

# London Borough of Camden

Internet Supplier Portal (ISP)

- Invoice Creation
- View Options

**User Manual** 

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#### **Introduction**

This document relates to the Oracle Internet Supplier Portal where the supplier's standard invoicing method is to:

• Create and Submit invoices on the supplier portal

The document also provides the steps involved for the supplier to View/Query:

- Purchase Orders
- Invoices
- Payments
- Remittances

### 1. 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.

SIGN IN	
ORACLE APPLICATIONS CLOUD	
Company Single Sign-On	
SBlack@gmail.com	
••••••	
Forgot Password	
Sign In	
English	
	ORACLE
Copyright(C) 2011, 2016, Oracle and/or its affiliates. All rights reserved.	

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.

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A	Reward and Recogni	ition			€ •	4	My Performance	e Status F				Ģ	Ē
	Employee Number	First Name	Last Name	Recognition Date	Approved Payment Type		Employee Number	First Name	Last Name	Input Date	Performance Status	Additional Text	=
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4. On the Oracle Home page, click on the **Supplier Portal** heading, then the **Supplier Portal** module to access the Create Invoice and View option areas.

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	Good evening, Sirius Black!
	Supplier Portal Tools
	APPS
	Supplier Portal
	Things to Finish
	Assigned to Me
	0

### 2. Access the Create Invoice and View/Query options

This section consist of the details on how to Create an Invoice and View/Query Purchase Orders, Invoices, Payments and Remittances.

These options are found under the **Task**s segment of the Supplier Portal page.

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Supplier Portal						- 1
Search Orders	O,					_
Tasks						6
Orders • Manage Orders • Manage Schedules • Agreements	Requiring Attention	Recent Activity Last 30 Days Orders opened Receipts	15 2			
Manage Agreements Shipments     View Receipts Invoices and Payments	123 <b>230</b> 107	Transaction Reports           Last 30 Days           PO Purchase Amount         21250	e#			
Create Invoice     View Invoices     View Payments	Schedules Overdue or Due Today Invoices Overdue	Invoice Amount 5981 Invoice Price Variance Amount	GBP GBP			- 1
Company Profile  • Manage Profile	Supplier News					- 1
	You are requested to Hold your Invoice Submitting on 30th Nover	mber till 3 PM.		-	-	_

#### **3. 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 navigating to the Tasks segment on the Supplier Portal page shown above:



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**

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Headers Schedules								
⊿ Search			A <u>d</u> va	nced Manage Watchlist Saved S	Search All Orde	rs		•
Sold₊to Legal Entity	•			Order 10639813				
Bill-to BU	•			Status		· • *		
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Actions 🗸 View 🗸 Format 🖌 🎵 📑 💷	Freeze 📓 Detach 🚽 Wrap							
Order Order Descr	iption Supplier Sit	e Buyer	Ordered Currency	Status	Life Cycle	Creation Date	Supplier	
10639813 06/12/20	ORDER	Forbes, Dean	1,500.00 GBP	Closed for Receiving	0	06/12/20	Three Broo	omstic
Columna Hiddow 23	UKDER	Forbes, Dean	1,500.00 GBP	Closed for Receiving	₹ <b>,</b> 2	06/12/20	Inree	Bro

- Common purchase order statuses (if unsure of the PO status contact the Buyer):
  - **On Hold**: The Purchase Order is on hold
  - o **Closed for Receiving**: The Purchase Order is Fully Receipted
  - o 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

Camden							19
anage Orders							
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Search				Advanced Manage Watchlin	st Saved Search All C	orders	
So	old-to Legal Entity	•		Ord	der 10639646		
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Order	Order Date Descripti	on Supplie	r Site Buyer	Ordered Currency	Status	Li Cy	
10639646	18/11/20	ORDER	Equbalidet, Beniam	100.00 GBP	Open	10	18/11/20

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

Camden					â	P	2	КВ
urchase Order: 10	639813				View PDF	Actio	ns 🔻	D <u>o</u> ne
lain								
General								
Sold-to Legal Entity	London Borough of Camden	Supplier	Three Broomsticks Inc.	Ordered	1,500.00	GBP		
Bill-to BU	Camden BU	Supplier Site	ORDER	Description				
Order	10639813	Supplier Contact		Source Agreement				
Status	Closed for Receiving	Bill-to Location	Central Invoicing Team	Supplier Order				
Buyer	Dean Forbes	Ship-to Location	5PS No Delivery Required					
Creation Date	06/12/20							
Terms Notes and Attachr	nents							
Require Acknowledgmen	d None	Shipping Method						
Payment Term	s 28 Days	Freight Terms			— Pay on	receipt		
		FOB			— Confirmi	ing order		
Additional Informat	ion							
Contr	act Number			Contact Person				
Lines Schedules								
Actions 🔻 View 👻	» 🖵 📑 🖩	eeze 📄 Detach 📣 Wrap						
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1	Consultan	cy - December 2020		1,5	00.00 1,	500.00	Closed fo	r
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#### 4. Create Your Invoice

This section provides steps on how to create and submit a Purchase Order matched invoice. *Note: Invoices cannot be submitted with POs that are Closed or Cancelled*.

#### 1. Click on Create Invoice





2. The **Create Invoice** page opens:

#### Note: All fields on this page with an asterisk is mandatory

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Create Invoice				Invoice Actions V Sav	e <u>Save and Close</u> Sub	o <u>m</u> it <u>Cancel</u>
<sup>*</sup> <u>Identifying PO</u> Supplier Taxpayer ID	THE LEAKY CAULDRON	Remit-to Bank Account Unique Remittance Identifier		* Nun	Date dd/mm/yy	ĉ
* Supplier Site Address Supplier Tax Registration Number		Unique Remittance Identifier Check Digit Description Attachments	None -	Invoice Curr Payment Curr		
Customer Customer Taxpayer	ID v		lame ress			
Lines	el Line					
* Number * Type	Purchase Order           * Number         * Line         * Schedule	Consumption Advice Sur	oplier Item Item Descript	on Ship-to Location	Tax Classification	Available Quantity
No data to display.	Total					4
Summary Tax Lines View ▼						
Line * Regime	* Tax Name Tax Jurisdict	ion * Tax Status * Rat	e Name Percentage P	er Unit		Amount
Totals						
Items	Freight	Miscellaneous	Inclusive Tax	Exclusive Tax 0.00	Inv	oice Amount 0.00

- 3. In the **Header** segment enter details in the following fields:
  - **Identifying PO**: The Purchase Order number. Entering a PO number auto populates the Supplier Site and Address fields
  - Remit-to Bank Account: Click on the dropdown menu to confirm and select the bank account
  - Number: Enter the Invoice Number
  - **Date**: Enter the Date for the Invoice
  - **Type**: The default option is *Invoice*. Click on the dropdown menu and select *Credit Memo* if submitting a credit note

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Create Invoice								Invoice Actions 🔻	Save Save and Clos	se Sub <u>m</u> it <u>C</u> ance
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Customer * Customer Taxpay	er ID Borough	12	T			Name London Bor Address	ough of Camden			
lines View ▼ + X ■ Ca * Number * Type		Purchase Or	der	Cor	nsumption Advice	Supplier Item	Item Description	Ship-to Location	Tax Classificatio	Available
No data to display.	* Number Total	* Line	* Schedule	Numbe	er Line	Supplier item	Ren Description	Silip-to Location		Quantity
< [					III				_	_

#### 4. In the Lines segment:

• Click on the Select and Add button

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Create Invoice					Invoice Actions	Save and Close	ub <u>m</u> it <u>Cancel</u>
* Identifying PO Supplier	10639647 THE LEAKY CAULDRON	Remit-to Bank Account     Unique Remittance		•		ber 123456	
Taxpayer ID		Identifier Unique Remittance				vpe Invoice	Û.
* Supplier Site Address	25 NUTEORD DLACE WESTMINSTER	Identifier Check Digit     Description     Attachments				ncy GBP - Pound Sterlin ncy GBP - Pound Sterlin	-
Supplier Tax Registration Number		•					
* Customer Taxpayer	ID Borough 2		Name London Borough o Iress	f Camden			
Lines							
View 🔻 🕂 🗮 Cano	cel Line						
* Number * Type	* Number * Line * Schede		pplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity
No data to display.	Total						
•		m					,



#### 5. The **Select and Add: Purchase Orders** pop up window opens

• Select the appropriate **Purchase Order Line**, click on **Apply** and **OK** 

	THE LEAKY (	CAULDRON			Uniqu	ue Remittance Identifier				* Date	06/12/20
	6652349					ue Remittance er Check Digit				* Туре	Invoice
er Site dress		PLACE, WES	TMINSTER,	•		Description				Invoice Currency	
Imber	Select	t and Add: I	Purchase	Orders						×	GBP - Pound
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me	Ni View	V V IP I Purc lumber	Detach hase Ord Line 1 Tax	er Schedule	Consum; Number	Line	Number	Training and Develo	5PS No Delivery Re	1,500.00	lassification
	Ni View	Purc Purc lumber 0639647	Detach hase Ord Line 1 Tax	er Schedule 1	Consum; Number	Line	Number	Training and Develo	5PS No Delivery Re	1,500.00	

- 6. The Purchase Order detail populates on the Lines segment
  - Scroll over to the right of the page and confirm and/or edit the Invoice Net Amount

Camden							ŝ	P	0	SB ~
Create Invoice						Invoice Actions 👻	Save Save a	nd Close	Sub <u>m</u> it	<u>Cancel</u>
<u>Identifying PO</u> Supplier Taxpayer ID	THE LEAKY CAULDRON	▼ F	Remit-to Bank Account Unique Remittance Identifier Unique Remittance	12345678	-			123456 06/12/20 Invoice		Ť
	REMIT 25 NUTFORD PLACE, WESTMINSTER, LONDON, W 5YQ	▼ H	Identifier Check Digit Description Attachments	None 🕂			Invoice Currency ayment Currency		und Sterling	
Customer Customer Taxpayer II Lin	D Borough 2 💌		Nar Addre	-	amden					
umption Advice Supplie	r Item Item Des	cription	Ship-to Location	Tax Classification	Available Quantity		Unit Price U	ом		* Amount
	Training a	nd Development	5PS No Delivery F 🔻	STANDARD -						1,500.00
								_	_	1,500.00

- 7. Confirm or Select the correct **Tax** to be applied to the invoice
  - Scroll over to the right on the Lines segment and click on the **Tax Classification** dropdown menu.

							ĥ	r P	۵	SB ~
Create Invoice						Invoice Actions 🔻	Save Save	and Close	Sub <u>m</u> it	<u>Cancel</u>
Identifying PO		<b>v</b>	Remit-to Bank Account	12345678	•		* Number	123456		
Supplier Taxpayer ID Supplier Site			Unique Remittance Identifier Unique Remittance Identifier Check Digit					06/12/20 Invoice		Ē
Address Supplier Tax Registration Number	25 NUTFORD PLAC WESTMINSTER, LO 5YQ	CE,	Description Attachments	None 🕂		P	ayment Currency			-
Customer Customer Taxpayer II	D Borough 2	Ŧ	Nai Addre	me London Borough of C	amden					
	incel l ine									
	ncel Line r Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM		* Amount
View <b>v</b> + <b>x E</b> Ca umption Advice Supplier		Item Description		Tax Classification		Quantity	Unit Price	UOM		* Amount 1,500.00

- EXEMPT
- The goods/service is exempt from VAT
- NON-BUSINESS
- N/A– The goods/service is zero rated
- ZEROSTANDARD
- 20% VAT
- VAT ONLY INVOICE − N/A
- **REDUCED**
- N/A
- 5% VAT



#### 8. Calculate Tax

- Go up to the top of the page and click on the **Invoice Actions** dropdown menu
- Select Calculate Tax

Camden							â	P	₿ SB ~
Create Invoice						Invoice Actions 👻 Sa	ve <u>S</u> ave and	i Close	ub <u>m</u> it <u>C</u> ancel
						Calculate Tax Ctr	I+Alt+X		
Identifying PO	10639647	-	Remit-to Bank Accou	nt 1234	•5678 💌	Cancel Invoice	r 1	23456	
Supplier	THE LEAKY CAULDRON		Unique Remittan Identifi			Delete Invoice	÷ 0	6/12/20	ie
Taxpayer ID	6652349		Unique Remittan				Type In	nvoice	
Supplier Site	REMIT	•	Identifier Check Dig	it		Invoice	e Currency 0	GBP - Poun	d Sterling
Address	25 NUTFORD PLACE, WESTMINSTER, LONDON, W1H		Descriptio	n		Paymen	t Currency	GBP - Poun	d Sterling
Autos	5YQ		Attachmen	ts Non	e 📲				
Supplier Tax Registration Number		•							
Customer									
Customer Taxpayer	D Descurb 0			Name	London Borough of Camden				
Customer raxpayer	D Borough 2		Ad	dress					
Lines									
View 🔻 🕂 🗶 Ca	ncel Line								
*** * * -	Purchase Order	r	Consumption Ad	vice	<b>.</b>				T 01 10 11
* Number * Type	* Number * Line *	Schedule	Number Line		Supplier Item	Item Description	Ship-to Loca	ation	Tax Classificatio
1 Item	10639647 1 1					Training and Development	5PS No Deli	very F 🔻	STANDARD
	Total								
•									•

- Exclusive Tax is calculated
- The total Invoice Amount is calculated

ew 🔻 🕂	Cancel Line									
mption Advice	Supplier Item	Item Desci	intion	Ship-to Location	Tax Classification	Available	Quantity	Unit Price	HOM	* Amount
Line	Supplier item	nem Desci	ipuon	Ship-to Location	Tax Classification	Quantity	Quantity	Unit Frice	UOW	Amount
		Training an	d Development	5PS No Delivery F 🔻	STANDARD 🔻					100.00
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< nmary Tax Li ew ▼						m				
nmary Tax Li <sup>ew</sup> ▼	nes e <sup>*</sup> Regime	* Tax Name	Tax Jurisdictic	n * Tax Status	* Rate Name	III Percentage	Per Unit			Amount
nmary Tax Li ew ▼ Lir		* Tax Name VAT		n * Tax Status	* Rate Name		Per Unit			

#### 9. Save and Submit the Invoice

• Go to the top of the page and click on **Save** *Note: Once saved the invoice number cannot be reused* 

Camden					ŵ	P	D SB
Create Invoice				Invoice Actions 👻	Save Save a	and Close	Sub <u>m</u> it <u>C</u> an
Identifying PO	10639647	Remit-to Bank Account	12345678	-	* Number	123456	
	THE LEAKY CAULDRON	Unique Remittance Identifier			Date	06/12/20	
Taxpayer ID Supplier Site		Unique Remittance Identifier Check Digit			Туре	Invoice	
Address	25 NUTFORD PLACE, WESTMINSTER, LONDON, W1H	Description			oice Currency		-
Supplier Tax Registration Number	5YQ	Attachments	None -		,		

#### • Click on **Submit** to finally submit the invoice

Camden					ŵ	P	0	SB ~
Create Invoice					Invoice Actions   Save Save	and Close	Sub <u>m</u> it	<u>Cancel</u>
Identifying PO	10639647	Remit-to Bank Account	12345678	•	* Number	123456		
Supplier	THE LEAKY CAULDRON	Unique Remittance			Date	06/12/20		
Taxpayer ID	6652349	Identifier						
Supplier Site	REMIT	Unique Remittance Identifier Check Digit			Туре	Invoice		
	25 NUTFORD PLACE,	Identifier Check Digit			Invoice Currency	GBP - P	ound Sterlin	g
Address	WESTMINSTER, LONDON, W1H 5YQ	Description			Payment Currency	GBP - P	ound Sterling	g
Supplier Tax Registration Number	siu 🔻	Attachments	None 🕂					

#### • A banner pops up confirming that the invoice was submitted

Camden Invoice: 123456	✓ Invoice 123456 has	s been submitted.	×	Create Another     Done
Identifying F	O 10639647	Remit-to Bank Account 12345678	Number	123456
Suppli	er THE LEAKY CAULDRON	Unique Remittance Identifier	Date	06/12/20
Taxpayer	ID 6652349	Unique Remittance Identifier Check Digit	Туре	Invoice
Supplier Si	te REMIT	Description	Invoice Currency	GBP
Addre	25 NUTFORD PLACE, ss WESTMINSTER, LONDON, W1H 5YQ	Attachments None	Payment Currency	GBP
Supplier Tax Registration Numb	er			

#### 5. Freight or Miscellaneous Charges

Freight or Miscellaneous Charges are **only** applicable if there is a Freight or Miscellaneous charge **not originally accounted for in the purchase order** 

After creating the PO matched invoice line (See section 4 above)

• Click on the Add (+) button in the Lines segment. An additional line is added.

ew 🕶 + 🕴	Cance	el Line								
* Number * Ty	pe	* Number	Purchase Ord		Consumpt Number	tion Advice	Supplier Item	Item Description	Ship-to Location	Tax Classificatio
2 Fre	eight 💌								•	STANDARD
1 Iten	m 💌	10639647	1	1				Training and Development	5PS No Delivery F 💌	STANDARD
(		Total								

• From the Type dropdown menu, select Freight or Miscellaneous

ines								Auureaa				
View ·	• +	- × E	Canc	el Line								
* 11.		* Tune			Purchase Or	der	Consumpt	ion Advice	Currelling Mann	Here Description	Chin to Logation	Tax Classificatio
NU	ımber	* Туре		* Number	* Line	* Schedule	Number	Line	Supplier Item	Item Description	Ship-to Location	Tax Classificatio
2		Freight	-								•	STANDARD
1		ltem	T	10639647	1	1				Training and Development	5PS No Delivery F 💌	STANDARD
				Total								
•												F

- Follow the steps to select the correct Tax Classification
- Enter the freight or miscellaneous Amount to be charged
- Follow the steps to **Calculate Tax**
- Finally **Save** and **Submit** the invoice

#### 6. Delete an Invoice Line

An invoice line can be deleted if created in error but before it is submitted.

• Select the invoice line to be deleted and click on the **Delete (X)** button

es ∕iew ▼ -	• × @ [	Cance	el Line								
*				Purchase O	der	Consump	tion Advice	6	k Denistra		T CL IF C
* Number	туре		* Number	* Line	* Schedule	Number	Line	Supplier Item	Item Description	Ship-to Location	Tax Classificatio
2	Freight	•								•	STANDARD
1	Item	~	10639647	1	1				Training and Development	5PS No Delivery F 🔻	STANDARD
			Total								
•											۴.

• You cannot Delete an Invoice Line if the tax is already calculate. The only option available is to **Cancel Line** which will not delete the line but will reduce the line value to zero '0'.

#### 7. Cancel or Delete an Invoice

To **Cancel** or **Delete** an invoice, go to the **Invoice Action** dropdown menu and select:

- Cancel Invoice or
- Delete Invoice

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Create Invoice						Invoice Actions  Save Save Calculate Tax Ctrl+Alt+X	ave and Close	Sub <u>m</u> it <u>C</u> ancel
Identifying PO	10639647	•	Remit-to Bank Account	12345678	•	Cancel Invoice	r 12345678	
Supplier	THE LEAKY CAULDRON		Unique Remittance			Delete Invoice	07/12/20	Ċ
Taxpayer ID	6652349		Identifier Unique Remittance			1	ype Invoice	-0
Supplier Site	REMIT	-	Identifier Check Digit			Invoice Curre	ncy GBP - Pou	nd Sterling
Address	25 NUTFORD PLACE, WESTMINSTER, LONDON, W1H 5YQ	ł	Description Attachments	None -		Payment Curre	ncy GBP-Pou	nd Sterling
Supplier Tax Registration Number		•						
Customer								



### 8. View an Invoice

#### To view an Invoice, navigate to the Supplier Portal page and click on **View Invoices**

Supplier Portal Search forders Index Number Task Terse Nange Orders Nange Schedules Nange Schedules N	Camden				â	P	۵	SB ~
Factor of the formation of the format	Supplier Portal							- 1
Orders   Manage Orders   Manage Schedules   Manage Schedules   Manage Schedules   Manage Agreements   Shipments   • New Receipts   Invoices and Payments   • Create Invoice   • View Payments   • Manage Profile   • Manage Profile   • Manage Profile    Supplier News	Search Orders	Q						
<ul> <li>Manage Orders</li> <li>Manage Schedules</li> <li>Agreements</li> <li>Manage Agreements</li> <li>Shipments</li> <li>View Receipts</li> <li>Invoices and Payments</li> <li>Create Invoice</li> <li>View Payments</li> <li>Company Profile</li> <li>Manage Profile</li> <li>Manage Profile</li> </ul>	Tasks							6
Invoices and Payments       Implies the state of the sta	Manage Orders     Manage Schedules     Agreements     Manage Agreements Shipments	230 107	Last 30 Days Orders opened Receipts					
Manage Profile     Supplier News	Invoices and Payments   Create Invoice  View Invoices  View Payments		Last 30 Days PO Purchase Amount 21250 Invoice Amount 5981	GBP				
tou ale requested to folio your involve Submitting on soith November (in 5 FM.		Supplier News You are requested to Hold your Invoice Submitting on 30th Noven	iber till 3 PM.	<u></u>				

• The View Invoices page opens

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iew Invoices					D <u>o</u> ne
⊿ Search		Adv	vanced Saved S	earch All Invoices	
** Invoice Number		Consumption Advice		** At least one is	; required
** Supplier	-	Invoice Status			
Supplier Site	•	Paid Status			
** Purchase Order		Payment Number			
			S	earch Reset !	Save
Search Results					
View 🔻 🗯 📄 Detach					
Invoice Invoice Type Purchase Number Date Type Order	Supplier		oice Invoice F ount Status M	ayment Cor	mments
o search conducted.					

- 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** 

w Invoi	ces								D
Search							Advanced	Saved Search	All Invoices
								** At	least one is requ
	** Invoice Number	r				Consumption A	dvice		
	** Supplier	Three Broon	nsticks Inc.	-		Invoice	Status	•	
	Supplier Site	2		<b>•</b>		Paid	Status	•	
	** Purchase Order	г				Payment Nu	mber	Search	Reset
earch Res	sults	r				Payment Nu	mber	Search	Reset Save
_	sults	Туре	Purchase Order	Supplier	Supplier Site	Payment Nu Unpaid Amount	mber Invoice Amount		
ïew ▼	Sults			Supplier Three Broomsticks Inc.	Supplier Site REMIT			Invoice Status	
<sup>r</sup> iew ▼	Sults Detach Invoice Date	Туре	Order			Unpaid Amount	Invoice Amount	Invoice Status Approved	
linvoice Number 10976	Sults Detach Invoice Date 29/09/20	<b>Type</b> Standard	Order 10630379	Three Broomsticks Inc.	REMIT	Unpaid Amount	Invoice Amount 91,999.20 GBP	Invoice Status Approved Approved	
fiew ▼ Invoice Number 10976 10919	Detach	<b>Type</b> Standard Standard	Order 10630379 10630379	Three Broomsticks Inc. Three Broomsticks Inc.	REMIT	Unpaid Amount 0.00 GBP 0.00 GBP	Invoice Amount 91,999.20 GBP 42,408.00 GBP 91,998.60 GBP	Invoice Status Approved Approved Approved	
riew • 57 Invoice Number 10976 10919 10889	Invoice         Detach           29/09/20         30/07/20           24/06/20         24/06/20	Type Standard Standard Standard	Order 10630379 10630379 10630379	Three Broomsticks Inc. Three Broomsticks Inc. Three Broomsticks Inc.	REMIT REMIT REMIT	Unpaid Amount 0.00 GBP 0.00 GBP 0.00 GBP	Invoice Amount 91,999.20 GBP 42,408.00 GBP 91,998.60 GBP	Approved Approved Approved Approved Approved	

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

#### 9. View Your Payment and Remittance

# Navigate to the Supplier Portal page and click on View Payments Camden





2. The View Payments page opens

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- 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* 

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- 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