Camden

London Borough of Camden

Automated Invoice Processing (AIP)

- Emailing PDF Invoices
- View Options

User Manual

Contents

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Introduction

This document relates to the Oracle Automated Invoice Processing where a supplier's invoicing method is:
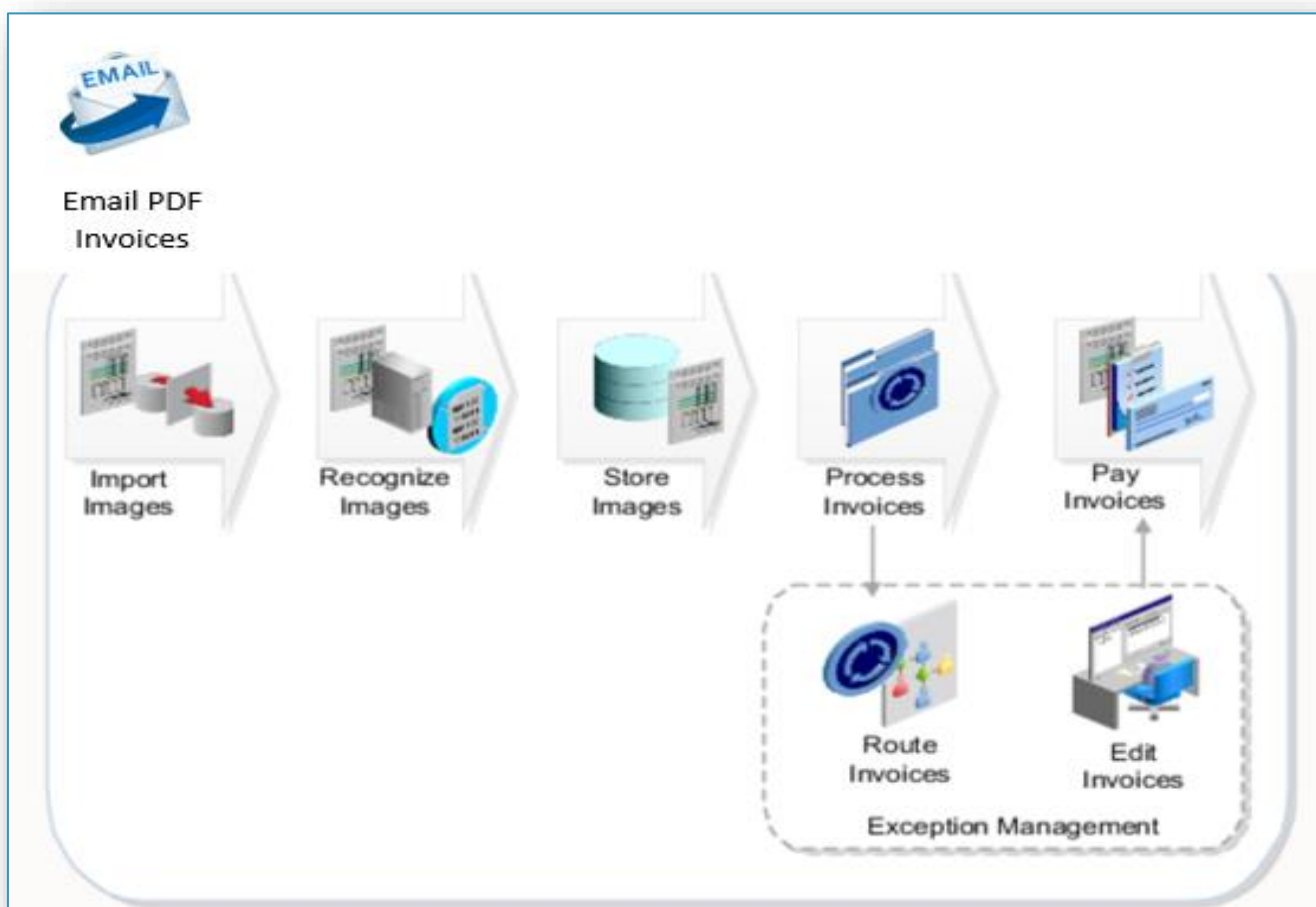- To email a PDF copy of their invoice. It then flows through an automated process of the invoice being read and imported onto the Oracle system.

The document also provides the steps involved for the supplier to View/Query:
- Purchase Orders
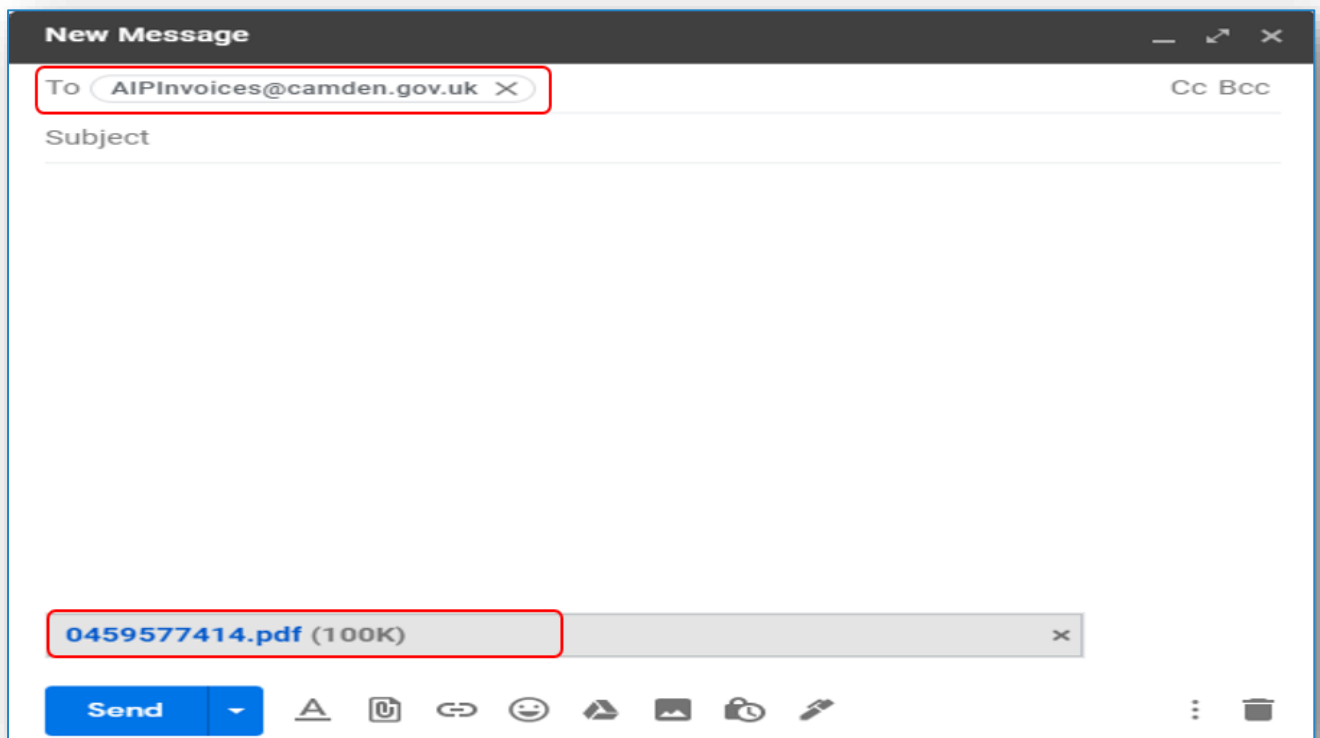- Invoices
- Payments
- Remittances

1. Oracle - AIP workflow

The Oracle Automated Invoice Processing workflow is illustrated below:

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2. Process to be followed by the Supplier

This section consists of the details regarding emailing your PDF invoice.

1. The supplier emails the PDF invoice/credit note as an attachment.

- The Email address to be used: **AIPInvoices@camden.gov.uk**
  (This is a 'No Reply' email address).

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- Below are the type of invoice scenarios that can be submitted in one email:

    i. Single page invoice in one attachment
    ii. Multiple page invoice in one attachment
   iii. Multiple attached invoices

  Please note the following:

    o One attachment in a single email should contain one invoice only and **should not exceed 10 MB**.
    o If submitting multiple attachments in a single email, the **total size of all attachments should not exceed 10 MB**.
    o Supporting documents (if any) should be included with the invoice attachment and not as a separate attachment.

2. Purchase to Pay will triage all incoming invoices and confirm the following:
   - The invoice/credit note is in PDF format
   - The purchase order is quoted on the invoice/credit note
   - The invoice/credit note is of good quality
   - The supplier exists

3. Invoices are triaged and imported into the system once every morning.
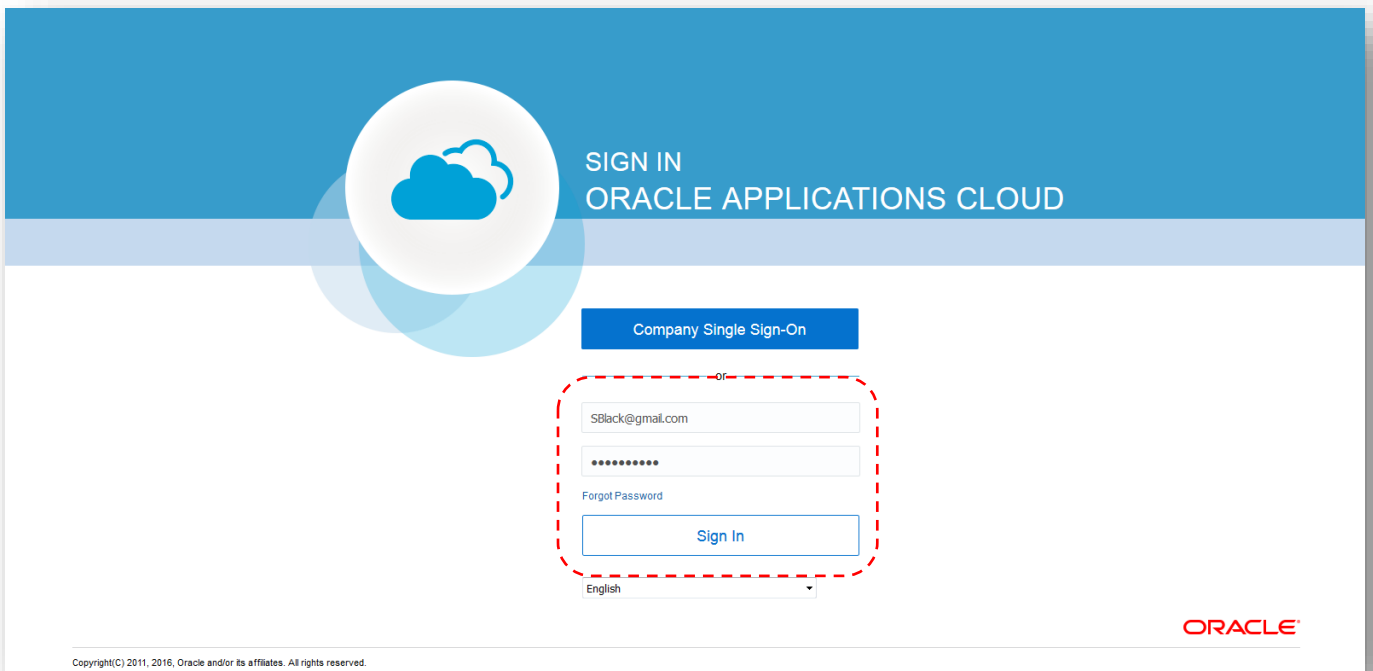
![Camden logo]

3. Logging into Oracle

This section consist of the details on how to log into the Supplier Portal on Oracle. The preferred browsers to use are Mozilla Firefox or Chrome.

1. Go to your browser and enter the Oracle site URL:
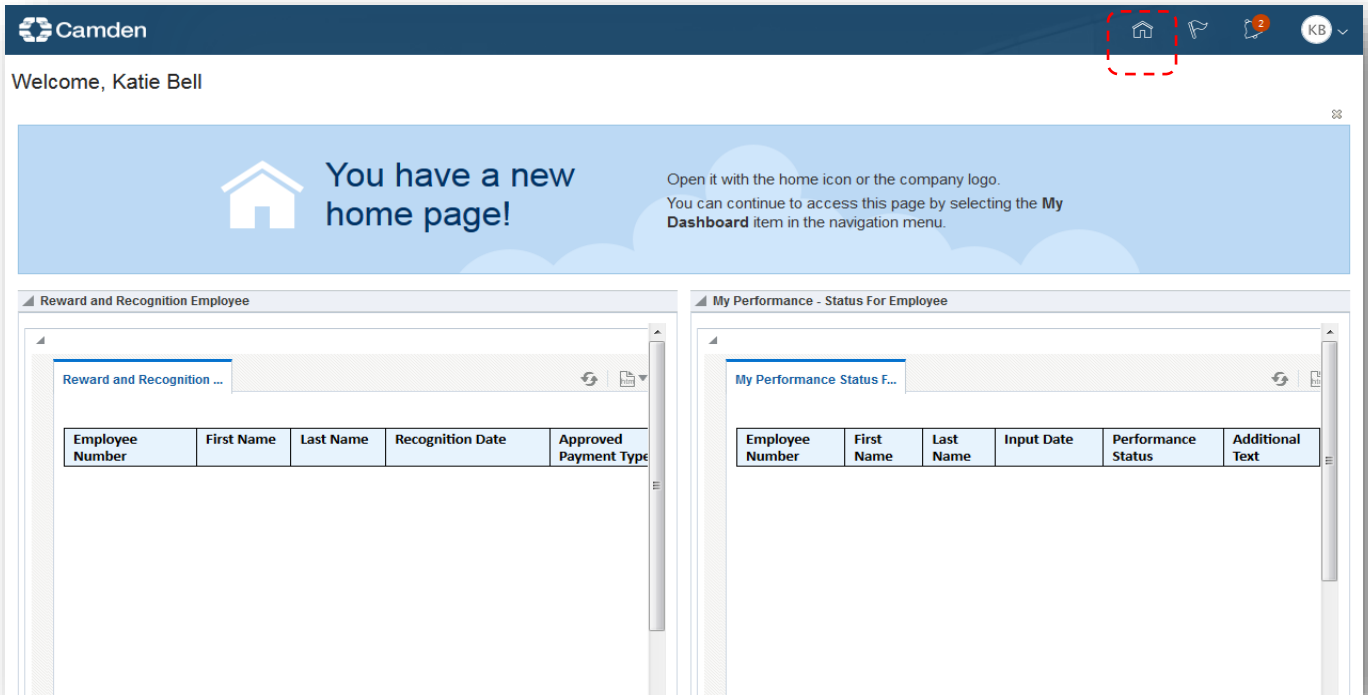
https://ecum.login.em2.oraclecloud.com
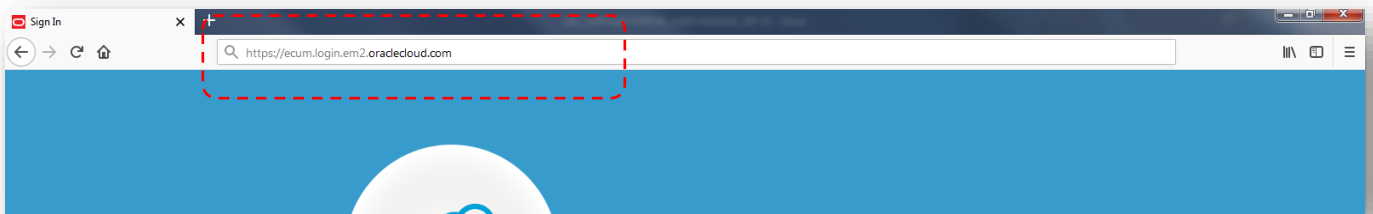
2. Enter your **Email** and **Password** and click **Sign In**.

3. Logging into Oracle for the first time that day takes you to the landing page. Click on the **Home** button at the top of the page to take you to the Oracle Home page.

4. On the Oracle Home page, click on the **Supplier Portal** heading, then the **Supplier Portal** module to access the View options: Purchase Order, Invoices, and Remittances.
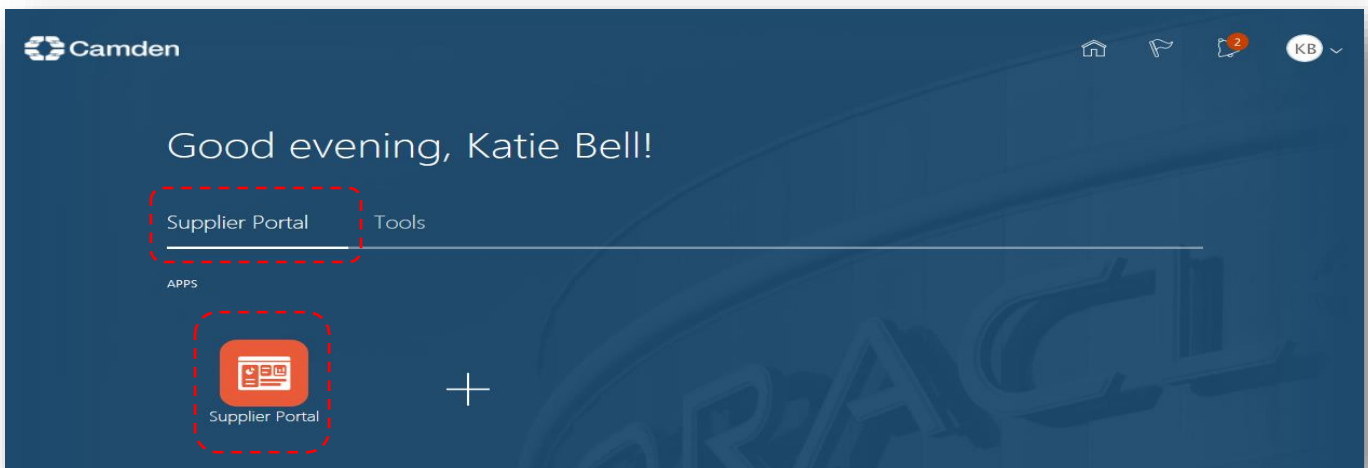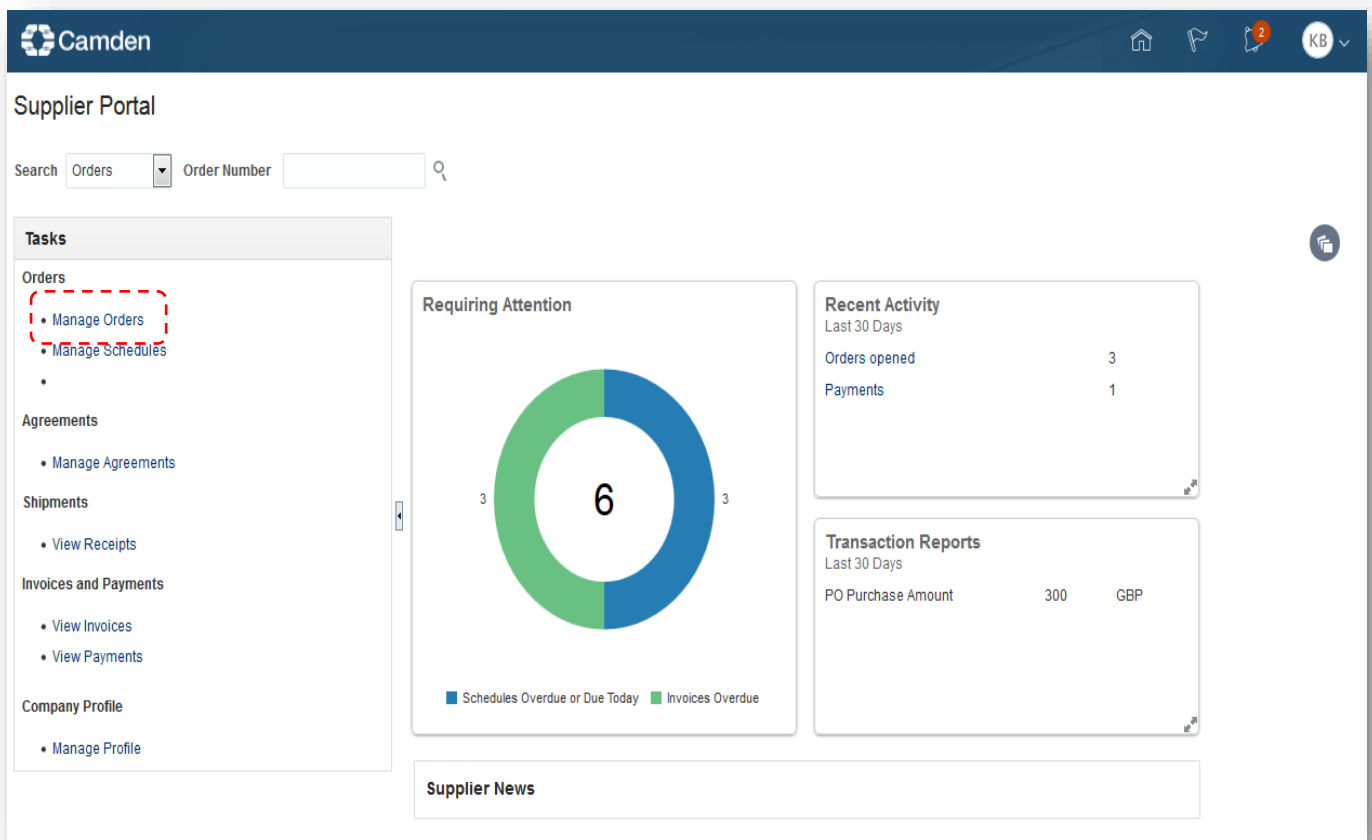
4. View Your Purchase Order

This section consist of details on how to view your purchase orders. This includes viewing the purchase order status, e.g. if the purchase order is open or how much money is remaining on it.

After clicking on the Supplier Portal module (shown in the page above), the **Supplier Portal** page opens.

1. Click on **Manage Orders**
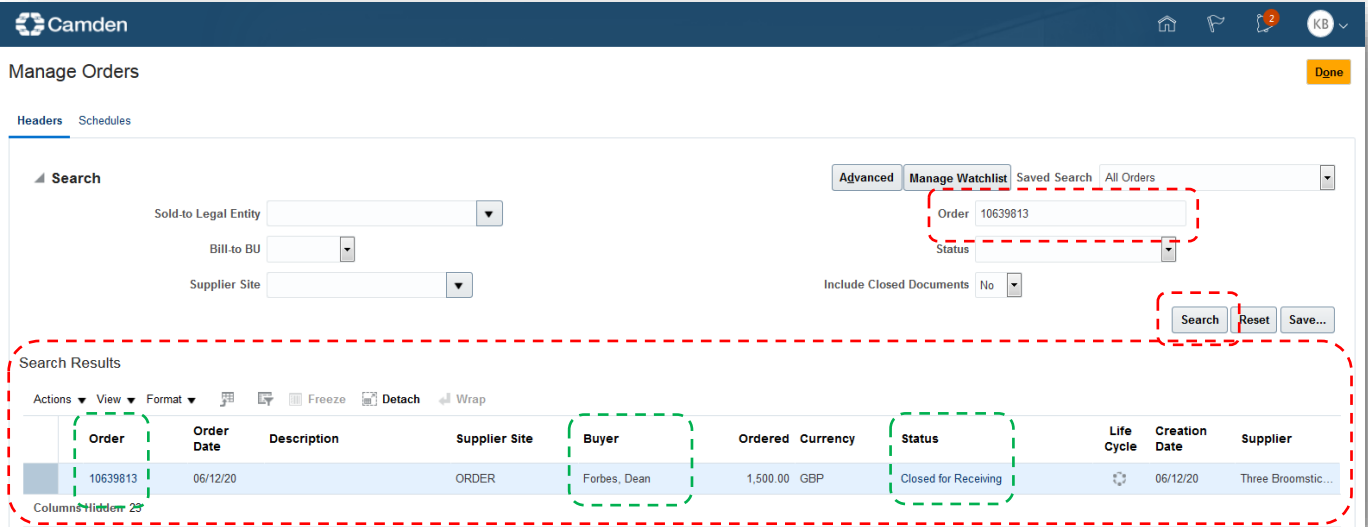
2. Search for the purchase order
   - Enter the purchase order in the **Order** field and click on **Search**. The purchase order is then listed, including details such as the **Order Date**, **Buyer** and PO **Status**

- Common purchase order statuses *(if unsure of the PO status contact the Buyer)*:
  - **On Hold**: The Purchase Order is on hold
  - **Closed for Receiving**: The Purchase Order is Fully Receipted
  - **Closed for Invoicing**: The Purchase Order is Fully Invoiced
  - **Open**: The Purchase Order is open
  - **Cancelled**: The Purchase Order is cancelled
  - **Pending Change Approval**: The Purchase Order was revised and sent for approval to the related Camden staff member

3. Click on the purchase order

- The Purchase Order page opens with more detail including the Description

![Camden logo]

5. View Your Invoice

1. Navigate to the Supplier Portal page and click on **View Invoices**

2. The View Invoices page opens

![Camden logo]
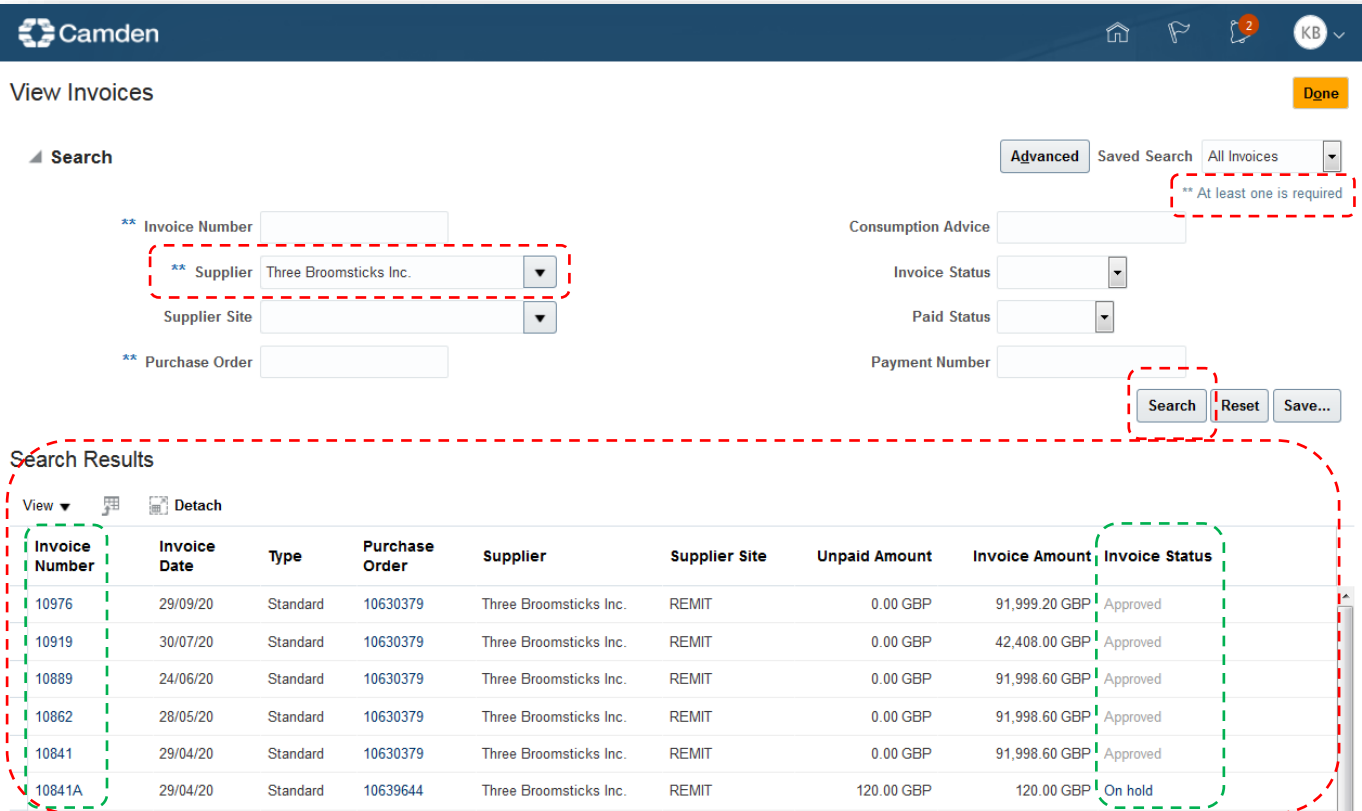
- Invoice search options include the following fields:
  - **Invoice Number** – Enter the invoice number in this field and click on **Search**
  - **Supplier** – Click on the dropdown menu, select the supplier name and click on **Search** to search for all invoices
  - **Purchase Order** – Enter the purchase order number associated with the invoice and click on **Search**

  Note: Fields with double asterisks [**] – At least one is required to perform the search

- After clicking on Search, the invoice is listed in the **Search Results** which show details on the invoice including the **Invoice Status**

- Click on the Invoice Number to drill down further into the invoice details

![Camden logo]

6. View Your Payment and Remittance

1. Navigate to the Supplier Portal page and click on **View Payments**

2. The View Payments page opens

- Invoice search options include the following fields:
  - **Payment Number** – Enter the remittance or cheque number and click on **Search**
  - **Supplier** – Click on the dropdown menu, select the supplier name and click on **Search** to search for all payments
  - *Note: Fields with double asterisks [**] – At least one is required to perform the search*

- After clicking on Search, the payment is listed in the **Search Results** which show details on the payment including:
  - The **Payment Number** (remittance)
  - The **Payment Date** (date payment left Camden)
  - The **Invoice Number** (including multiple invoices)
  - The **Payment Amount** (total payment made)
  - The **Remit-to Account** (bank account paid into)

- Clicking on the Payment Number drills down further into the payment where the number of invoices paid and other details are shown