



delivering the benefits of **iSupplier**

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# ***iSupplier***

## ***eInvoicing solution User Guide***



## **iSupplier eInvoicing welcome user guide**

BT is driving to improve its relations with all its business partners and aims to provide its approved suppliers with the best possible service. Providing suppliers with visibility of their orders is a key part of that process by providing efficient transactional interactions with BT.

Accessed over the Internet at <https://www.supplierportaluk.bt.com/>, BT's approved suppliers will be able to:

- Submit invoices electronically
- View a new purchase order
- Print a PDF version of a new purchase order
- View and print attachments associated with a purchase order
- Search for and locate all purchase order details
- View the change history of a purchase order where changes to the original order occur
- Search for and locate all shipment receipting details
- Search and view invoice and payment data
- Export purchase order and receipting data into an Excel spreadsheet

iSupplier eInvoicing is straightforward to use. However, we would recommend that you take a few minutes to view this welcome user guide to support familiarisation and ease of navigation.



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### **Contact details for seeking help and support**

iSupplier Oracle platform queries	iSupplier@bt.com
iSupplier User Account queries	iSupplier@bt.com
Payment queries:	Supplier helpdesk on 0800 515465
Commercial questions	The Buyer

### **selling2bt web site**

For further information about iSupplier please visit [iSupplier orders & payments](#) at the selling2bt web site. Please be aware that another version of iSupplier is also available for the use of Sourcing activities. If you have been invited to a Sourcing activity with BT then you will have already received a user ID and password for use of iSupplier associated with the Sourcing activity. However, you will still require a new user ID and password for use of the iSupplier portal for UK orders & payments.



## iSupplier eInvoicing user guide, May 2012

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## 1. Creating an invoice

- From the iSupplier landing page select **Account**.

BT iSupplier (BT PLC, BT Fleet & BT Payment Services) - Helpdesk 0800 515465 [Home](#) [Logout](#) [Preferences](#)

[Home](#) [Orders](#) [Shipments](#) [Account](#) [Admin](#)

Search

### Notifications

[Full List](#)

Subject	Date
<a href="#">BT_UK_BTG - Standard PO 1710190813_0</a>	03-Sep-2010 09:41:19
<a href="#">BT Group plc Supplier Collaboration Network: Confirmation of Regi...</a>	03-Sep-2010 09:37:59

### Orders At A Glance

[Full List](#)

PO Number	Description	Order Date
<a href="#">1710190813</a>		03-Sep-2010 09:40:27
<a href="#">1710190812</a>		03-Sep-2010 09:35:43
<a href="#">1710190811</a>		03-Sep-2010 09:24:06

- Orders
  - [Purchase Orders](#)
  - [Purchase History](#)
- Shipments
  - [Overdue Receipts](#)
- Receipts
  - [Receipts](#)
  - [Returns](#)
- Invoices
  - [Invoices](#)
- Payments
  - [Payments](#)

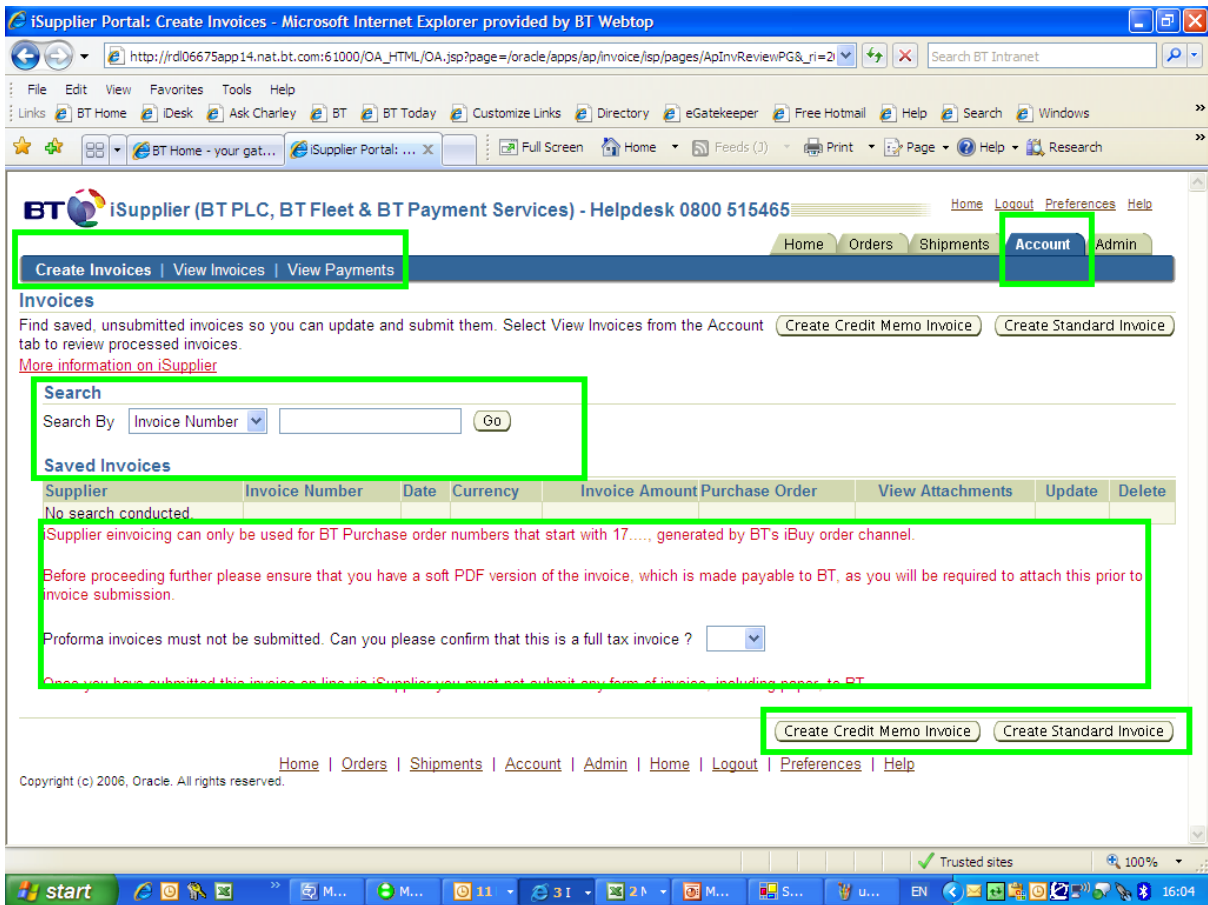
[Home](#) | [Orders](#) | [Shipments](#) | [Account](#) | [Admin](#) | [Home](#) | [Logout](#) | [Preferences](#) | [Help](#)

Using the **Account** tab provides:

- the ability to create a standard invoice / credit memo invoice, view invoices, view payments
- a search field for *saved* invoices



Remember to have a PDF version of the invoice available and that this relates to a full tax invoice. iSupplier will time out after 30 minutes.



**BT iSupplier (BT PLC, BT Fleet & BT Payment Services) - Helpdesk 0800 515465**

Home Logout Preferences Help

Home Orders Shipments **Account** Admin

Create Invoices View Invoices View Payments

**Invoices**

Find saved, unsubmitted invoices so you can update and submit them. Select View Invoices from the Account tab to review processed invoices.

[More information on iSupplier](#)

**Search**

Search By: Invoice Number

**Saved Invoices**

Supplier	Invoice Number	Date	Currency	Invoice Amount	Purchase Order	View Attachments	Update	Delete
No search conducted.								

Supplier invoicing can only be used for BT Purchase order numbers that start with 17..... generated by BT's iBuy order channel.

Before proceeding further please ensure that you have a soft PDF version of the invoice, which is made payable to BT, as you will be required to attach this prior to invoice submission.

Proforma invoices must not be submitted. Can you please confirm that this is a full tax invoice?

Once you have submitted this invoice on line via iSupplier you must not submit any form of invoice, including paper, to BT.

Home | Orders | Shipments | Account | Admin | Home | Logout | Preferences | Help

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## Creating an invoice - step 1 of 4



- Enter the purchase order number
- Click on **go**

## Create Invoice: Purchase Orders

### Search

Please enter your search criteria and select the "Go" button to see the result.

Purchase Order Number	<input type="text" value="1710190812"/>
Purchase Order Date	<input type="text"/> (example: 20-Apr-2012)
Organization	<input type="text"/>
	<input type="button" value="Go"/> <input type="button" value="Clear"/>

## Creating an invoice - step 1 of 4



- Select order lines to be invoiced
- Then select **add items to invoice list**
- Click on **next**

Step 1 of 4

**Search**  
Please enter your search criteria and select the "Go" button to see the result.

Purchase Order Number:

Purchase Order Date:  (example: 20-Apr-2012)

Organization:

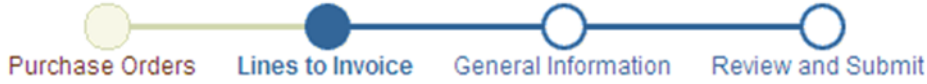
---

Select Items:  Previous 1-10 Next 10

Select All	Select None	Supplier	PO Number	Line	Shipment	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization
<input type="checkbox"/>	<input type="checkbox"/>	SOLUTIONS LTD	1710503202	1	1	Retail Core base units for			3095	3095	3080			GBP	GAAABIRM266171	BT_UK_BTG
<input type="checkbox"/>	<input type="checkbox"/>	SOLUTIONS LTD	1710501640	1	1	- Lyme Regis - Installation 3781 DSS08779			3045	0	0			GBP	SN0104A1	BT_UK_BTG



### Creating an invoice - step 2 of 4



- Enter the quantity or amount to be invoiced
- Enter the tax
- Click on **calculate**

#### Purchase Order Items Selected

PO Number	Line	Shipment	Item Description	Item Number	Supplier Item Number	Ship To	Quantity Ordered	Quantity Received	Quantity Invoiced	Quantity to Invoice	UOM	Unit Price	Amount	Taxable	Remove
1710190812	2	1	Test PO Multi Line 1 Qty Based Line 2			IP0021A1	100	0	0	<input type="text" value="1"/>	EACH	10.00	10.00	<input checked="" type="checkbox"/>	
1710190812	1	1	Test PO Multi Line 1 Qty Based Line 1			IP0021A1	10	0	0	<input type="text" value="1"/>	EACH	1.00	1.00	<input checked="" type="checkbox"/>	

#### Other Charges

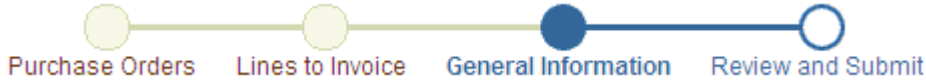
Line Charge Type	Amount (GBP)	Description	Remove
Tax	<input type="text" value="1.93"/>	<input type="text"/>	
Freight	<input type="text"/>	<input type="text"/>	

[Add Another Row](#)

Subtotal 11.00  
 Tax 1.93  
 Freight 0.00

<input type="button" value="Calculate"/>	Total (GBP)	12.93
<input type="button" value="Cancel"/>	<input type="button" value="Back"/>	Step 2 of 4 <input type="button" value="Next"/>


### Creating an invoice - step 3 of 4



- Enter the invoice number as shown on the PDF version of the invoice
- Enter the date of the invoice (iSupplier automatically defaults to today's date)
- Click on **Add** to attached the PDF version of the invoice
- Click on **next**

#### Create Invoice: General Information

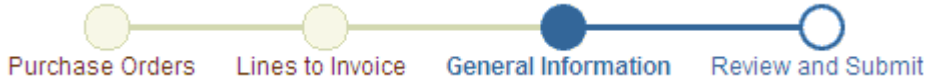
\* Indicates required field Cancel Save Back Step 3 of 4 Next

* Invoice Number	DF001 TEST INVOICE
* Invoice Date	06-Sep-2010 
<small>(example: 22-Aug-2010)</small>	
Invoice Description	<input type="text"/>
Attach Invoice	None <input type="button" value="Add"/>

You must attach the PDF version of the invoice here to meet mandatory HMRC regulations.

Invoice Created By: TESTSUPPLIER@BT.COM

### Creating an invoice - step 3 of 4



- Provide a short description
- Attach the PDF version of the invoice
- Click on **Apply**

#### Attachment Summary Information

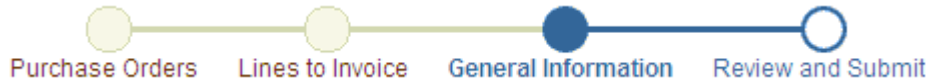
\* Indicates required field

* Description	DF001 TEST INVOICE
Category	From Supplier

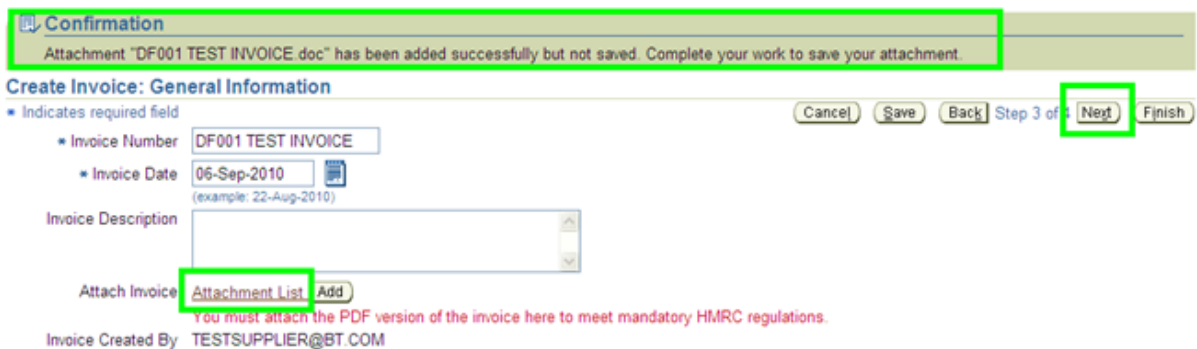
#### Define Attachment

Type	<input checked="" type="radio"/> File	c:\documents and settings\803081749\My Documents\Pr	Browse...
	<input type="radio"/> URL		
	<input type="radio"/> Text		
Name			
	<small>(Optional: provide a name to Text attachment)</small>		

## Creating an invoice - step 3 of 4



- At this stage you can either **save** the content and resume at a later stage by searching for the invoice on the Account landing page. Alternatively, if you're ready to submit the invoice click on **next**.
- **Attachment List** indicates that the document has been attached.




**Confirmation**  
Attachment "DF001 TEST INVOICE.doc" has been added successfully but not saved. Complete your work to save your attachment.

**Create Invoice: General Information**   Cancel   Save   Back   Step 3 of 4   **Next**   Finish

• Indicates required field

• Invoice Number

• Invoice Date    
(example: 22-Aug-2010)

Invoice Description

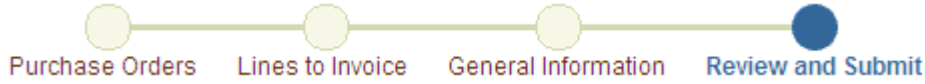
Attach Invoice **Attachment List**

You must attach the PDF version of the invoice here to meet mandatory HMRC regulations.

Invoice Created By TESTSUPPLIER@BT.COM



### Creating an invoice - step 4 of 4



- After submitting the invoice allow up to 24 hours for the invoice to be visible on the iSupplier 'view invoices' accounts screen.
- Submission of the invoice doesn't necessarily assume that the invoice will be approved for payment and still requires to be subject to the validity of the invoice.
- Click on **Finish**.

#### Create Invoice: Review and Submit

Step 4 of 4

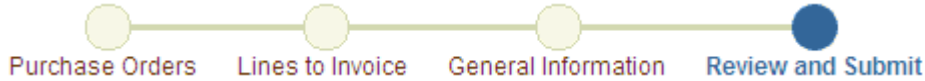
Supplier Name	BT TEST SUPPLIER	Invoice Number	DF001 TEST INVOICE
Supplier Number	7212732	Invoice Date	06-Sep-2010
Remit To	123 HIGH STREET LONDON AB1 2CD	Invoice Description	
		PO-Line-shipment	1710190812-2-1, 1710190812-1-1

Item Description	Item Number	Supplier Item Number	Quantity	Unit of Measure	Unit Price (GBP)	Amount (GBP)
Test PO Multi Line 1 Qty Based Line 2			1	EACH	10.00	10.00
Test PO Multi Line 1 Qty Based Line 1			1	EACH	1.00	1.00
Subtotal						11.00
Tax						1.93
Freight						0.00
Total (GBP)						12.93

After submitting the invoice please allow up to 24 hours for the invoice to be visible on the iSupplier Accounts screen. Submission of this invoice doesn't necessarily assume that the invoice will be approved for payment and still requires to be subject to the validity of the invoice.



## Creating an invoice - step 4 of 4



- A confirmation of the submitted invoice then appears.
- The screen can be printed.
- The screen also offers the option to **create another** invoice.

**INVOICE: DF001 TEST INVOICE**

Supplier Name	BT TEST SUPPLIER	Invoice Number	DF001 TEST INVOICE
Supplier Number	7212732	Invoice Date	06-Sep-2010
Remit To	123 HIGH STREET LONDON AB1 2CD	Invoice Description	1710190812-2-1, 1710190812-1-
		PO-Line-Shipments	1

Item Description	Item Number	Supplier	Item Number	Quantity	Unit of Measure	Unit Price (GBP)	Amount (GBP)
Test PO Multi Line 1 Qty Based Line 2				1	EACH	10.00	10.00
Test PO Multi Line 1 Qty Based Line 1				1	EACH	1.00	1.00

Subtotal	11.00
Tax	1.93
Freight	0.00
Total (GBP)	12.93

After submitting the invoice please allow up to 24 hours for the invoice to be visible on the iSupplier Accounts screen.  
Submission of this invoice doesn't necessarily assume that the invoice will be approved for payment and still requires to be subject to the validity of the invoice.

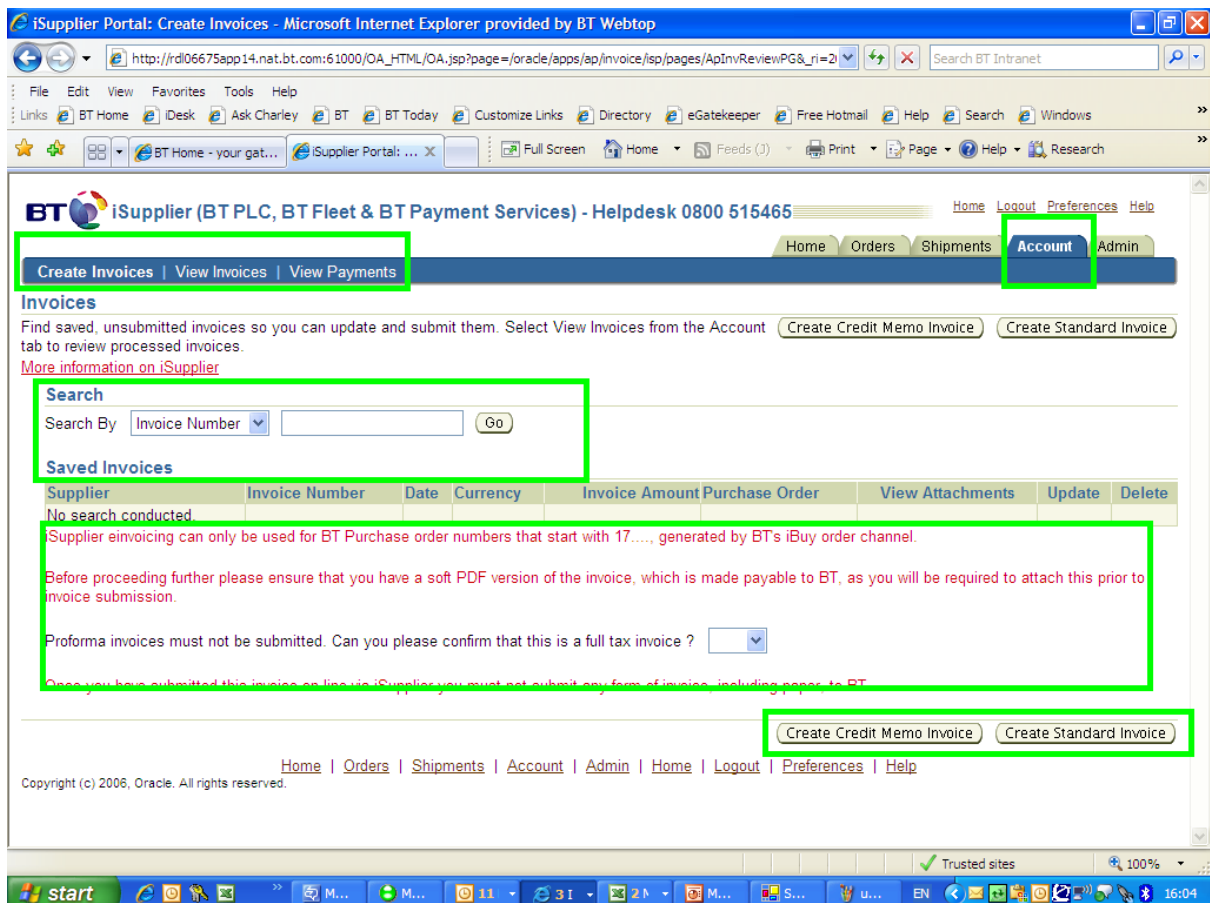
[Return to Invoices](#)   [Printable Page](#)   [Create Another](#)

## 2. Creating a credit memo invoice

A credit memo invoice can be created from the Account tab by selecting **create credit memo invoice**. However, a credit memo cannot be created for Fixed Priced Services. In these cases, where a credit is required against such PO's they should be submitted manually to ;

BT Accounts Payable  
 PO Box 817  
 1st Floor Brundrett Place  
 1 Brundrett Street  
 STOCKPORT  
 SK1 9DD

clearly stating the PO they relate to.



The screenshot shows the iSupplier Portal interface. The browser title is "iSupplier Portal: Create Invoices - Microsoft Internet Explorer provided by BT Webtop". The URL is "http://rd106675app14.nat.bt.com:61000/OA\_HTML/OA.jsp?page=/oracle/apps/ap/invoice/isp/pages/ApiInvReviewPG&\_ri=2". The page header includes "BT iSupplier (BT PLC, BT Fleet & BT Payment Services) - Helpdesk 0800 515465" and navigation links for "Home", "Logout", "Preferences", and "Help". The main navigation bar has tabs for "Create Invoices", "View Invoices", "View Payments", "Home", "Orders", "Shipments", "Account", and "Admin". The "Account" tab is selected. Below the navigation, there are buttons for "Create Credit Memo Invoice" and "Create Standard Invoice". A search box is present with a dropdown menu set to "Invoice Number" and a "Go" button. A table titled "Saved Invoices" is empty. A large text box contains instructions: "Supplier invoicing can only be used for BT Purchase order numbers that start with 17...., generated by BT's iBuy order channel. Before proceeding further please ensure that you have a soft PDF version of the invoice, which is made payable to BT, as you will be required to attach this prior to invoice submission. Proforma invoices must not be submitted. Can you please confirm that this is a full tax invoice?". At the bottom, there are buttons for "Create Credit Memo Invoice" and "Create Standard Invoice".

## Creating a credit memo invoice



- Creating a credit memo invoice follows the same process as creating a **standard invoice** (as shown in the earlier slides), except that the quantity or amount to invoice and the tax will appear as a minus (-). Also, a new invoice will have to be created.

### Create Invoice: Lines to Invoice

\* Indicates required field [Cancel] [Back] Step 2 of 4

GBP = Pound Sterling  
 Supplier Name **BT TEST SUPPLIER** Supplier VAT Registration Number

#### Purchase Order Items Selected

PO Number	Line	Shipment	Item Description	Item Number	Supplier Item Number	Ship To	Quantity Ordered	Quantity Received	Quantity Invoiced	Quantity to Invoice	JOM	Unit Price	Amount	Taxable	Ren	
1710190812	2	1	Test PO Multi Line 1 Qty Based Line 2			IP0021A1	100	0	3	-1		EACH	10.00	-10.00	<input checked="" type="checkbox"/>	

#### Other Charges

Line Charge Type	Amount (GBP)	Description	Remove
Tax	-1.75		
Freight			

[Add Another Row](#)

Subtotal -10.00  
 Tax -1.75  
 Freight 0.00

[Calculate](#) Total (GBP) -11.75

[Cancel](#) [Back](#) Step 2 of 4 [Next](#)





### 3. Viewing invoices

- Invoices can be viewed by selecting **View invoices** from the **Account** screen.
- A search for an invoice can be made in a number of ways (ie. invoice number, payment number, PO number, etc. To search and display all invoices enter the first 3 digits followed by the wild card %.
- Select **Go**.

Home Orders Shipments **Account** Admin

Create Invoices **View Invoices** View Payments

Invoice Summary Ex

Simple Search

The requester's name can be located on the PO, via Orders -> Purchase Orders and select "Printable View of PO". Advanced Se:

Invoice Number	<input type="text"/>	PO Number	<input type="text" value="171%"/>
Payment Number	<input type="text"/>	Payment Status	<input type="text"/>
Gross Amount From	<input type="text"/>	Invoice Date From	<input type="text"/>
Gross Amount To	<input type="text"/>	Invoice Date To	<input type="text"/>
Amount Due From	<input type="text"/>	Due Date From	<input type="text"/>
Amount Due To	<input type="text"/>	Due Date To	<input type="text"/>

Please note that due dates shown do not take into consideration the actual payment runs which take place either Weekly or Fortnightly on the Monday following the invoice processing period. Payment runs falling on a public holiday will be deferred to the next working day. For details of the payment terms agreed with BT, please refer to the contract you have in place for each type of purchase.

## Viewing invoices

- The details relating to each invoice will appear as shown below, including gross amount, due date for payment (excluding payment run date), and the status of the invoice.
- All the data can be exported into an Excel spreadsheet, including the payment status of paid, partially paid and not paid.
- Select **on hold** to view a descriptor of why an invoice is on hold

### Simple Search

The requester's name can be located on the PO, via Orders -> Purchase Orders and select "Printable View of PO".

Advanced Search

Please note that due dates shown do not take into consideration the actual payment runs which take place either Weekly or Fortnightly on the Monday following the invoice processing period. Payment runs falling on a public holiday will be deferred to the next working day. For details of the payment terms agreed with BT, please refer to the contract you have in place for each type of purchase.

Go Clear

Invoice Number	Description	Invoice Date	PO Number	Currency	Gross Amount	Amount Due	Due Date	Status	Payment Number	Discount Date	Available Discount	Packing Slip	Type
DF		06-Sep-2010	1710190812	GBP	12.93	0.00	06-Sep-2010	Approved	2710016821 - Check				Standard
DF001 TEST INVOICE		06-Sep-2010	1710190812	GBP	12.93	12.93	18-Oct-2010	Approved					Standard
df005		06-Sep-2010	1710190812	GBP	12.93	12.93	18-Oct-2010	On Hold					Standard
DF002 TEST INVOICE		06-Sep-2010	1710190812	GBP	22.00	22.00	18-Oct-2010	On Hold					Standard

Export



#### 4. Viewing onhold invoices – DF002 TEST INVOICE

- In relation to invoice DF002 TEST INVOICE, the message that appears advises that the quantity billed exceeds the quantity received because the income tax amount is not equal to the calculated tax amount. To change the tax amount contact the helpdesk for assistance.

Invoice DF002 TEST INVOICE  
Supplier BT TEST SUPPLIER  
Supplier Site LONDON  
Invoice Date 06-Sep-2010  
Currency GBP  
Gross Amount 22.00  
Amount Due 22.00  
Due Date 18-Oct-2010  
On Hold Status On Hold

Hold Reason	Hold Date
Invoice tax amount is not equal to the calculated tax amount	06-Sep-2010
Quantity billed exceeds quantity received	06-Sep-2010



## Viewing onhold invoices – DF005

- In relation to invoice df005, 2 messages are displayed as shown below. Further investigation will need to be performed to understand why the quantities billed exceed the quantity received. This is best achieved by entering the purchase order no. on the **Orders** screen via **advanced search**, selecting **go** and clicking on the purchase order link to display the general information.

Invoice df005  
Supplier BT TEST SUPPLIER  
Supplier Site LONDON  
Invoice Date 06-Sep-2010  
Currency GBP  
Gross Amount 12.93  
Amount Due 12.93  
Due Date 18-Oct-2010  
On Hold Status On Hold

Hold Reason	Hold Date
Quantity billed exceeds quantity received	06-Sep-2010
Quantity billed exceeds quantity received	06-Sep-2010

## Viewing onhold invoices – DF005

- The **Total** and **Amount (GBP)** is net. The value is only shown as gross within the **Account** and **invoice** section.
- If the order line details do not reveal the invoice issue, further investigation can also be viewed by selecting the **Related Information**, such as **Receipts**.
- As a tip, if you need to contact the requestor the details are located within the **printable view of PO**

Standard PO : 1710190812 Revision 0 (Total GBP 1010.00)

The requester's name can be located on the PO. Select "Printable View of PO".

Printable View of PO | View Change History | Export

**Order Information**

**General Information**

Standard PO: 1710190812  
**Total: 1010.00 (GBP)**  
 Supplier: BT TEST SUPPLIER  
 Supplier Site: LONDON  
 Address: 123 HIGH STREET  
 LONDON, AB1 2CD  
 Order Date: 03-Sep-2010 09:35:43  
 Description:  
 Status: Open  
 Note to Supplier:  
 Organization: BT\_UK\_BTG  
 Supplier Order Number:  
 Attachments: None

**Terms and Conditions**

Payment Terms: 42 Days Net  
 Carrier:  
 Freight Terms: FOB  
 Shipping Control:  
 Bill-To Address:  
 Bill-To Address: BT UK Accounts Payable  
 Centre  
 PO Box 371  
 Parkway Business Centre  
 MANCHESTER, M14 0WE

**Related Information**

Receipts  
 Invoices  
 Payments

Details	Line	Type	Item	Job	Supplier	Description	UOM	Quantity	Price (GBP)	Amount (GBP)	Contract Number	Status	Reason	Global Agreement	Attachments	Price Differe
Show	1	Goods				Test PO Multi Line 1 Qty Based Line 1	EACH	10	1	10.00		Open				
Show	2	Goods				Test PO Multi Line 1 Qty Based Line 2	EACH	100	10	1000.00		Open				



## Viewing onhold invoices – DF005

- By selecting **Receipts**, as shown from the previous slide, the search reveals that the requestor hasn't acknowledged receipt of the goods or services. Without this acknowledgement the invoice cannot be approved. In this instance, the supplier should contact the requestor by selecting **printable view of PO** again as shown on the previous slide.

### Receipt Transactions

Organization	Receipt Number	Receipt Date	PO Number	Item	Supplier Item	Item Description	UOM	Quantity Received	Receipt Location	View Attachments	Supplier Organization ID
No search conducted.											

Export



## 5. Viewing payments

- Payments can be viewed by selecting **View payments** from the **Account** screen.
- A search for a payment can be made in a number of ways (ie. PO number, payment number, etc. To search and display all payments enter the first 3 digits followed by the wild card %).
- Select **Go**.
- The payment details

Home Orders Shipments **Account** Admin

Create Invoices | View Invoices **View Payments**

Payment Summary Export

Simple Search Advanced Search

PO Number  Payment Number

Payment Date From   Payment Amount From

Payment Date To   Payment Amount To

Payment	Invoice	PO Number	Payment Date	Currency	Amount	Stopped	Cleared	Voided	Supplier Site	Supplier Address
2710016821	DE	1710190812	06-Sep-2010	GBP	12.93				LONDON	LONDON