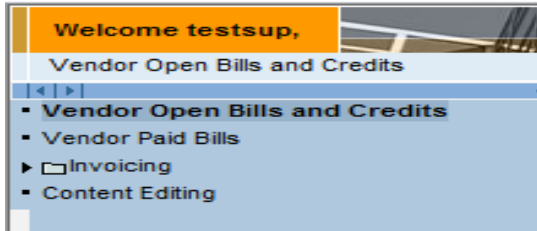


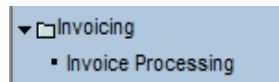
# Birmingham City Council Supplier Portal Quick Reference Card – Invoicing – Invoice Processing

## How to input an invoice or credit note against a purchase order

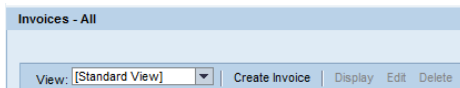
Having logged onto the supplier portal, you will be shown the following options on the left hand side:-



Simply select **Invoicing**, and then **Invoice Processing**:-

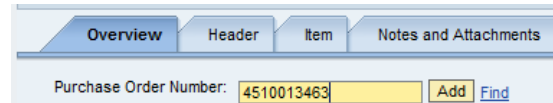


To create an entry, please click **Create Invoice**

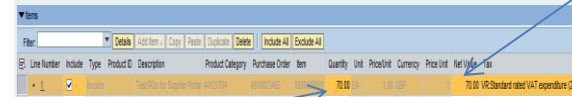


Select invoice or credit note as required and click **Continue**

Enter the purchase order number relating to the invoice you are inputting and click **Add**

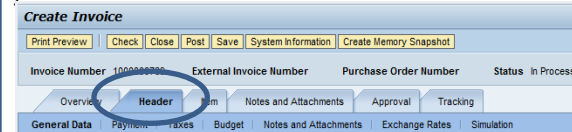


The purchase order line will now be visible in the Item Overview at the bottom of the screen.

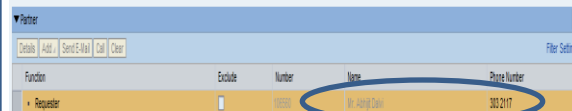


Please enter the quantity you would like to process. The quantity displayed will be the maximum quantity that is currently available to invoice. If there is not enough quantity here to cover your invoice, you will need to contact the purchase order requisitioner and request that they either add the goods received or amend the quantity to cover the invoice.

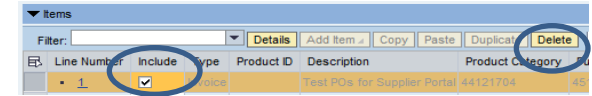
To identify who the purchase order requisitioner is, please click **Header** tab at the



You will then find the requisitioner name and telephone number under **Requester**



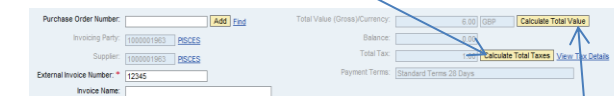
If the purchase order contains more than one line, you will need to delete each line that is not being included in this transaction. Please ensure that each line you would like to delete is ticked under 'Include', and then click 'Delete'.



Next, please ensure that you have entered the correct net value for each line. It should equal the amount you get if you multiply the quantity by the unit price (listed as price/unit) of the line.

Please review the tax codes selected and ensure that you select the correct tax code from the drop down selection. This must match your invoice, otherwise you will contravene Customs and Excise regulations.

Having selected the correct tax code, click the **Calculate Total Taxes** button. This will then refresh the Total Tax calculated based upon the rate selected.



Next click the **Calculate Total Value** button, and this will calculate the overall value of the payment which should equal the gross amount of your invoice.

Finally, enter your invoice number in the field that says **External Invoice Number** and click **Check** at the top of the screen.

You should receive a message that says **Invoice contains no errors. You can now post**. Now please click **Post**. You should now receive a message that says **Invoice created with number xxx**