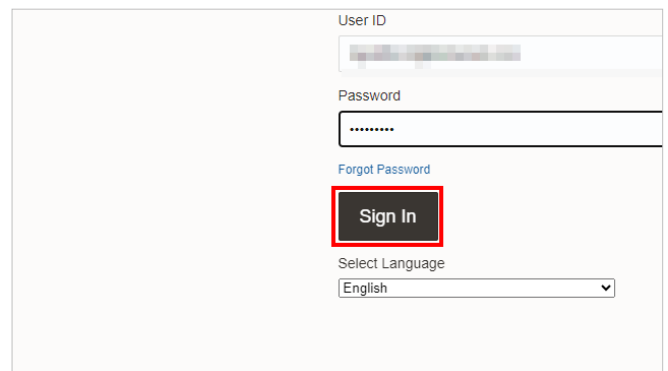


Suppliers

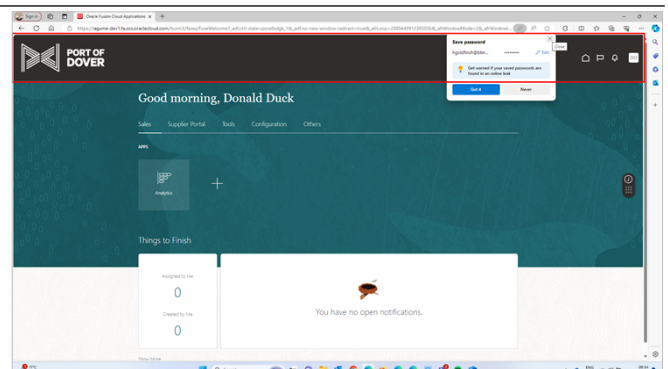
- 1. Supplier Portal 1
 - 1.1. Manage your orders 2
 - 1.1.1. Advanced search 4
 - 1.2. Create Invoice 6
 - 1.2.1. Adding and Editing Invoice Amounts 8
 - 1.2.2. Delete/Cancel your Invoice 10
 - 1.2.2.1. Cancel/Delete the Purchase order line 10
 - 1.2.2.2. Cancel the Invoice..... 11
 - 1.3. View Invoices 12
 - 1.4. Manage Your Profile 14
 - 1.4.1. General Details 15
 - 1.4.2. Addresses 16
 - 1.4.3. Contacts 17
 - 1.4.3.1. Deactivate account..... 18
 - 1.4.3.2. Create Contact/Account..... 19
 - 1.4.4. Payment methods/Bank Details..... 20
 - 1.4.4.1. Create Bank details..... 21
 - 1.4.5. Complete and submit 22
 - 1.5. View Due Date and Paid Status..... 22

1. Supplier Portal

After you have received your email to reset your password you will be able to log into the supplier portal.

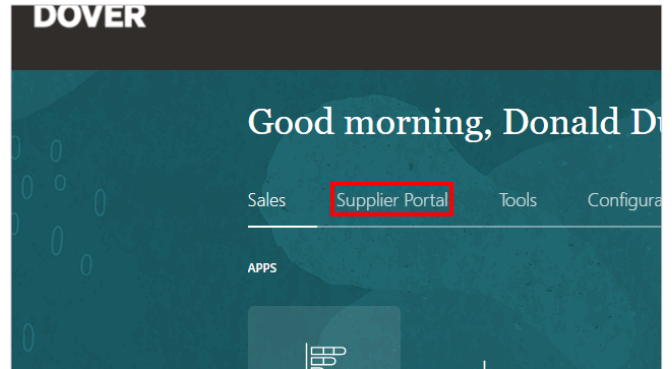


This will bring you to the home page.



Suppliers

on the ribbon click on the tab **Supplier Portal**

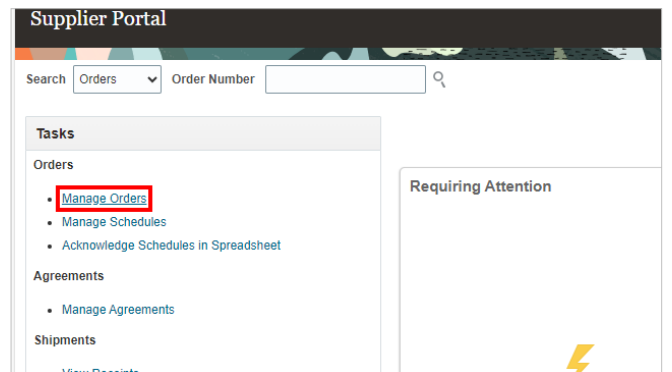


Click on the navigation item **Supplier Portal**

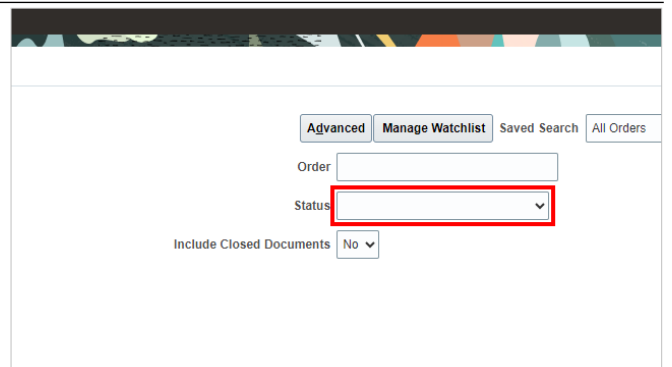


1.1. Manage your orders

To Manage your orders click on the link **Manage Orders** on the left hand side of the screen.

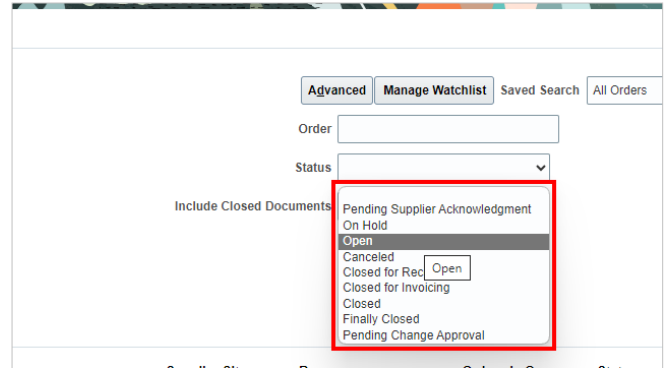


You can search using the **Status Combo Box**, through this you can choose to see all of your orders depending on what status they are in.



Suppliers

Select the status you would like to search for.



Advanced Manage Watchlist Saved Search All Orders

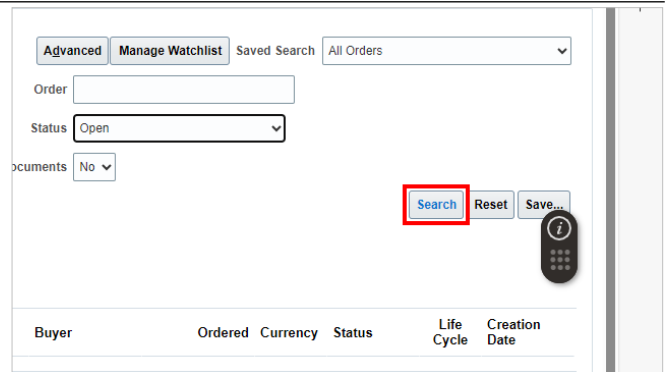
Order

Status

Include Closed Documents

- Pending Supplier Acknowledgment
- On Hold
- Open
- Canceled
- Closed for Rec. Open
- Closed for Invoicing
- Closed
- Finally Closed
- Pending Change Approval

Click on the button **Search**



Advanced Manage Watchlist Saved Search All Orders

Order

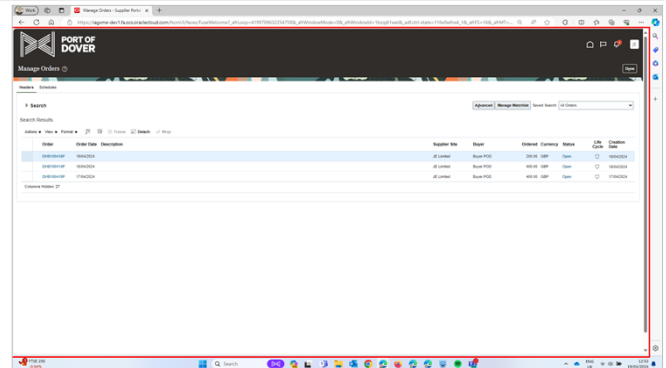
Status

Include Closed Documents

Search Reset Save...

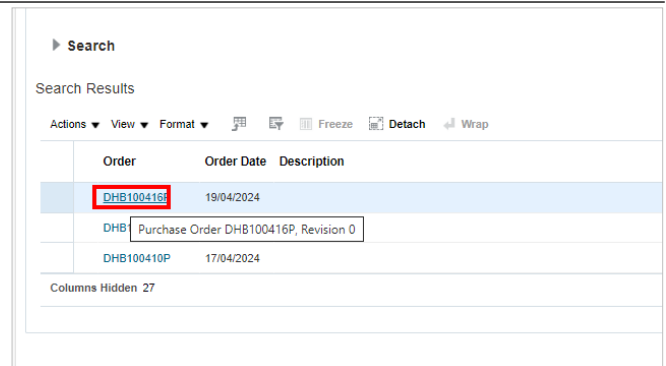
Buyer Ordered Currency Status Life Cycle Creation Date

The Search will bring back all of your orders.
Please note: For advanced searches please see chapter below.



Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
DHB100416P	19/04/2024	Purchase Order DHB100416P, Revision 0	AT LONDON	Buyer-PHO	4820.00P	GBP	Open	Open	19/04/2024
DHB100410P	17/04/2024		AT LONDON	Buyer-PHO	4820.00P	GBP	Open	Open	17/04/2024

Select the Order number you would like to view.



Search Results

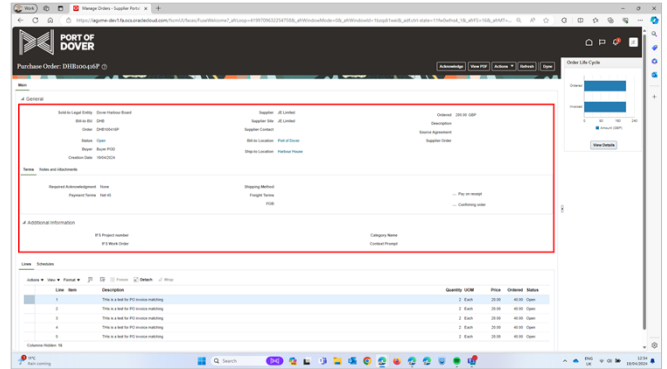
Actions View Format Freeze Detach Wrap

Order	Order Date	Description
DHB100416P	19/04/2024	
DHB100416P	19/04/2024	Purchase Order DHB100416P, Revision 0
DHB100410P	17/04/2024	

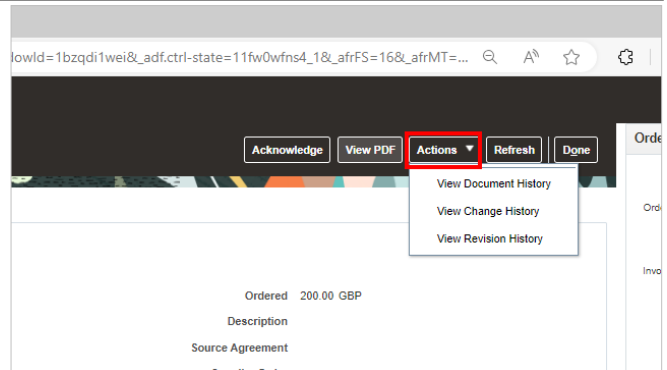
Columns Hidden 27

Suppliers

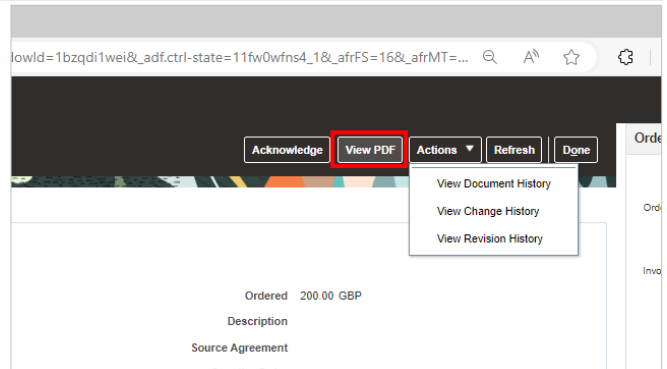
This screen will show you all the Purchase Order details.



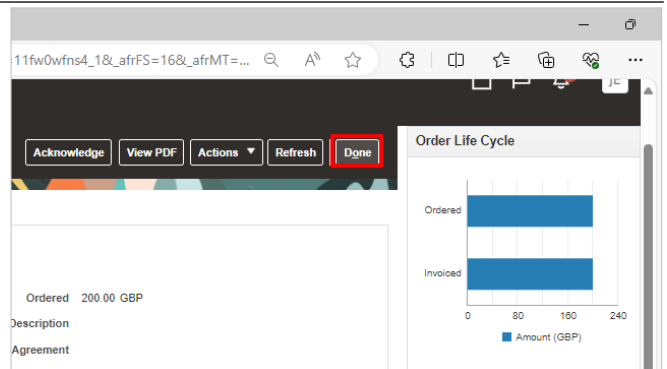
Click on **Actions** to see the history of the order.



Click on the button **View PDF** to download a copy of the order



When you are done click on the button **Done**

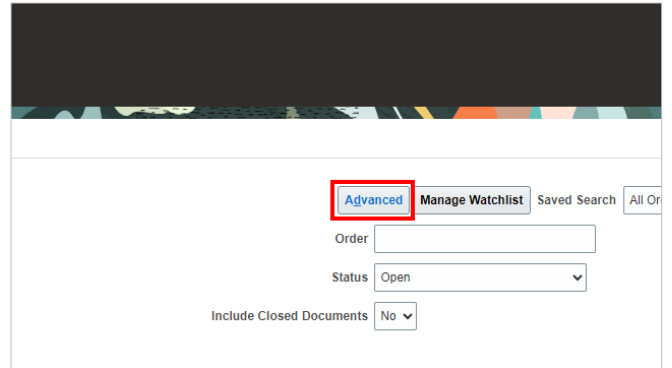


1.1.1. Advanced search

If you need to do a more comprehensive search for your orders, you will be able to use the advanced search function.

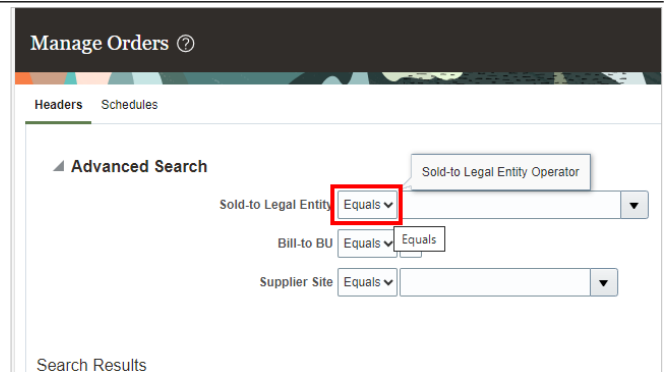
Suppliers

Click on the button **Advanced**



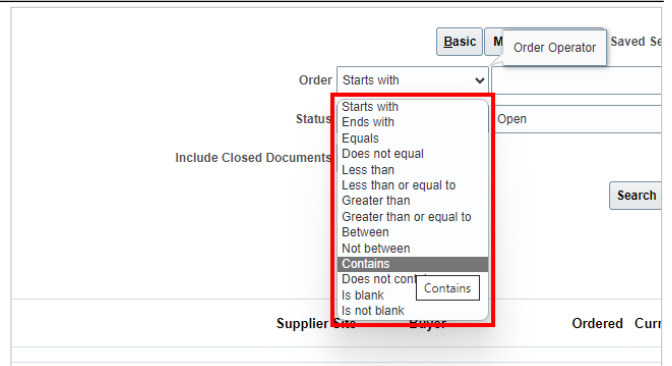
The screenshot shows a search interface with several filter buttons: 'Advanced' (highlighted in red), 'Manage Watchlist', 'Saved Search', and 'All Or'. Below these are input fields for 'Order', a dropdown for 'Status' (set to 'Open'), and a dropdown for 'Include Closed Documents' (set to 'No').

This will give you combo boxes next to the search field



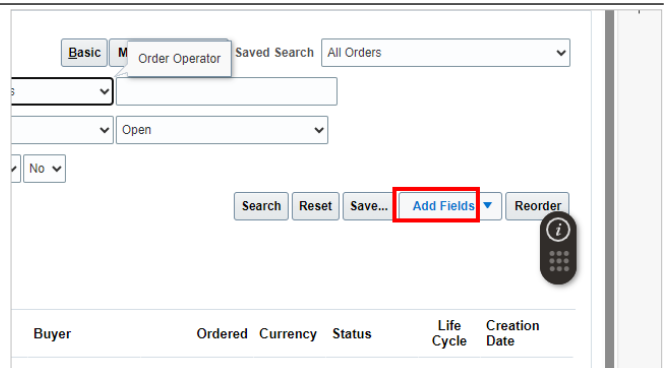
The screenshot shows the 'Manage Orders' interface with the 'Advanced Search' section expanded. It features three search criteria: 'Sold-to Legal Entity', 'Bill-to BU', and 'Supplier Site'. Each criterion has a dropdown menu set to 'Equals', which are highlighted in red. A 'Sold-to Legal Entity Operator' dropdown is also visible.

In the Combo box you will have a list of parameters you can choose from.



The screenshot shows a dropdown menu for search operators. The options include: 'Starts with', 'Ends with', 'Equals', 'Does not equal', 'Less than', 'Less than or equal to', 'Greater than', 'Greater than or equal to', 'Between', 'Not between', 'Contains' (highlighted in red), 'Does not contain', 'Is blank', and 'Is not blank'. A 'Contains' button is also visible next to the dropdown.

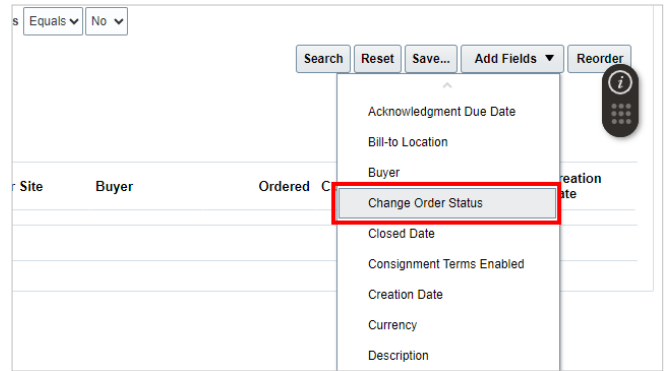
If the search field that you would like to search by is not on the front screen, you can add that field by clicking on **Add Fields**.



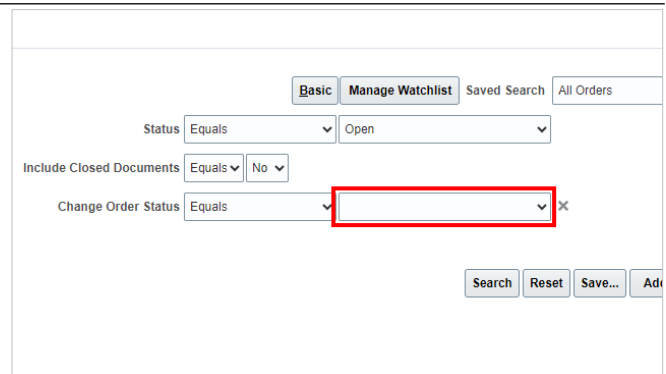
The screenshot shows the search interface with the 'Add Fields' button highlighted in red. Other buttons include 'Search', 'Reset', 'Save...', and 'Reorder'. Below the search area, a table header is visible with columns: 'Buyer', 'Ordered', 'Currency', 'Status', 'Life Cycle', and 'Creation Date'.

Suppliers

Choose the field you would like to search by.



This will then appear in the search area for you to add or choose the information you would like to search by.



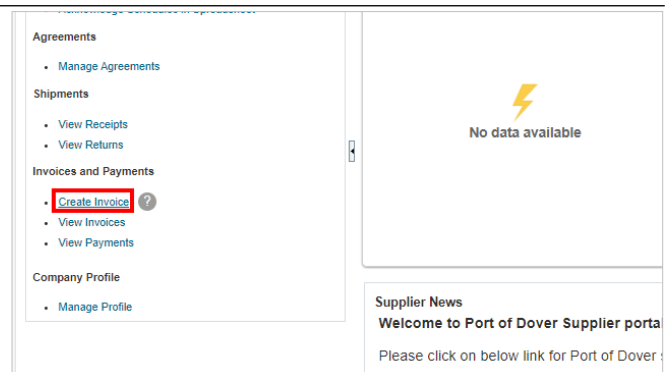
1.2. Create Invoice

Please Note: Only submit an invoice once the service or goods have been delivered.

Click on the navigation item **Supplier Portal**

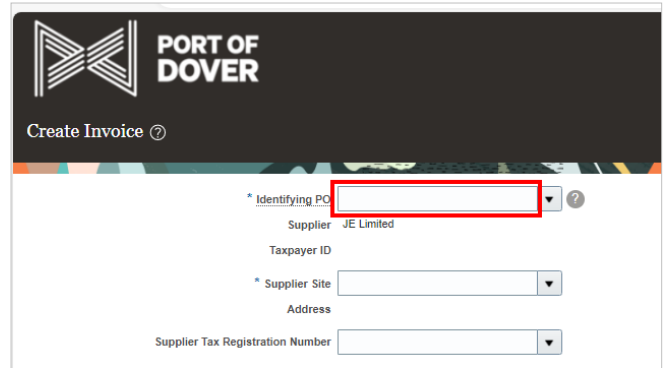


Click on the link **Create Invoice**



Suppliers

You can manually enter the PO number if you know it, or select the relevant one using the drop down.



PORT OF DOVER
Create Invoice ?

* Identifying PO

Supplier JE Limited

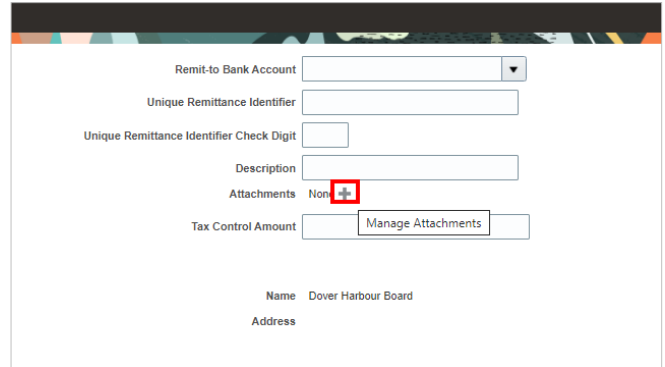
Taxpayer ID

* Supplier Site

Address

Supplier Tax Registration Number

Click Add Attachments to add a copy of your invoice. This is a mandatory requirement.



Remit-to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

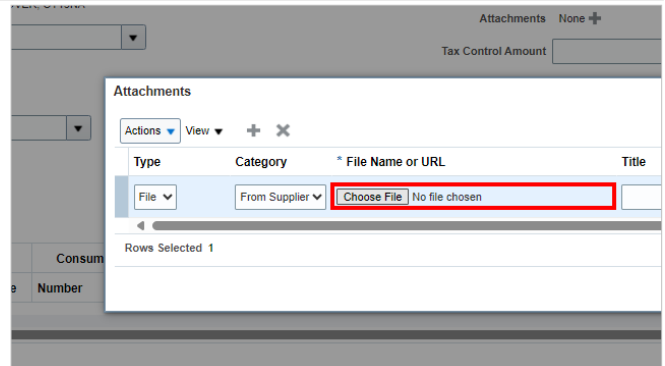
Attachments None

Tax Control Amount

Name Dover Harbour Board

Address

Click on **Choose File**, this will open up your documents where you will be able to select the file to attach.



Attachments None

Tax Control Amount

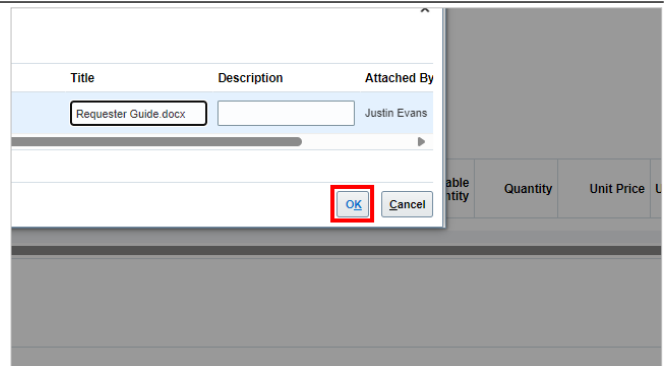
Attachments

Actions View

Type	Category	* File Name or URL	Title
File	From Supplier	<input type="button" value="Choose File"/> No file chosen	

Rows Selected 1

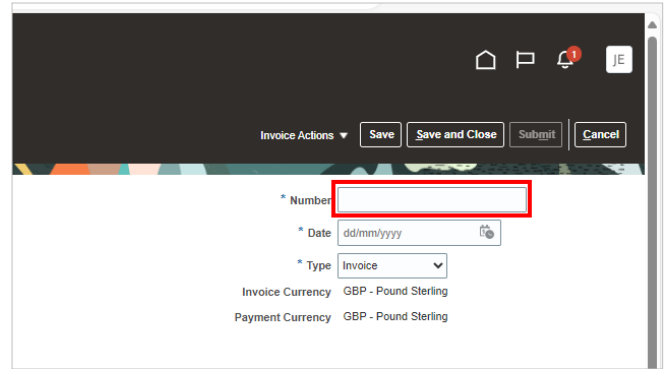
Click on the button **OK**



Title	Description	Attached By
Requester Guide.docx		Justin Evans

Suppliers

Input your Invoice number here.



Invoice Actions: Save, Save and Close, Submit, Cancel

* Number:

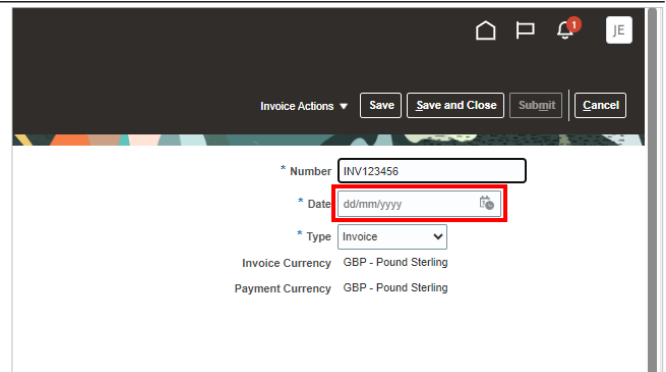
* Date: dd/mm/yyyy

* Type: Invoice

Invoice Currency: GBP - Pound Sterling

Payment Currency: GBP - Pound Sterling

Select the invoice date.
You can either type in the date or use the calendar icon to select the date.



Invoice Actions: Save, Save and Close, Submit, Cancel

* Number: INV123456

* Date:

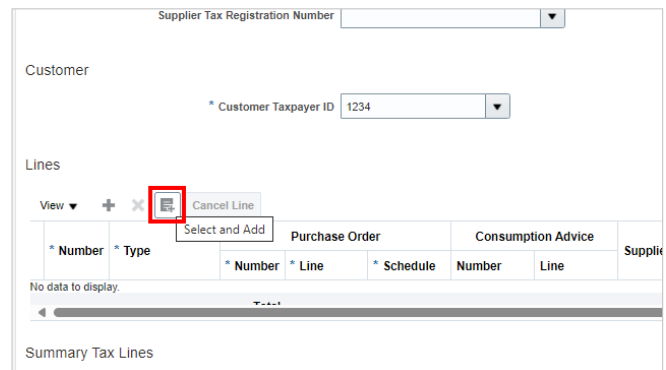
* Type: Invoice

Invoice Currency: GBP - Pound Sterling

Payment Currency: GBP - Pound Sterling

1.2.1. Adding and Editing Invoice Amounts

Click on the button **Select and Add**



Supplier Tax Registration Number

Customer

* Customer Taxpayer ID: 1234

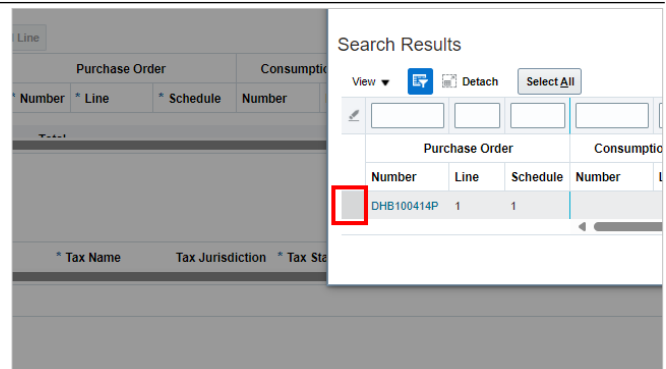
Lines

View: +, -, Select and Add, Cancel Line

* Number	* Type	* Number	* Line	* Schedule	Number	Line	Supplier
No data to display.							

Summary Tax Lines

Select the lines from the Purchase Order that you wish to add to your invoice.



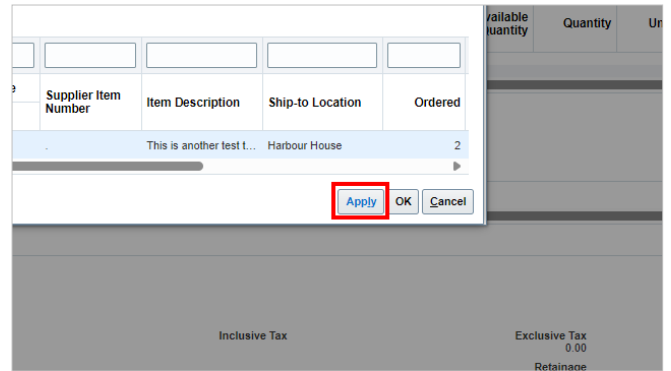
Search Results

View: [Icons], Detach, Select All

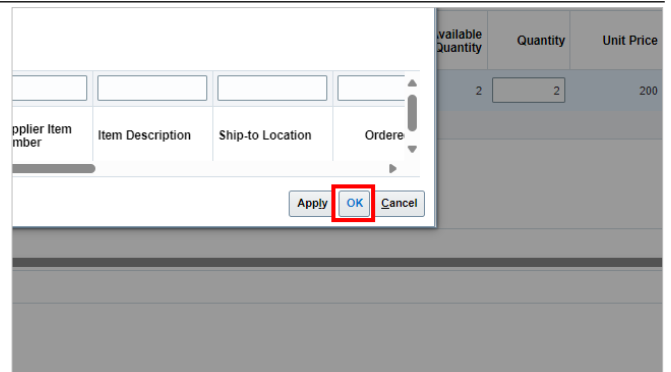
Purchase Order			Consumption Advice	
Number	Line	Schedule	Number	Line
DHB100414P	1	1		

Suppliers

Click on the button **Apply**



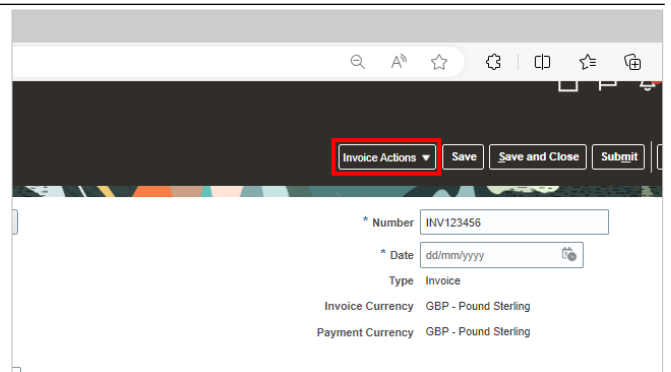
Click on the button **OK**



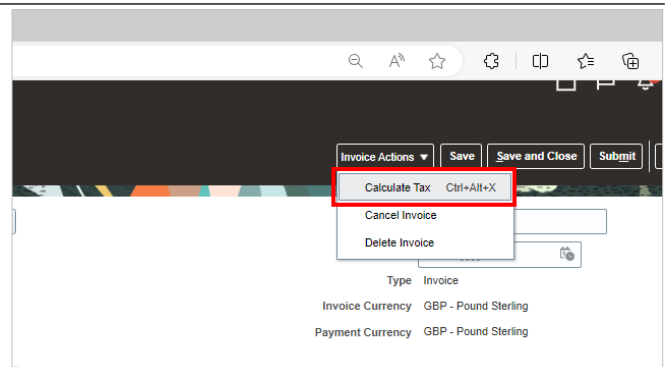
On the line you have just added you will be able to scroll across and see the amount and quantity of the line.
If your invoice is less than the Purchase order, this is when you will be able to reduce the amount or quantity to match with you Invoice.

Available Quantity	Quantity	Unit Price	UOM	* Amount
1	<input type="text" value="1"/>	0.01	Each	0.01
				0.01

Click on the menu **Invoice Actions**

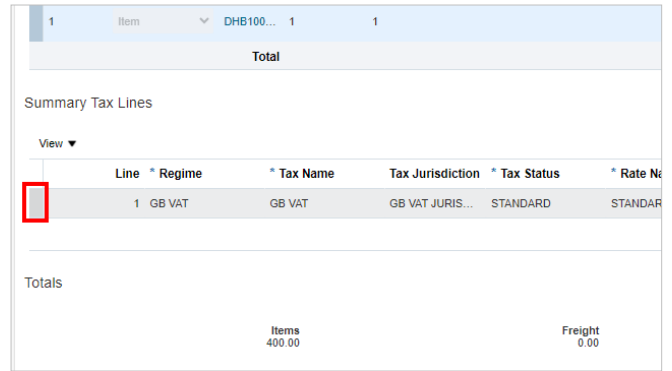


Click on the menu item **Calculate Tax Ctrl+Alt+X**



Suppliers

After the tax calculation, you will be able to see the results under **Summary Tax Lines**

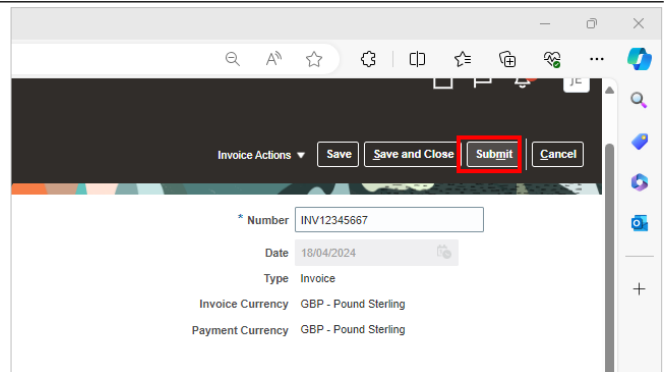


Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name
1	GB VAT	GB VAT	GB VAT JURIS...	STANDARD	STANDARD

Totals

Items: 400.00, Freight: 0.00

When you are happy with your invoice click on the button **Submit**



Invoice Actions: Save, Save and Close, **Submit**, Cancel

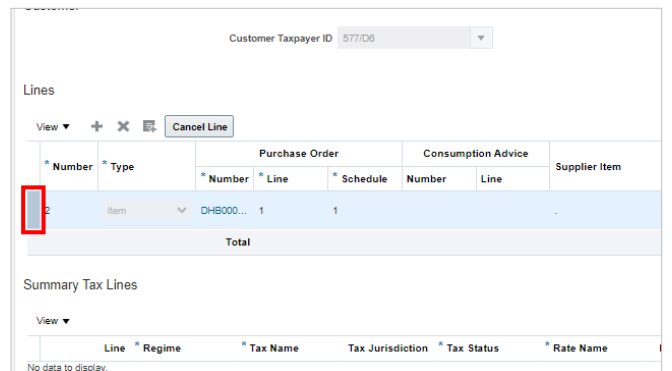
* Number: INV12345667
Date: 18/04/2024
Type: Invoice
Invoice Currency: GBP - Pound Sterling
Payment Currency: GBP - Pound Sterling

1.2.2. Delete/Cancel your Invoice

Before you Calculate the Tax of your invoice you will be able to Cancel or Delete your invoice Lines. If you have already calculated the tax on your invoice you will only be able to cancel your invoice (Please be aware if you cancel the entire invoice you will have to use a new invoice number).

1.2.2.1. Cancel/Delete the Purchase order line

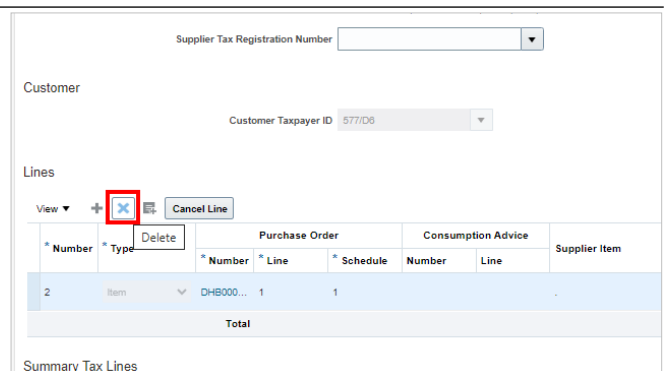
If you have yet to calculate the tax Click on the line you wish to delete.



* Number	* Type	Purchase Order			Consumption Advice		Supplier Item
* Number	* Line	* Schedule	Number	Line			
2	Item	DHB000...	1	1			

Buttons: View, +, X, Cancel Line

Click on the button **Delete**

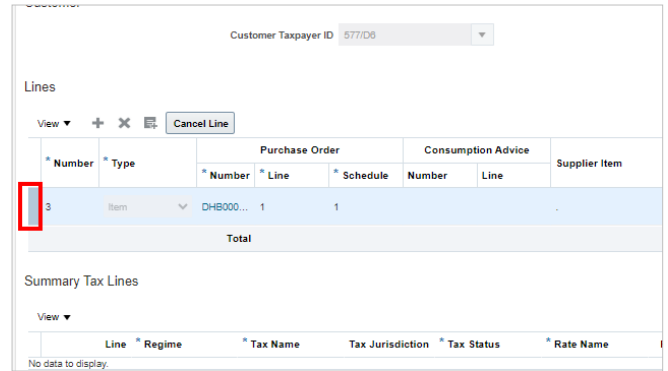


* Number	* Type	Purchase Order			Consumption Advice		Supplier Item
* Number	* Line	* Schedule	Number	Line			
2	Item	DHB000...	1	1			

Buttons: View, +, **Delete**, Cancel Line

Suppliers

If you have calculated the tax.
Click on the line you wish to cancel.



Customer Taxpayer ID 577/D6

Lines

View + × ☰ Cancel Line

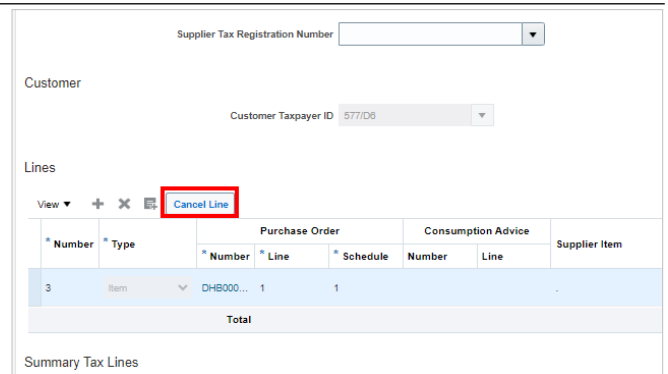
* Number	* Type	* Number	* Line	* Schedule	Number	Line	Supplier Item
3	Item	DHB000...	1	1			
Total							

Summary Tax Lines

View + × ☰

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name
No data to display.					

Click on the button **Cancel Line**



Supplier Tax Registration Number

Customer Taxpayer ID 577/D6

Lines

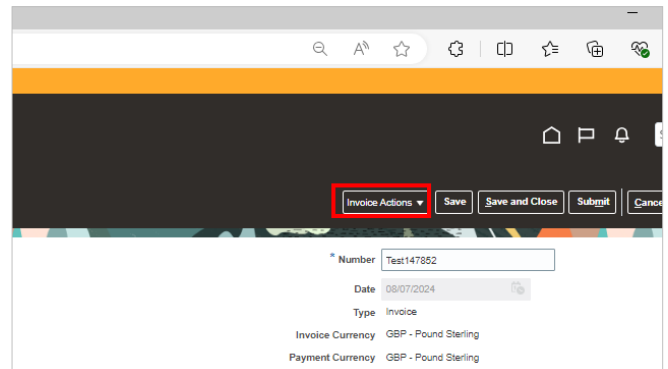
View + × ☰ Cancel Line

* Number	* Type	* Number	* Line	* Schedule	Number	Line	Supplier Item
3	Item	DHB000...	1	1			
Total							

Summary Tax Lines

1.2.2.2. Cancel the Invoice

Click on the menu **Invoice Actions**



Invoice Actions Save Save and Close Submit Cancel

* Number Test147852

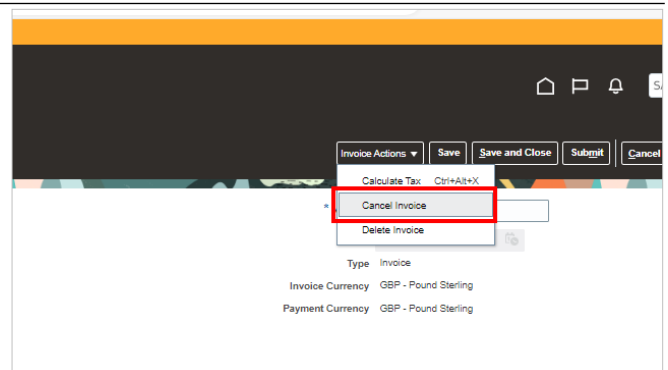
Date 08/07/2024

Type Invoice

Invoice Currency GBP - Pound Sterling

Payment Currency GBP - Pound Sterling

Click on the menu item **Cancel Invoice**



Invoice Actions Save Save and Close Submit Cancel

- Calculate Tax Ctrl+Alt+X
- Cancel Invoice**
- Delete Invoice

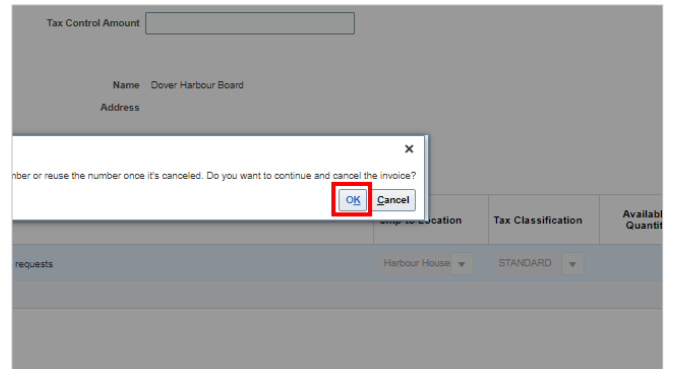
Type Invoice

Invoice Currency GBP - Pound Sterling

Payment Currency GBP - Pound Sterling

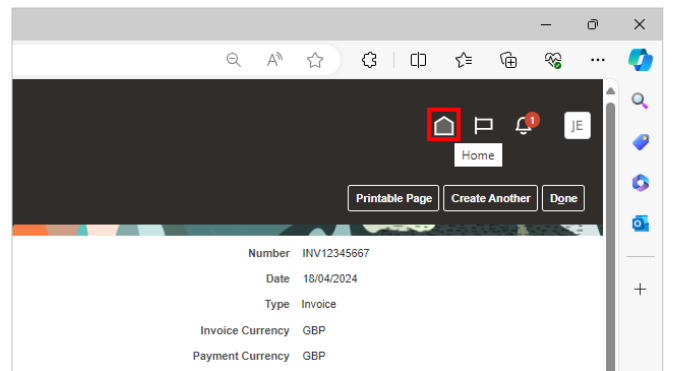
Suppliers

Click on the button **OK**

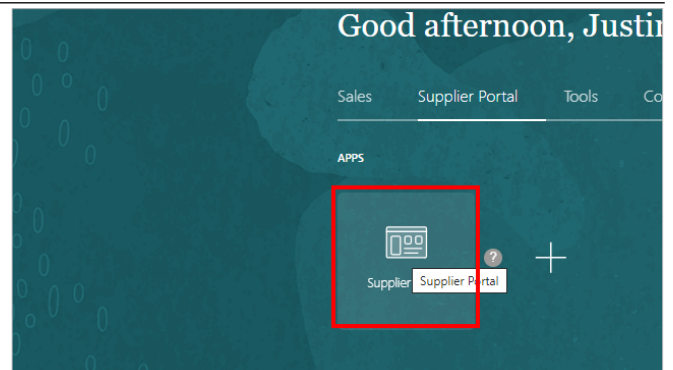


1.3. View Invoices

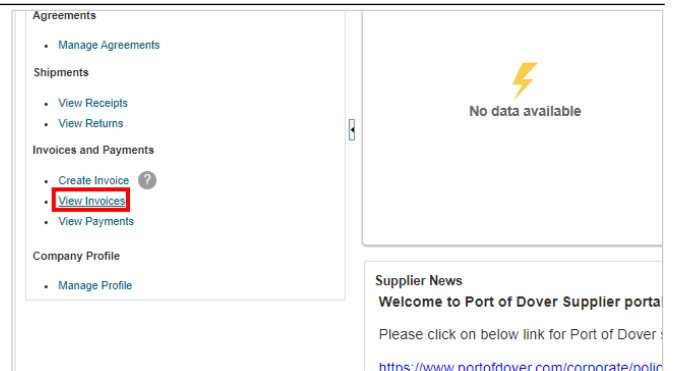
Click on the icon **Home**



Click on the navigation item **Supplier Portal**

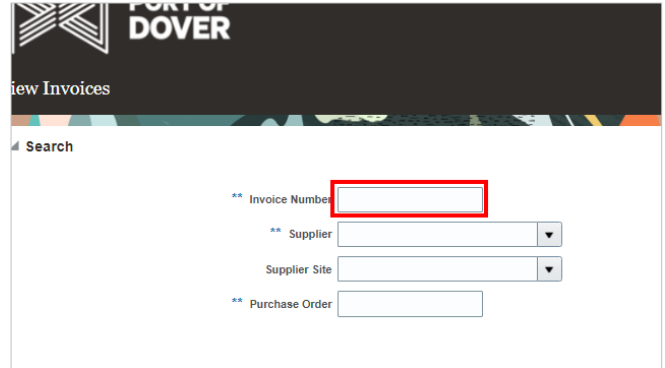


Click on the link **View Invoices**



Suppliers

You can search by **Invoice Number**



View Invoices

Search

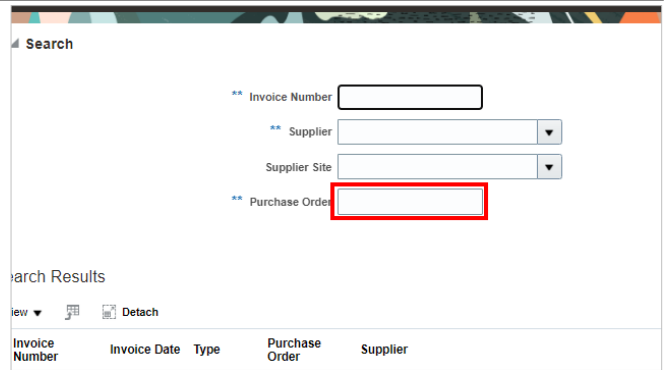
** Invoice Number

** Supplier

Supplier Site

** Purchase Order

You can search by **Purchase Order**



View Invoices

Search

** Invoice Number

** Supplier

Supplier Site

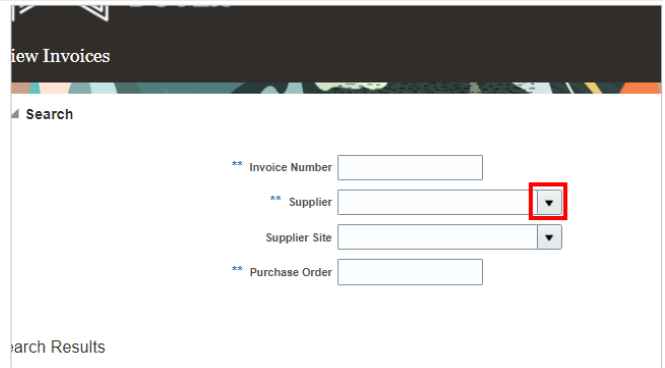
** Purchase Order

Search Results

View Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier
----------------	--------------	------	----------------	----------

Or, if you click on the drop down of **Supplier** your company name will be selectable.



View Invoices

Search

** Invoice Number

** Supplier

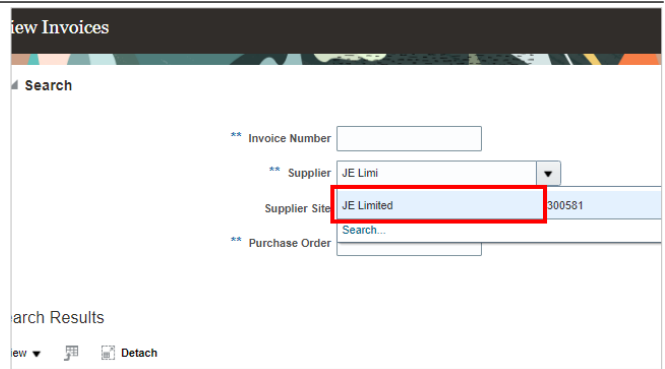
Supplier Site

** Purchase Order

Search Results

View Detach

Click on your company name



View Invoices

Search

** Invoice Number

** Supplier JE Limi

Supplier Site JE Limited 300581

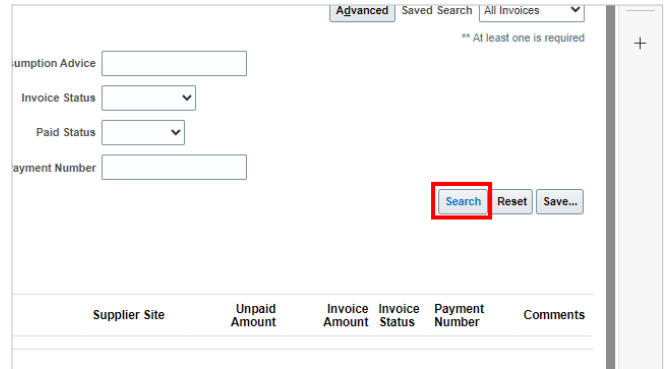
** Purchase Order Search...

Search Results

View Detach

Suppliers

Click on the button **Search**



Advanced | Saved Search | All Invoices

** At least one is required

Assumption Advice

Invoice Status

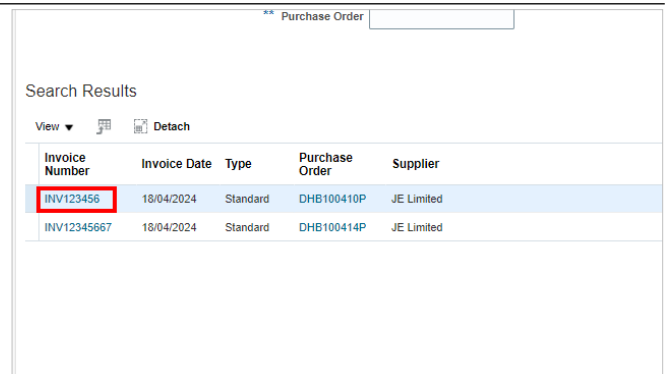
Paid Status

Payment Number

Search | Reset | Save...

Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
---------------	---------------	----------------	----------------	----------------	----------

To view the invoice click on the **Invoice number**.



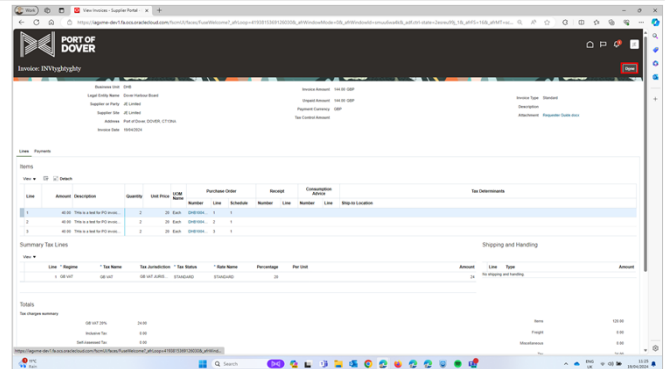
Purchase Order

Search Results

View | Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier
INV123456	18/04/2024	Standard	DHB100410P	JE Limited
INV12345667	18/04/2024	Standard	DHB100414P	JE Limited

You will be able to view all the invoice details from this screen. When you are finished click on the button **Done**



Supplier: JE Limited

Line	Amount	Description	Quantity	Unit Price	Unit	Purchase Order	Invoice	Supplier	Supplier	Ship to Location	Tax Determinants
1	40.00	This is a test invoice	2	20.00	DRUMS	1	1	1	1		
2	40.00	This is a test invoice	2	20.00	DRUMS	2	1	1	1		
3	40.00	This is a test invoice	2	20.00	DRUMS	3	1	1	1		

Summary Tax Lines

Line	Figure	Tax Name	Tax Description	Tax Status	Tax Rate	Percentage	Per Unit	Amount	Line	Type	Amount
1	144.00	vat	vat	Standard	Standard	20%		288.00	1	vat	288.00

Totals

Net Invoice Amount	120.00	vat	288.00	Total	408.00
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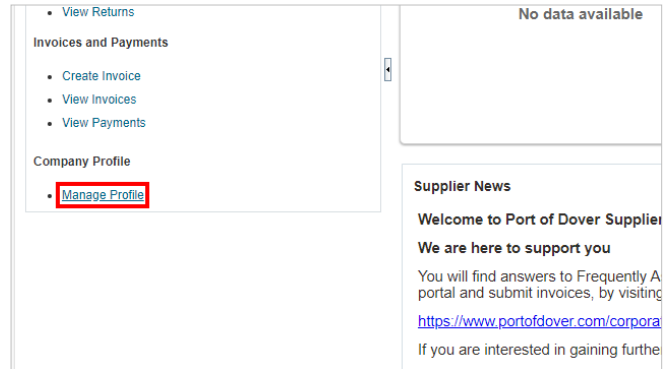
1.4. Manage Your Profile

Click on the navigation item **Supplier Portal**

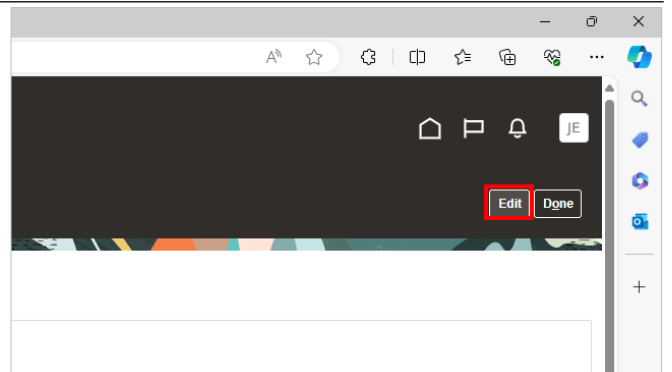


Suppliers

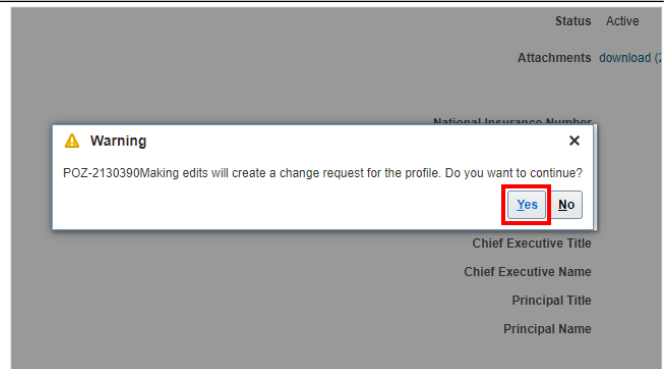
Click on the link **Manage Profile**



Click on the button **Edit**

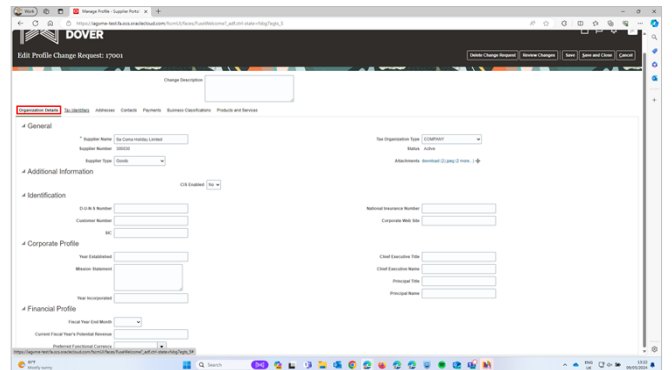


Click on the button **Yes**



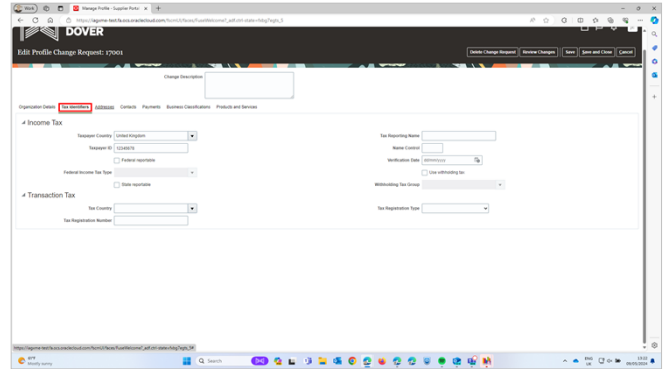
1.4.1. General Details

Use **Organization Details** to edit your general details.



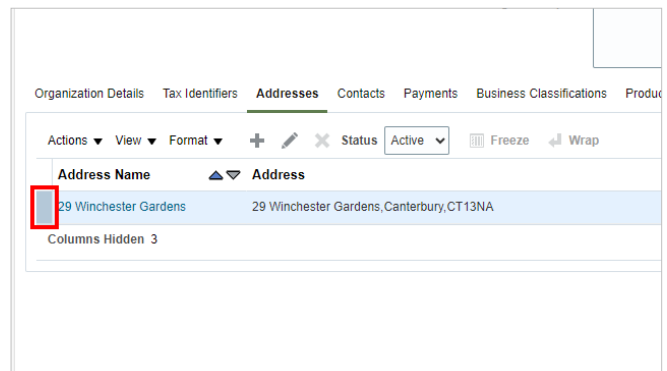
Suppliers

Use **Tax Identifiers** to edit your tax information.

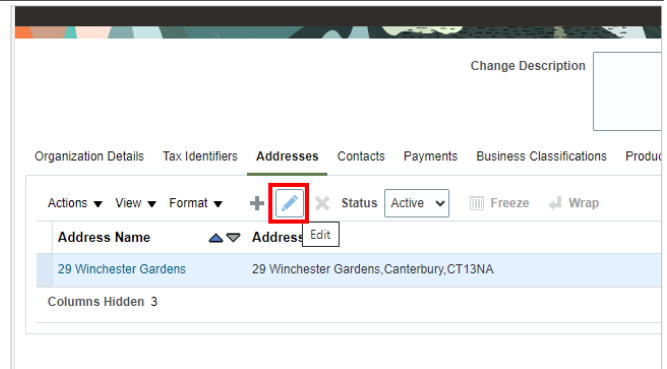


1.4.2. Addresses

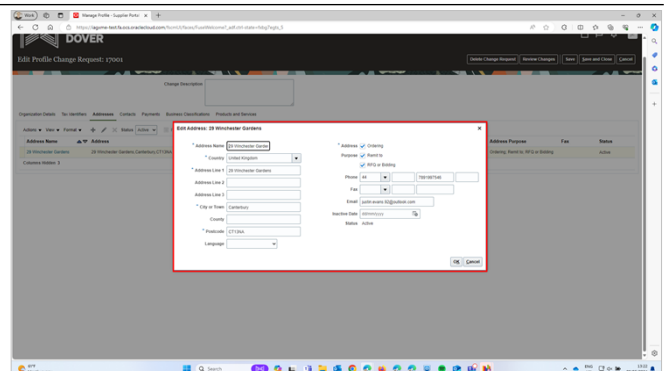
On **Addresses** select the address you wish to edit.



Click on the button **Edit**

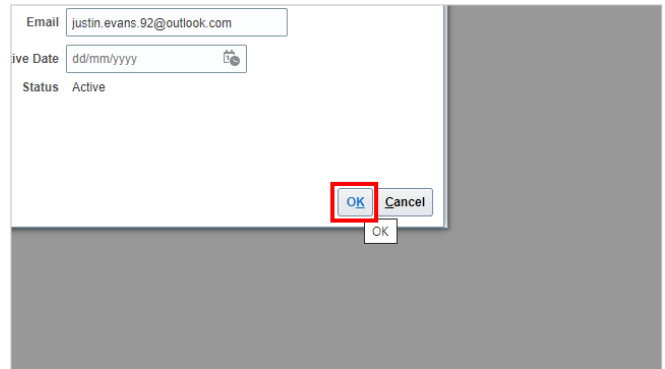


Use this screen to edit the address.



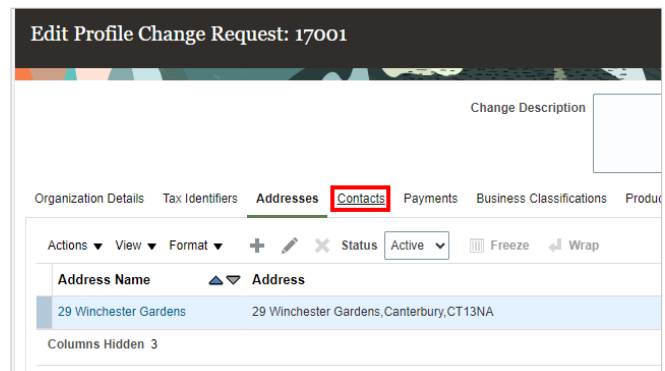
Suppliers

Click on the button **OK**

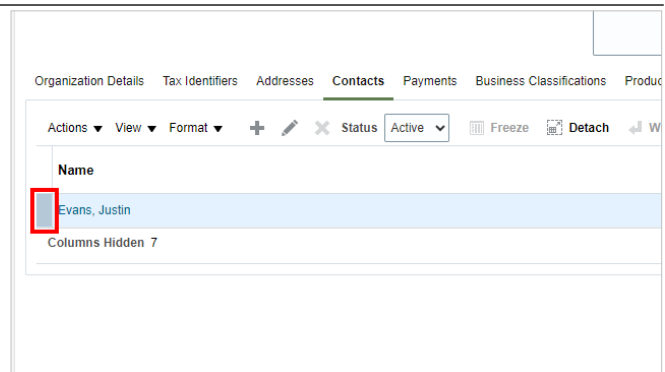


1.4.3. Contacts

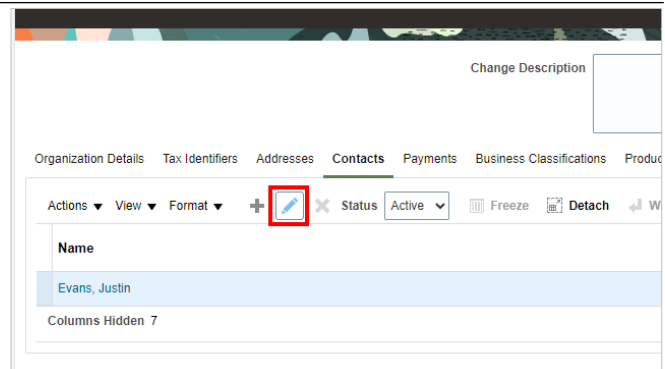
Click on the link **Contacts**



Select the contact you wish to edit.

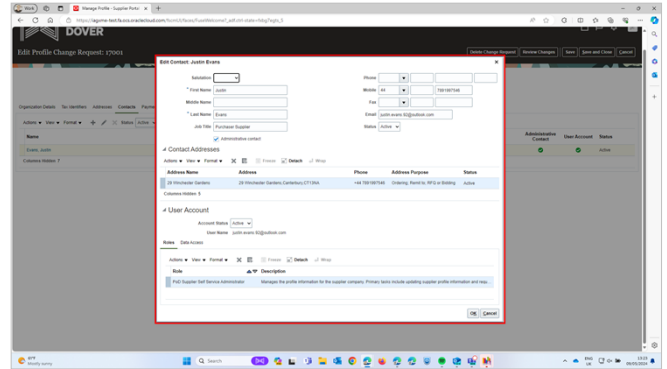


Click on the button **Edit**



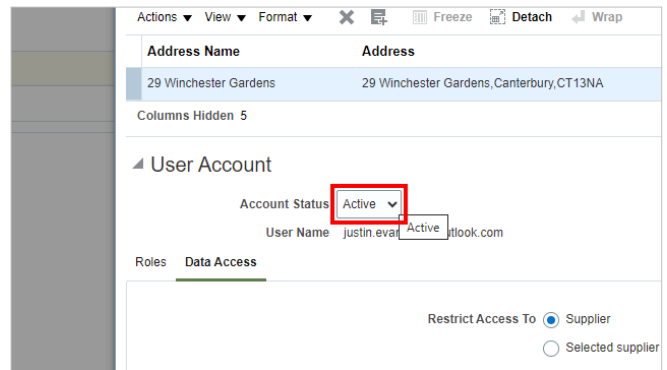
Suppliers

Use this screen to update/edit the selected contact.

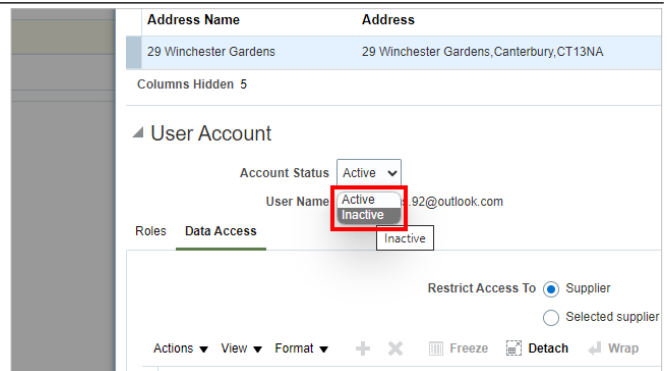


1.4.3.1. Deactivate account

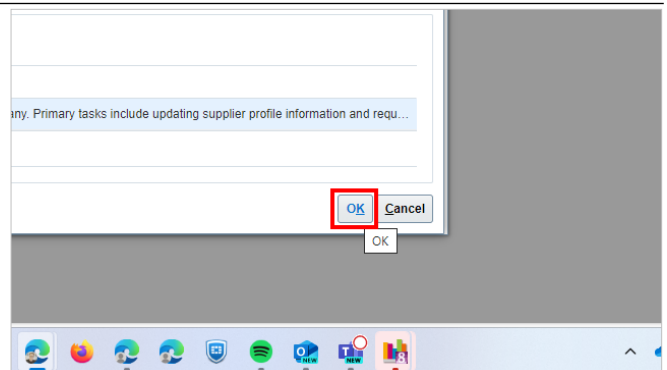
Click on the combobox **Account Status**



Click on the item **Inactive** in the list



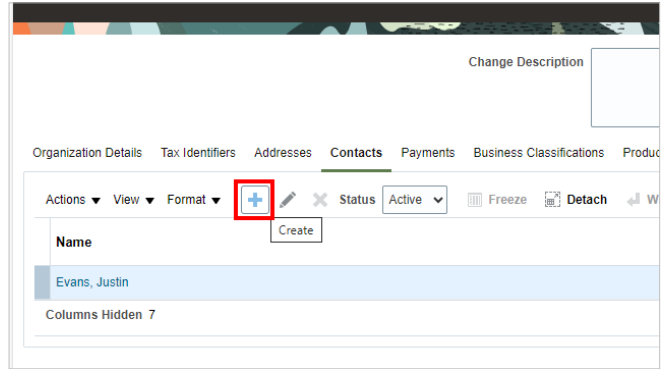
Click on the button **OK**



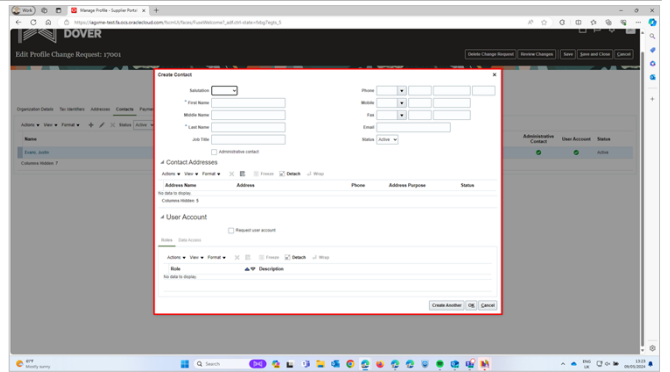
Suppliers

1.4.3.2. Create Contact/Account

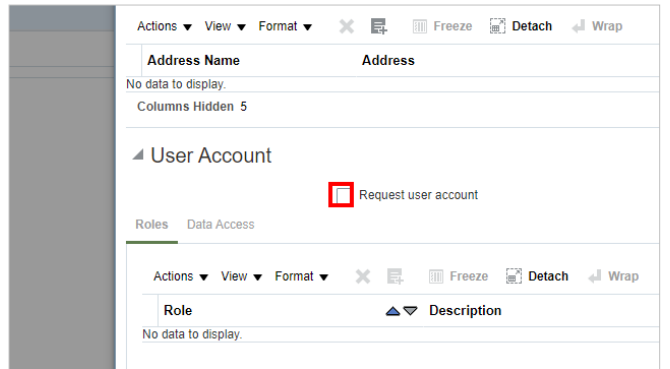
To add a new contact click on the button **Create**



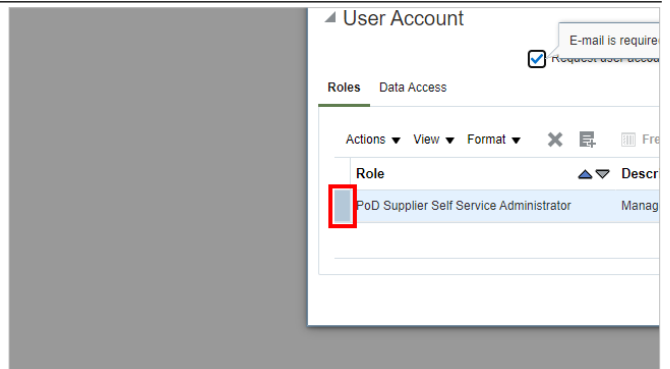
Use this screen to add all details of the new contact.



Click on the check box **Request user account**, this will send an email to the contact to create a password to have access to the supplier portal.

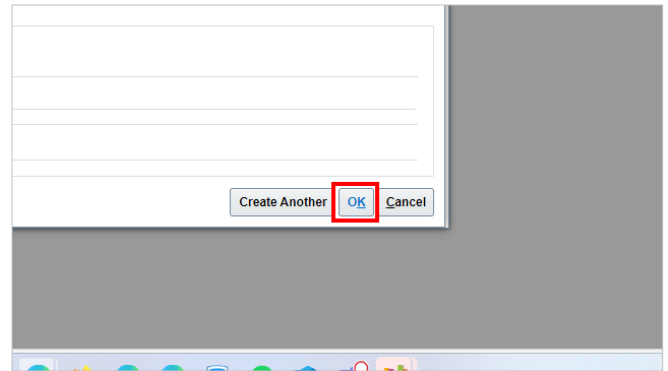


Choosing the **Request User Account** will auto populate the role.



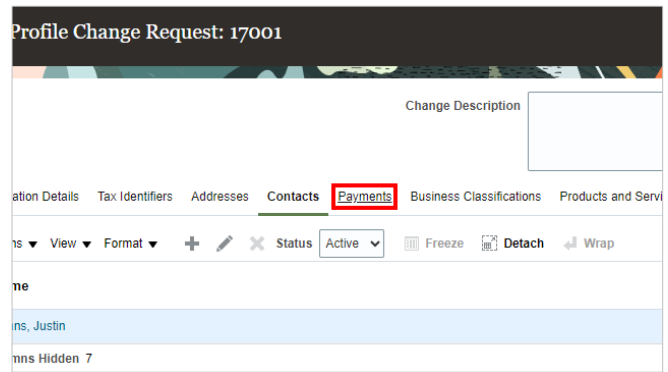
Suppliers

Click on the button **OK**

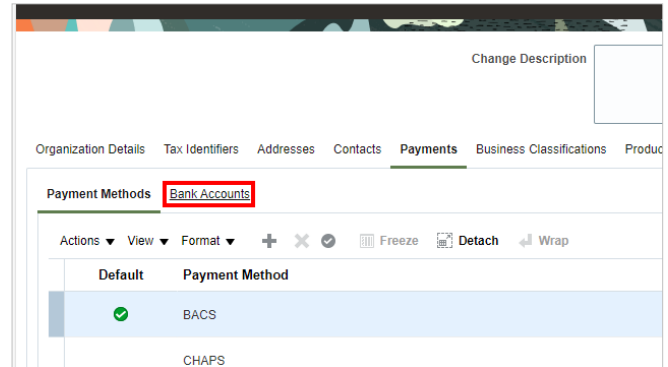


1.4.4. Payment methods/Bank Details

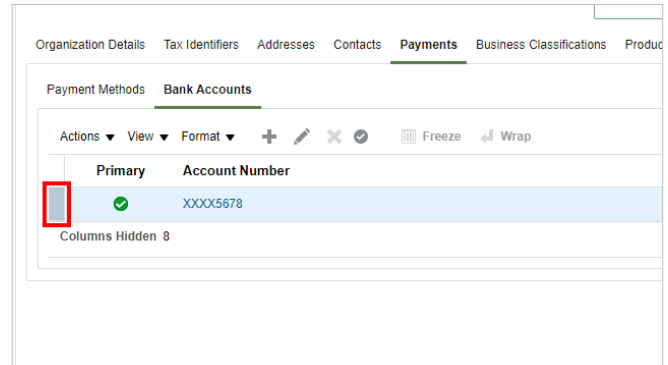
Click on the link **Payments**



Click on the link **Bank Accounts**

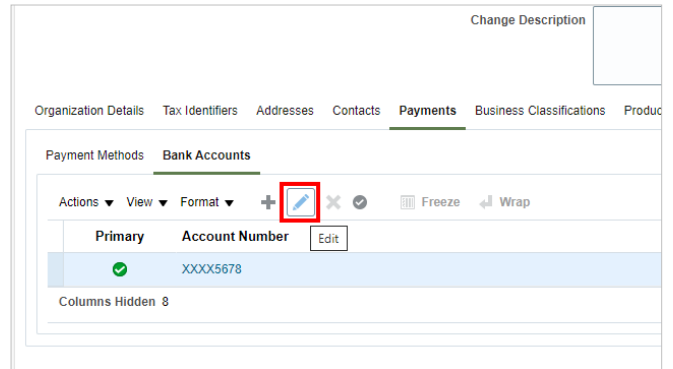


Click on the cell **with the value**

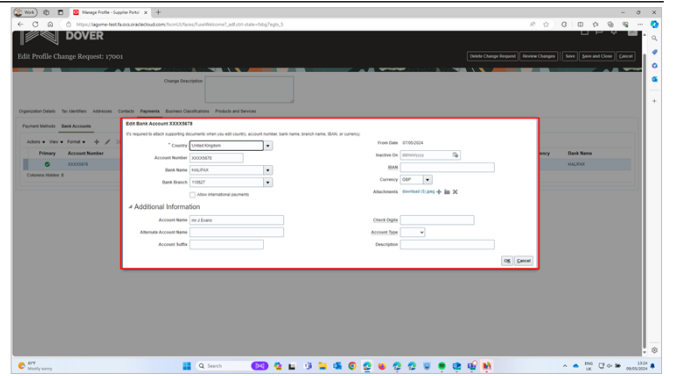


Suppliers

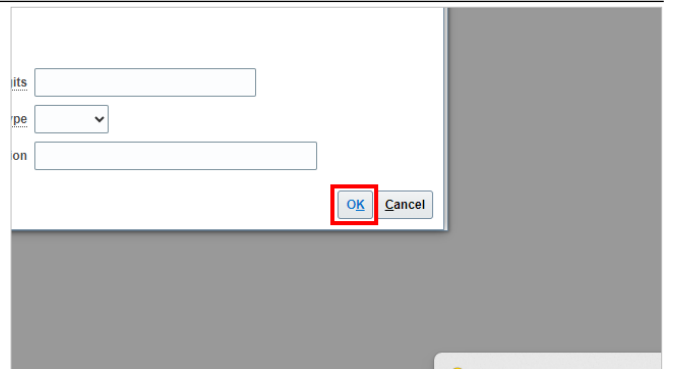
Click on the button **Edit**



Use this screen to edit your **bank details**.

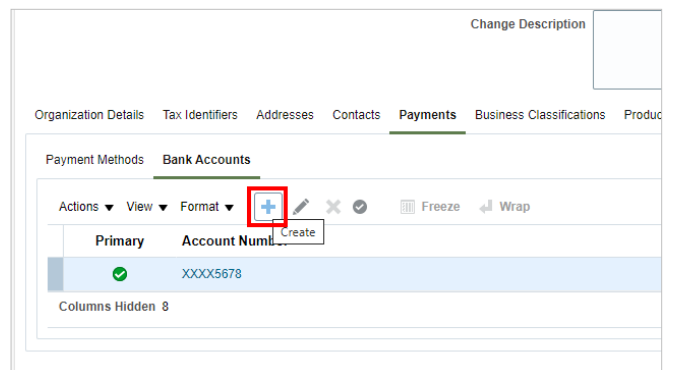


Click on the button **OK**

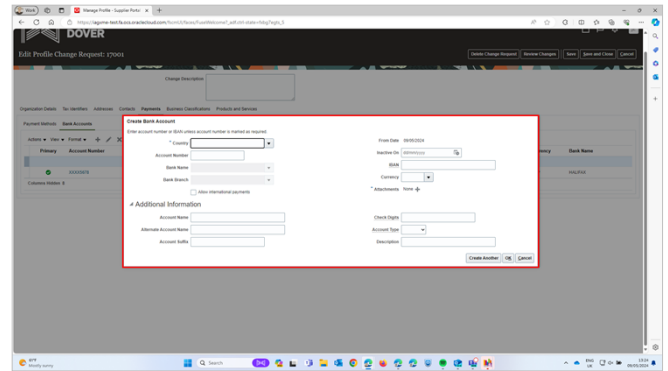


1.4.4.1. Create Bank details

Click on the button **Create**

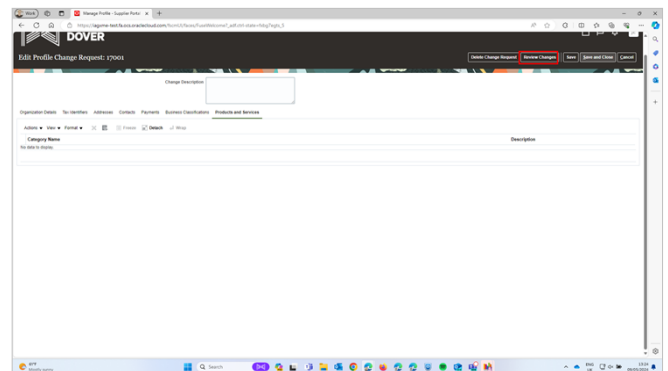


Use this screen to enter new **bank details**.

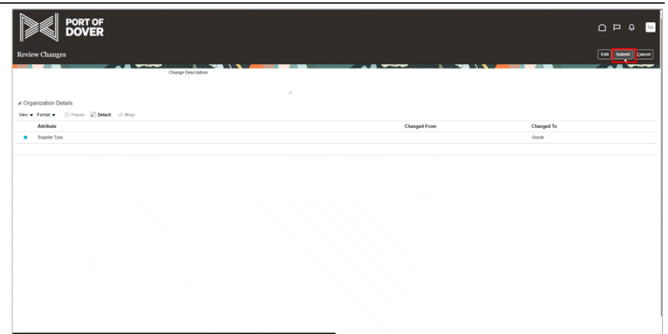


1.4.5. Complete and submit

Click on the button Review Changes



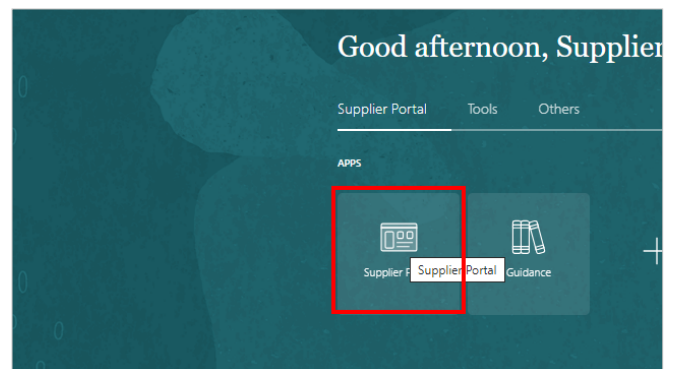
Review your changes and click **Submit**



Please Note: Once you have submitted your changes this will be sent to our procurement team for review and approval before it goes live.

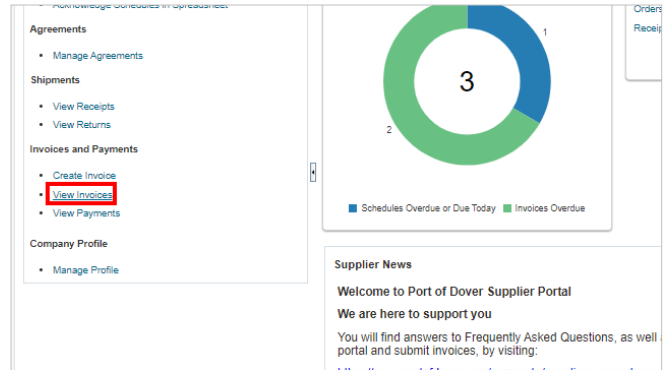
1.5. View Due Date and Paid Status

Click on the navigation item **Supplier Portal**



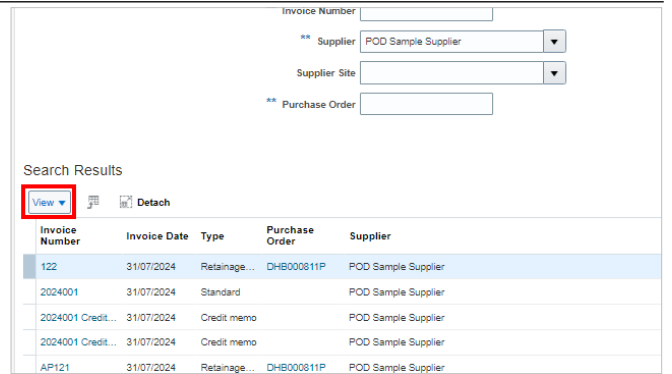
Suppliers

Click on the link **View Invoices**



The dashboard shows navigation menus for Agreements, Shipments, Invoices and Payments, and Company Profile. A donut chart displays '3' with a legend for 'Schedules Overdue or Due Today' (blue) and 'Invoices Overdue' (green). A 'Supplier News' section includes a welcome message and a link to frequently asked questions.

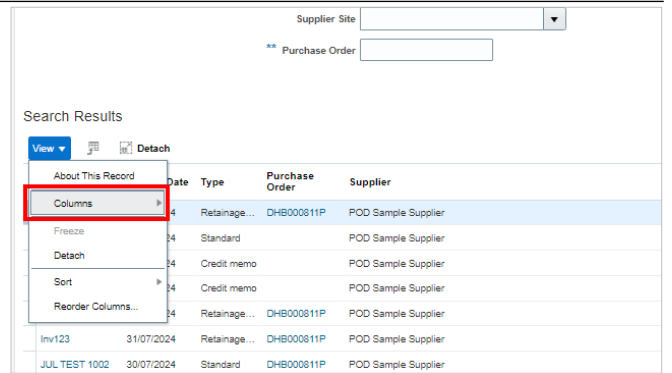
Click on the menu **View**



The search results page shows a table of invoices. A 'View' button is highlighted in the top left of the table. The table has columns for Invoice Number, Invoice Date, Type, Purchase Order, and Supplier.

Invoice Number	Invoice Date	Type	Purchase Order	Supplier
122	31/07/2024	Retainage...	DHB000811P	POD Sample Supplier
2024001	31/07/2024	Standard		POD Sample Supplier
2024001 Credit...	31/07/2024	Credit memo		POD Sample Supplier
2024001 Credit...	31/07/2024	Credit memo		POD Sample Supplier
AP121	31/07/2024	Retainage...	DHB000811P	POD Sample Supplier

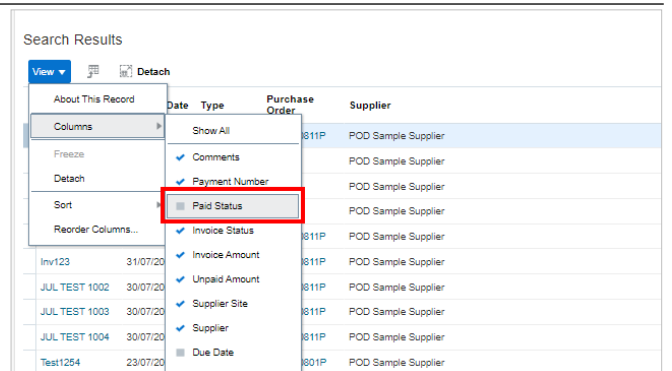
Click on the menu item **Columns**



The search results page shows the 'Columns' menu open over the table. The 'Columns' option is highlighted. The table has columns for Date, Type, Purchase Order, and Supplier.

Date	Type	Purchase Order	Supplier
31/07/2024	Retainage...	DHB000811P	POD Sample Supplier
31/07/2024	Standard		POD Sample Supplier
31/07/2024	Credit memo		POD Sample Supplier
31/07/2024	Credit memo		POD Sample Supplier
31/07/2024	Retainage...	DHB000811P	POD Sample Supplier
31/07/2024	Retainage...	DHB000811P	POD Sample Supplier
30/07/2024	Standard	DHB000811P	POD Sample Supplier

Click on the menu item **Paid Status**



The search results page shows the 'Paid Status' menu open over the table. The 'Paid Status' option is highlighted. The table has columns for Date, Type, Purchase Order, and Supplier.

Date	Type	Purchase Order	Supplier
31/07/2024	Retainage...	DHB000811P	POD Sample Supplier
31/07/2024	Standard		POD Sample Supplier
31/07/2024	Credit memo		POD Sample Supplier
31/07/2024	Credit memo		POD Sample Supplier
31/07/2024	Retainage...	DHB000811P	POD Sample Supplier
31/07/2024	Retainage...	DHB000811P	POD Sample Supplier
30/07/2024	Standard	DHB000811P	POD Sample Supplier
30/07/2024	Standard	DHB000811P	POD Sample Supplier
30/07/2024	Standard	DHB000811P	POD Sample Supplier
30/07/2024	Standard	DHB000811P	POD Sample Supplier
23/07/2024	Standard	DHB000811P	POD Sample Supplier

Suppliers

Click on the menu **View**

Invoice Number

** Supplier

Supplier Site

** Purchase Order

Search Results

View Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier
122	31/07/2024	Retainage...	DHB000811P	POD Sample Supplier
2024001	31/07/2024	Standard		POD Sample Supplier
2024001 Credit...	31/07/2024	Credit memo		POD Sample Supplier
2024001 Credit...	31/07/2024	Credit memo		POD Sample Supplier
AP121	31/07/2024	Retainage...	DHB000811P	POD Sample Supplier

Click on the menu item **Columns**

Supplier Site

** Purchase Order

Search Results

View Detach

- About This Record
- Columns**
- Freeze
- Detach
- Sort
- Reorder Columns...

Date	Type	Purchase Order	Supplier
31/07/2024	Retainage...	DHB000811P	POD Sample Supplier
31/07/2024	Standard		POD Sample Supplier
31/07/2024	Credit memo		POD Sample Supplier
31/07/2024	Credit memo		POD Sample Supplier
31/07/2024	Retainage...	DHB000811P	POD Sample Supplier
31/07/2024	Retainage...	DHB000811P	POD Sample Supplier
30/07/2024	Standard	DHB000811P	POD Sample Supplier

Click on the menu item **Due Date**

- Detach
- Sort
- Reorder Columns...
- Comments
- Payment Number
- Paid Status
- Invoice Status
- Invoice Amount
- Unpaid Amount
- Supplier Site
- Supplier
- Due Date**
- Purchase Order
- Type
- Invoice Date
- Invoice Number
- Manage Columns...

Inv123	31/07/2024	Retainage...	DHB000811P	POD Sample Supplier
JUL TEST 1002	30/07/2024	Standard	DHB000811P	POD Sample Supplier
JUL TEST 1003	30/07/2024	Standard	DHB000811P	POD Sample Supplier
JUL TEST 1004	30/07/2024	Standard	DHB000811P	POD Sample Supplier
Test1254	23/07/2024	Standard	DHB000811P	POD Sample Supplier
Test7549	23/07/2024	Standard	DHB000811P	POD Sample Supplier
654987654	22/07/2024	Standard	DHB000811P	POD Sample Supplier
Test1245	22/07/2024	Standard	DHB000811P	POD Sample Supplier
Test 748+4	22/07/2024	Standard	DHB000811P	POD Sample Supplier
Test45698	22/07/2024	Standard	DHB000811P	POD Sample Supplier

The table will now have the "Due Date" to see when the invoice will be paid by.

** Supplier

Supplier Site

** Purchase Order

Search Results

View Detach

Invoice Number	Invoice Date	Type	Purchase Order	Due Date	Supplier
122	31/07/2024	Retainage...	DHB000811P	14/09/2024	POD Sample Supplier
2024001	31/07/2024	Standard		31/07/2024	POD Sample Supplier
2024001 Credit...	31/07/2024	Credit memo		31/07/2024	POD Sample Supplier
2024001 Credit...	31/07/2024	Credit memo		31/07/2024	POD Sample Supplier
AP121	31/07/2024	Retainage...	DHB000811P	14/09/2024	POD Sample Supplier
Inv123	31/07/2024	Retainage...	DHB000811P	14/09/2024	POD Sample Supplier

Suppliers

The table will now have the column "Paid status" for each of your invoices to show if that invoice has been paid yet or not.

Invoice Status

Paid Status

Payment Number

Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Paid Status	Pay Nur	Comments
CT17 6BU	20.00 GBP	20.00 GBP	In process	Unpaid		
CT17 6BU	100.00 GBP	100.00 GBP	Approved	Unpaid		
CT17 6BU	-125.00 GBP	-125.00 GBP	Approved	Unpaid		
CT17 6BU	0.00 GBP	0.00 GBP	Canceled	Unpaid		
CT17 6BU	0.00 GBP	0.00 GBP	Canceled	Unpaid		
CT17 6BU	120.00 GBP	120.00 GBP	In process	Unpaid		

Please Note: Once you have added the columns they will remain until you remove them yourself.