



# ***How to upload invoices for Research Councils and their Associated Bodies***

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## **How to register as a user**

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The Research council will no longer accept posted or emailed invoices. All invoices must be loaded in to a portal called *UKSBS iSupplier*. To use this portal you or your department must be registered. To register you must email Bernadette Parsons ([bl330@admin.cam.ac.uk](mailto:bl330@admin.cam.ac.uk)) with the following information:

- *Two letter department code (XX)*
- *Name(s) and email addresses of the users you wish to register or the generic department email address*
- *Contact telephone number of the department*

You will then receive an email from *UKSBS iSupplier* confirming your registration details and temporary password (will need to change your password).

Bernadette will also send you a link to the full *iSupplier Reference Guide* or alternatively click on the link below to access yourself:

<http://www.ukpbs.co.uk/services/Finance/Pages/iSupplier.aspx>

## **How to process an Invoice**

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### **Pre-requisite**

You must have a valid purchase order number (PO); these are already loaded in *UKSBS iSupplier* portal.

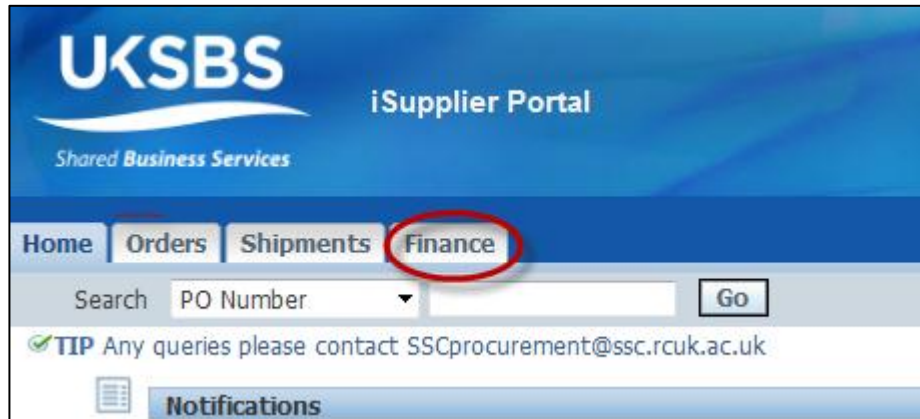
If you don't have a PO number either:

- Contact the requesting research council or associated body; or
- *Search for it by logging in to UKSBS iSupplier portal home screen under the home screen (see iSupplier Reference Guide, page 19).*

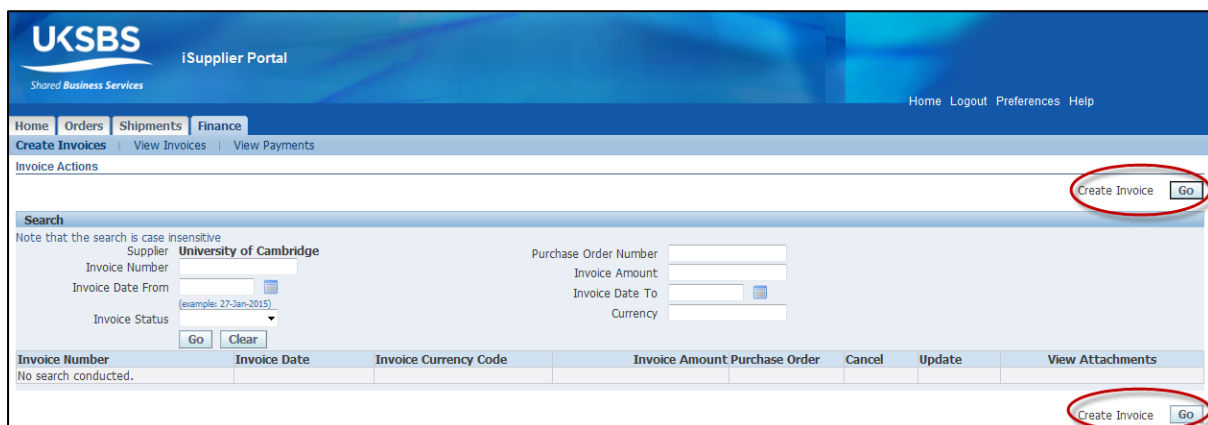
1. Raise an invoice in the Accounts Receivable (AR) module as normal and ensure that the purchase order number is included as reference in the PO field which can be found in the **More** tab. Upon completing the invoice, save the invoice (PDF file) to a desired location on your PC.

2. Log in to UKSBS iSupplier using your iSupplier log in (**Not your standard CUFS login details**) details, select the **supplier user link** and it will take you to the home screen.


**Tip:** Ensure you have logged out of CUFS prior to logging in to UKSBS iSupplier portal as the screens are nearly identical.



3. Click on to the **Finance** tab as shown above. Hover across to the right hand side of the screen and click on **Go** next to the **Create Invoice** option.



4. In the *Search* window populate the following fields:

**Organisation** Either enter the details directly or click on the magnifying glass icon  to search for your customer. If there are multiple sites ensure you select the correct site address.

**Purchase Order Number** Enter in both the '...from' and '...to' fields.

**Check Options** Select the option for **Invoice Check (received>invoiced)**

**Need By Dates** To remain blank

- Click **Go**

UKSBS iSupplier Portal  
Shared Business Services

Home | Orders | Shipments | Finance

Create Invoices | View Invoices | View Payments

Purchase Orders | Details | Manage Tax

Create Invoice: Purchase Orders

**Search**

Note that the search is case insensitive

Organisation (Click the magnifying glass icon) ESRC - Operating Unit

Purchase Order Number From 4040008125

Purchase Order Number To

Need By Date From

Need By Date To

Check Options

**Go** Clear

5. Select the line(s) that are to be invoiced and then click **Add to Invoice**.

Select Items: **Add to Invoice**

Select All | Select None

Select	PO Number	Line	Shipment	Advances or Financing	Item Description
<input checked="" type="checkbox"/>	4040008125	1	1	<input type="checkbox"/>	Refreshments for the Design Auditions being held at Cambridge University on 2nd December 2014 (Karen Brakspear)

Item Description

6. Click on **Next** twice

Select Items: **Add to Invoice**

Select All | Select None

Select	PO Number	Line	Shipment	Advances or Financing	Item Description	Curr	Ship To	Organization	Packing Slip	Waybill
<input checked="" type="checkbox"/>	4040008125	1	1	<input type="checkbox"/>	Refreshments for the Design Auditions being held at Cambridge University on 2nd December 2014 (Karen Brakspear)	GBP	EPSRC - Polaris House	EPSRC - Operating Unit		

Purchase Order Items Added to Invoice

Select Items: **Remove from Invoice**

Select All | Select None

Select	PO Number	Line	Shipment	Item Description	Unit IOM Price	Curr	Ship To	Organization
<input type="checkbox"/>	4040008125	1	1	Refreshments for the Design Auditions being held at Cambridge University on 2nd December 2014 (Karen Brakspear)	Each 1	GBP	EPSRC - Polaris House	EPSRC - Operating Unit

Cancel Step 1 of 4 **Next** Export

- Select the correct address - you may have more than one address so ensure you select the appropriate address for the invoice raised.

Select the Remit To Bank Account as appropriate. Click on the magnifying glass icon  and click on **Go**. (This will default in with the University's sterling account details.)

You will need to now upload the PDF copy of the invoice you save earlier. To do this click on the **Attachment** option **Add**. Click **Next** upon attachment uploaded.

**Create Invoice: Details**  
\* Indicates required field

**Supplier**

\* Supplier: University of Cambridge  
 Tax Payer ID: CB3 0EH  
 \* Remit To: Isaac Newton Institute for Mathematical Sciences University of Cambridge 20 Clarkson Road University of Cambridge University of Cambridge CB3 0EH  
 Address: Isaac Newton Institute for Mathematical Sciences University of Cambridge 20 Clarkson Road University of Cambridge University of Cambridge CB3 0EH  
 Remit To Bank Account: [Search]  
 Unique Remittance Identifier: [Search]  
 Remittance Check Digit: [Search]

**Invoice**

\* Invoice Number: [Search]  
 \* Invoice Date: 27-Jan-2015 (example: 27-Jan-2015)  
 Invoice Type: Invoice  
 Currency: GBP  
 Invoice Description: [Search]  
 Invoice Reporting Field 1: [Search]  
 Invoice Reporting Field 2: [Search]  
 Invoice Reporting Field 3: [Search]  
 Invoice Reporting Field 4: [Search]  
 Invoice Reporting Field 5: [Search]  
 SR Number for Scanned Invoice: [Search]  
 Exclude from Inv Scan Report: [Search]  
 Exclude from Duplicate Invoices: No  
 Attachment: None **Add**

**Customer**

\* Customer Tax Payer ID: RC000708  
 Customer Name: EPSRC - Engineering and Physical Sciences Research Council  
 Address: North Star Avenue Swindon SN1 1ET GB

**Items**

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity
4040008125	1	1	Refreshments for the Design Auditions being held at Cambridge University on 2nd December 2014 (Karen Brakspear)		EPSRC - Polaris House	180	180

- You will now be in the *Manage Tax* screen. Ensure the details of the invoice match the tax details that have been pulled through from the purchase order.

**Home** | **Orders** | **Shipments** | **Finance**

**Create Invoices** | View Invoices | View Payments

Purchase Orders | **Details** | Manage Tax | Review and Submit

**Create Invoice: Details**  
\* Indicates required field

**Supplier**

\* Supplier: University of Cambridge  
 Tax Payer ID: CB2 1AG  
 \* Remit To: Cambridge Judge Business School Trumpington Street Cambridge CB2 1AG  
 Address: Cambridge Judge Business School Trumpington Street Cambridge CB2 1AG  
 Remit To Bank Account: 10921084  
 Unique Remittance Identifier: [Search]  
 Remittance Check Digit: [Search]

**Invoice**

\* Invoice Number: [Search]  
 \* Invoice Date: 26-Feb-2015 (example: 26-Feb-2015)  
 Invoice Type: Invoice  
 Currency: GBP  
 Invoice Description: [Search]  
 Invoice Reporting Field 1: [Search]  
 Invoice Reporting Field 2: [Search]  
 Invoice Reporting Field 3: [Search]  
 Invoice Reporting Field 4: [Search]  
 Invoice Reporting Field 5: [Search]  
 SR Number for Scanned Invoice: [Search]  
 Exclude from Inv Scan Report: [Search]  
 Exclude from Duplicate Invoices: No  
 Attachment: None **Add**

**Customer**

\* Customer Tax Payer ID: [Search]  
 Customer Name: [Search]  
 Address: [Search]

**Items**

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	UOH	Amount
4030005661	1	1	CSAP consultancy on Play research		ESRC Polaris House 9940			9940	1	Each 9940

If there are any discrepancies with the tax rate, this is where you can make changes to the tax details on the customer's purchase order. The fields that can be adjusted are the **Tax Rate Code, Tax Rate and Tax amount**. Upon all details being correct or updated, click on **Next**.

The screenshot shows the 'Manage Tax' screen with the following details:

- Supplier:** University of Cambridge, Tax Payer ID: CB3 0EH, Remit To Bank Account: 10921084.
- Invoice:** Invoice Number: 815246, Invoice Date: 02-Feb-2015, Invoice Type: Standard, Currency: GBP.
- Customer:** Customer Tax Payer ID: RC000708, Customer Name: EPSRC - Engineering and Physical Sciences Research Council, Address: North Star House North Star Avenue Swindon SN2 1JF.
- Summary Tax Lines:**

Summary Tax Line Number	Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount	Tax Status
1	GB VAT	GB VAT	STANDARD	GB VAT	STANDARD	20	36	Active
- Items:**

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
4040008125	1	1	Refreshments for the Design Auditions being held at Cambridge University on 2nd December 2014 (Karen Brakspear)		EP SRC - Polaris House	180	180.00	Each	1.00	180.00
- Invoice Summary:**

Items	180.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	36.00
<b>Total (GBP)</b>	<b>216.00</b>

9. You will now be in the **Review and Submit** screen. Here you will make the final checks before sending the invoice to the customer for payment. Once you are happy that all details are correct, click on **Submit**.

The screenshot shows the 'Review and Submit' screen with the following details:

- Supplier:** University of Cambridge, Tax Payer ID: CB3 0EH, Remit To Bank Account: 10921084.
- Invoice:** Invoice Number: 815246, Invoice Date: 02-Feb-2015, Invoice Type: Standard, Currency: GBP.
- Customer:** Customer Tax Payer ID: RC000708, Customer Name: EPSRC - Engineering and Physical Sciences Research Council, Address: North Star House North Star Avenue Swindon SN2 1JF.
- Summary Tax Lines:**

Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount
GB VAT	GB VAT	STANDARD	GB VAT	STANDARD	20	36
- Invoice Summary:**

Items	180.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	36.00
<b>Total (GBP)</b>	<b>216.00</b>

10. Your invoice will now have been submitted to the customer and the status can be viewed under the search on the **Finance** Tab.

If you need to any assistance throughout the process, please contact Bernadette Parson on:  
Email: [Bernadette.Parsons@admin.cam.ac.uk](mailto:Bernadette.Parsons@admin.cam.ac.uk)  
Phone: 01223 (7)65872