

1 Credit Notes

The iSupplier Portal will allow you to track your invoices, credit notes and payments.

1.1 Create a Credit Note

Credit notes should only be processed if the Invoice it relates to, is already entered on Oracle.



Caution Note:

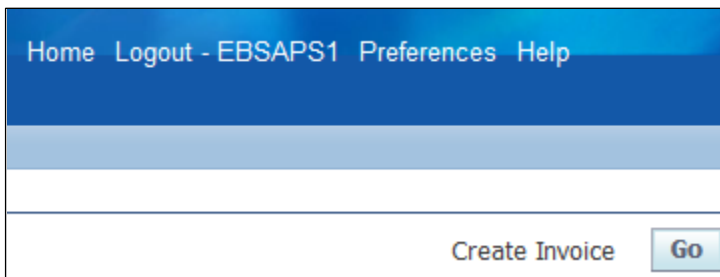
Credit notes should be entered against the purchase order line the original invoice was matched to. If that line has been fully used and therefore does not appear at step 1 please contact procurement@uksbs.co.uk to re-open the line.




Caution Note:

Credit notes should be entered using the same supplier site as the original invoice, unless the site is no longer active and therefore you should use the new site.

1. Click the [RCUK iSupplier Portal Supplier User](#) link
2. Click the **Finance** tab.
3. Click the **Go** button next to [Create Invoice](#).



Action Note:

An operating unit must be entered; this is the Research Council you are billing, for example prefix the search criteria **SSC%**Operating%Unit, or alternatively select  button and choose as appropriate.

A list of Research Councils can be found on page 20.

4. Enter the required information into the [Purchase Order Number From](#) field.
5. If you are searching for a single purchase order, please enter the number again in [Purchase Order Number To](#).

**Learning Note:**

If the **Purchase Order Number To** field is left blank you will be shown all purchase orders created after the purchase order number specified above



6. Click the  button.

The screenshot shows the 'Create Invoice: Purchase Orders' screen in the UKSBS iSupplier Portal. The search criteria are as follows:

- Organisation: SSC - Operating Unit
- Purchase Order Number From: 4080014958
- Purchase Order Number To: 4080014958
- Need By Date From: (blank)
- Need By Date To: (blank)
- Check Options: Invoice Check (received > invoiced)




The 'Select Items' table is shown below:

Select	PO Number	Line	Shipment	Advances or Financing	Item Description	Supplier Item Number	Ordered	Received	Invoiced	UOM	Price	Curr	Ship To	Organization	Packing Slip	Waybill
<input checked="" type="checkbox"/>	4080014958	1	1	<input type="checkbox"/>	Joe Bloggs test goods requisition		10	10	5	Each	50	GBP	UK SBS - Newport	SSC - Operating Unit		

7. Select all the lines associated with the credit. If there is more than one line, select as appropriate.
8. Click the  button.
9. Click the  button.

**Learning Note:**

The iSupplier Portal will only give you an option of selecting a physical address, however, the remittance advice will be sent via your preferred communication method specified against this address (e.g. email, fax or post).

10. If you have more than one address registered on iSupplier, you will need to select the appropriate address for the invoice raised. Select the **Remit To**  button and click . Click  next to the relevant option.

11. Select the **Remit To Bank Account**  to choose the bank account.

12. Click the  button.

13. Click the  button next to the relevant account.

**Caution Note:**

UK SBS cannot be held liable for incorrect bank details associated with an iSupplier record.




14. Enter the credit note number into the **Invoice Number** field.

15. To amend the invoice date, click  and select as appropriate.

16. Change the **Invoice Type** using the drop down menu to **Credit Memo**.

**Action Note:**

Enter a description in the **Invoice Description** field including the invoice number the credit relates to.

17. Ensure that the *** Customer Tax Payer ID** has auto-populated. If the field is not populated click the  and click . Select  the option that appears. The Customer Tax Payer ID relates to the Research Council not your company

18. Amend the **Quantity** if necessary depending on the credit value.

**Learning Note:**

Credit amounts must be shown as a minus amount (-).

19. Click the  button.

20. The bottom right-hand corner on Step 3 shows the credit breakdown this must match your own credit before proceeding.

21. If required the VAT can be amended under **Summary Tax Lines**. If no amendment is required jump to step 25.

Summary Tax Line Number	Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount	Line Status
1	GB VAT	GB VAT	STANDARD	GB VAT	STANDARD	20	-20	Active

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
4080014958	1	1	Joe Bloggs test goods requisition		UK SBS - Newport	5	-2.00 Each	50.00	-100.00

Charge Type	Amount	Description
No results found.		

Invoice Summary	
Items	-250.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	-20.00
Total (GBP)	-120.00

Buttons: Calculate, Recalculate Total, Cancel, Save, Back, Step 3 of 4, Next, Submit

22. If you change your VAT rate please select one of the following options if you're a UK Supplier:

- Standard
- Reduced
- Exempt
- Zero
- Out of Scope



Caution Note:

Foreign currency invoices are usually "Out of Scope" for Tax purposes, unless the Tax has been reverse charged in which case EU or Non EU Standard would apply.

23. The **Tax Status Code** and **Tax Rate Code** should both be updated to reflect the VAT you are charging.


24. Once amended click **Calculate** followed by the **Recalculate Total** button, followed by the **Calculate** button again.

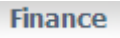
25. Click the **Next** button to review the credit before submitting.



Learning Note:

If you do not want to submit the credit note until a later date, select **Save**. See section 4.2 on Submitting Saved Invoices.

26. Once you have reviewed the credit, click .

27. Your credit memo has successfully been submitted and the status can be viewed under Search on the  page.



Learning Note:

If for any reason you wish to cancel the credit note, please contact finance@uksbs.co.uk or alternatively ring the helpdesk on 01793 867004.