

Birmingham City Council
Supplier Portal
Quick Reference Card
Invoicing Invoice
Processing

**How to input an invoice or credit note
against a purchase order**

Having logged onto the supplier portal, you will be shown the following options on the left hand side:-

Simply select **Invoicing**, and then **Invoice Processing**:-

To create an entry, please click **Create Invoice**

Select invoice or credit note as required and click **Continue**

Enter the purchase order number relating to the invoice you are inputting and click **Add**

The purchase order line will now be visible in the Item Overview at the bottom of the screen.

Please enter the quantity you would like to process. The quantity displayed will be the maximum quantity that is currently available to invoice. If there is not enough quantity here to cover your invoice, you will need to contact the purchase order requisitioner and request that they either add the goods received or amend the quantity to cover the invoice.

To identify who the purchase order requisitioner is, please click **Header** tab at the