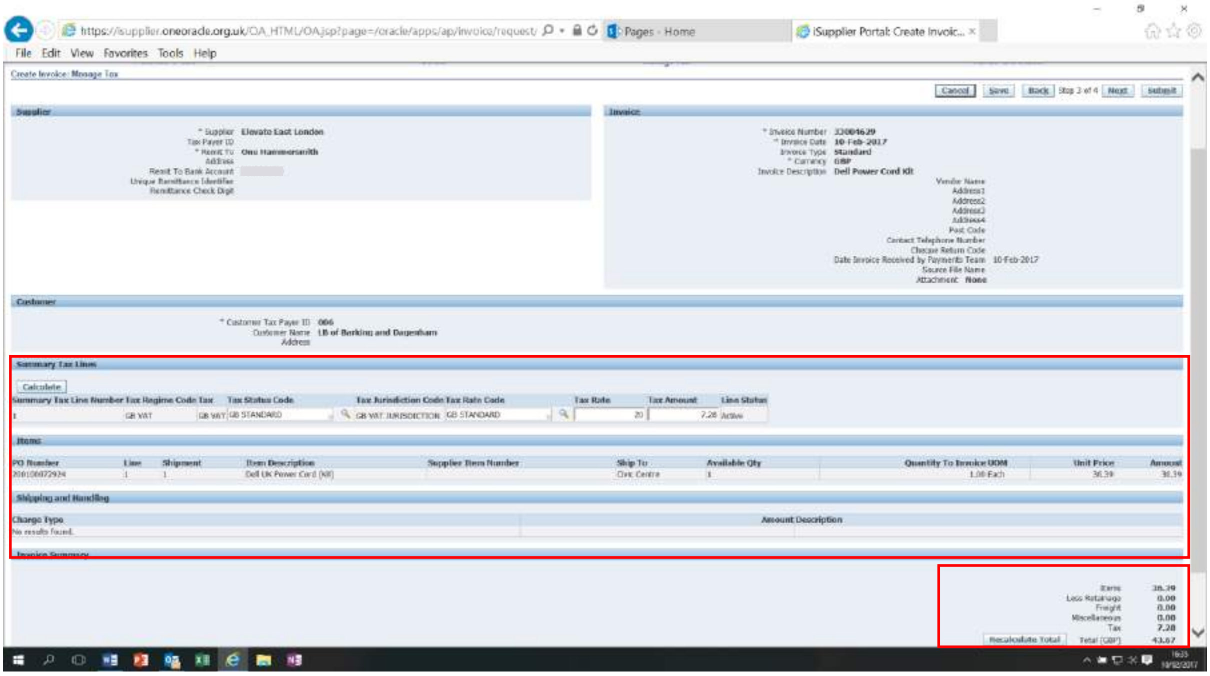
If you cannot supply the full quantity immediately, amend the **Quantity** field to read the amount you are supplying as we will only pay for what we have received. You can repeat this process and invoice us for the remaining items (putting a letter after the original number is accepted, e.g. Invoice Number for first item – BD001, invoice for remaining item(s) – BD001a).

If these fields are correct, click **Next:**

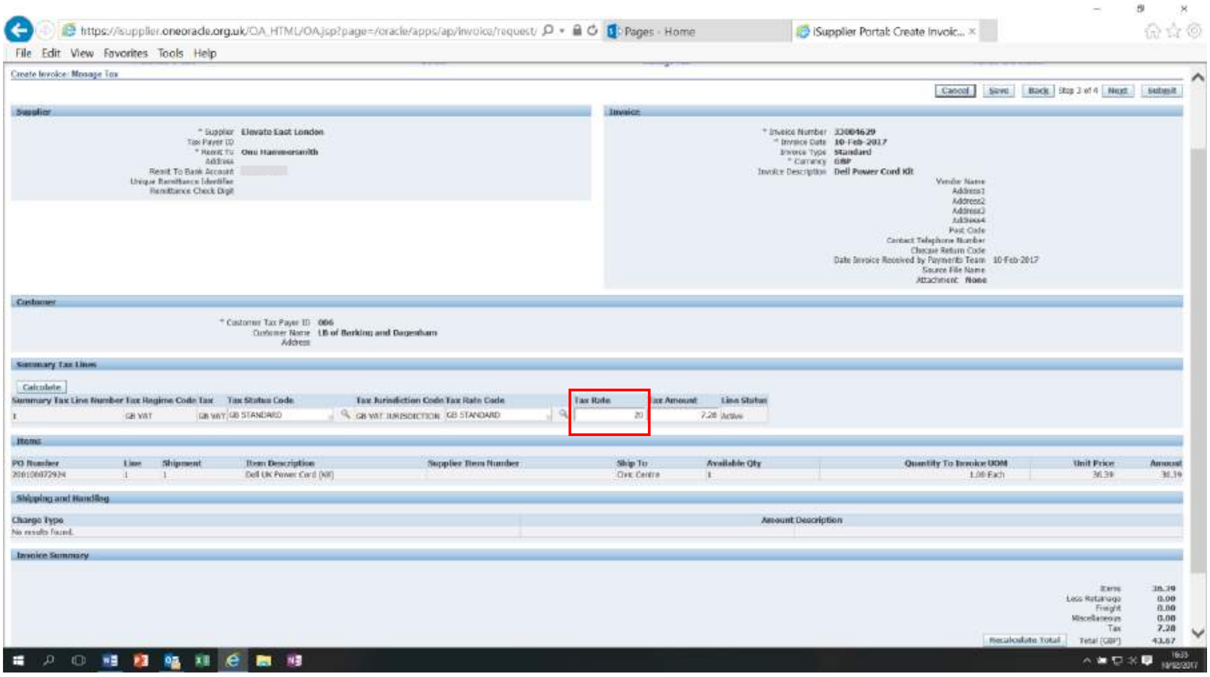


The following screen shows you the **Tax Lines** and calculates the total of the order including tax:

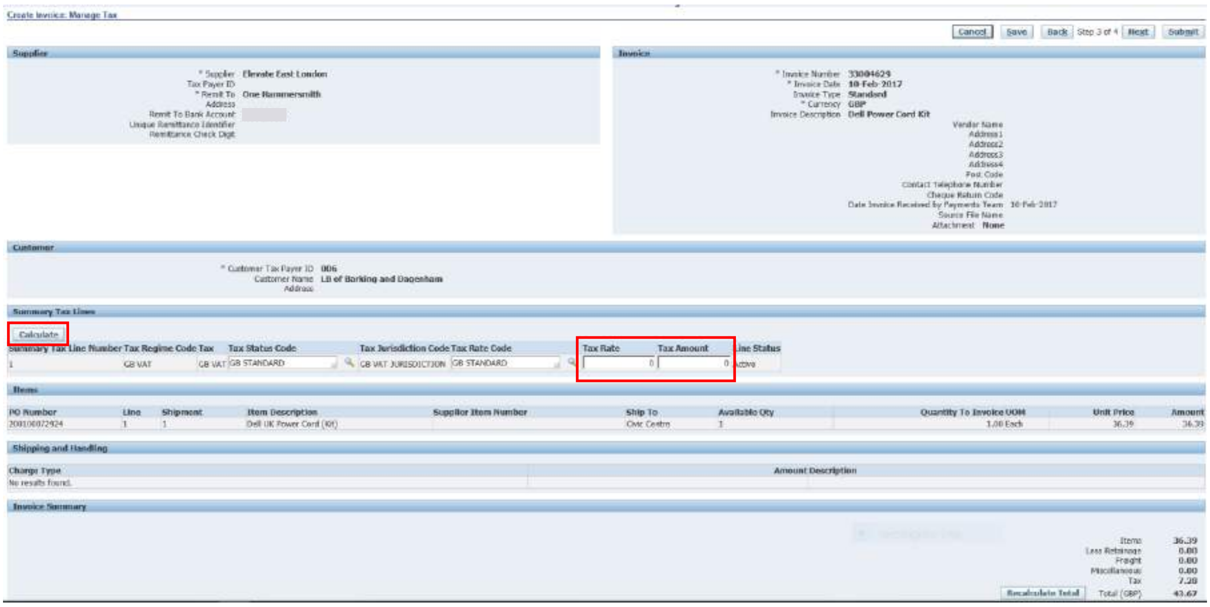
(If you are not tax registered, this should say “0”)



If you should have not have tax added to your invoices, you can amend this by changing the **Tax Rate** field to read “0”:

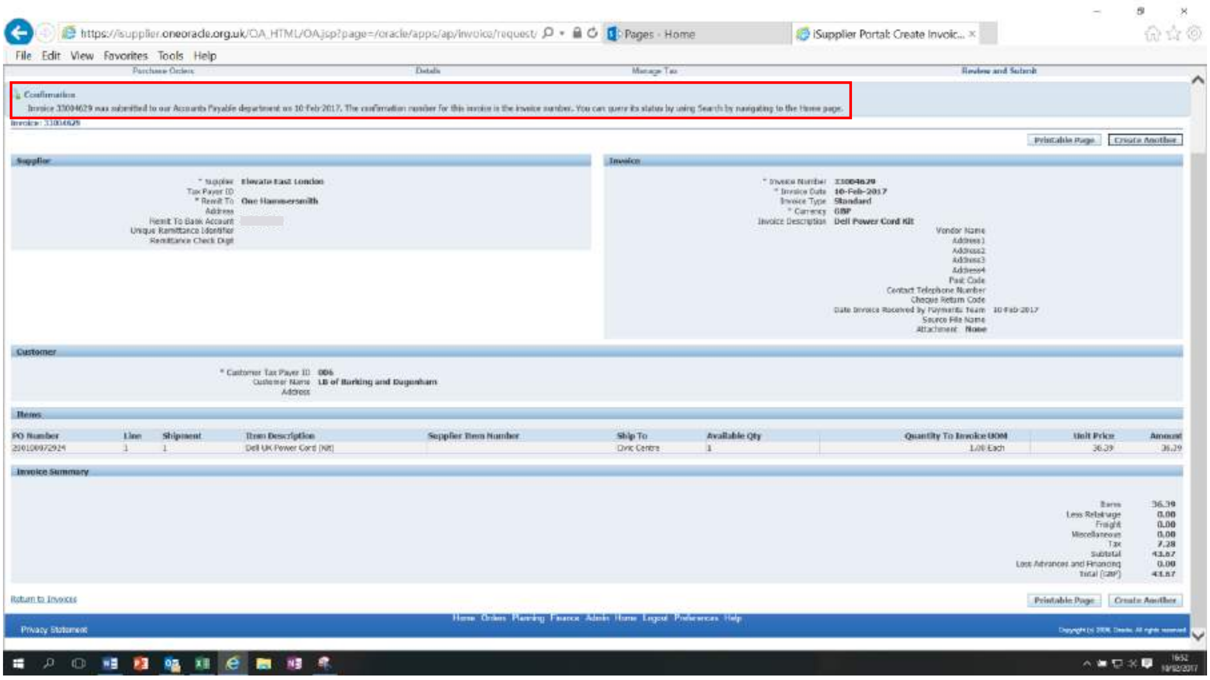


By clicking on the **Calculate** button, the **Tax Amount** fields will change:



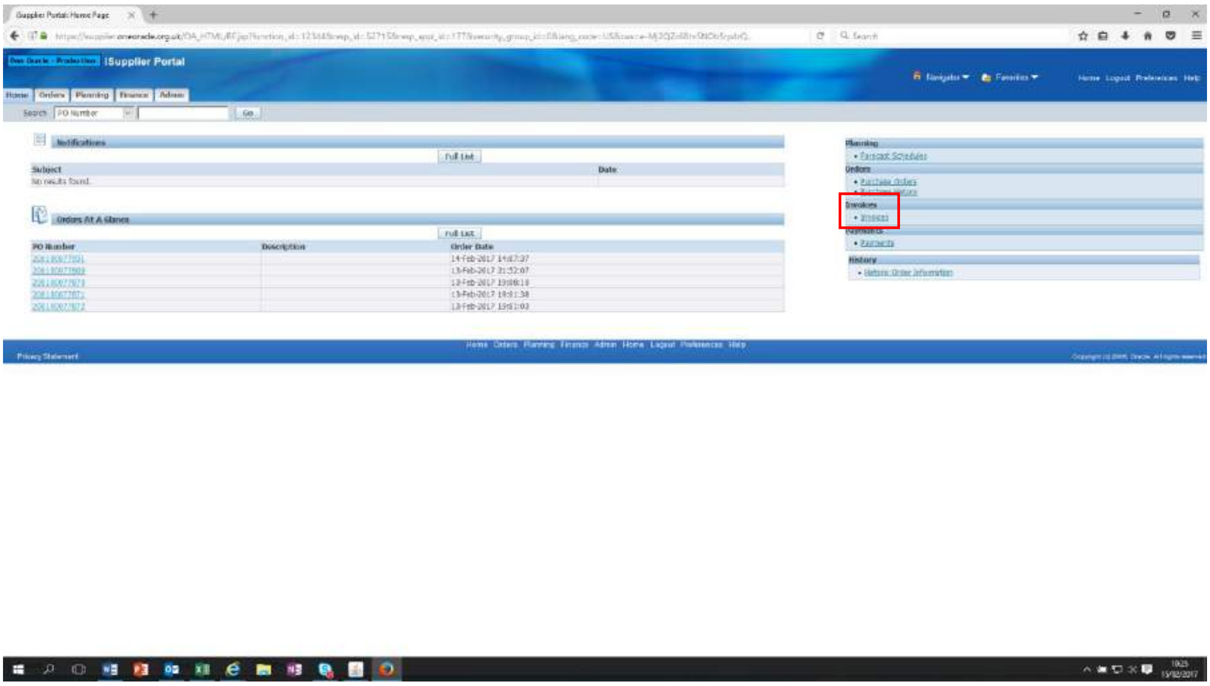
If you then click on the **Recalculate Total** button at the bottom of the page, the Tax line will read “0”:

If all is correct on the screen, click **Submit** and you will see a confirmation screen that your invoice has been submitted to our Accounts Payable Team.

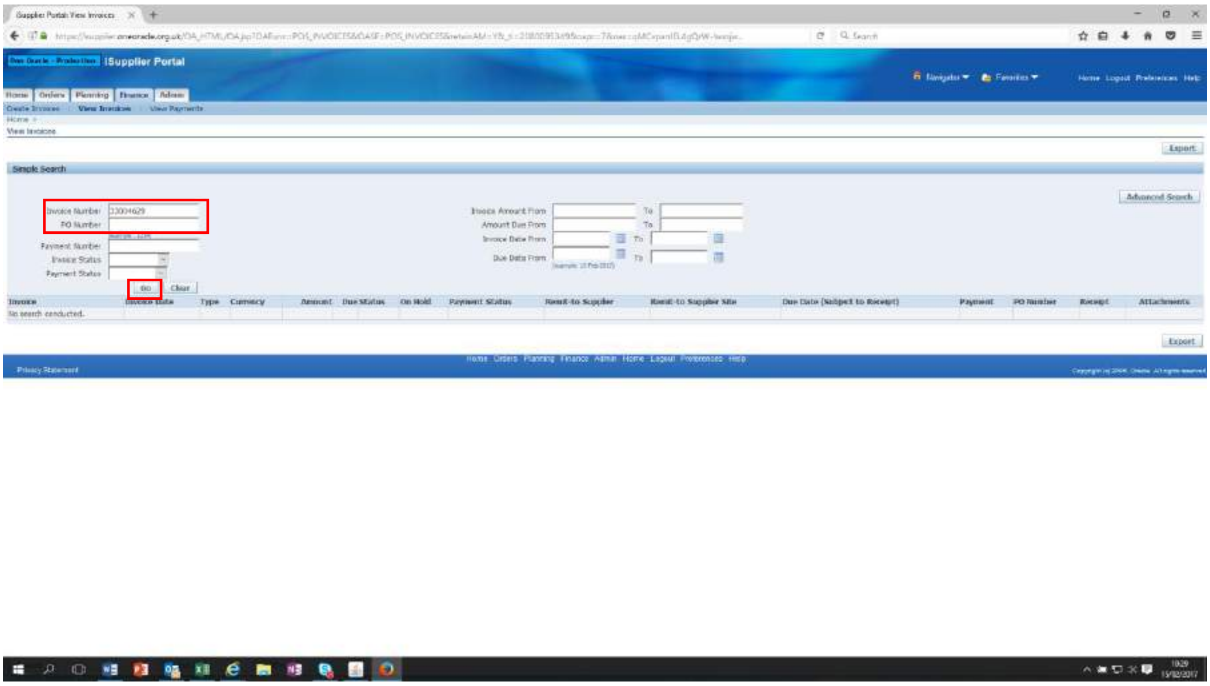


How to view an invoice on iSupplier

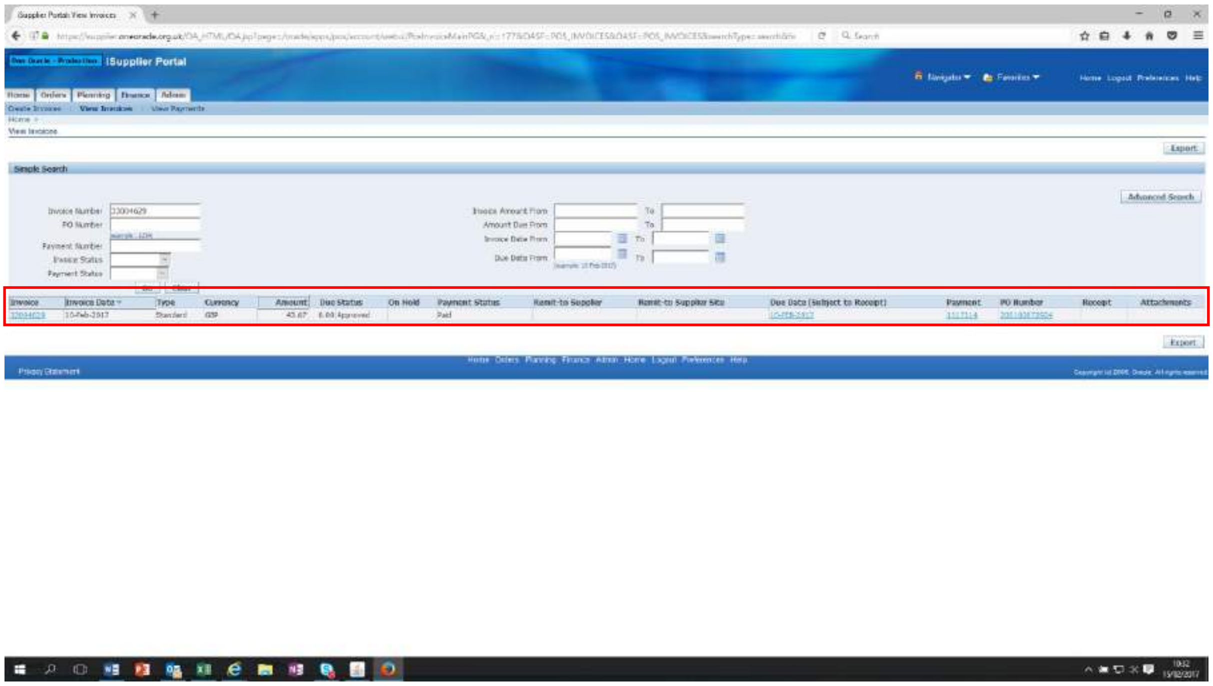
From the **iSupplier Portal Home Page** click on **Invoices** under the **Invoice** heading:



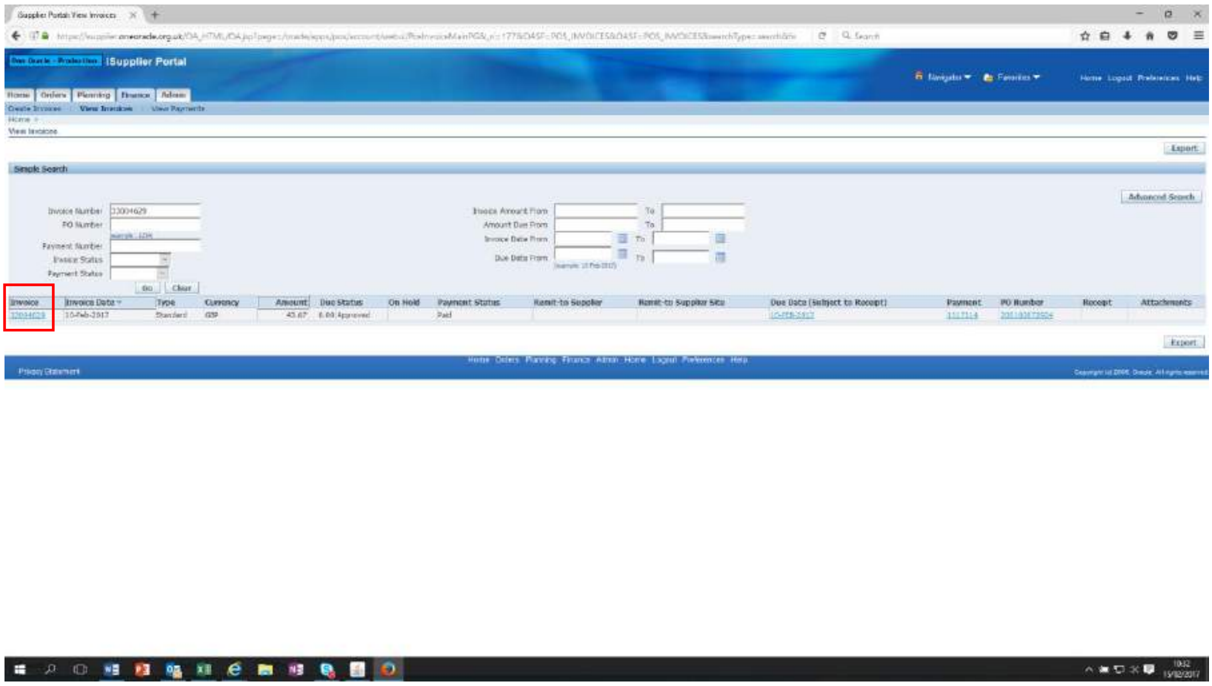
Type in the relevant search field the information you have available i.e. **Invoice Number / Purchase Order Number** and then click **Go**:



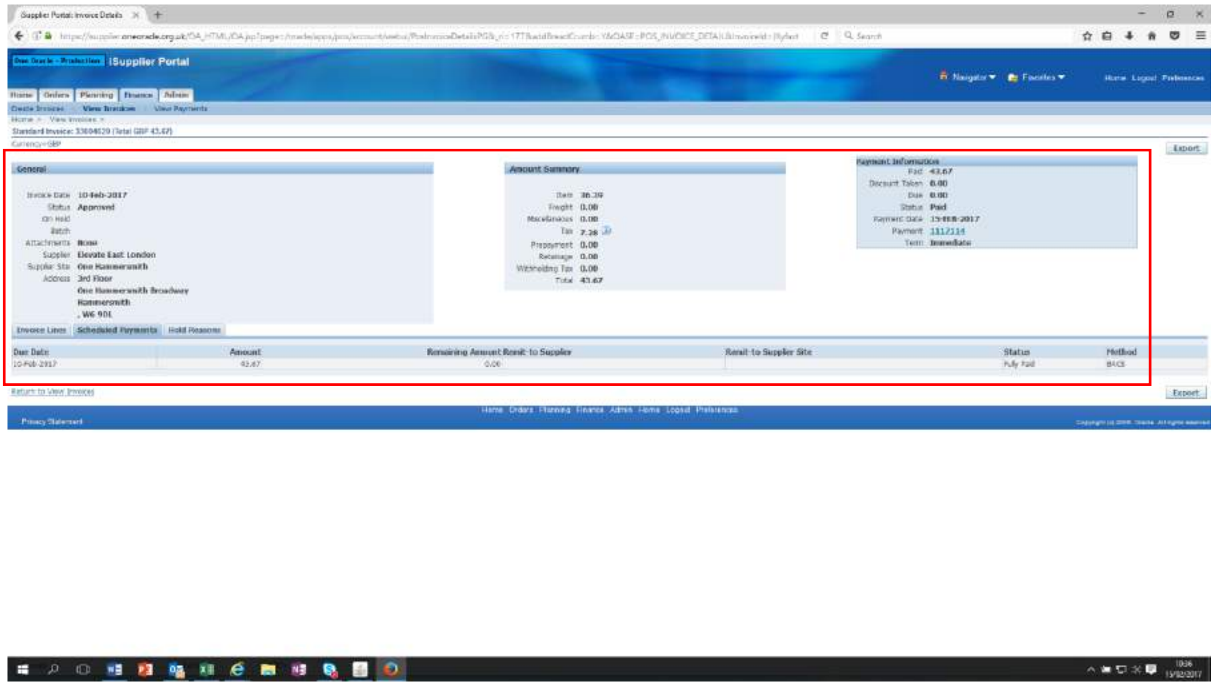
The invoice details will be displayed:



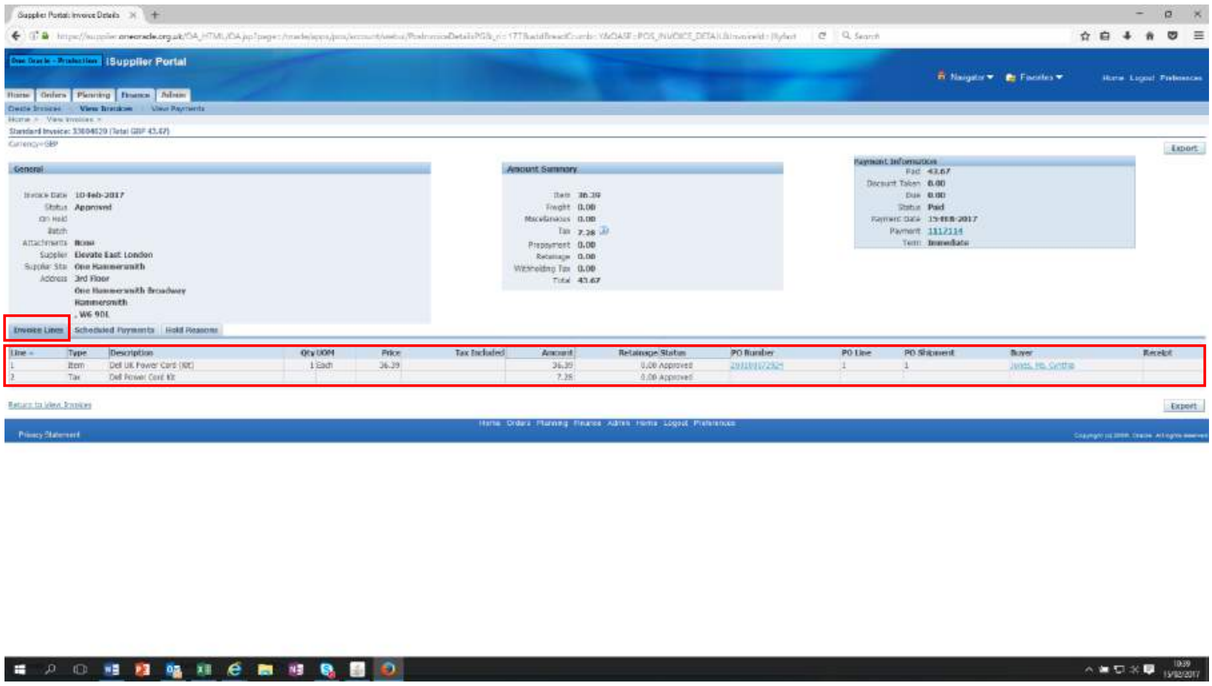
Click on the **Invoice Number:**



The next screen will default to the **Scheduled Payments** screen. This tells you the **date** your invoice is due to be paid, the **amount** of the payment and the **Status** of the payment:

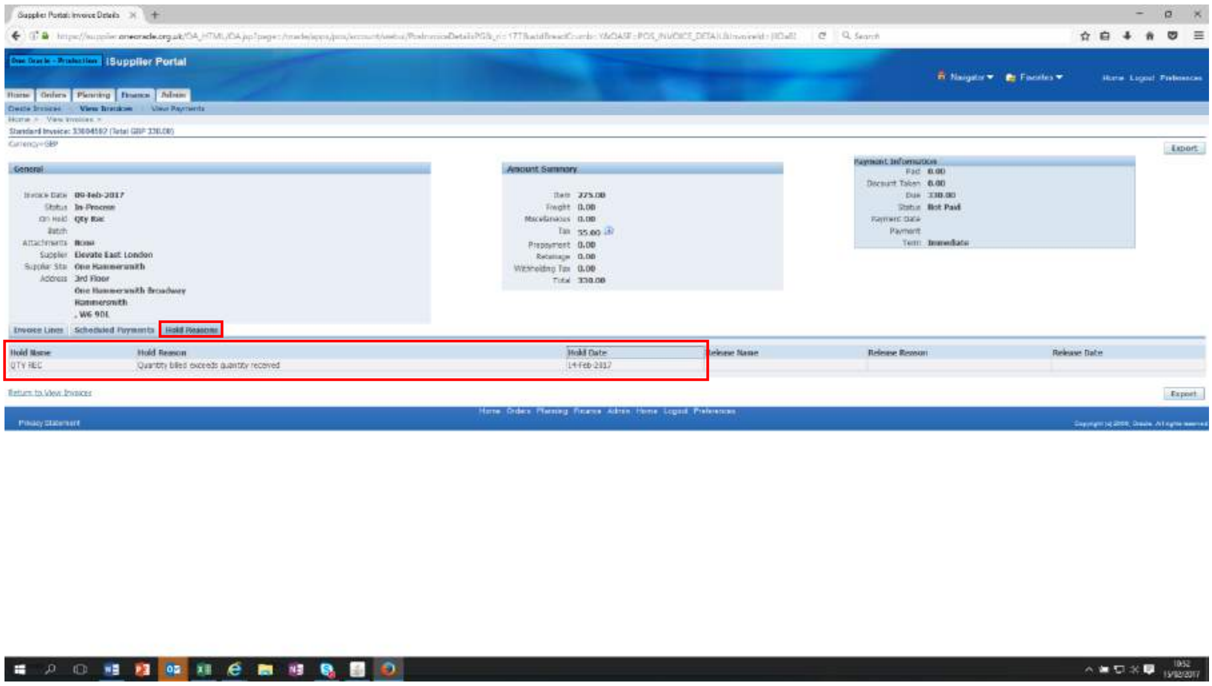


Invoice Line – Shows you exactly that and if your **Status** says "On Hold", clicking on **Hold Reasons** will tell you why:



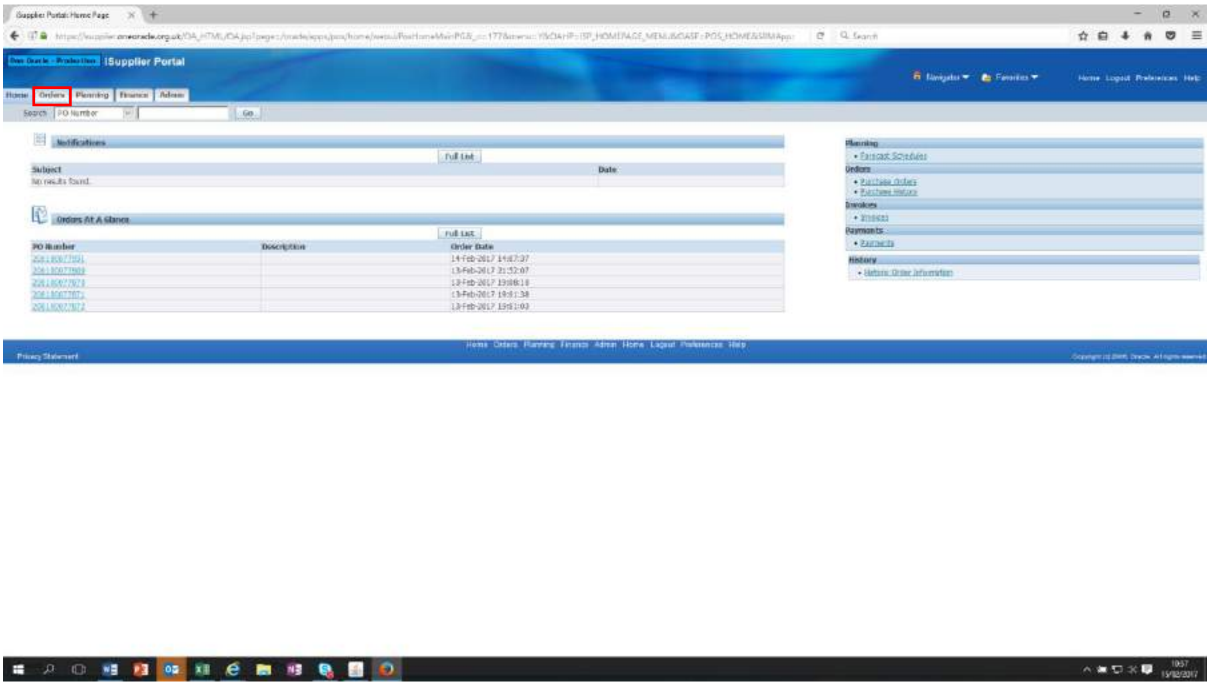
Below is an example of an order that will currently not be paid. The order has been invoiced but currently that invoice will not be paid as the items have not been receipted.

If your Purchase Order has not been receipted, you may need to contact the Requisitioner i.e. the LBBD member of staff that ordered the Goods/Service, to see why they have not done this. **<u>Do not</u>** contact the Buyer quoted as that individual is just the member of the LBBD Procurement Team that helped raise the Purchase Order to you.

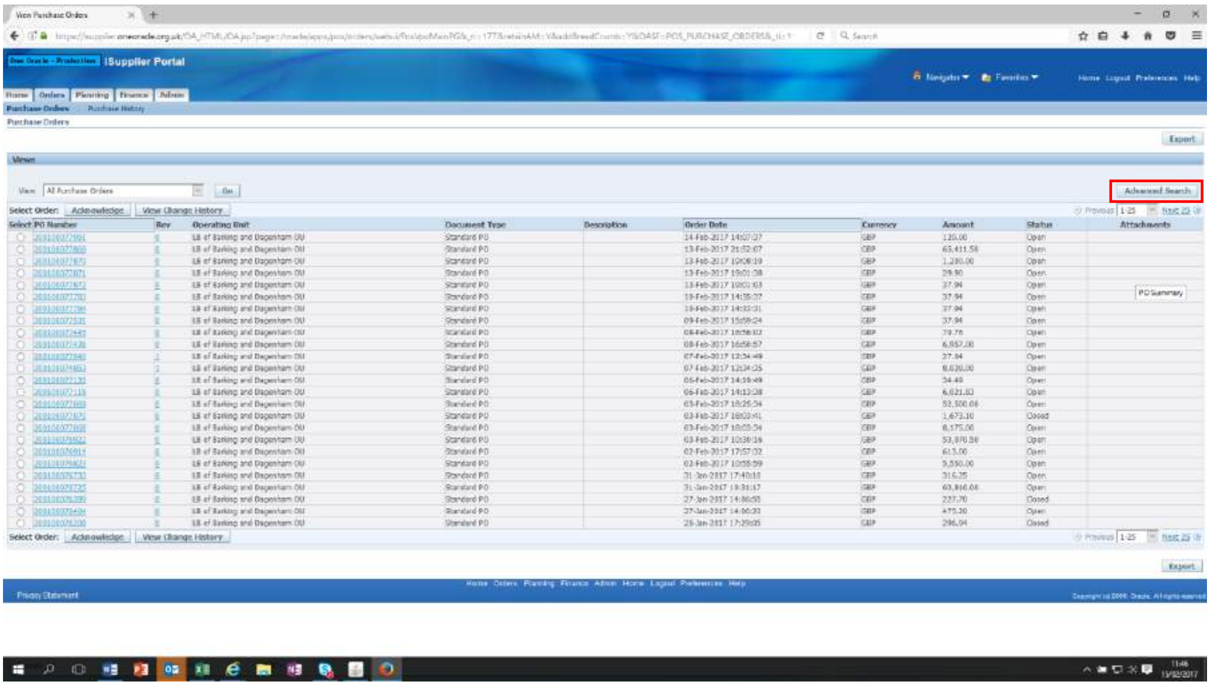


How to see if a Purchase Order has been receipted

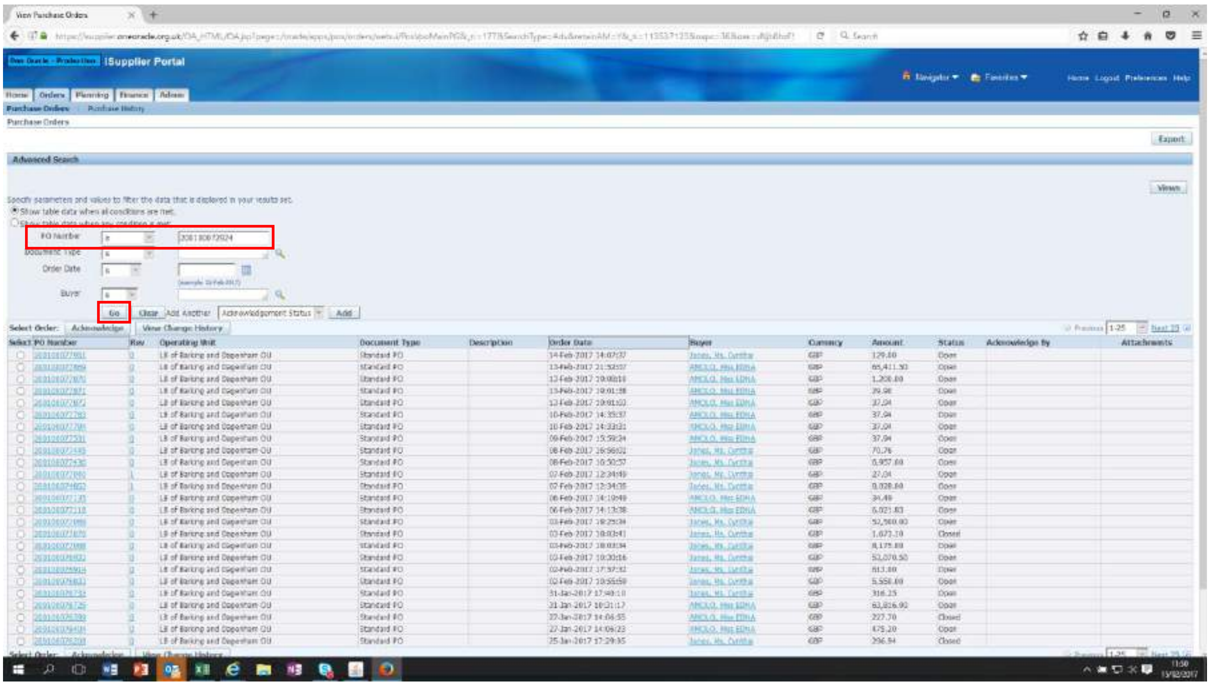
From the **iSupplier Portal Home Page**, click on the **Orders** tab:



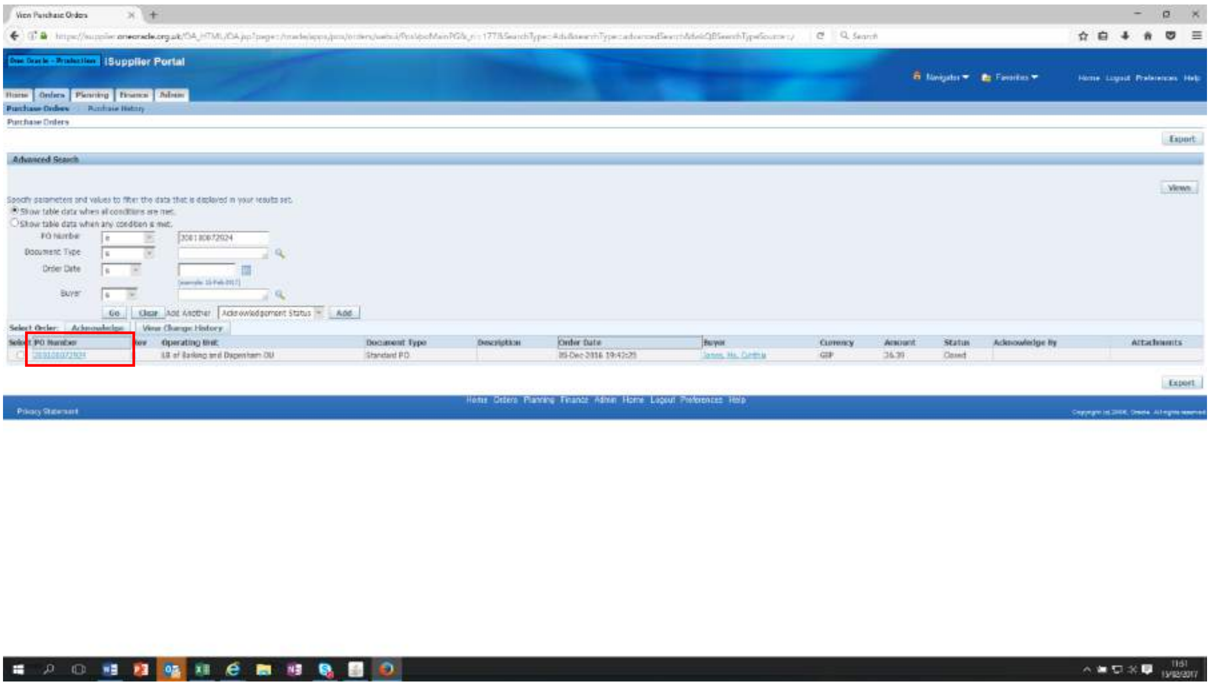
Click **Advanced Search:**



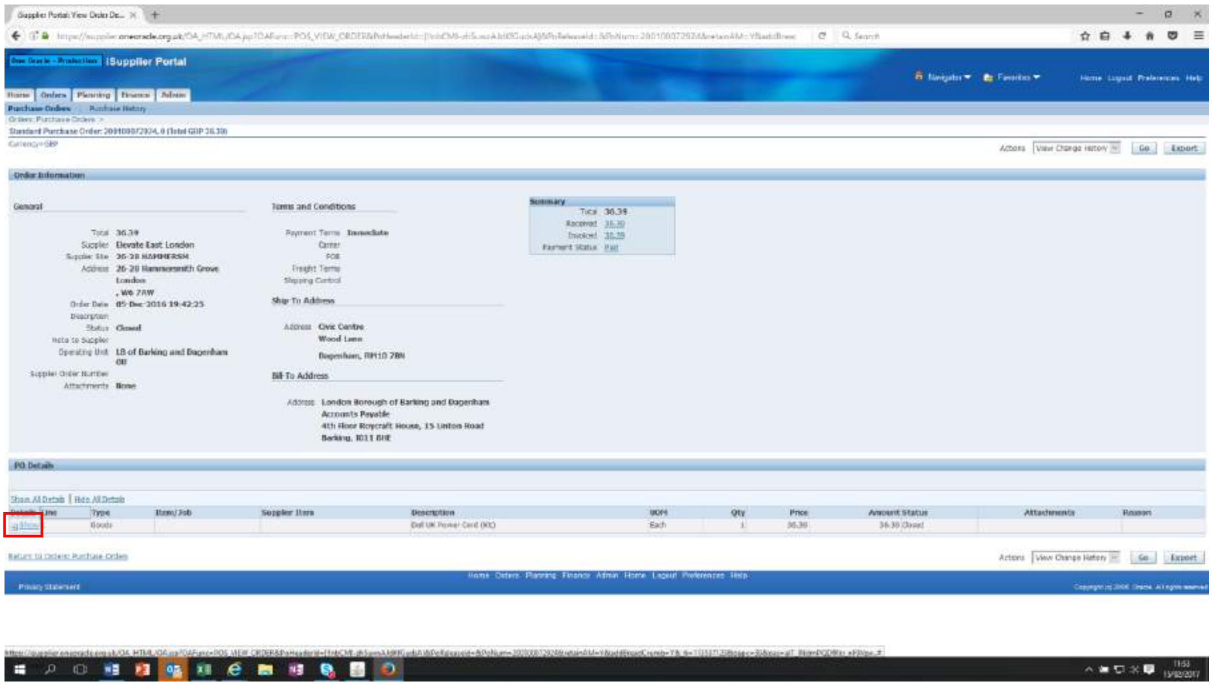
Type the relevant **Purchase Order Number** into the search field and click **Go:**



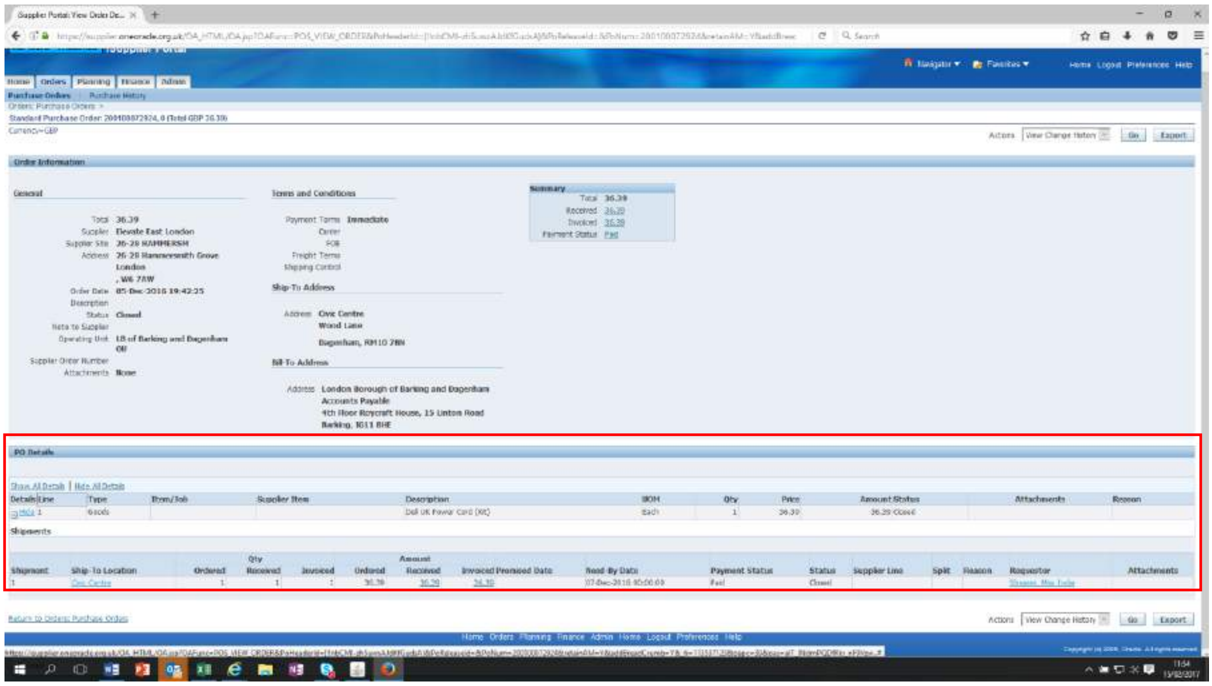
Click on the **Purchase Order Number:**



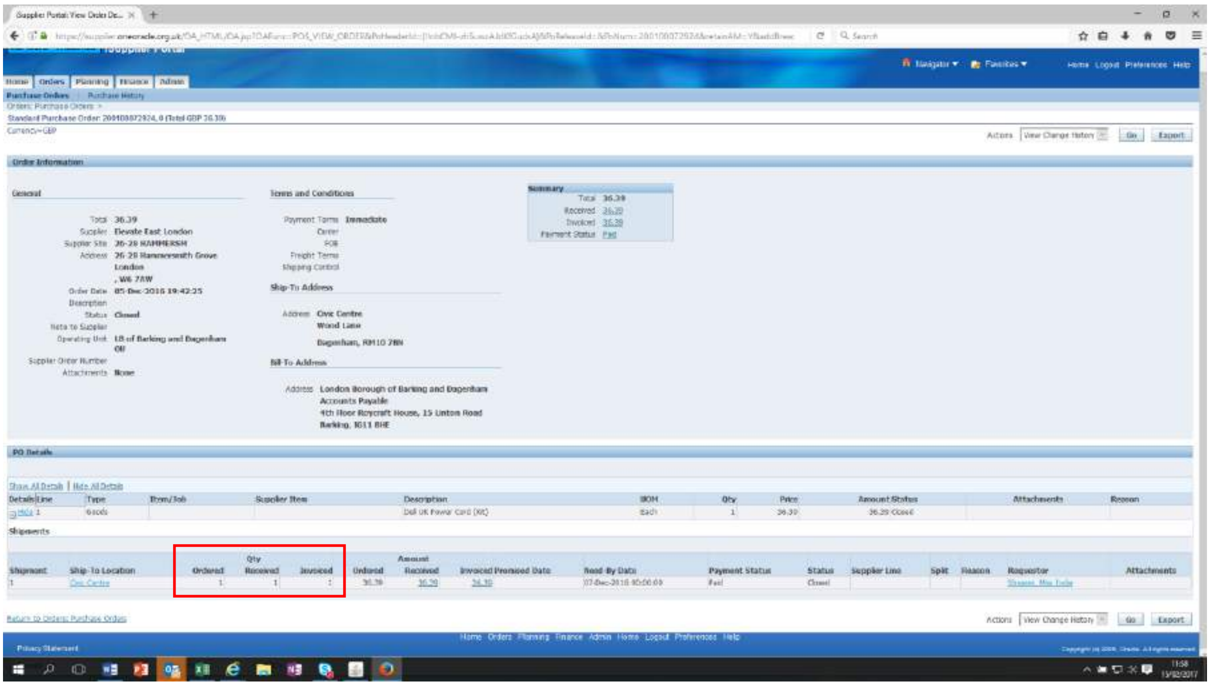
Click on **Show** at the beginning of each line:



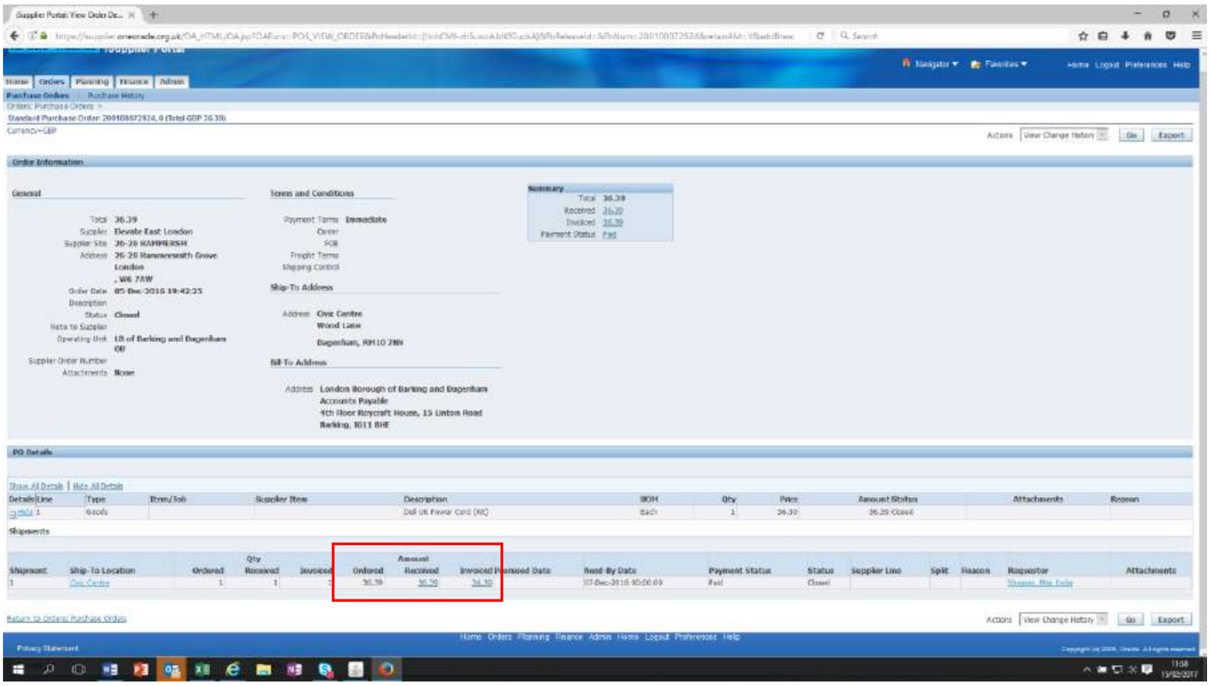
The full details will then be displayed:



You will be able to see from here the quantity ordered, the quantity received, the quantity invoiced for…



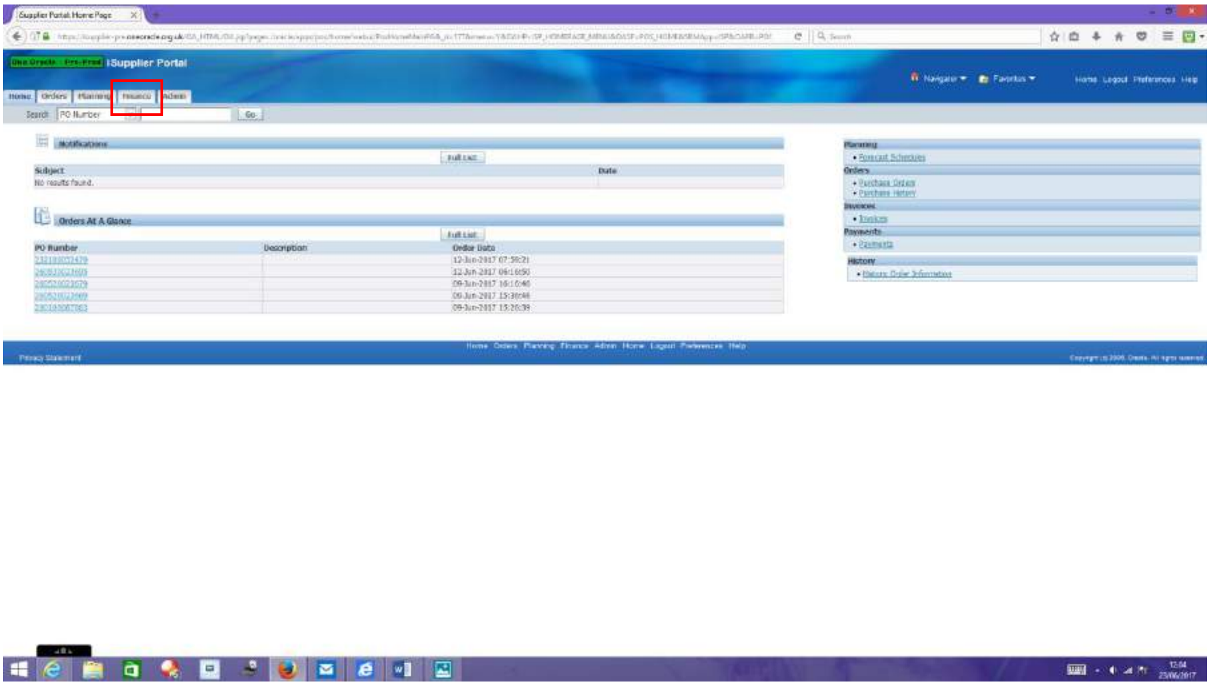
…the amount of the order, the amount received and the amount you have invoiced for:



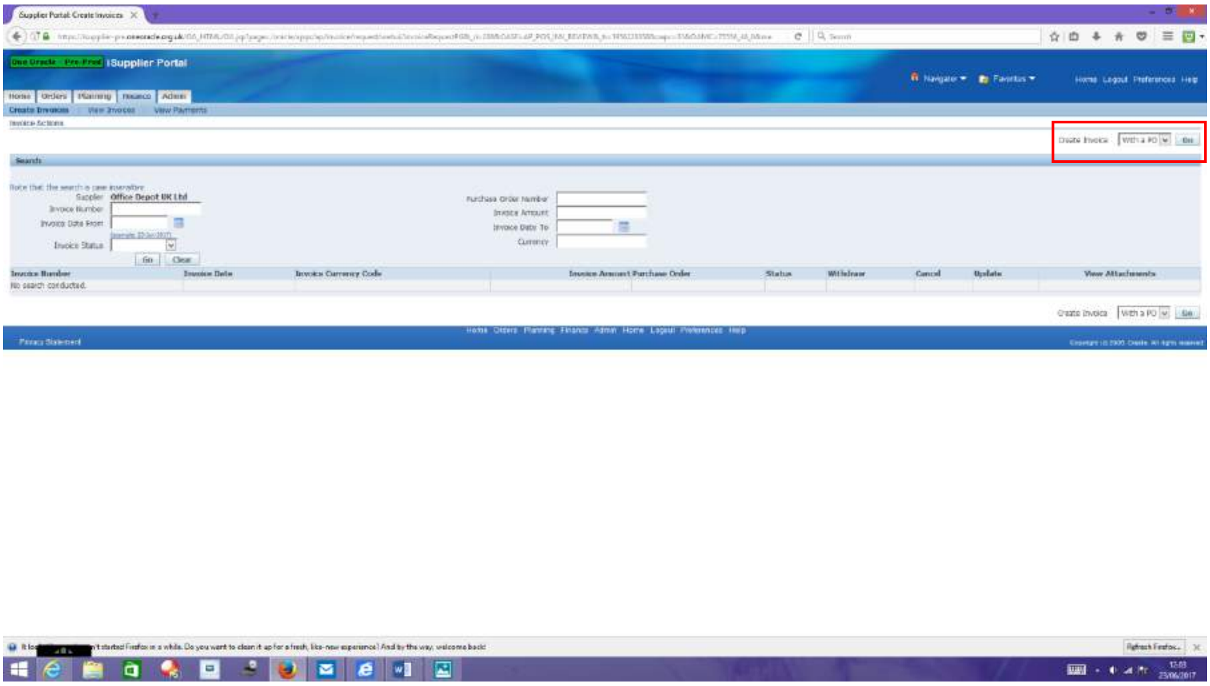
How to create a Credit Note

(You will need to have the relevant Purchase Order Number to hand at this point)

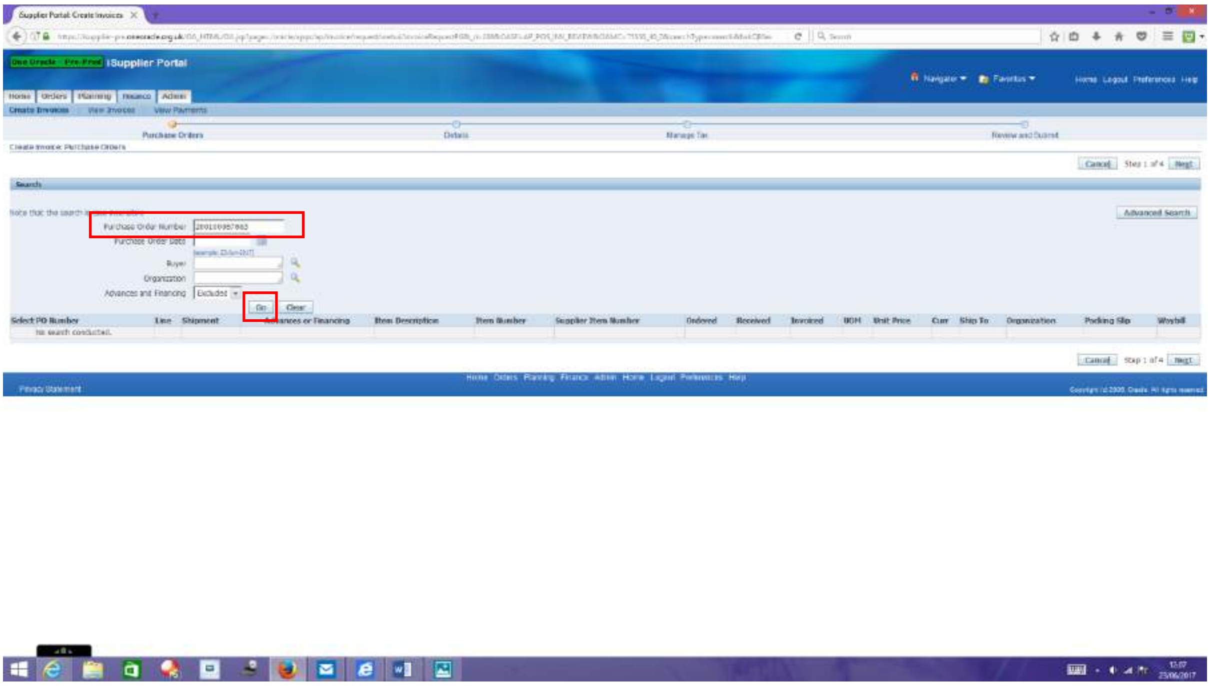
From the iSupplier Homepage, click on the **Finance** tab:



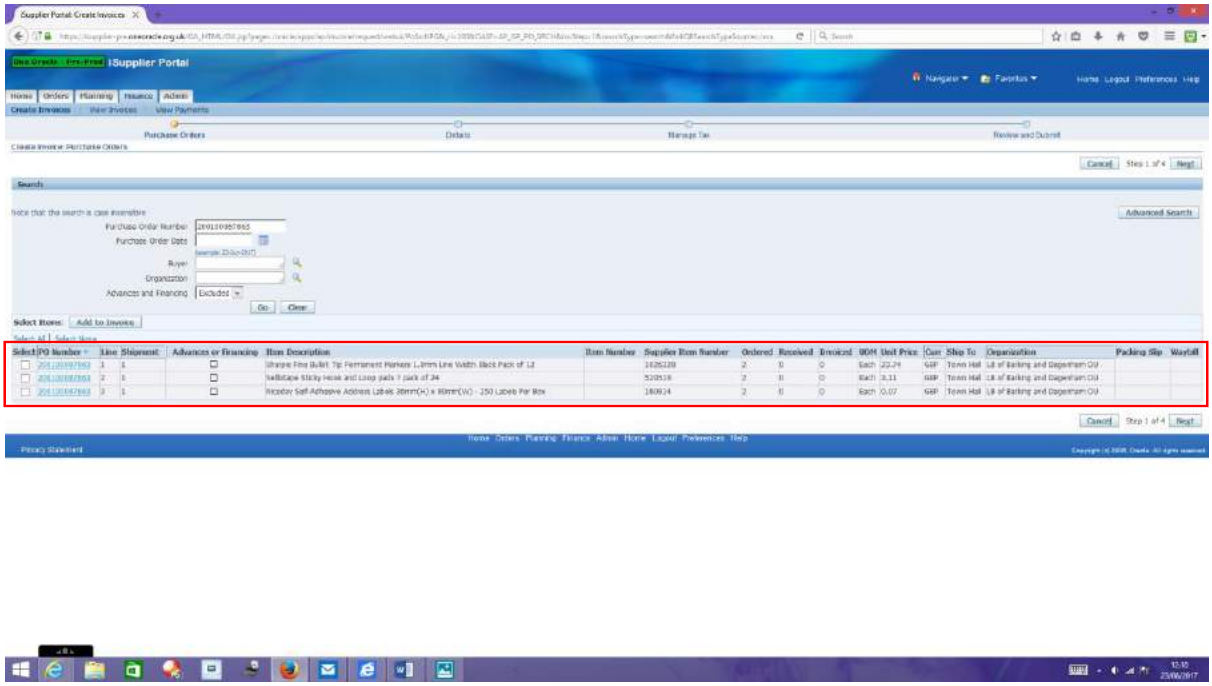
Click on **Go** next to **Create Invoice with a PO:**



Type in the **Purchase Order Number** in the relevant field and click **Go**:



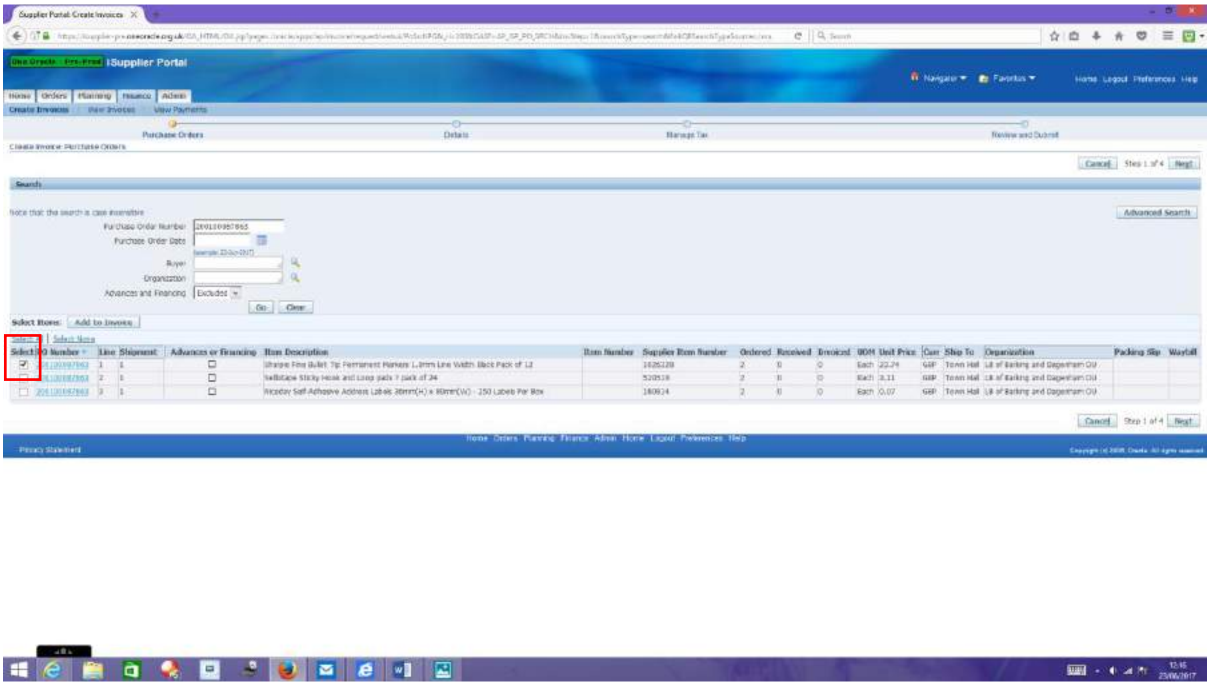
The Purchase Order will appear under the search fields:



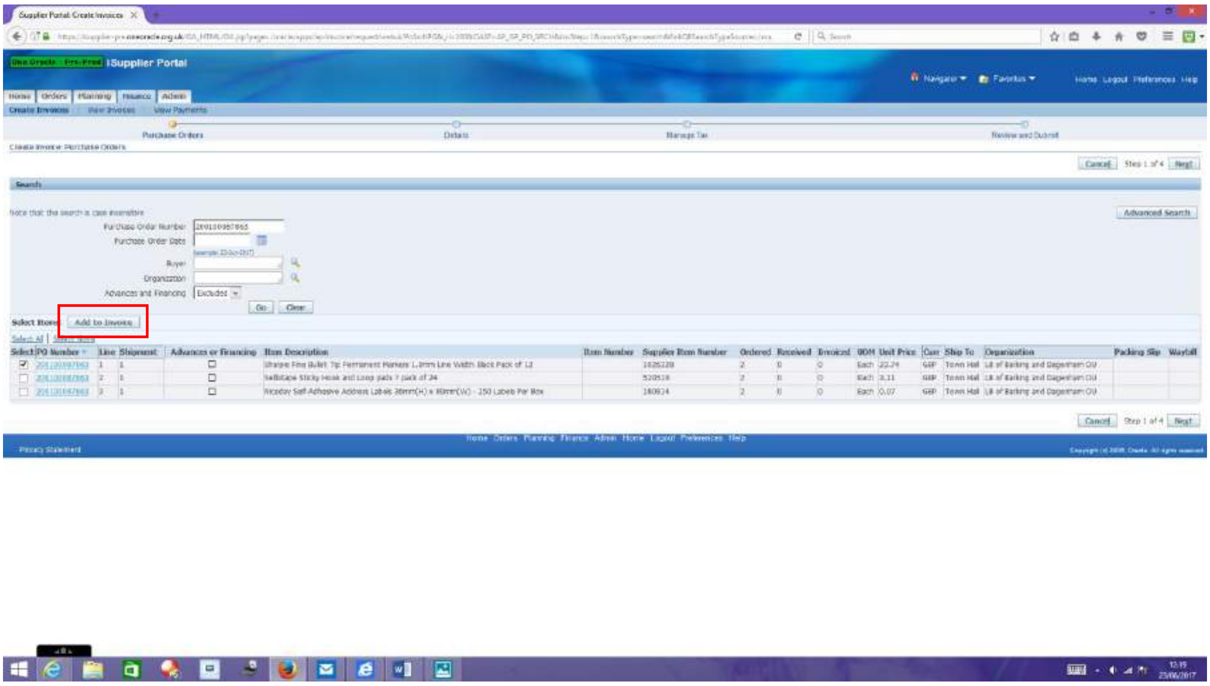
If there is more than 1 line to the Purchase Order, they will be listed under each other.

<u>Please Note:</u> This screen only shows the first 10 lines of the order. If the order has more than 10 lines and you are crediting for items on both pages, you will need to select the items on the first page and then click onto the next page and select the items on that page too. Select All DOES NOT add all items on the order to the invoice/credit note – It ONLY adds the items on the page you are viewing.

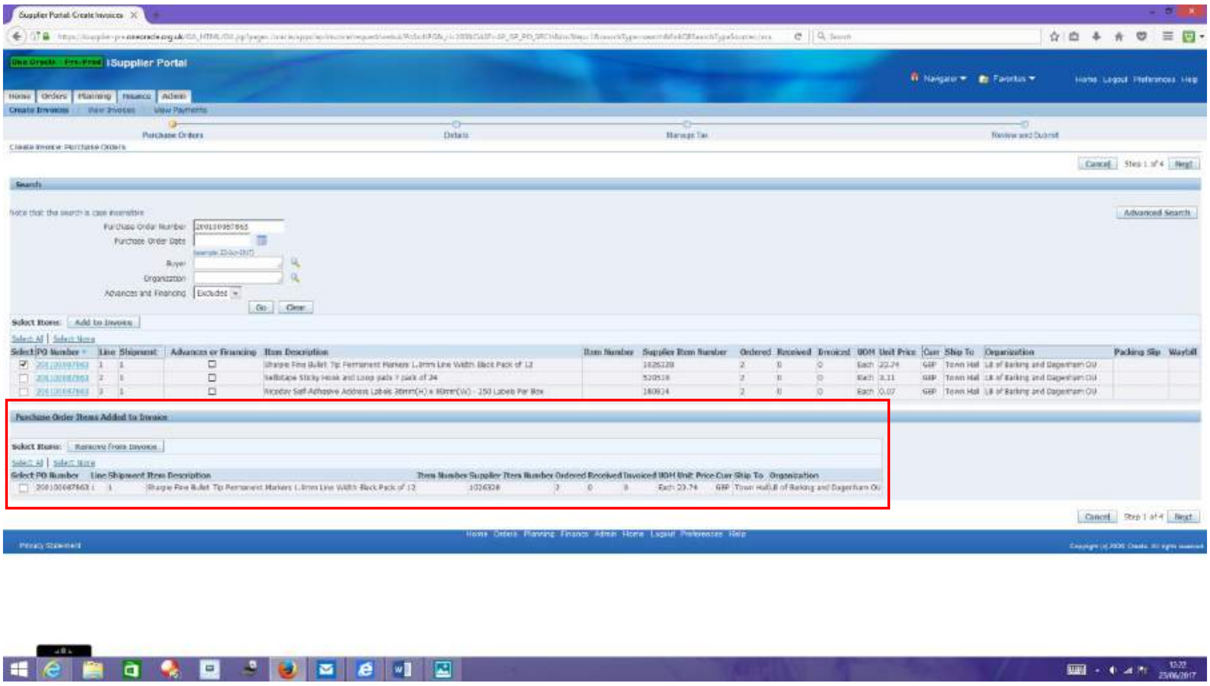
Select the lines you wish to issue a credit for or click **Select All** if relevant to the credit note:



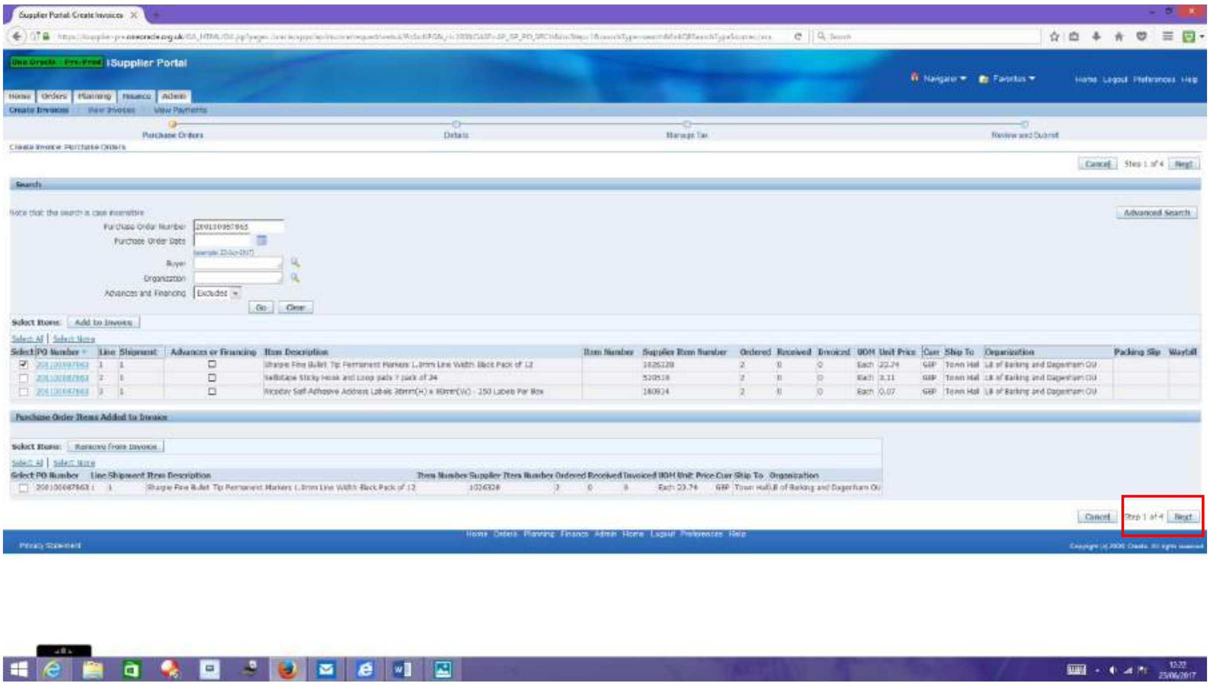
Once you have selected the lines to be credited, click **Add to Invoice:**



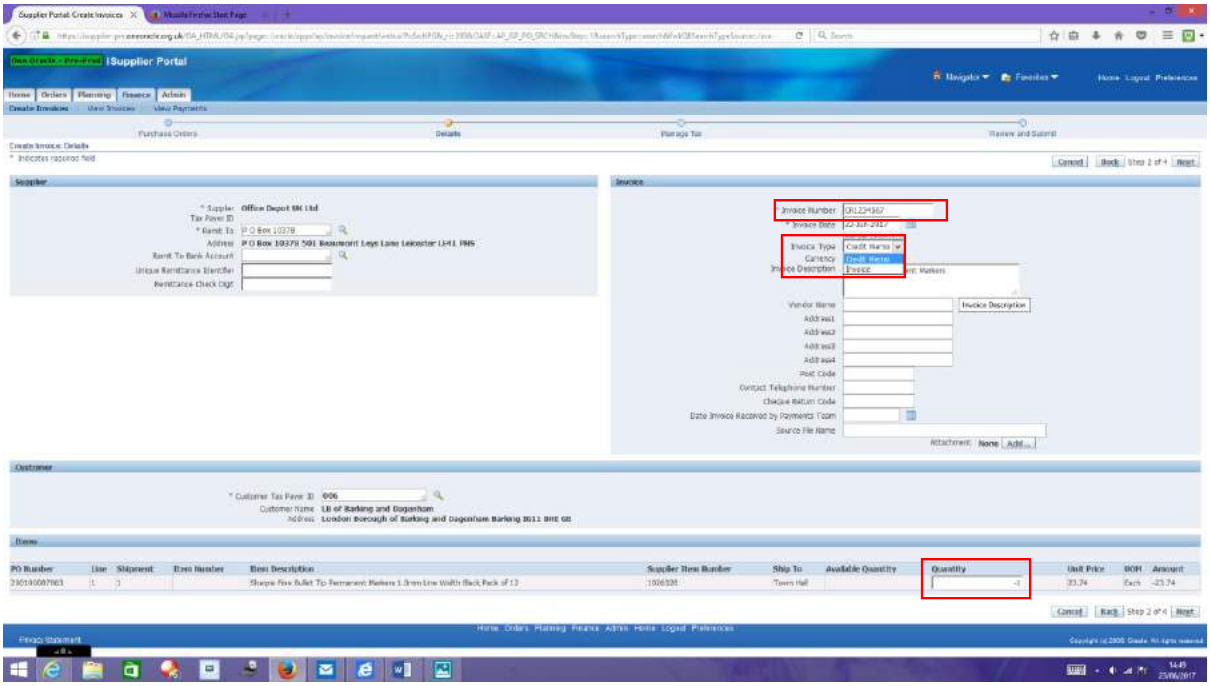
Your items will then show at the bottom of the screen as **Added to Invoice:**



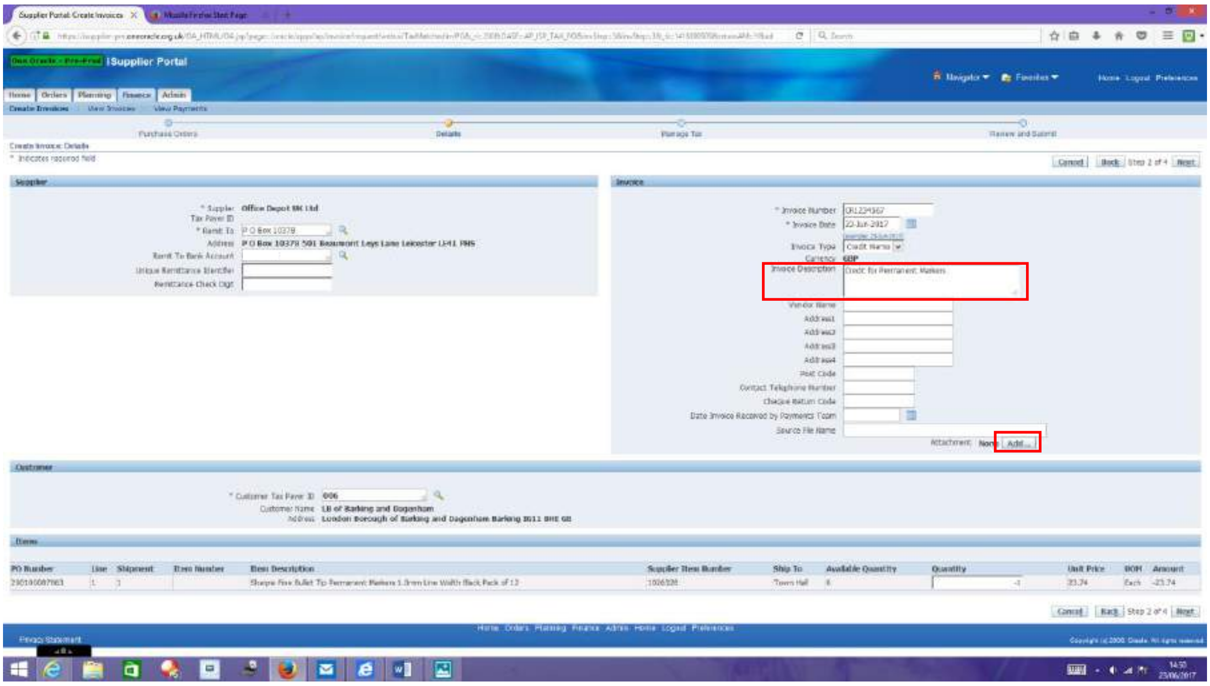
Click **Next:**



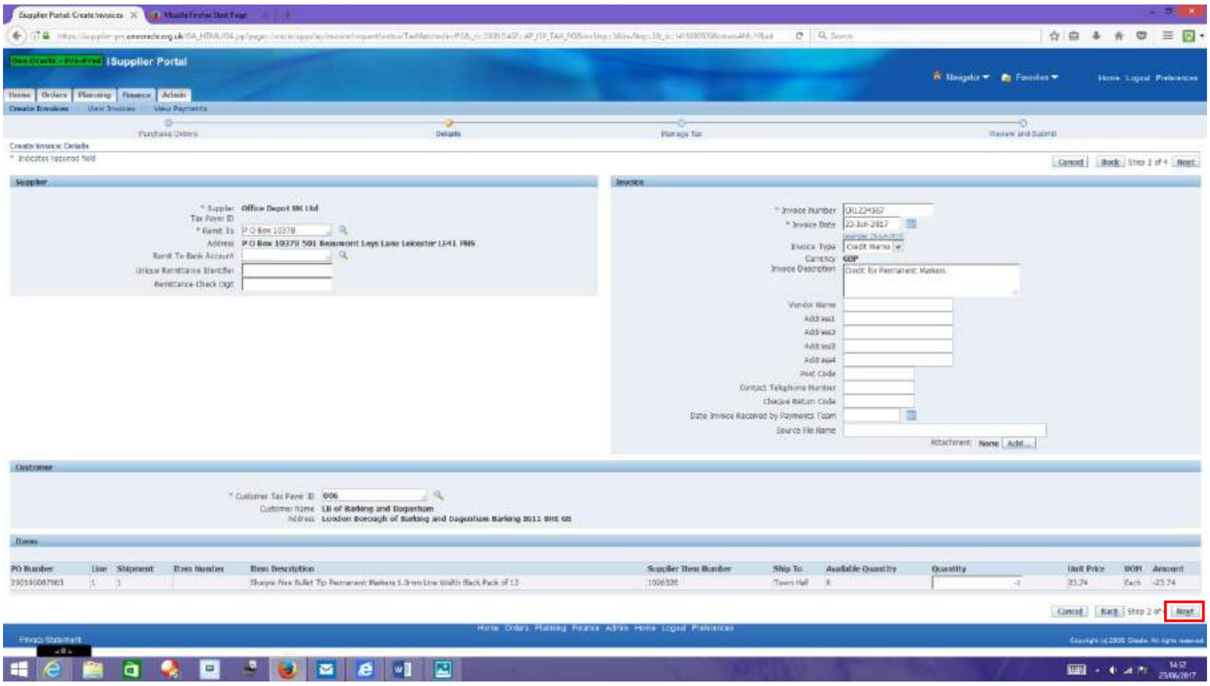
Enter your unique **Credit Note Number**, Select **Credit Memo** and enter the **Quantity** you are crediting/refunding for (be sure to put a " – " sign in front of the amount):



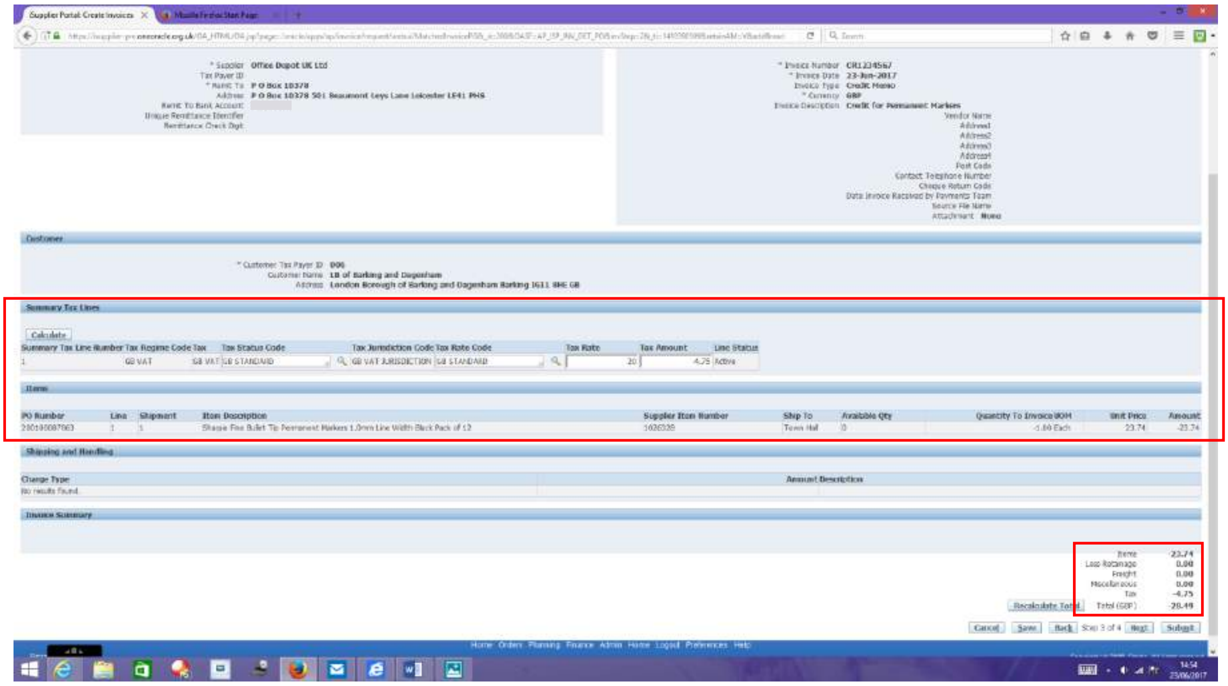
You can also add a brief description of what/why you are issuing a Credit Note but it is not essential. You can also add a PDF copy of the Credit Note too by clicking on the **Add** button:



If the fields are correct, click **Next:**



The following screen shows you the Tax Lines and calculates the total of the refund (including tax):



If all is correct, click **Submit** and you will see a confirmation screen indicating that your **Credit Memo (Note)** has been submitted.