

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

PO Number	Description	Order Date
452548		29-May-2014 10:41:39
452547		29-May-2014 10:41:26
452545		29-May-2014 10:35:27
452544		29-May-2014 10:35:11
452541		20-May-2014 17:22:35

- 1) 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.

Payment	Remit-to Supplier	Remit-to Supplier Site	Payment Date	Currency	Amount Method	Status	Status Date	Bank Account	Invoice	PO Number
No search conducted.										

- 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

Simple Search

Please enter your search criteria and select the "Go" button to restrict your records. Searches are case insensitive.

Payment Number:
 Invoice Number:
 PO Number: (example: 1234)
 Release Number: (example: 1234.5)

Status:
 Payment Amount From: To:
 Payment Date From: (example: 28-May-2014) To:

Payment	Remit-to Supplier	Remit-to Supplier Site	Payment Date	Currency	Amount Method	Status	Status Date	Bank Account	Invoice	PO Number
107286597	KCS	ACCOUNTS	08-May-2014						Multiple	Multiple
107286592	KCS	ACCOUNTS	07-May-2014						Multiple	Multiple
107286582	KCS	ACCOUNTS	07-May-2014						Multiple	Multiple
107286580	KCS	ACCOUNTS	06-May-2014						Multiple	Multiple
107286581	KCS	ACCOUNTS	06-May-2014						Multiple	430293
1072855162	KCS	ACCOUNTS	02-May-2014						Multiple	Multiple
1072855161	KCS	ACCOUNTS	02-May-2014						Multiple	Multiple
107284583	KCS	ACCOUNTS	01-May-2014						Multiple	Multiple
107284582	KCS	ACCOUNTS	01-May-2014						Multiple	Multiple
1072845229	KCS	ACCOUNTS	30-Apr-2014						Multiple	Multiple
107283659	KCS	ACCOUNTS	29-Apr-2014						Multiple	Multiple
107283214	KCS	ACCOUNTS	28-Apr-2014						Multiple	Multiple
107282998	KCS	ACCOUNTS	25-Apr-2014						Multiple	Multiple
107282356	KCS	ACCOUNTS	24-Apr-2014						Multiple	Multiple
107282357	KCS	ACCOUNTS	24-Apr-2014						Multiple	Multiple
107282069	KCS	ACCOUNTS	23-Apr-2014						Multiple	Multiple
107281591	KCS	ACCOUNTS	22-Apr-2014						Multiple	Multiple
107280854	KCS	ACCOUNTS	17-Apr-2014						Multiple	Multiple
107280853	KCS	ACCOUNTS	17-Apr-2014						Multiple	Multiple

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.

Payment: 107286382 (Total GBP 109.94)

Payment Date: 07-May-2014
 Method: Electronic
 Status: Negotiable
 Status Date: 07-May-2014
 Remit-to Supplier: KCS
 Remit-to Supplier Site: ACCOUNTS

Supplier: KCS
 Supplier Site: ACCOUNTS
 Address: UNIT 1 AYLESFORD COMMERCIAL PARK
 NEW HYTHE LAKE
 AYLESFORD KENT ME20 7FE
 Bank Account: KCC PAYMENT ACCOUNT

Invoice	Invoice Date	Type	Currency	Amount	Status	Payment Status	Payment PO Number	Receipt	Attachments
10720564	02-May-2014	Credit Memo	GBP	<19.35	Approved	Paid	<19.35		
11203866	18-Mar-2014	Standard	GBP	7.95	Approved	Paid	7.95-422322		
11933869	21-Mar-2014	Standard	GBP	121.34	Approved	Paid	121.34-468749		

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

The screenshot shows the iSupplier Portal interface. At the top left, there is a navigation bar with the Kent County Council logo and 'iSupplier Portal' text. Below this, there are tabs for 'Home', 'Orders', 'Shipments', and 'Finance'. A search bar is located below the tabs, with a dropdown menu set to 'Invoice Number' and a 'Go' button. The search bar is highlighted with a red box. Below the search bar, there are sections for 'Notifications' and 'Orders At A Glance'. The 'Orders At A Glance' section contains a table with columns for PO Number, Description, Order Date, and Date. The table lists several orders with their respective details. On the right side of the page, there is a 'Personalize Home Page Right Column' section with links for Orders, Receipts, Invoices, and Payments.

PO Number	Description	Order Date	Date
452548		29-May-2014 10:41:29	
452547		29-May-2014 10:41:26	
452545		29-May-2014 10:35:27	
452544		29-May-2014 10:35:11	
452541		29-May-2014 17:22:35	

- 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:

The screenshot shows the 'iSupplier Portal' interface. At the top, there are navigation tabs for 'Home', 'Orders', 'Shipments', and 'Finance'. Below this, the 'Purchase Orders' section is active, showing a 'Standard Purchase Order: 492548, 0 (Total GBP 57.79)'. In the top right corner, an 'Actions' dropdown menu is open, with 'View PDF' selected and highlighted in a red box. A 'Go' button is also highlighted in a red box next to the dropdown. The main content area is divided into sections: 'Order Information' (General, Terms and Conditions, Summary), 'Ship-To Address', and 'Bill-To Address'. The 'Summary' section shows: Total: 57.79, Received: 0.00, Invoiced: 57.79, Payment Status: Not Paid.

- 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)



Order No. **492548** Page 1 of 1

Send All Invoices To :
 Kent County Council
 PO BOX 1083
 Maidstone, Kent ME14 9AU

Deliver Goods/Services To :
 Corporate Finance
 Room 3.08, Sessions House
 County Hall
 Maidstone, Kent ME14 1XQ

or scan and email to:
iproc invoicing@kent.gov.uk

KCS
 UNIT 1 AYLESFORD COMMERCIAL PARK
 NEW HYTHE LANE
 AYLESFORD
 KENT
 ME20 7FE

Contact details for order enquiries
 Name
 Email
 DPN :

- **Order number must be quoted on all correspondence**
- Please do not invoice for goods or services that do not appear on this PO (e.g. delivery charges)
- Failure to quote your order number (above) will result in delay of payment
- A delivery note must accompany all goods supplied

Date Ordered	29-MAY-2014 10:41:12
Note:	

Help & Support

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