

How to View Your Invoice

Tasks → Invoices and Payments → View Invoices

Supplier Portal

Search Orders Order Number

Tasks

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

Deliverables

- Manage Deliverables

Invoices and Payments

- Create Invoice
- **View Invoices**
- View Payments

Tenders

- View Active Tenders
- Manage Responses

Qualifications

- Manage Questionnaires
- View Qualifications

Company Profile

- Manage Profile

Requiring Attention

38

5

33

■ Schedules Overdue or Due Today ■ Invoices Overdue

Recent Activity
Last 30 Days

No data available

Transaction Reports
Last 30 Days

No data available

Supplier News
Supplier Guidelines

Figure 36

Enter the search criteria, here the **Supplier** and **Click on Search**. The search will result in invoices that have supplier as “**FARM & COUNTRY LIMITED**”. You can narrow down the search results by using the other search parameters.

View Invoices

Search

Advanced Saved Search All Invoices

** At least one is required

** Invoice Number

** Supplier **FARM & COUNTRY LIMITED**

Supplier Site

** Purchase Order

Consumption Advice

Invoice Status

Paid Status

Payment Number

Search Reset Save...

Search Results

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number
TC100049_1	11/01/2019	Standard	TC100049	FARM & COUNTRY LIMITED	CM16 SJA	133.20 GBP	133.20 GBP	Appro...	
Invalid-27001	24/12/2018	Standard		FARM & COUNTRY LIMITED	CM16 SJA	GBP	0.00 GBP	On hold	
FA INV 0002	03/12/2018	Standard		FARM & COUNTRY LIMITED	CM16 SJA	7,800.00 GBP	7,800.00 GBP	Appro...	
FA INV	02/12/2018	Standard		FARM & COUNTRY LIMITED	CM16 SJA	6,790.00 GBP	6,790.00 GBP	Appro...	
INV90909091	28/11/2018	Standard		FARM & COUNTRY LIMITED	CM16 SJA	0.00 GBP	1,200.00 GBP	Appro...	11001081
INV90909092	28/11/2018	Standard		FARM & COUNTRY LIMITED	CM16 SJA	1,000.00 GBP	1,000.00 GBP	Appro...	

Figure 37

Click on the Invoice number to view the Invoice:

View Invoices Done

Search Advanced Saved Search All Invoices
** At least one is required

** Invoice Number Consumption Advice
 ** Supplier FARM & COUNTRY LIMITED Invoice Status
 Supplier Site Paid Status
 ** Purchase Order Payment Number

Search Reset Save...

Search Results

View Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number
TC100049_1	11/01/2019	Standard	TC100049	FARM & COUNTRY LIMITED	CM16 SJA	133.20 GBP	133.20 GBP	Appro...	
Invalid-27001	24/12/2018	Standard		FARM & COUNTRY LIMITED	CM16 SJA	GBP	0.00 GBP	On hold	
FA INV 0002	03/12/2018	Standard		FARM & COUNTRY LIMITED	CM16 SJA	7,800.00 GBP	7,800.00 GBP	Appro...	
FA INV	02/12/2018	Standard		FARM & COUNTRY LIMITED	CM16 SJA	6,790.00 GBP	6,790.00 GBP	Appro...	
INV90909091	28/11/2018	Standard		FARM & COUNTRY LIMITED	CM16 SJA	0.00 GBP	1,200.00 GBP	Appro...	11001081
INV90909092	28/11/2018	Standard		FARM & COUNTRY LIMITED	CM16 SJA	1,000.00 GBP	1,000.00 GBP	Appro...	

Figure 41

Invoice Details:

Invoice: TC100049_1 Done

Business Unit Thurrock Business Unit
 Legal Entity Name Thurrock
 Supplier or Party FARM & COUNTRY LIMITED
 Supplier Site CM16 5JA
 Address THE DUTCH BARN, BURY, BURY LANE, EPPING, ESSEX, CM16 5JA
 Invoice Date 11/01/2019

Invoice Amount 133.20 GBP
 Unpaid Amount 133.20 GBP
 Payment Currency GBP

Invoice Type Standard
 Description
 Funds Status Reserved
 Attachment None

Lines Payments

Items

View Detach

Line	Amount	Description	Budgetary Control	Quantity	Unit Price	UOM Name	Purchase Order	Receipt	Consumption Advice	Tax Determinants		
			Budget Date	Funds Status			Number	Line	Schedule	Number	Line	Ship-to Location
1	111.00	Medical Kits	11/01/2019	Reserved			TC100049	1	1			Thurrock HO

Summary Tax Lines

Line	Tax Regime Name	Tax Name	Tax Status Name	Tax Jurisdiction Name	Tax Rate	Rate	Amount	Line	Type	Amount
2	GB VAT	VAT	GB VAT STATUS	GB VAT JURISDICTION	20		22.20			No shipping and handling.

Shipping and Handling

Totals

Tax charges summary

VAT 20%	22.20	Items	111.00
Inclusive Tax	0.00	Freight	0.00
Self Assessed Tax	0.00	Miscellaneous	0.00
		Tax	22.20
		Subtotal	133.20
		Less Inclusive Prepayments	0.00
		Remaining Amount	133.20

Figure 42