

# A Supplier's Guide to KCC iSupplier

Creating and Submitting an Invoice

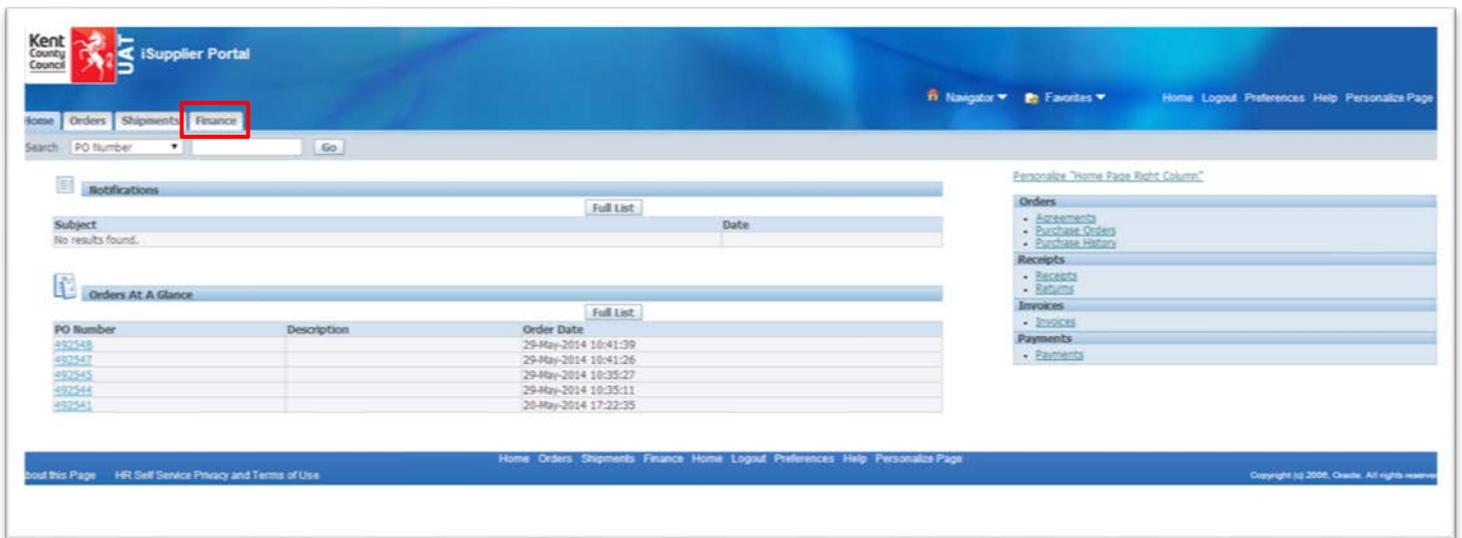
## Introduction

KCC iSupplier provides you with an online portal giving you the ability to view all of the purchase orders raised to you by KCC. It enables you to 'flip' purchase orders, converting them into invoices and submit them directly into the KCC financial system. This allows you to track the status of your invoices from the point of entry through to payment.

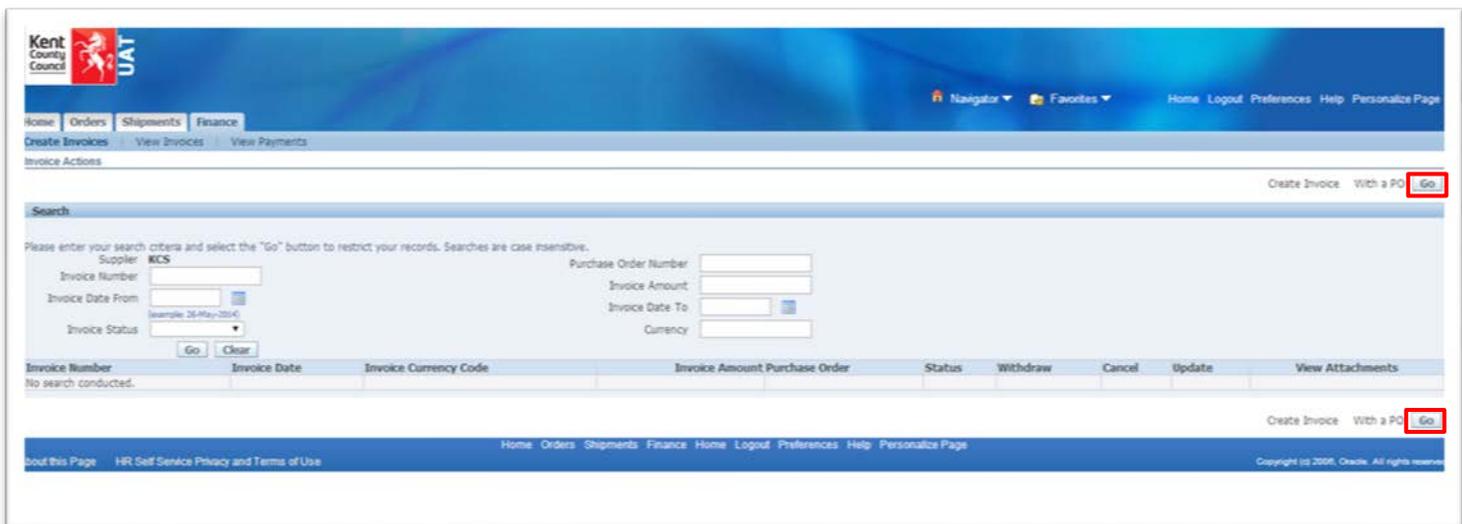
By using iSupplier you avoid any risk of your invoices being lost in the post, being sent to the wrong location or being matched to the wrong purchase order.

This guide will demonstrate how to navigate to the invoice entry screen, search for a purchase order and flip a PO into an invoice.

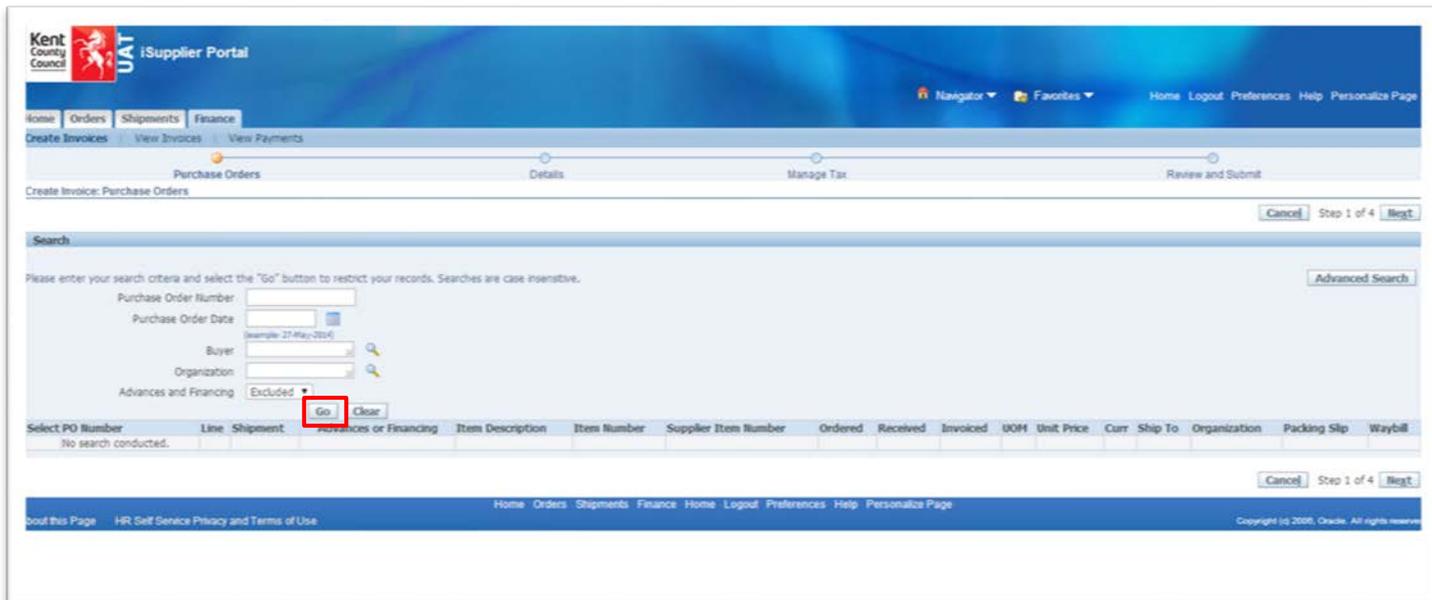
# Invoice Entry



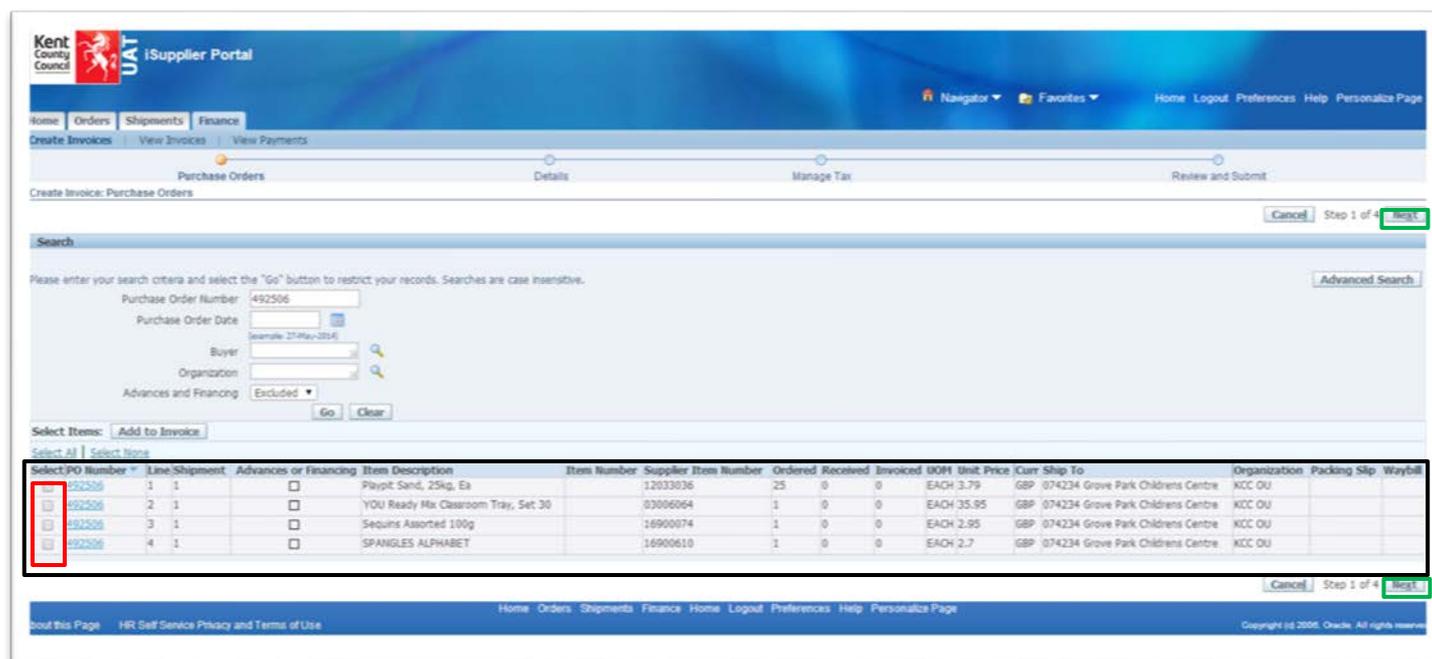
- 1) Once logged in you will be taken to the KCC iSupplier home screen. This screen displays the last 5 purchase orders received. Select the 'Finance' tab shown above.



- 2) To begin the invoice creation process select the 'Go' button highlighted in the screenshot above.



- 3) This page will allow you to search for and select the purchase orders you wish to invoice against. Enter the purchase order number that you would like to invoice for and select 'Go' (you're also able to search using other criteria such as the purchase order date)



- 4) A list of purchase order lines matching your search criteria will appear at the bottom of the page. Select the lines you wish to invoice for by placing a tick in the box next to the line and select the 'Add to Invoice' button. You're able to invoice for as many lines as required and if necessary for multiple purchase orders. Once all necessary lines have been added to your invoice select the 'Next' button

Note: Once your invoice has been submitted a three way match takes place between the invoice, purchase order and the goods receipted. If you choose to create an invoice containing multiple purchase orders then bear in mind that your invoice will only be released for payment if every line has been adequately receipted.

**Supplier**

\* Supplier: **KCS**  
 \* Tax Payer ID: **ACCOUNTS**  
 \* Remit To: **UNIT 1 AYLESFORD COMMERCIAL PARK NEW HYTHE LANE AYLESFORD KENT ME20 7FE**  
 Remit To Bank Account:   
 Unique Remittance Identifier:   
 Remittance Check Digit:

**Invoice**

Personal Invoice

Invoice Number:   
 \* Invoice Date:   
 Invoice Type: **Invoice**  
 Currency: **GBP**  
 Invoice Description:   
 BVPI IND:   
 ORDER NUMBER:   
 INVOICE SORT:   
 LOCATION REFERENCE:   
 \* DATE INVOICE REC'D:   
 \* DATE RECEIVED IN AP:   
 Attachment: **None** | Add...

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount	Tax Classification Code
492506	1	1		Playpit Sand, 25kg, Ea	12033036	074234 Grove Park Childrens Centre	25	25	3.79	EACH	94.75	
492506	2	1		YOU Ready Mix Classroom Tray, Set 30	03006064	074234 Grove Park Childrens Centre	1	1	35.95	EACH	35.95	
492506	3	1		Sequins Assorted 100g	16900074	074234 Grove Park Childrens Centre	1	1	2.95	EACH	2.95	
492506	4	1		SPANGLES ALPHABET	16900610	074234 Grove Park Childrens Centre	1	1	2.7	EACH	2.7	

5) The next page is where you enter most of your invoice detail this screen is split into a number of sections. Most of this information is pre populated, however some sections require you to enter additional information in order to proceed.

The top left hand section will be pre-populated with your company details. The top right hand section titled 'Invoice' requires you to enter some additional information. As highlighted above please enter a unique invoice number (in upper case) and invoice date. If you're required to enter values for 'date invoice rec'd' and 'date received in AP', then please enter todays date into both fields.

The section at the bottom of the page entitled 'Items' will display a list of the purchase order lines you chose to invoice for. The system will default the invoice quantity to the maximum available, adjust the quantity you wish to invoice for. You will need to enter a VAT identifier against each line of your invoice. KCC VAT codes are as follows:

- H = 20%
- G = 5%
- Z = 0% (zero rated)
- X = 0% (goods/services which are VAT exempt)
- R = 0% (non VAT registered business)

Click 'Next' to proceed to the next page.

**Customer**

\* Customer Tax Payer ID: **SYS11980**  
 Customer Name: **KCC LE**  
 Address: **COUNTY HALL MAIDSTONE ME14 1XQ GB**

**Summary Tax Lines**

Personalise "Summary Tax Lines"  
 Calculate

Summary Tax Line Number	Tax Regime Code	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount	Line Status
1	GB-Tax	H-VAT STANDARD-INPUT		H	20	18.95	Active
2	GB-Tax	X-VAT STANDARD		X	0	0	Active
3	GB-Tax	Y-VAT STANDARD		Y	0	0	Active

**Items**

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
492506	1	1	Playit Sand, 25kg, Ea	12033036	074234 Grove Park Childrens Centre	25	25.00 EACH	3.79	94.75
492506	2	1	YOU Ready Mix Classroom Tray, Set 30	03006064	074234 Grove Park Childrens Centre	1	1.00 EACH	35.95	35.95
492506	3	1	Sequins Assorted 100g	16900074	074234 Grove Park Childrens Centre	1	1.00 EACH	2.95	2.95
492506	4	1	SPANGLES ALPHABET	16900610	074234 Grove Park Childrens Centre	1	1.00 EACH	2.70	2.70

**Shipping and Handling**

Charge Type: No results found.

**Invoice Summary**

Personalise "Invoice Summary"

Items	136.35
Less Retention	0.00
Freight	0.00
Miscellaneous	0.00
Tax	18.95
<b>Total (GBP)</b>	<b>155.30</b>

Recalculate Total

Cancel Save Back Step 3 of 4 Best Submit

- 6) The above screen displays a summary of your invoice lines, invoice totals and VAT, calculated based on the codes entered in the previous step. You may need to adjust the VAT amount due to rounding errors if the invoice total is incorrect. Once you're happy with the content of the invoice select submit to submit your invoice to KCC.

**Confirmation**

Invoice 12345 was submitted to our Accounts Payable department on 12-Jun-2014. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.

Invoice: 12345

Printable Page Create Another

- 7) Once you click 'Submit' you're presented with confirmation that your invoice has been received.

## Help & Support

If you have any queries about iSupplier, please email [isupplierqueries@kent.gov.uk](mailto:isupplierqueries@kent.gov.uk) or consult the relevant user guide.