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.

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.

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.

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).

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.

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.

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**.

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.

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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**'.

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.

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.