

# Thurrock Council – Oracle supplier guide

## How to submit an invoice

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 your purchase order (PO) number in the 'Identifying PO' field. The purchase order will start with 'TC' and will relate to the invoice you are submitting.

If you don't have a PO number, you will need to contact the department to which you are providing goods or services to request one.

Create Invoice ?

Invoice Actions Save Save and Close Submit Cancel

\* Identifying PO TC127791  
Supplier TC127791 Thurrock Council Test Ltd Rm17 6SL  
Taxpayer ID More...  
\* 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

Customer  
\* Customer Taxpayer ID 120/T50200  
Name Thurrock Council  
Address

Lines

Next you must enter the bank account into which you would like us to make payments.

Open the drop-down list in the 'Remit to Bank Account' field, then 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

Customer  
\* Customer Taxpayer ID 120/T50200  
Name Thurrock Council  
Address

Now enter your own unique invoice number in the 'Number' field.

Choose the invoice date by selecting on the calendar option.

You can only choose today's date or a date in the future.

The screenshot shows the top section of the invoice creation form. On the left, there are dropdown menus for 'Identifying PO' (TC127791), 'Supplier' (Thurrock Council Test Ltd), 'Supplier Site' (Rm17 6SL), and 'Customer Taxpayer ID' (120/T50200). In the center, there are fields for 'Remit-to Bank Account' (12344321), 'Unique Remittance Identifier', 'Description', and 'Attachments' (None). On the right, there are fields for 'Number' (Test1234), 'Date' (17/11/21), 'Type' (Invoice), 'Invoice Currency' (GBP - Pound Sterling), and 'Payment Currency' (GBP - Pound Sterling). Arrows from the text above point to the 'Number' and 'Date' fields.

To upload your invoice document, select the plus sign ('+') next to the word 'Attachments'.

Once you have uploaded your document, select 'OK'.

The next instructions must be followed carefully – if these steps are not completed correctly, your invoice will be cancelled and you will need to resubmit.

Under the 'Items' sub-heading, choose the 'Select & Add' icon (a grey rectangle with a plus sign).

This screenshot shows the same form as above, but with an arrow pointing to the plus sign next to the 'Attachments' field, which now displays 'Test invoice pdf'. Below the form, there is a 'Lines' section with a table header and a 'Cancel Line' button.

View		Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price
* Number	* Type	* Number	* Line	* Schedule	Number	Line							
No data to display.													

Summary Tax Lines

Next highlight the Purchase Order line that displays in the new window below by selecting **to the right** of the PO number and not the PO number itself, as shown below, so the row turns blue.

Select and Add: Purchase Orders

Advanced Saved Search

\*\* At least one is required

\*\* Purchase Order TC127791

\*\* Consumption Advice

\*\* Creation Date dd/mm/yy HH:mm

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.

You will see the PO line has dropped into the items section, as shown below.

Lines

View Cancel Line

* Number	* Type	* Number	* Line	* Schedule	Number	Line	Su Item Description	Ship-to Location	Tax Classification	Availabl Quantity	Quan	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					200,000.00
Total														200,000.00

You now need to adjust the amount field on the far right to match the **net** cost of your invoice.

For example, if you needed to submit an invoice for £500 + VAT, you should change the figure in the '**Amount**' box from £200,000 to £500, as shown above.

Now you must add the 20% tax to your invoice, **if applicable**.

Lines

View Cancel Line

* Number	* Type	* Number	* Line	* Schedule	Number	Line	Su Item Description	Ship-to Location	Tax Classification	Availabl Quantity	Quan	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					500.00
Total														500.00

If your invoice does not include VAT, adjust the '**Tax Classification**' code by selecting the Tax Classification drop-down list and choosing one of the codes on the following page. Alternatively, adjust to the '**STANDARD TC**' tax classification if the 20% VAT rate should be applied.

The list of available tax classification codes is shown below.

Tax Classification	Availabl Quantity	Quan	Unit Price	UOM
STANDARD TC				
EXEMPT TC			EXEMPT TC	
OUTOFSCOPE TC			OUTOFSCOPE TC	
ZERO TC			ZERO TC	
STANDARD TC			STANDARD TC	
REDUCED TC			REDUCED TC	

If you have adjusted the Tax Classification code to either '**EXEMPT TC**', '**OUTOFSCOPE TC**' or '**ZERO TC**', all of which will apply 0% VAT, you can submit the invoice by selecting the '**Submit**' button at the top-right of the page.

For invoices with a '**STANDARD TC**' or '**REDUCED TC**' tax classification code, you will need to calculate the tax amount. To do this, select '**Invoice Actions**' at the top-right of the page and choose '**Calculate Tax**'.

Create Invoice ⓘ

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 Test Invoice pdf

Tax Control Amount

**Invoice Actions** Save Save and Close Submit Cancel

Calculate Tax Ctrl+Alt+X

Cancel Invoice

Delete Invoice

Type Invoice

Invoice Currency GBP - Pound Sterling

Payment Currency GBP - Pound Sterling

Customer

Customer Taxpayer ID 120150200

Name Thurrock Council

Address

Lines

* Number	Type	Purchase Order	Consumption Advice	Su It	Item Description	Ship-to Location	Tax Classification	Availabl Quantity	Quan	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					500.00
<b>Total</b>												500.00

Now check the totals at bottom-right of the screen. If they are correct and match the invoice, you have done everything correctly.

In this example, the invoice was for £500 + VAT = £600, so the '**Invoice Amount**' shown below is correct.

Totals

Items	500.00	Freight	0.00	Miscellaneous	0.00	Inclusive Tax	0.00	Exclusive Tax	100.00	Retainage	0.00	<b>Invoice Amount</b>	600.00
												Due	500.00

Once you have confirmed your invoice totals are correct, you can select the '**Submit**' button at the top of the page.

You will receive confirmation that your invoice has been submitted successfully.

**Submit** **Cancel**

