

## Invoicing methods Fact Sheet

# iSupplier

### What is iSupplier?

iSupplier is a free web portal where suppliers can log on and invoice against their Purchase Orders for any of the following organisations:



### When can it be used?

This tool is suitable for any supplier who wishes to manage their invoices in a free and paperless way. It is not touchless like xml (also available to some suppliers), as it requires you to log in and select the Purchase Orders (POs) you wish to bill against, but it does mean you no longer need to print and post invoices to us, cutting costs and reducing the number of days from invoice to payment.

The only exception to the rule is the limited number of suppliers who are PO exempt; these suppliers cannot bill via this portal due to the way we have chosen to use the system.

## What do I need?

iSupplier requires you to have an internet connection and it works with all major browsers.

## How easy is it to use?

iSupplier is a straight forward system to use, with key invoicing information highlighted below. An eLearning guide can be accessed [here](#).

The screenshot displays the 'Create Invoice: Purchase Orders' interface. At the top, there are tabs for 'Purchase Orders', 'Details', 'Manage Tax', and 'Review and Submit'. Below the tabs, there's a 'Search' section with a note that the search is case insensitive. The search criteria include 'Organisation' (SSC - Operating Unit), 'Purchase Order Number From', 'Purchase Order Number To', 'Need By Date From', 'Need By Date To', and 'Check Options'. There are 'Go' and 'Clear' buttons. Below the search section, there's a 'Select Items' section with 'Add to Invoice' and 'Select All' buttons. The main table has columns: 'Select PO Number', 'Line', 'Shipment', 'Advances or Financing', 'Item Description', 'Supplier Item Number', 'Ordered', 'Received', 'Invoiced', 'UOM', 'Price', 'Curr', 'Ship To', 'Organization', 'Packing Slip', and 'Waybill'. Three rows of data are visible, all with PO Number 40XXXXX and Item description. The bottom of the screen has a navigation bar with links: Home, Orders, Shipments, Finance, Home, Logout, EBSAPS1, Preferences, Help. Copyright (c) 2009, Oracle. All rights reserved.

The screen above is the first invoice creation screen where you view the status of your current POs and select which of them you wish to bill for. You can select multiple POs at this point and see how much has been receipted.

On the next screen you simply add your invoice number, date and confirm a few details regarding bank accounts and tax and you are done. The end to end process should take only 2-3 minutes and your payment should be made in alignment with the agreed Contract terms.

## How do I get started and get help?

If you are bidding for business and have a clarification with respect to iSupplier invoicing please raise a clarification through the contact route described in the sourcing documents.

If you have successfully been awarded work by UK SBS and have committed to register, contact Finance Contact Centre via [finance@uksbs.co.uk](mailto:finance@uksbs.co.uk) or 01793 867000.

Ongoing enquiries from suppliers who have successfully been awarded work by UK SBS should be directed to the Finance Contact Centre on 01793 867000.