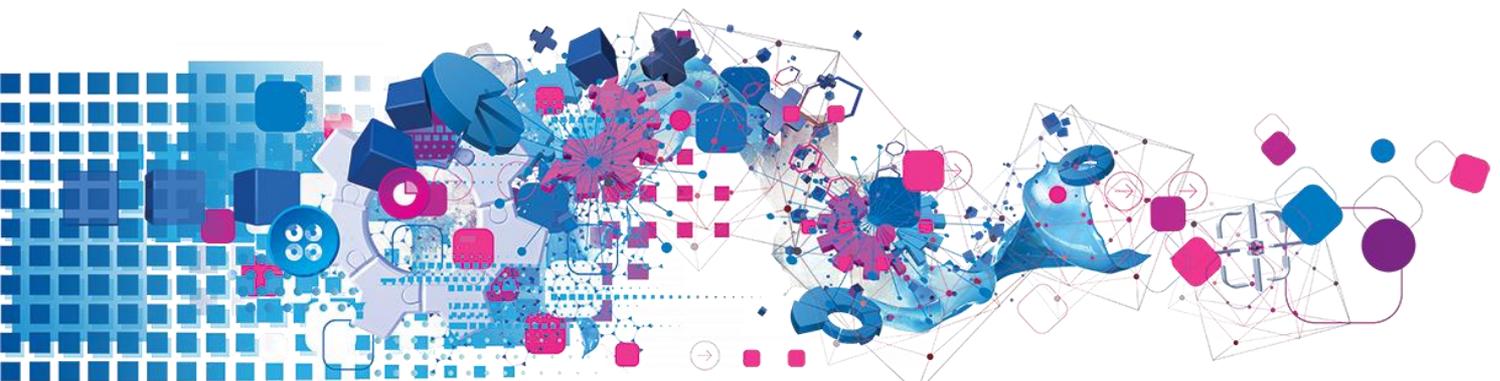




Invoice upload guide

iSupplier Portal.



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1. How to upload your invoices

1.1 Step 1 - To create an invoice, you must have a valid Experian generated PO number.

When a valid PO has been generated by Experian this should be provided to you by either email or via your business contact.

When you have received your Purchase Order you can access the iSupplier portal using your username and password previously provided through the registration process.

1. Once in the portal click on the Finance tab at the top left-hand side of the screen

The screenshot shows the Experian iSupplier Portal interface. At the top, the Experian logo and 'iSupplier Portal' are visible. The navigation bar includes 'Home', 'Orders', 'Finance', 'Admin', and 'Assessments'. The 'Finance' tab is highlighted with a red box. Below the navigation bar, there is a search bar and a 'Go' button. The main content area is divided into sections: 'Notifications' (with a 'Full List' link), 'Orders At A Glance' (with a 'Full List' link), and a table of recent orders. The table has columns for 'PO Number', 'Description', and 'Order Date'. A sidebar on the right contains links for 'Contact Us', 'Orders' (with sub-links for 'Purchase Orders' and 'Purchase History'), 'Invoices' (with a link for 'Invoices'), and 'Payments' (with a link for 'Payments').

PO Number	Description	Order Date
		12-Jul-2018 10:26:37
		05-Jul-2018 08:14:32
		08-Mar-2018 14:57:42
		08-Mar-2018 14:56:33
		08-Mar-2018 14:53:21

2. On the next page, click on the Go button "Create invoice with a PO" at the top right hand side of the screen. This will take you to step 1 of the invoice upload process.

The screenshot shows the 'Create Invoices' page in the Experian iSupplier Portal. The navigation bar includes 'Home', 'Orders', 'Finance', 'Admin', and 'Assessments'. Below the navigation bar, there are links for 'Create Invoices', 'View Invoices', and 'View Payments'. The 'Create Invoices' link is highlighted with a red box. Below the navigation bar, there is a search bar and a 'Go' button. The main content area is divided into sections: 'Invoice Actions' (with a 'Create Invoice With a PO' button and a 'Go' button, both highlighted with a red box), 'Search', and a table of search results. The 'Search' section includes a note that the search is case insensitive and a form with fields for 'Supplier', 'Invoice Number (Case Sensitive)', 'Invoice Date From', 'Invoice Status', 'Purchase Order Number', 'Invoice Amount', 'Invoice Date To', and 'Currency'. The 'Go' and 'Clear' buttons are also visible. The table below the search form has columns for 'Invoice Number', 'Invoice Date', 'Invoice Currency Code', 'Invoice Amount', 'Purchase Order', 'Status', 'Withdraw', 'Cancel', 'Update', and 'View Attachments'. The first row of the table shows 'No search conducted.'.

- On step 1, enter the PO number into the PO number field & Click on the “Go” button.

experian. iSupplier Portal

Home Orders Finance Admin Assessments

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders

Search

Note that the search is case insensitive

Purchase Order Number

Purchase Order Date

Buyer

Organization

Advances and Financing Excluded

Go Clear

Select	PO Number	Line	Shipment	Advances or financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
	No search conducted.																

- A summary line of your PO should appear. Please click on the PO number for a summary of the funds left on the PO and the quantity already raised as an invoice or tick the “Select” box to proceed.

experian. iSupplier Portal

Home Orders Finance Admin Assessments

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders

Search

Note that the search is case insensitive

Purchase Order Number 40971233363

Purchase Order Date

Buyer

Organization

Advances and Financing Excluded

Go Clear

Select Items: Add to Invoice

Select	PO Number	Line	Shipment	Advances or financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
<input type="checkbox"/>		8	1	<input type="checkbox"/>				157.5	0	4	HOUR	13.41	GBP	UK Nottingham (Lambert House)	EXP_UK_ELI_OU		

1.2 Step 2 - How to enter your invoice details.

On step 2 you will be asked to complete the details of the invoice you want to upload.

Caution Note: All items highlighted with * must be completed before you are able to continue to step 3.

1. **“Remit to”**: This field is to double check we are paying the invoice to the correct bank account. Click on the magnifying glass icon next to the field. When the pop up, box appears click on the “go” button and the bank details attached to your account will appear. If you have more than one bank account, you can choose which bank account you would like us to pay to. If you need to update your bank details, please refer to the “how to update banking details” guide.
2. **Invoice Number**: This needs to be exactly the same as per the invoice copy. Experian will not process any special characters or symbols within the invoice number (Eg: !#\$%&@/).

If you receive an error message saying that the invoice number is a duplicate, it may be that you have previously tried to upload the invoice or the same invoice number remains un-submitted within the I supplier portal.

You can check this by going to the view invoices section, Insert invoice number, Click on “Go”. If you can see the same invoice number with un-submitted status, please proceed to submit it.

3. **Invoice Date**: This needs to be exactly the same as the date quoted on the invoice.
4. **Invoice Type**: Invoice type Please select **Standard** if it is an invoice or select **credit note** if it’s a refund owed to Experian.
5. **Invoice Currency**: The currency shown is the PO currency. If this does not match the invoice, please liaise back with requestor for a new PO number.
6. **Invoice Description**: A full Invoice description will be needed as to what the invoice is for and the quantity of the ordered goods/service.
7. **Attachment**: Please upload a copy of the original invoice by clicking on the “Add” button and attaching the document in PDF or TIFF format. We require this to be a full VAT invoice as per the country requirements. Pro forma or statement documents are not permitted.
8. **Customer Taxpayer ID**: This is the Experian Taxpayer ID. If the number is not already populated, then you can click on magnifying glass icon and search for the relevant country taxpayer id.

- Quantity of invoice:** On the bottom of the page you will see the **quantity and volume of the goods/service** we are paying for. This needs to be accurately entered for the invoice to be sent. Please update this field with the relevant details.

Invoice amount or Quantity: The amount inserted should be the Net invoice amount **excluding VAT**

Shipping and Handling

Freight: If the PO has not been raised including the freight amount, then the shortfall amount should be inserted in the amount column and click Add Row.

Once you are confident in the details you have entered you can click on the “Next” Button at the bottom right hand side of the page.

1.3 Step 2 - Calculate Tax

If the invoice is taxable, please click the calculate tax button to populate the tax amount. If you are unable to do this, please refer to the contacts document to find details of your local Accounts Payable team.

The screenshot shows the 'Manage Tax' step in the Experian iSupplier Portal. The interface includes a navigation bar with 'Home', 'Orders', 'Finance', 'Admin', and 'Assessments'. Below this is a breadcrumb trail: 'Create Invoices' > 'View Invoices' > 'View Payments' > 'Purchase Orders' > 'Details' > 'Manage Tax' > 'Review and Submit'. The 'Manage Tax' section is active, showing a progress indicator. The main content area is divided into three sections: 'Supplier', 'Invoice', and 'Customer'. The 'Supplier' section lists fields like Supplier Tax Payer ID, Remit To Address, Remit To Bank Account, Unique Remittance Identifier, and Remittance Check Digit. The 'Invoice' section shows Invoice Number (7894521), Invoice Date (26-Jul-2018), Invoice Type (Standard), Currency (GBP), Invoice Description (TEST), and Attachment (None). The 'Customer' section shows Customer Tax Payer ID (653331), Customer Name (Experian Limited), and Address. Below these sections is a 'Summary Tax Lines' table with a 'Calculate' button. The table has columns for Summary Tax Line Number, Tax Regime Code, Tax, Tax Status Code, Tax Jurisdiction Code, Tax Rate Code, Tax Rate, Tax Amount, and Line Status. One line is shown with a tax amount of 53.64.

Summary Tax Line Number	Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount	Line Status
1	UK VAT	UK ELI VAT	UK VAT STANDARD	UK ELI VAT JURISDICTION	2000 STANDARD	20	53.64	Active

Once you are confident the information entered is correct you can click on the “Next” button at the bottom right hand side of the screen.

1.4 Step 4: Final Summary

You will have been directed to the final step of the submission process where you will need to check the information you have submitted is correct. If the information has been incorrectly submitted it may cause a delay in receipt of payment. If the total amount shown within the portal is not aligned with the invoice information, kindly contact your local Accounts Payable team for immediate assistance.

Prior to clicking the Next button, please ensure the below points are correct as per the invoice:

- Item = Invoice net amount
- Freight = Delivery Charge
- Tax = Invoice tax amount
- Total = Total invoice amount
- Currency = Invoice Currency

2. How to upload an invoice with a multi-line PO

You are able to upload a single invoice against a PO which has multiple lines. Follow the instructions for invoice upload until you reach step 1 of the invoice upload process.

Once you have entered your PO number and clicked the search button you will see the details of the PO appear on the screen. If your PO is a multi-line you will see the multiple lines on the screen. You are then able to choose the relevant line to select and upload your invoice against.

The screenshot displays a software interface for creating an invoice against a purchase order. The interface includes a search form with the following fields:

- Purchase Order Number: 40971226941
- Purchase Order Date: [Date Picker]
- Buyer: [Dropdown]
- Organization: [Dropdown]
- Advances and Financing: Excluded

Below the search form is a table of purchase order lines. The table has the following columns: Select, PO Number, Line, Shipment, Advances or Financing, Item Description, Item Number, Supplier Item Number, Ordered, Received, Invoiced, UOM, Price, Curr Ship To, Organization, and Pack Slip. The table contains six rows of data for PO 40971226941.

Select	PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Price	Curr Ship To	Organization	Pack Slip
<input type="checkbox"/>	40971226941	1	1	<input type="checkbox"/>	- Sarah Thorley - 64 days @ £413.73 - Start: 03.07.17 - End: 01.10.17 - Total: £27,118.72			27118.72	0	26271.26	Each	1	GBP UK Nottingham (Riverleen House)	EXP_UK_ELI_OU	
<input type="checkbox"/>	40971226941	3	1	<input type="checkbox"/>	- Simon Nagaitis - 65 days @ £397.25 - Start: 30.06.17 - End: 01.10.17 - Total: £25,821.25			25821.25	0	13801.11	Each	1	GBP UK Nottingham (Riverleen House)	EXP_UK_ELI_OU	
<input type="checkbox"/>	40971226941	4	1	<input type="checkbox"/>	- Musawar Khan - 64 days @ £370.76 - Start: 03.07.17 - End: 01.10.17 - Total: £23,728.64			23728.64	0	10381.28	Each	1	GBP UK Nottingham (Riverleen House)	EXP_UK_ELI_OU	
<input type="checkbox"/>	40971226941	5	1	<input type="checkbox"/>	- Shehzad Munawar - 64 days @ £344.28 - Start: 03.07.17 - End: 01.10.17 - Total: £22,033.92			22033.92	0	7918.44	Each	1	GBP UK Nottingham (Riverleen House)	EXP_UK_ELI_OU	
<input type="checkbox"/>	40971226941	6	1	<input type="checkbox"/>	- Glen Whitehurst - 64 days @ £344.28 - Start: 03.07.17 - End: 01.10.17 - Total: £22,033.92			22033.92	0	5084.77	Each	1	GBP UK Nottingham (Riverleen House)	EXP_UK_ELI_OU	

3. How to upload a credit note.

The iSupplier Portal will allow you to track your invoices, credit notes and payments.

Credit notes should only be processed if the Invoice it relates to, has already been uploaded through the portal.

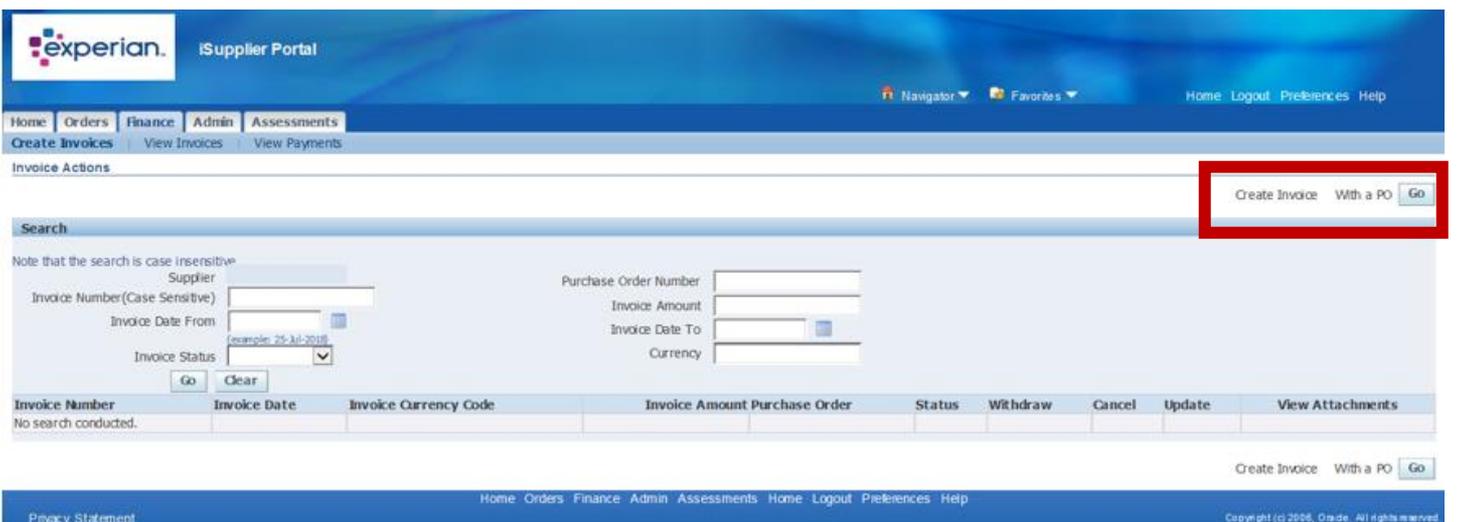
Caution Note:

Credit notes should be entered against the purchase order line the original invoice was matched to. If that line has been fully used and therefore does not appear at step 1 please contact your local Accounts Payable team to re-open the line

1. Once in the portal click on the Finance tab at the top left-hand side of the screen



2. On the next page, click on the Go button “Create invoice with a PO” at the top right hand side of the screen. This will take you to step 1 of the invoice upload process.



- On step 1, enter the PO number into the PO number field & Click on the “Go” button.

The screenshot shows the 'Create Invoice: Purchase Orders' page in the Experian iSupplier Portal. A search form is highlighted with a red box. The form contains the following fields and options:

- Purchase Order Number:
- Purchase Order Date: (example: 25-Jul-2018)
- Buyer:
- Organization:
- Advances and Financing: Excluded
- Buttons: Go, Clear

Below the search form is a table with the following columns: Select PO Number, Line, Shipment, Advances or Financing, Item Description, Item Number, Supplier Item Number, Ordered, Received, Invoiced, UOM, Unit Price, Curr, Ship To, Organization, Packing Slip, Waybill. The table currently shows 'No Search Completed'.

- A summary line of your PO should appear. Please select all of the lines on the PO associated with the credit.

The screenshot shows the same search page as above, but with the search form filled out. The 'Purchase Order Number' field contains '40971233363'. Below the search form, a table of search results is displayed and highlighted with a red box:

Select PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
<input type="checkbox"/>	8	1	<input type="checkbox"/>				157.5	0	4	HOUR	13.41	GBP	UK Nottingham (Lambert House)	EXP_UK_ELL_OU		

3.1 On step 2 you will be asked to complete the details of the invoice you want to upload.

Caution Note: All items highlighted with * must be completed before you are able to continue to step 3.

1. **“Remit to”**: This field is to double check we are paying the invoice to the correct bank account. Click on the magnifying glass icon next to the field. When the pop up, box appears click on the “go” button and the bank details attached to your account will appear. If you have more than one bank account, you can choose which bank account you would like us to pay to. If you need to update your bank details, please refer to the “how to update banking details” guide.
2. **Invoice Number**: Enter the **credit note number** into the invoice field. This needs to be exactly the same as per the credit note copy. Experian will not process any special characters or symbols within the invoice number (Eg : !#\$%@/).
3. **Invoice Date**: This needs to be exactly the same as the date quoted on the **credit note**.
4. **Invoice Type**: Change this to **CREDIT NOTE** using the drop-down list available.
5. **Invoice Currency**: The currency shown is the PO currency. If this does not match the invoice, please liaise back with requestor for a new PO number.
6. **Invoice Description** Enter a description in the Invoice Description field including the invoice number the credit relates to.
7. **Attachment**: Please upload a copy of the original **credit note** invoice by clicking on the “Add” button and attaching the document in PDF or TIFF format.
8. **Customer Taxpayer ID**: This is the Experian Taxpayer ID. If the number is not already populated, then you can click on magnifying glass icon and search for the relevant country taxpayer id.
9. **Quantity of invoice**: Amend the Quantity if necessary depending on the credit value. Credit amounts must be shown as a minus amount (-).

3.2 Step 2 - Calculate Tax

1. If the VAT needs to be amended it can be amended on step 3 under the summary tax lines section.

Supplier

- * Supplier
- Tax Payer ID
- * Remit To
- Address
- Remit To Bank Account
- Unique Remittance Identifier
- Remittance Check Digit

Invoice

- * Invoice Number: 7894521
- * Invoice Date: 26-Jul-2018
- Invoice Type: Standard
- * Currency: GBP
- Invoice Description: TEST
- Attachment: None

Customer

- * Customer Tax Payer ID: 653331
- Customer Name: Experian Limited
- Address

Summary Tax Lines

Calculate

Summary Tax Line	Number	Tax Regime	Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount	Line Status
1		UK VAT	UK ELI VAT	UK VAT STANDARD		UK ELI VAT JURISDICTION	2000 STANDARD	20	53.64	Active

2. The bottom right-hand corner on Step 3 shows the credit breakdown this must match your own credit before proceeding.
3. Once you are confident the credit information entered is correct you can click on the “Next” button at the bottom right hand side of the screen.

Your credit memo has successfully been submitted and the status can be viewed under Search on the **Finance** page.