

Thurrock Council – Oracle supplier guide

How to submit a credit

Once you are registered and have logged in:

- select 'Supplier Portal'
- select 'Create Invoice' from the menu on the left side of the screen

The first step in the 'Create Invoice' screen is to enter or select your Purchase Order (PO) number in the '**Identifying PO**' field. The PO number you need to search or select is the same PO number against which you originally submitted the invoice for which you are now submitting a credit. If you are not sure, you can view all your purchase orders via '**Manage Orders**'.

Create Invoice ⓘ

Invoice Actions Save Save and Close Submit Cancel

* Identifying PO TC127791
Supplier Thurrock Council Test Ltd
Taxpayer ID
* Supplier Site Rm17 6SL
Address Civic Offices, New Road, Grays, Essex, RM17 6SL
Supplier Tax Registration Number

Remit-to Bank Account
Unique Remittance Identifier
Unique Remittance Identifier Check Digit
Description
Attachments None
Tax Control Amount

* Number
* Date dd/mm/yy
* Type Invoice
Invoice Currency GBP - Pound Sterling
Payment Currency GBP - Pound Sterling

Next select '**Remit to Bank Account**'. Even though we will not be making payment to your bank account for the credit, the system still needs an entry in 'Remit to Bank Account' so the credit can be processed.

Open the '**Remit to Bank Account**' drop-down list and choose the required account from the options available.

Create Invoice ⓘ

Invoice Actions Save Save and Close Submit Cancel

* Identifying PO TC127791
Supplier Thurrock Council Test Ltd
Taxpayer ID
* Supplier Site Rm17 6SL
Address Civic Offices, New Road, Grays, Essex, RM17 6SL
Supplier Tax Registration Number

Remit to Bank Account
Unique Remittance Identifier Santander Bank 12344321
Unique Remittance Identifier Check Digit More...
Description
Attachments None
Tax Control Amount

* Number
* Date dd/mm/yy
* Type Invoice
Invoice Currency GBP - Pound Sterling
Payment Currency GBP - Pound Sterling

Next you must enter your Credit Note number. Enter this in the '**Number**' field and then select the calendar next to the '**Date**' field and choose today's date.

Create Invoice ⓘ

Invoice Actions Save Save and Close Submit Cancel

* Identifying PO TC127791
Supplier Thurrock Council Test Ltd
Taxpayer ID
* Supplier Site Rm17 6SL
Address Civic Offices, New Road, Grays, Essex, RM17 6SL
Supplier Tax Registration Number

Remit to Bank Account 12344321
Unique Remittance Identifier
Unique Remittance Identifier Check Digit
Description
Attachments None
Tax Control Amount

* Number CN1234
* Date 11/01/22
* Type Invoice
Invoice Currency GBP - Pound Sterling
Payment Currency GBP - Pound Sterling

Customer
* Customer Taxpayer ID 120756200
Name Thurrock Council
Address

Now change the '**Type**' field to '**Credit memo**' and select '**OK**' when a message appears.

When 'Number', 'Date' and 'Type' have all been set correctly, go to the 'Lines' of items at the bottom of the screen and use the **'Select and Add'** icon.

Create Invoice ⓘ

Identifying PO: TC127791
 Supplier: Thurrock Council Test Ltd
 Taxpayer ID: [blank]
 Supplier Site: Rm17 6SL
 Address: Civic Offices, New Road, Gays, Essex, RM17 6SL
 Supplier Tax Registration Number: [blank]

Remit-to Bank Account: 12344321
 Unique Remittance Identifier: [blank]
 Unique Remittance Identifier Check Digit: [blank]
 Description: [blank]
 Attachments: None
 Tax Control Amount: [blank]

Invoice Actions: Save Save and Close Submit Cancel

Number: CN1234
 Date: 11/01/22
 Type: Credit memo
 Invoice Currency: GBP - Pound Sterling
 Payment Currency: GBP - Pound Sterling

Customer: Customer Taxonomy ID: 120150200
 Name: Thurrock Council
 Address: [blank]

Lines

View + - Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Su Item	Item Description	Ship-to Location	Tax Classification	Av Qu	Quantity	Unit Price	UOM	* Amount
		* Number	* Line	* Schedule	Number	Line									
No data to display.															

In the 'Select and Add' area that appears, at the bottom of the area click or tap just to the right of the Purchase Order so the line is highlighted, as below.

Select and Add: Purchase Orders

Search

** Purchase Order: TC127791
 ** Creation Date: dd/mm/yy HH:mm

Advanced Saved Search [dropdown]
 ** At least one is required
 ** Consumption Advice: [input]
 Search Reset Save...

Search Results

View Detach Select All

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
TC127791	1	1				Provision of Oracle ...	Civic Offices	200,000.00

Apply OK Cancel

Now select the **'Apply'** button, followed by the **'OK'** button.

This will put the Purchase Order details into the items section.

Scroll to the far right and you will see an **'Amount'** box. You will need to change the amount in this box so it matches the **net** cost of the credit (excluding VAT). If there is no VAT on the credit, enter the gross total of the credit and make sure you select a relevant **'Tax Classification'** that does not include VAT – for example, 'ZERO TC', 'EXEMPT TC', 'OUTOFSCOPE TC'.

In the example below, credit totals are -£120 Gross, -£100 Net with 20% VAT, so the correct figure to enter is -100 into the 'Amount' box.

Create Invoice

Invoice Actions

Identifying PO: TC127791
 Supplier: Thurrock Council Test Ltd
 Taxpayer ID:
 Supplier Site: Rm17 6SL
 Address: Civic Offices, New Road, Grays, Essex, RM17 6SL
 Supplier Tax Registration Number:

Remit to Bank Account: 12344321
 Unique Remittance Identifier:
 Unique Remittance Identifier Check Digit:
 Description:
 Attachments: None

Number: CN1234
 Date: 11/01/22
 Type: Credit memo
 Invoice Currency: GBP - Pound Sterling
 Payment Currency: GBP - Pound Sterling

Customer Taxpayer ID: 120T50200
 Name: Thurrock Council
 Address:

Lines

* Number	* Type	* Purchase Order Number	* Line	* Schedule	Consumption Advice Number	Line	Item Description	Ship-to Location	Tax Classification	Av Qty	Quantity	Unit Price	UOM	* Amount
1	Item	TC127791	1	1			Provision of Oracle P2P Support Services for the Oracle Fusion Supplier Portal	Civic Offices	STANDARD TC					-100.00
Total														-100.00

If the credit total is subject to VAT, add 20% VAT to the credit total and select 'STANDARD TC' as the 'Tax Classification'. Next select the 'Invoice Actions' drop-down list at the top of the page and choose 'Calculate Tax'.

Create Invoice

Invoice Actions

Identifying PO: TC127791
 Supplier: Thurrock Council Test Ltd
 Taxpayer ID:
 Supplier Site: Rm17 6SL
 Address: Civic Offices, New Road, Grays, Essex, RM17 6SL
 Supplier Tax Registration Number:

Remit to Bank Account: 12344321
 Unique Remittance Identifier:
 Unique Remittance Identifier Check Digit:
 Description:
 Attachments: None

Number: CN1234
 Date: 11/01/22
 Type: Credit memo
 Invoice Currency: GBP - Pound Sterling
 Payment Currency: GBP - Pound Sterling

Customer Taxpayer ID: 120T50200
 Name: Thurrock Council
 Address:

Lines

* Number	* Type	* Purchase Order Number	* Line	* Schedule	Consumption Advice Number	Line	Item Description	Ship-to Location	Tax Classification	Av Qty	Quantity	Unit Price	UOM	* Amount
1	Item	TC127791	1	1			Provision of Oracle P2P Support Services for the Oracle Fusion Supplier Portal	Civic Offices	STANDARD TC					-100.00
Total														-100.00

Summary Tax Lines

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
No data to display.								

This will apply 20% VAT. Check your credit totals at the bottom to make sure everything is correct.

In the example below, the credit total show as -120 in the invoice amount field, so this is correct.

Lines

* Number	* Type	* Purchase Order Number	* Line	* Schedule	Consumption Advice Number	Line	Item Description	Ship-to Location	Tax Classification	Av Qty	Quantity	Unit Price	UOM	* Amount
1	Item	TC127791	1	1			Provision of Oracle P2P Support Services for the Oracle Fusion Supplier Portal	Civic Offices	STANDARD TC					-100.00
Total														-100.00

Summary Tax Lines

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
1	GB VAT	VAT	GB VAT JURIS	GB VAT STATUS	STANDARD TC	20		-20.00

Totals

Items	Freight	Miscellaneous	Inclusive Tax	Exclusive Tax	Invoice Amount	Due
-100.00	0.00	0.00	0.00	-20.00	-120.00	-120.00

Once you have confirmed the totals are correct, select 'Submit' at the top right of the page.

A confirmation message will display to confirm the submission was successful.