

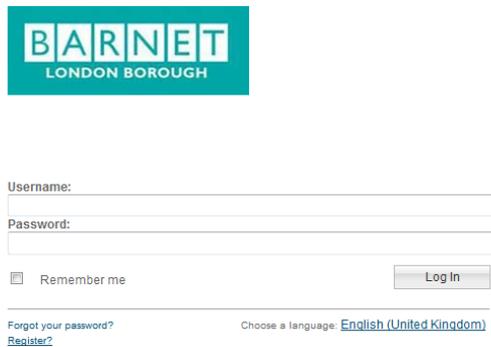
SUPPLIER PORTAL – ADVICE & GUIDANCE

- ❖ Basic Login and user profile
- ❖ Raising invoices and credits
- ❖ Purchase Order Flipping
- ❖ Tracking your invoice
- ❖ Payments
- ❖ Other

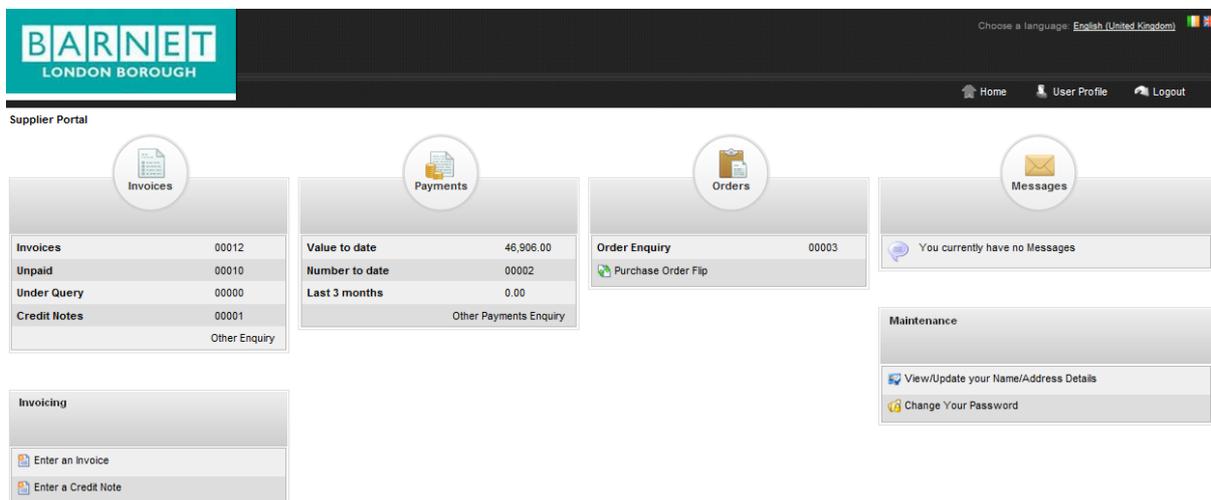
BASIC LOGIN AND USER PROFILE

Link: <https://lbbportal.integrahosting.co.uk/>

Each individual supplier of the London Borough of Barnet will be provided with a unique user ID and password. Using the link above, you will need to enter your User ID and password into the login screen.



Upon successfully login you will come across the below home screen.



Invoices	
Invoices	00012
Unpaid	00010
Under Query	00000
Credit Notes	00001
Other Enquiry	

Payments	
Value to date	46,906.00
Number to date	00002
Last 3 months	0.00
Other Payments Enquiry	

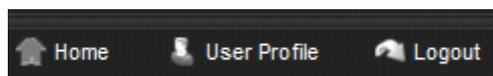
Orders	
Order Enquiry	00003
Purchase Order Flip	

Messages	
You currently have no Messages	

Invoicing	
Enter an Invoice	
Enter a Credit Note	

Maintenance	
View/Update your Name/Address Details	
Change Your Password	

- ❖ You can update your user profile by clicking the **User Profile** icon in the far right hand side



RAISING INVOICES / CREDITS

- ❖ To raise an invoice / credit, click on the bottom left dialogue box titled **Invoicing** and populate the required fields

Invoicing

 Enter an Invoice

 Enter a Credit Note

Additional comments

- ✓ Select the order number (if known) by clicking the magnifying glass icon
- ✓ Navigate additional line items by clicking on the plus sign
- ✓ Ensure the correct VAT amounts are entered

Invoice			
Type	Invoice	Currency	GBP
Invoice Date	11/09/2014	Total Document Value	180.00
Invoice Reference	ADMIN1234	Total VAT Value	30.00
Order No	100002311	Total Carriage	0.00
Description	VAT Exclusive Value	VAT Value	
Product A	100.00	20.00	
Product B	50.00	10.00	
<input type="button" value="Complete"/>			

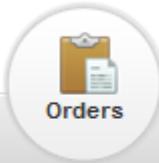
Upon clicking **complete** icon you will be provided with a reference number and an option to add an attachment.

Invoice			
Type	Transaction Created ✕		
Invoice Date	Transaction has been created with Reference 0090000062		
Invoice Reference	You may add an attachment or click "Done" if you do not wish to add an attachment.		
Order No	It may take up to 10 minutes for the Transaction to appear on the Homepage. You may enter another Transaction or return to the Home Page using the links above.		
Description	<input type="button" value="Done"/>		<input type="button" value="Add Attachment"/>
Product A	100.00	20.00	
Product B	50.00	10.00	
<input type="button" value="Complete"/>			

There will be an approx 10minute time lapse before your invoice submission appears in your invoices.

PURCHASE ORDER FLIPPING

- ❖ Alternatively, if you know the Purchase order number an invoice can be generated via **Purchase Order Flip**



Orders

Order Enquiry	00003
 Purchase Order Flip	

NEED TO ENTER INSTRUCTIONS ON PO FLIP

TRACKING YOUR INVOICE

The total number of invoices submitted to LBB, the invoices unpaid, under query an credit notes issued will all be listed as a numerical count on the summary page.



Invoices

Invoices	00014
Unpaid	00012
Under Query	00000
Credit Notes	00001
Other Enquiry	

To find out further details of the invoices you can click on the number to view the individual line items

The line item detail will provide a status of where in the payment process the invoice sits.

[Home](#) > Invoices and Credit Notes

Refine Search (within Unpaid Invoices)

Your Reference:

Our Reference:

Type: Invoices

Document Date: To

Transactions

Search: Type: ▼

Type	Date	Your Ref.	Our Ref.	Status	Total Value	Due Date	Paid Date	Notes	Action
Invoice	11/09/2014	ADMIN	0090000060	Received	142.00	11/10/2014		Add	View Lines ▼
Invoice	11/09/2014	ADMIN1234	0090000062	Received	180.00	11/10/2014		Add	View Lines ▼
Invoice	03/09/2014	TESTEST2123	0090000059	Awaiting Review	200100.00	03/10/2014		Add	View Lines ▼ >
Invoice	21/08/2014	INV12344	0090000055	Received	120.00	20/09/2014		Add	View Lines ▼
Invoice	21/08/2014	INV1234	0090000052	Received	3002.75	20/09/2014		Add	View Lines ▼

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PAYMENTS

The Supplier Portal also provides suppliers the option to see payments that have been made.

Payments

Value to date	46,906.00
Number to date	00002
Last 3 months	0.00
Other Payments Enquiry	

Further detail of which invoices these relate to can be seen by clicking on the individual line.

Home > Payments

Refine Search

Payment Reference

Payment Date To

Payments

Search Schedule No.

[Export Grid Data](#)

Schedule No.	Payment Date	Payment Reference	Payment Method	Payment Amount	Notes	Action
077	02/06/2014	EBX0007125	BACS (EMAIL REMITTANCE)	41072.00	Add	Paid Transactions
060	20/05/2014	EBX0005140	BACS (EMAIL REMITTANCE)	5834.00	Add	Paid Transactions

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By clicking on **Paid Transactions**, you will be able to see the line item the payment relates to within the invoice

Home > Payments > Paid Transactions > Transaction Details

Header Information

Type Invoice

Transaction Date 13/03/2014

Your Reference 13043519

Our Reference 0010001171 [Notes](#) [Attachments](#)

Total Value 41072.00

Invoice Line Details

Search Line No.

[Export Grid Data](#)

Line No.	POLine No.	GRNLine No.	Description	Line Quantity	Unit Price	Line Value	VAT Value	Total Line Value	Action
001	100001065/001	200000937/001	WLA CHILDRENS careplace project	0.00	0.00	41072.00	0.00	41,072.00	View

Records 1 to 1 of 1 Page 1 / 1