

1 Purchase Orders

1.1 Viewing Receipts

UK SBS use a 3-way match process. This means that before any invoices are paid the amount/quantity on the invoice must match the amount/quantity on both the purchase order and the receipt.

Invoices will be places on hold if:

- No receipt has been entered
- The amount/quantity on the invoice exceeds the amount/quantity on the purchase order and/or receipt.

The screenshot shows the UKSBS iSupplier Portal interface. The main navigation bar includes Home, Orders, Shipments, and Finance. A search bar is present with a 'Go' button. The main content area is divided into several sections: Notifications, Orders At A Glance, Shipments At A Glance, and a right-hand sidebar with Planning, Orders, Shipments, Receipts, Invoices, and Payments. The Receipts section is highlighted, showing a list of receipts with columns for PO Number, Description, and Order Date. The PO Number column contains values 4080014958, 4080014957, and 4080014956. The Order Date column shows dates from 02-Jul-2014. A 'Full List' button is visible next to each section header.

1. Click the [RCUK iSupplier Portal Supplier User link](#).
2. Click the [Receipts](#) link.
3. To view all receipts click the [Go](#) button.
4. All existing receipts will be shown. If an Invoice has already been created the number will be shown here.
5. If you have more than 10 receipts click on [Next 10](#) to view the next 10 receipts.



Learning Note:

To extract your search results in to a spreadsheet click on [Export](#).

6. Selecting the [PO Number](#) will give you a quick summary on how much has been received.

7. Once an invoice is created you can also see the [Invoiced Amount](#) and the [Payment Status](#).

1.2 Viewing and Managing Purchase Orders

The iSupplier Portal allows you to view and download Purchase Orders.

Purchase Orders raised by UK SBS maybe for any one of its associated Research Councils or Organisations. The Organisation or Research Council will always be listed on the PDF Purchase Order and will be labelled as the [Operating Unit](#) in the iSupplier Portal.

Our current list of associated Organisations includes:

- [AHRC](#) - Arts & Humanities Research Council
- [BBSRC](#) - Biotechnology and Biological Sciences Research Council
- [ESRC](#) - Economic and Social Research Council
- [EPSRC](#) - Engineering and Physical Sciences Research Council
- [MRC](#) - Medical Research Council
- [NERC](#) - Natural Environment Research Council (and its subsidiaries such as British Antarctic Survey and British Geological Survey)
- [STFC](#) - Science & Technology Facilities Council
- [CLIK](#) - Science & Technology Facilities Council Innovation
- [SSC](#) – UK SBS
- [IAH](#) (Pirbright) - Institute for Animal Health

**Caution Note:**

All Purchase Orders within iSupplier Portal will be displayed with their net value.

**Learning Note:**

Each time a purchase order is raised, amended or cancelled you will receive an email to notify you of our requirements.

You do not need to acknowledge these orders but be aware that another copy will always be sent to the email address, fax number or postal address that was specified when your purchasing address was set up.

**Caution Note:**

Amended Purchase Orders will have a Revision suffix, e.g. 40800001234, 1, and will be marked as a revision. Please treat this as an amendment to an existing order and not a new purchase order.

**Action Note:**

To amend existing purchase orders for items such as:

- Delivery Date
- Quantity
- Price Changes

Please contact UK SBS finance on 01793 867004 or alternatively email finance@uksbs.co.uk

1. From the notification, click the [SSC - Operating Unit - Standard Purchase Order XXXXXXXXXXXX, 0](#) link.
2. You can download all the Purchase Order information under [References](#).
 - The [PDF Document](#) is the Purchase Order.
 - The [Zip Attachment](#) contains all additional attachments relating to the order.
3. To mark the notification as read, click the button.
4. This will remove the notification from your iSupplier Portal Home Page.
5. Click the tab.
6. The last 5 Purchase Orders will be displayed under [Orders at a Glance](#).
7. To view or filter the full list of Purchase Orders click the button under [Orders at a Glance](#).
8. The last 25 Purchase Orders can be seen on this screen. If there are more than 25 orders you will have an option to view your [Next 25](#) orders.
9. Alternatively you can use [Advanced Search](#) to find specific orders.
10. The specified [Operating Unit](#) is the company that created the order.



Learning Note:

Regardless of the Operating Unit, UK SBS will remain the main point of contact for purchase order and Invoice queries.

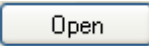
11. To view the details and attachments click on the **PO Number**.

12. The most important details of the Purchase Order can be seen on the PDF Document.

13. Select **View PDF** from the **Action** drop down list.


The screenshot displays the UKSBS iSupplier Portal interface. At the top, there is a navigation bar with 'Home', 'Orders', 'Shipments', and 'Finance'. Below this, a breadcrumb trail shows 'Orders: Purchase Orders >'. The main content area is titled 'Standard Purchase Order: 4080014958, 0 (Total GBP 500.00)'. The 'Order Information' section is divided into 'General' and 'Terms and Conditions'. The 'Summary' section shows a total of 500.00, with 500.00 received and 0.00 invoiced. The 'Ship-To Address' and 'Bill-To Address' sections provide contact details for UK Shared Business Services Ltd. An 'Actions' dropdown menu is open, highlighting 'View PDF'. A 'Go' button is located to the right of the dropdown.

14. Click the  button.

15. Click the  button.

16. The full details of order can be seen here, this includes any message from the requestor to the supplier (marked in red).

Purchase Order 4080014958,0



Supplier: **Joe Bloggs Ltd**
12 New Street
London
SW1H 0TH
United Kingdom
Tel: 020 6543 2233
Fax:

Ship to: **UK SBS - Newport**
UK Shared Business Services Ltd
Concept House
Cardiff Road
Newport
United Kingdom
NP10 8QQ

test note to supplier

COPY

Order	4080014958
Order Date	02-JUL-2014
Revision	0
Revision Date	
Payment Terms	As per terms and conditions

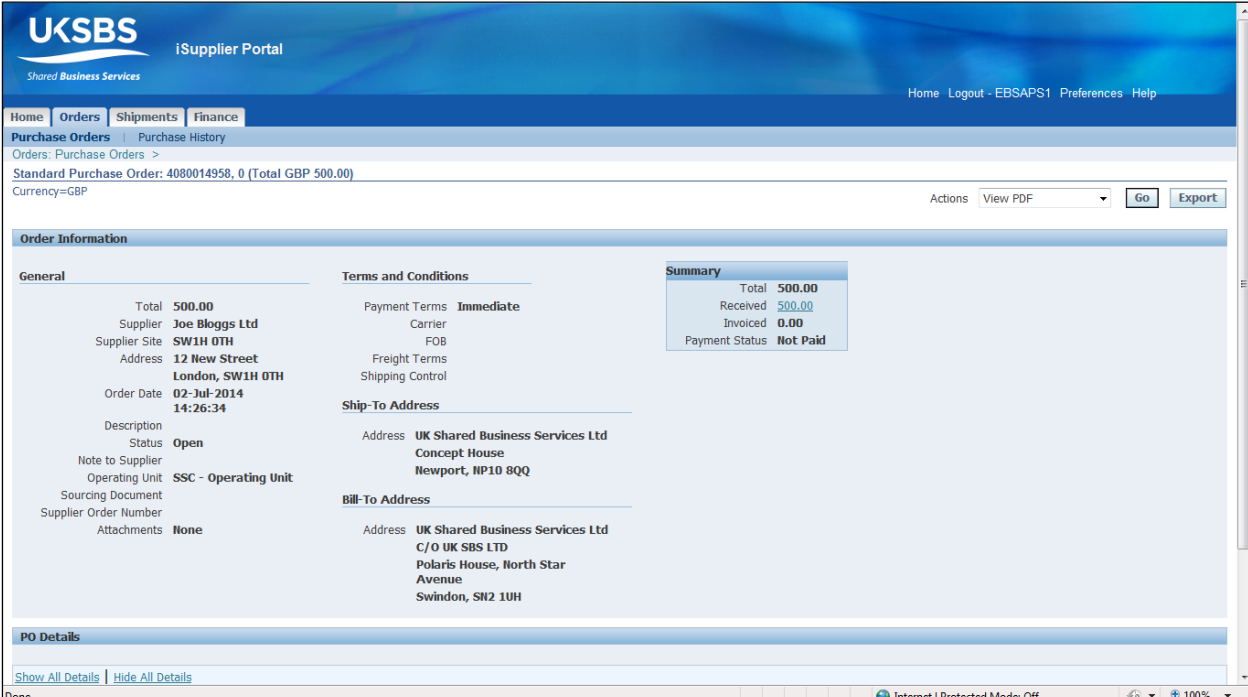
PLEASE QUOTE THE PURCHASE ORDER NUMBER ON ALL CORRESPONDENCE.
INVOICES NOT QUOTING THE PO NUMBER WILL BE RETURNED UNPAID

For all purchase order queries, please contact
P2PAdmin@uksbs.co.uk
For all invoicing queries, please contact finance@uksbs.co.uk

Invoice to: **UK Shared Business Services Ltd**
C/O UK Shared Business Services Ltd
Polaris House
North Star Avenue
Swindon
United Kingdom
SN2 1UH

Line	Part Number/Description	Delivery Date	Quantity	UOM	Unit Price (GBP)	Tax	Net Amount (GBP)	
1	Joe Bloggs test goods requisition	06-JUL-2014	10	Each	50.00	20%	500.00	
Total							100.00	500.00
Grand Total								600.00

17. Click the  button.



UKSBS iSupplier Portal

Home | Orders | Shipments | Finance

Purchase Orders | Purchase History

Orders: Purchase Orders >

Standard Purchase Order: 4080014958, 0 (Total GBP 500.00)

Currency=GBP

Actions: View PDF [Go] Export

Order Information

<p>General</p> <p>Total 500.00</p> <p>Supplier Joe Bloggs Ltd</p> <p>Supplier Site SW1H 0TH</p> <p>Address 12 New Street London, SW1H 0TH</p> <p>Order Date 02-Jul-2014 14:26:34</p> <p>Description</p> <p>Status Open</p> <p>Note to Supplier</p> <p>Operating Unit SSC - Operating Unit</p> <p>Sourcing Document</p> <p>Supplier Order Number</p> <p>Attachments None</p>	<p>Terms and Conditions</p> <p>Payment Terms Immediate</p> <p>Carrier</p> <p>FOB</p> <p>Freight Terms</p> <p>Shipping Control</p> <p>Ship-To Address</p> <p>Address UK Shared Business Services Ltd Concept House Newport, NP10 8QQ</p> <p>Bill-To Address</p> <p>Address UK Shared Business Services Ltd C/O UK SBS LTD Polaris House, North Star Avenue Swindon, SN2 1UH</p>	<p>Summary</p> <p>Total 500.00</p> <p>Received 500.00</p> <p>Invoiced 0.00</p> <p>Payment Status Not Paid</p>
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PO Details

Show All Details | Hide All Details

18. Further details and attachments can be seen at the bottom of this screen.

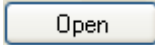


Learning Note:

Attachments are visible if the icon  is displayed.

19. Select the **Title** to open the attachment.

20. Click the link (if applicable).

21. Click the  button.