A Supplier's Guide to KCC iSupplier

Viewing the status of payments and invoices



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. A large number of the supplier queries received by KCC relate to the status of payments and/or invoices.

By using KCC iSupplier you're able to view the payments you've received, details of purchase orders sent to you as well as the status of your invoices sent to KCC via iSupplier.

This guide will show you how to locate, search for and view this information.

Searching for Payment Details

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 Once logged in you will be taken to the KCC iSupplier home screen. Select the 'Finance' tab as shown above. You will then be presented with various Finance options. Beneath the 'Finance' tab is a hyperlink to the 'View Payments' screen.

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- 2) In this screen you have the option to search for a payment using any of the following criteria:
 - Payment Number
 - Payment Amount
 - Payment Dates
 - Invoice Number
 - PO Number

Once you've entered the relevant information select the 'Go' button highlighted above. If you don't want to limit your search by any parameters simply click the 'Go' button.

Viewing Payment Details

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3) Upon completion of a payment search you're presented with a list of results similar to the screen shown above. To view any information relating to a payment simply click the payment reference number highlighted above.

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152866	10-3#1-2014	Standard	GBP	7.95 Approved	Pad	7.55 422522		
53868	21-Mar-2014	Standard	GBP	121.34 Approved	Pad	121.34 468760		
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4) The screen that follows (above) shows the details of all invoices paid within the payment reference selected. You're also able to view individual invoice and purchase order details by clicking on the invoice and PO number hyperlinks, highlighted above.

Quick Search

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5) You can quickly search for a purchase order, invoice or payment by using the quick search option located at the top of the home tab.

Select an option from the drop down box and enter the number of the invoice/payment/PO you're looking for.

You can also enter a wildcard '%' in the search field if you do not know the full details of what you're searching for. Searching for invoice number 'INV123%' will return all invoices beginning with INV123.

Do you have a Query or Problem with a Purchase Order?

For any queries or problems regarding a purchase order you've received contact the person who sent you the order, their name and contact information can be found by navigating to the purchase order details (refer to this guide for further details) and selecting the following options:

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AYLESFORD, KENT ME20 7FE	Ship-To Address		
Buyer Purchasing, Mr. Administration			
Order Date 29-May-2014 10:41:39	Address Composite Finance		
Description	Maidstone ME14 1XD		
Status Open	remarking the arrang		
Note to Suppler	Bill-To Address		
Operating Unit KCC OU			
Sourcing Document	Address PO BOX 1083		
Supplier Order Number	Maidstone, ME14 9AU		
Ittarbmants None			

- Using the drop down menu located in the top right hand corner of a purchase order summary screen, select 'View PDF' (shown above)
- Click the 'Go' button. This will open a pdf version of the purchase order.
- Contained in the header of the purchase order is the name of the person you should contact for all queries regarding that purchase order (shown below)

Kent	Order No.	492548	Page 1 of 1	
County Council kent.gov.uk	Send All Invoices To : Kent County Council PO BOX 1083 Maidstone, Kent ME14 9AU or scan and email to: iprocinvoicing@kent.gov.uk	Deliver Goods/Ser Corporate Finance Room 3.08, Sessions H County Hall Maidstone, Kent ME14	vices To : ^{ouse} 1XQ	
KCS UNIT 1 AYI NEW HYTH AYLESFOF KENT ME20 7FE	ESFORD COMMERCIAL PARK IE LANE RD	Contact details for order enquiries Name Email DPN :		
		Order number <u>must</u> be que correspondence Please do not invoice for gue not appear on this PO (e.g.	noted on all bods or services that do delivery charges)	
Date Ordered 29-MAY-	2014 10:41:12	 Failure to quote your order in delay of payment 	number (above) will result	
Note:		 A delivery note must accon 	pany all goods supplied	

Help & Support

If you have any queries about iSupplier, please email **isupplierqueries@kent.gov.uk** or consult the relevant user guide.