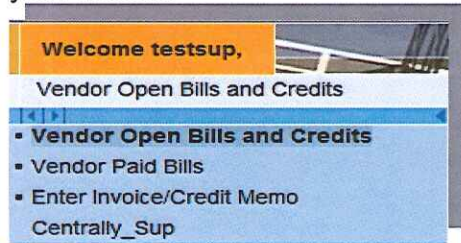


Birmingham City Council Supplier Portal

Quick Reference Card - Vendor Open Bills and Credits

Once you have logged onto the Supplier Portal you will be presented with the following menu options dependant upon your access:-



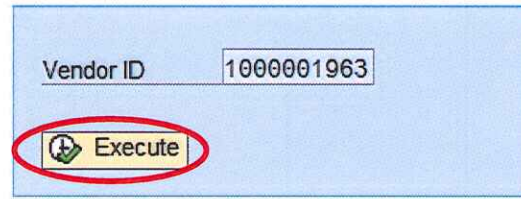
The **Vendor Open Bills and Credits** option gives you access to view invoices and credits notes you have submitted which have not yet been paid.

It provides details on due date for payment and also whether any items are blocked for payment.

Typical reasons for blocking include the requisitioner has not carried out the goods receipting or there is a quantity/price difference. Details on how to identify the requisitioner can be found on the QRC Supplier Portal – General.

A full explanation of all fields can be found in the user guidance notes.

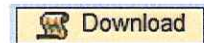
When you enter the menu option note that your vendor number is automatically populated so to run the report simply select the **Execute** button.



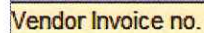
Once executed the report is displayed and can be exported if required.

Vendor Name	PISCES	Download									
Vendor Invoice no.	Amount	Curr.	Payment Baseline	Due Date	Posting Da...	Accounting...	Document Date	Document...	Document Status	Fisc...	Payment Block Key
EST1	60.00	GBP	30.05.2013	27.06.2013	30.05.2013	300100038330	05.2013	RE		2014	
EST7	2,400.00	GBP	30.05.2013	27.06.2013	30.05.2013	300100038630	05.2013	RE		2014	
EST6	300.00	GBP	30.05.2013	27.06.2013	30.05.2013	300100038530	05.2013	RE		2014	
	00.00	GBP		29.01.0001	28.05.2013	300100037928	05.2013	RE		2014	
	12.00	GBP		29.01.0001	28.05.2013	300100037728	05.2013	RE		2014	
EFFECT TEST 1	6.00	GBP		29.01.0001	28.05.2013	300100038228	05.2013	RE		2014	
000143479	1,762.50	GBP	04.03.2010	04.03.2010	04.03.2010	00792004	03.2010	RE		2010	R
000137209	13.16	GBP	09.03.2007	09.03.2007	21.12.2007	314023031199	03.2007	KR		2008	A

Some of the fields/buttons explained:-



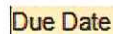
Download - You can download the report to your chosen location



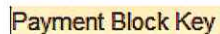
Vendor Invoice no. - Your invoice number



Amount - Gross amount of payment waiting to be made



Due Date - Payment Due Date – Note this is the date the payment was released – don't forget to allow 3 days clearance

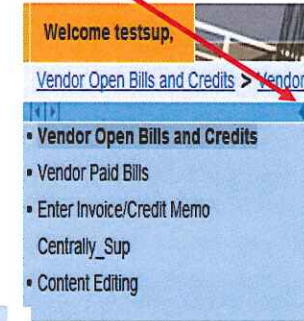


Payment Block Key - An entry in this field will prevent payment being made on the due date

Hints & Tips

To enable you to see more of the report on the screen then close down the menu option using the

left facing arrow



Welcome testsup,

Vendor Open Bills and Credits > Vendor P

- Vendor Open Bills and Credits
- Vendor Paid Bills
- Enter Invoice/Credit Memo
- Centrally_Sup
- Content Editing

Vendor No.

Vendor Name

Vendor Invoice no.

To open it up again use the right facing arrow

Security Warnings

Windows 7 users may see this warning message appear. Please select 'Always trust content from this publisher' and the warning message will not be displayed on subsequent logins.



Users with earlier versions of Windows such as XP may see this error message, please select continue. This message may be displayed on subsequent logins but is not a cause for concern.

