

1 More4Apps


More4Apps can be used if you invoice the Research Councils for multiple invoices. The template can be found [More4Apps Template](#)



Learning Note:

The columns under **Processing Status** are for UK SBS use only.

1. Enter the Purchase Order number in **P.O. Number – Invoice Level** field.
2. Enter your **Supplier Number**. This information can be found on iSupplier under the **Admin** responsibility.
3. Enter the **Supplier Site**. This information can be found on iSupplier under the **Admin** responsibility. This will be the postcode of the remittance address.

								INVOICE HEADER					
PROCESSING STATUS				Line Status				P.O.	Supplier		Invoice Details		
Invoice ID	Invoice Status	Validation Status	Invoice Error	Line ID	Tax Line ID	Line Status	Line Error	P.O. Number - Invoice Level	Supplier Number	Supplier Site	Invoice Number	Invoice Date	Description
								4050000001	654321	TS23 3TJ			

4. Enter your **Invoice Number**.
5. The **Invoice Date** must be entered.
6. A **Description** of what you are billing the Research Council for should be entered.



Caution Note:

The **Invoice Total** field is the total **NET** amount being billed against that one invoice.

7. Enter the Invoice Total.
8. Enter the Currency Code.

INVOICE HEADER							
P.O.		Supplier		Invoice Details			Invoice Curre
P.O. Number - Invoice Level	Supplier Number	Supplier Site	Invoice Number	Invoice Date	Description	Invoice Total	Currency Code
4050000001	654321	TS23 3TJ	9876	29-Jan-15	Test	500	GBP

9. Under Invoice Distributions enter the Dist Description. This should match or be similar to the PO description.
10. Enter the NET value in the Amount field.
11. Enter the Tax code.
 - Standard
 - Exempt
 - Out of Scope
 - Reduced
 - EU VAT Type
12. The Product Category should be Non Recoverable Charged Gross.
13. Enter the P.O. Line Number. This can be found on the PO originally provided to you.
14. Enter the Quantity Invoiced, for example if the invoice relates to 5 @ £50.00 then enter 5. If the PO has been raised in pounds and pence enter the NET value of 250.
15. The Unit Price field must be populated for all PO's created with a unit price.

INVOICE DISTRIBUTIONS						
Distribution Details		Tax				
Dist Description	Amount	Tax Code	Product Category	P.O. Line Number	Quantity Invoiced	Unit Price
Test	250	STANDARD	NON RECOVERABLE CHARGED GROSS	1	5	50

Action Note:



If your invoice relates to multiple lines on one Purchase Order you must split these down by individual lines that correspond with the PO. This should be done under the Invoice Distribution section. Repeat steps 9 to 15.

INVOICE DISTRIBUTIONS						
Distribution Details		Tax				
Dist Description	Amount	Tax Code	Product Category	P.O. Line Number	Quantity Invoiced	Unit Price
Test	250	STANDARD	NON RECOVERABLE CHARGED GROSS	1	5	50
Test	250	STANDARD	NON RECOVERABLE CHARGED GROSS	2	5	50

16. Completed forms should be submitted to finance@uksbs.co.uk with More4Apps as the subject title. A PDF copy of each invoice should also be attached to the email.