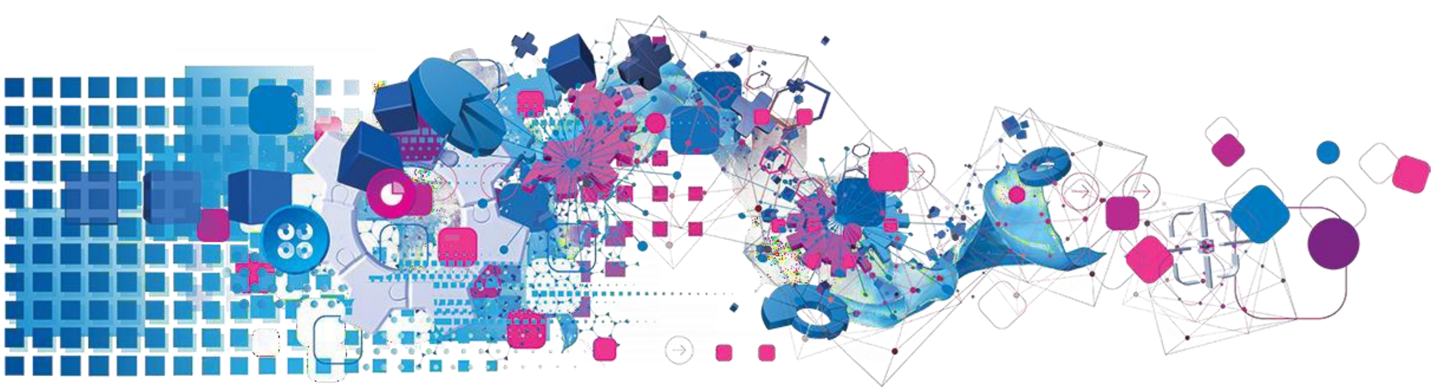
# Invoice upload guide

iSupplier Portal.



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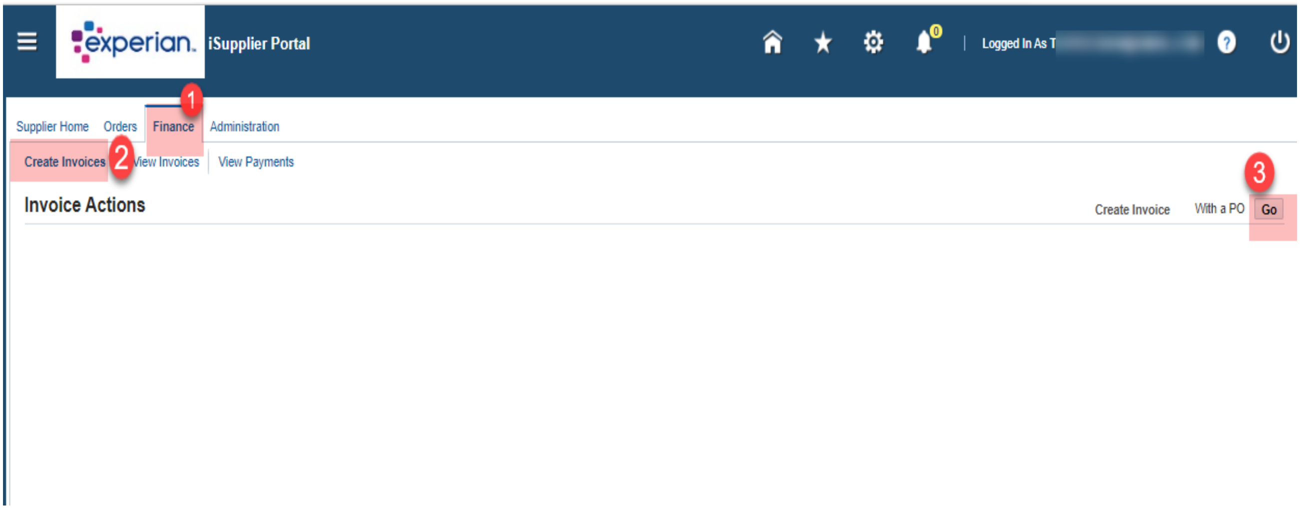
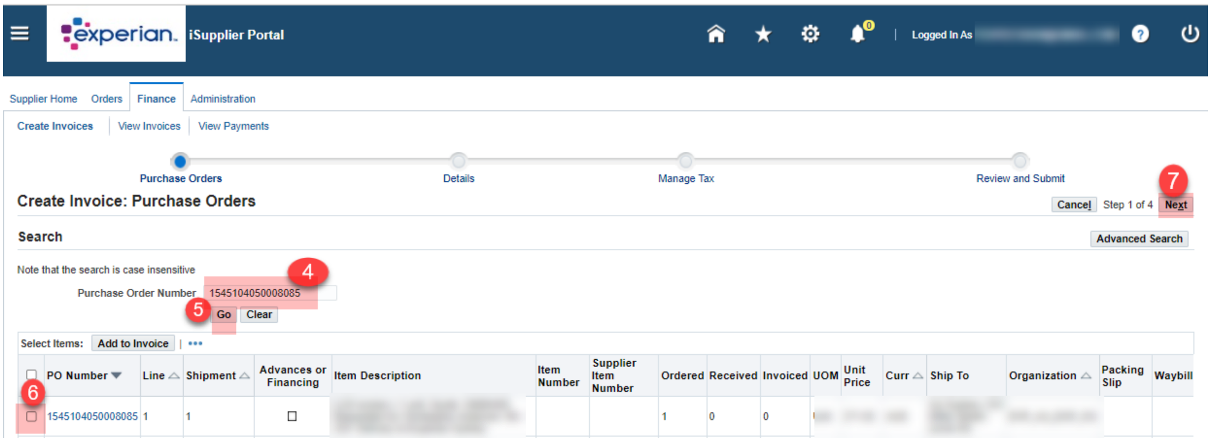
# 1. How to upload your invoices

## 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. Once in the portal click on the Finance tab at the top left-hand side of the screen. Click create invoices and click Go following the sequence in screenshot below.

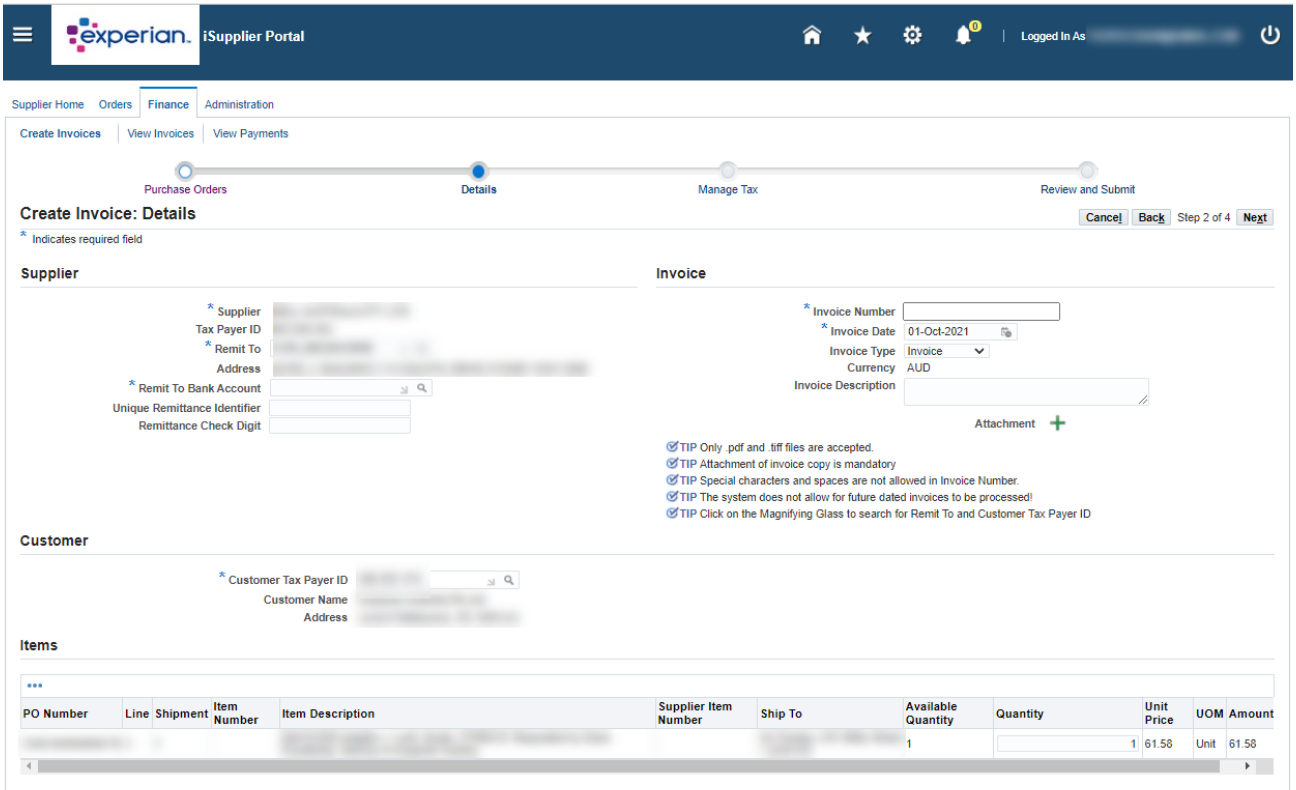



Click the PO to view a summary of the funds left on the PO and the quantity already raised as an invoice **or** tick the box in front of PO and then **“Next”** button to proceed.

## 1.2 Step 2 - How to enter your invoice details.

### 1.2.1 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**

### 1.2.2 Explanation on Invoice Entry fields

**"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.

**Invoice Number:** This needs to be 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 iSupplier 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.

**Invoice Date:** This needs to be the same as the date quoted on the invoice.

**Invoice Type**: Please select **Standard** if it is an invoice or select **credit note** if it's a refund owed to Experian.

**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.

**Invoice Description:** A full Invoice description will be needed as to what the invoice is for and the quantity of the ordered goods/service.

**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.

**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.

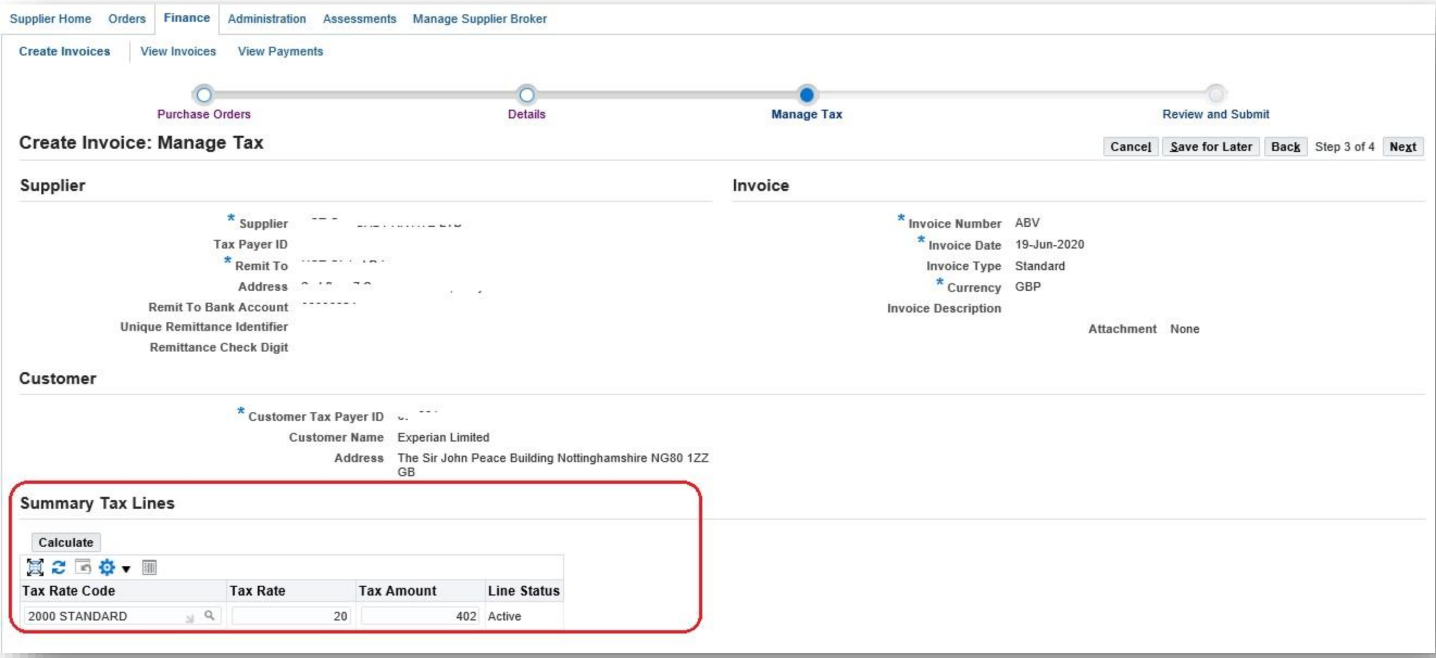
**Invoice amount or Quantity:** The amount inserted should be the Net invoice amount excluding VAT

**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 3 - 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.




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

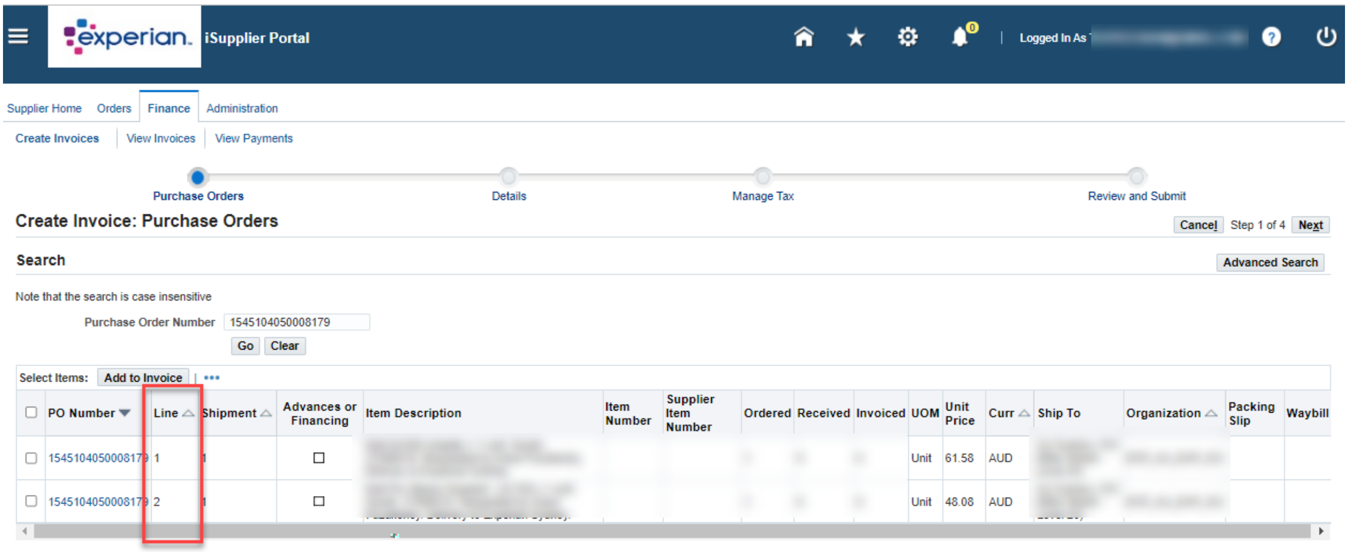
As the final step, please check if all the information has been correctly submitted. Incorrect information may cause a delay in receipt of payment. If the total amount shown within the portal is not aligned with the invoice information, kindly contact your local Accounts Payable team for immediate assistance. 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

# 1.5 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.

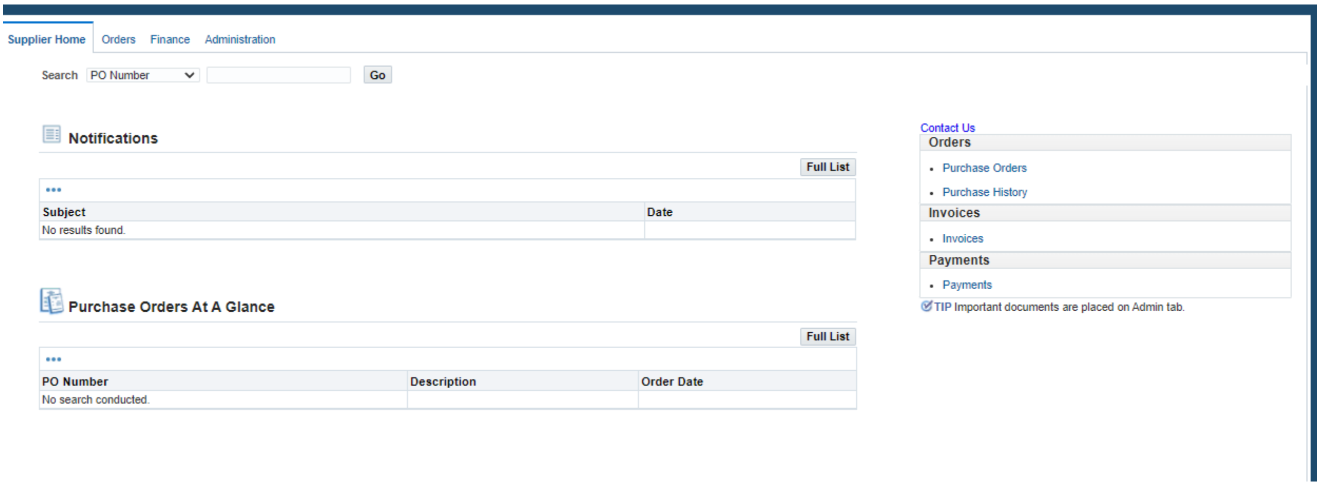



1. Tick the check box for the PO line that you wish to submit, then click **"Next"** button on your top right.
2. Fill in supplier name, remit to bank account's information and upload invoice copy. Click **"Next"** when you have completed.
3. At this page, validate and calculate the tax amount based on your invoice copy. Click on **"Next"** button when you completed.
4. Lastly, review the invoice and click "Submit".

# 2. How to upload a credit note.

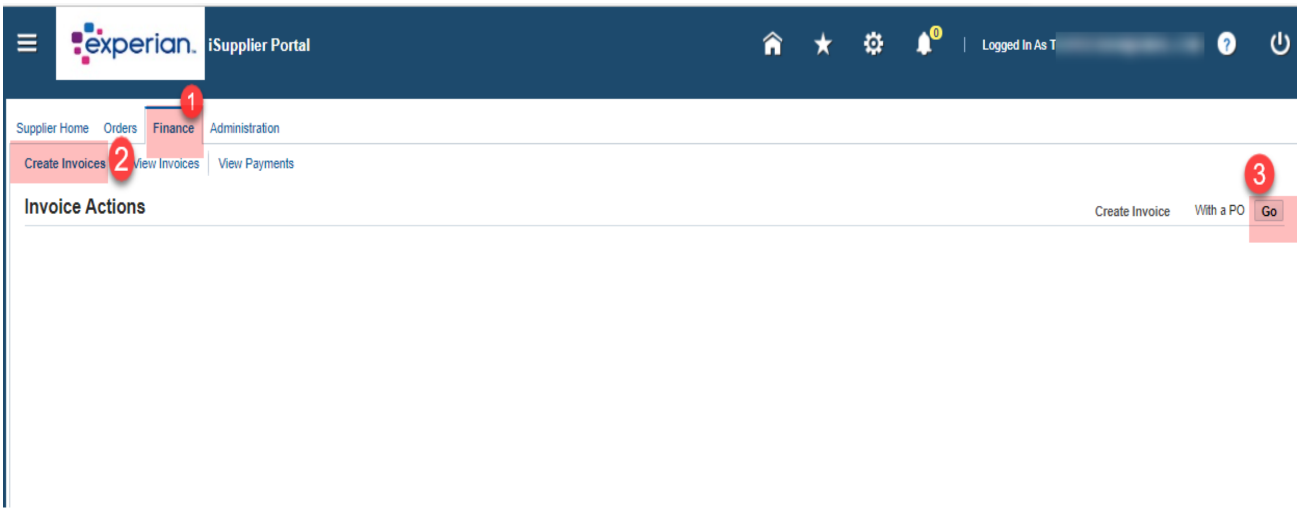
The iSupplier Portal will allow you to track your invoices, credit notes and payments. Credit notes should only be processed if the Invoice it relates to, has already been uploaded through the portal.

**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

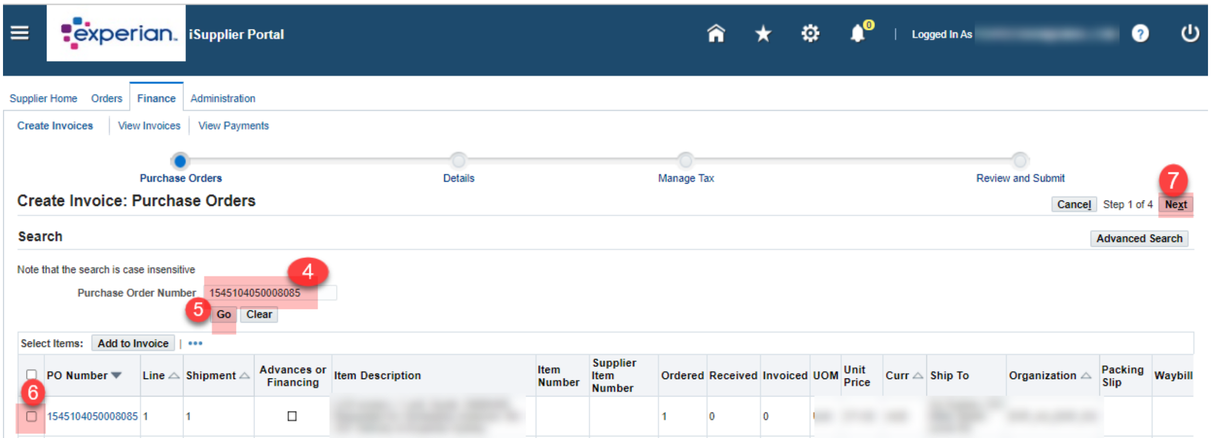



1. Once in the portal click on the Finance tab at the top left-hand side of the screen

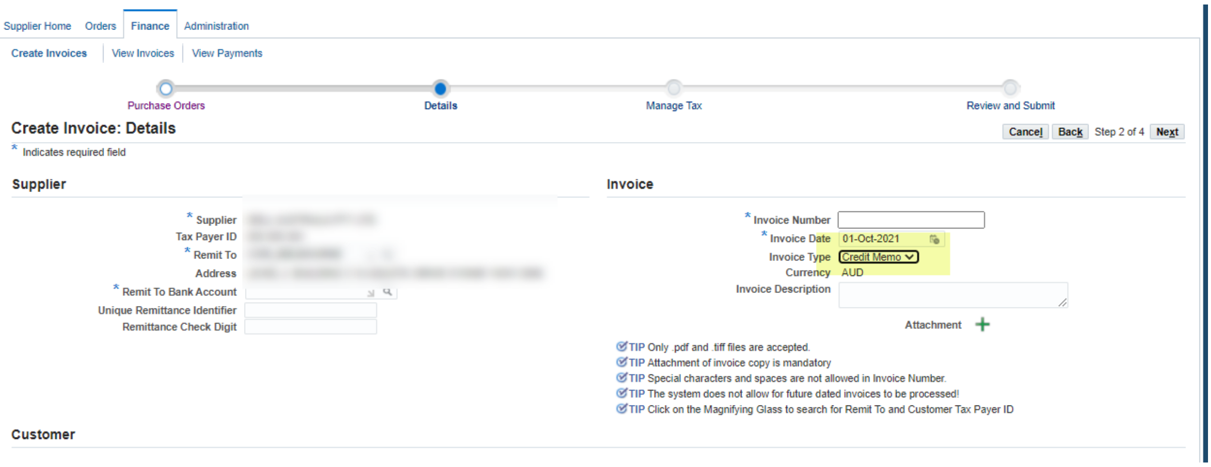
2. On the next page, click on the Go button "Create invoice with a PO" at the top right hand side of the screen. This will take you to step 1 of the invoice upload process.



3. On step 1, enter the PO number into the PO number field & Click on the “Go” button. A summary line of your PO should appear. Please select all of the lines on the PO associated with the credit.




4. A summary line of your PO should appear. Please select all of the lines on the PO associated with the credit. Please select “credit memo” at the drop down from invoice type.



## 2.1 On step 2 you will be asked to complete the details of the credit you want to upload.

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

### 2.1.1 Explanation on Credit Memo Entry Fields

**"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.

**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 : ! # $ % @ / ).

**Invoice Date:** This needs to be the same as the date quoted on the **credit note**.

**Invoice Type**: Change this to **CREDIT NOTE** using the drop-down list available.

**Invoice Currency:** The currency shown is the PO currency. If this does not match the invoice, please liaise with your requestor for a new PO number.

**Invoice Description Enter a description in the Invoice Description field including the invoice** number the credit relates to.

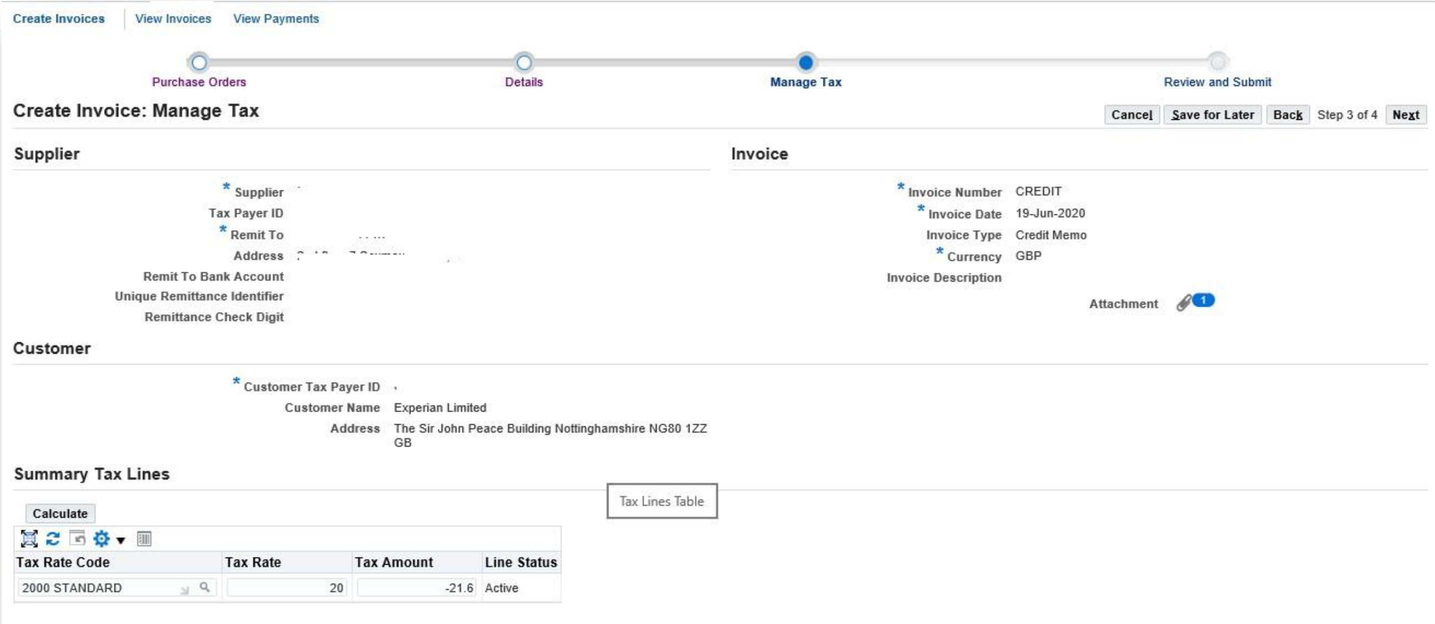
**Attachment**: Please upload a copy of the original **credit note** invoice by clicking on the "Add" button and attaching the document in PDF or TIFF format.

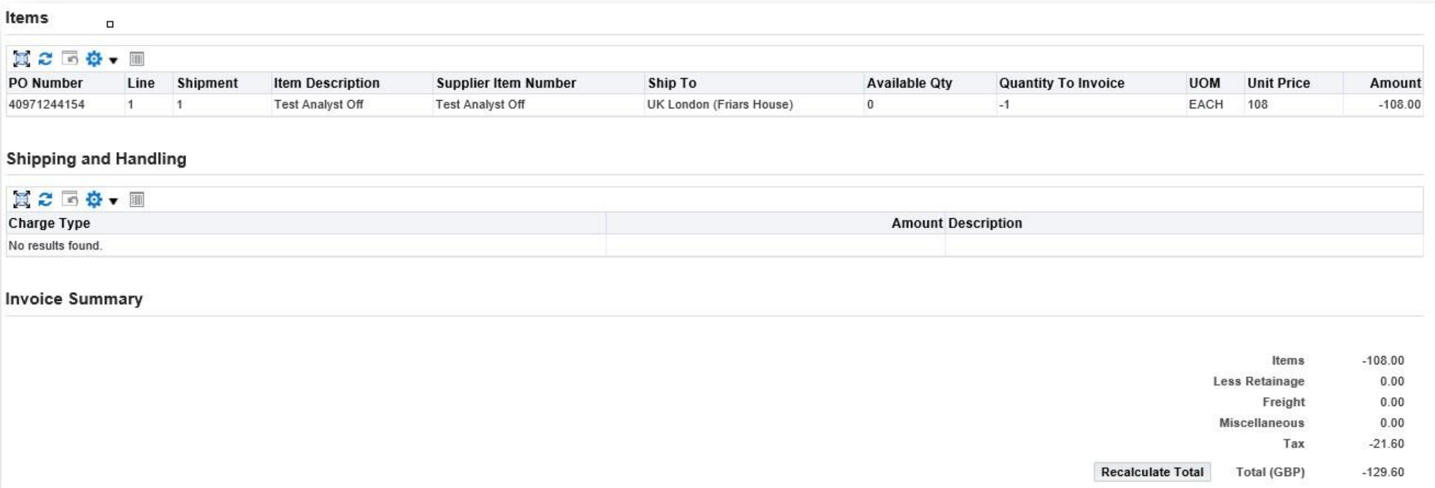
**Customer Taxpayer ID**: This is the Experian Taxpayer ID. If the number is not already populated, then you can click on magnifying glass icon and search for the relevant country taxpayer id.

**Quantity of invoice:** Amend the Quantity if necessary, depending on the credit value. Credit amounts must be shown as a minus amount (-).

## 2.2 Step 3 - Calculate Tax

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

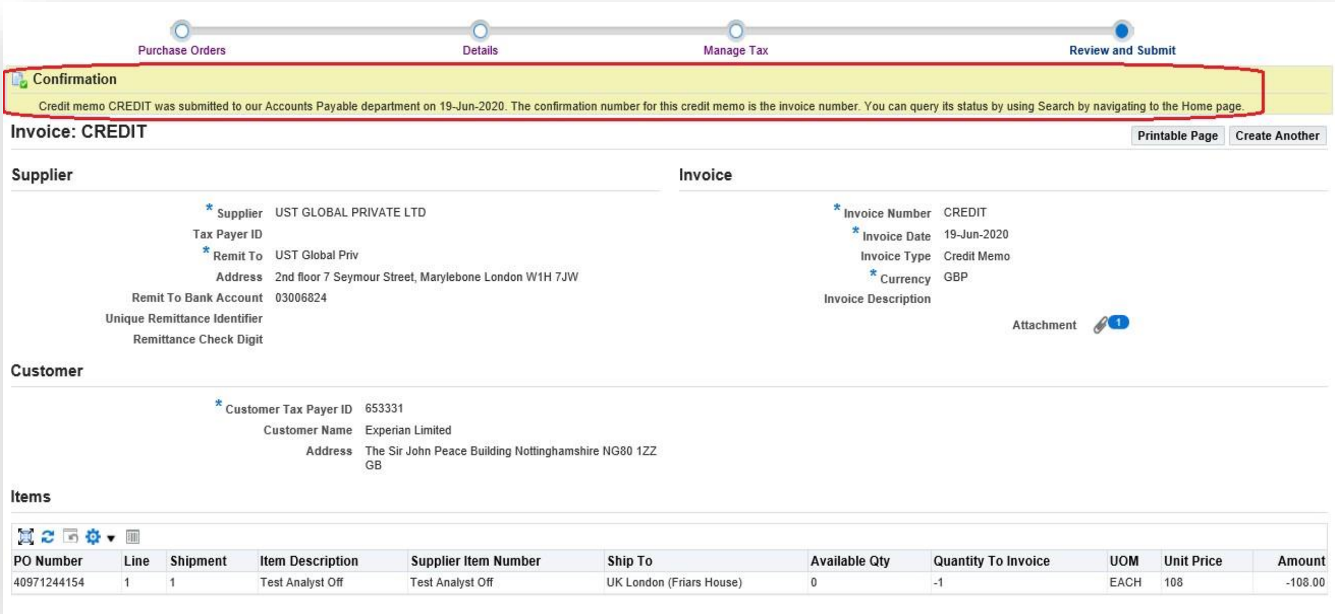



2. The bottom right-hand corner on Step 3 shows the credit breakdown this must match your own credit before proceeding.

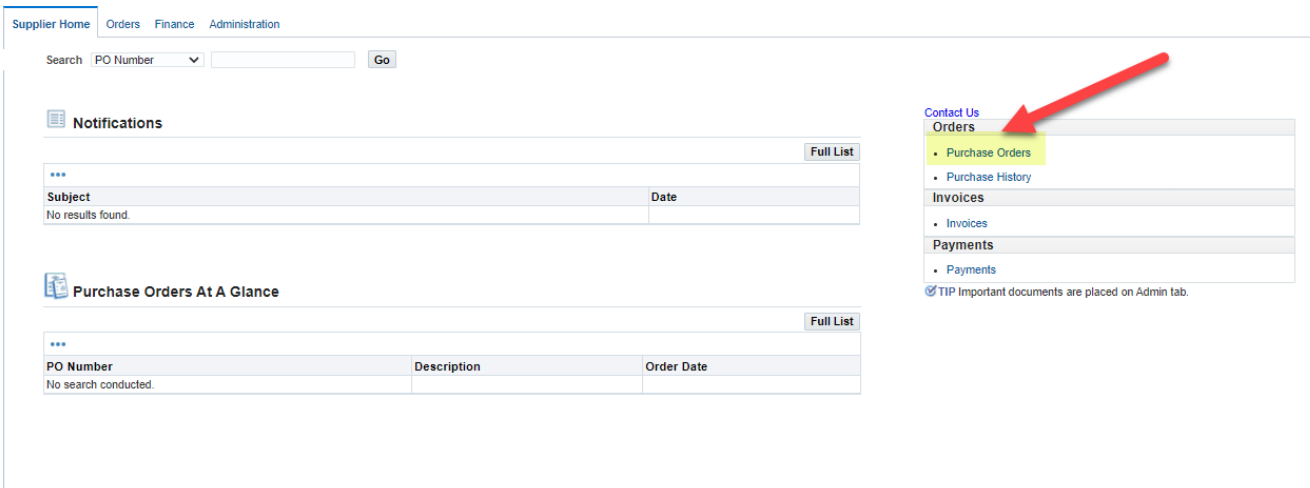
3. Once you are confident the credit information entered is correct you can click on the **"Next"** button at the bottom right hand side of the screen.

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

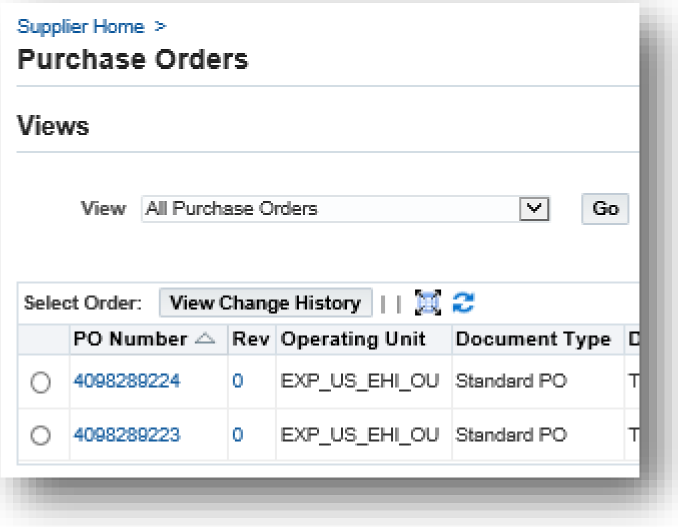



# 3. How to View your POs

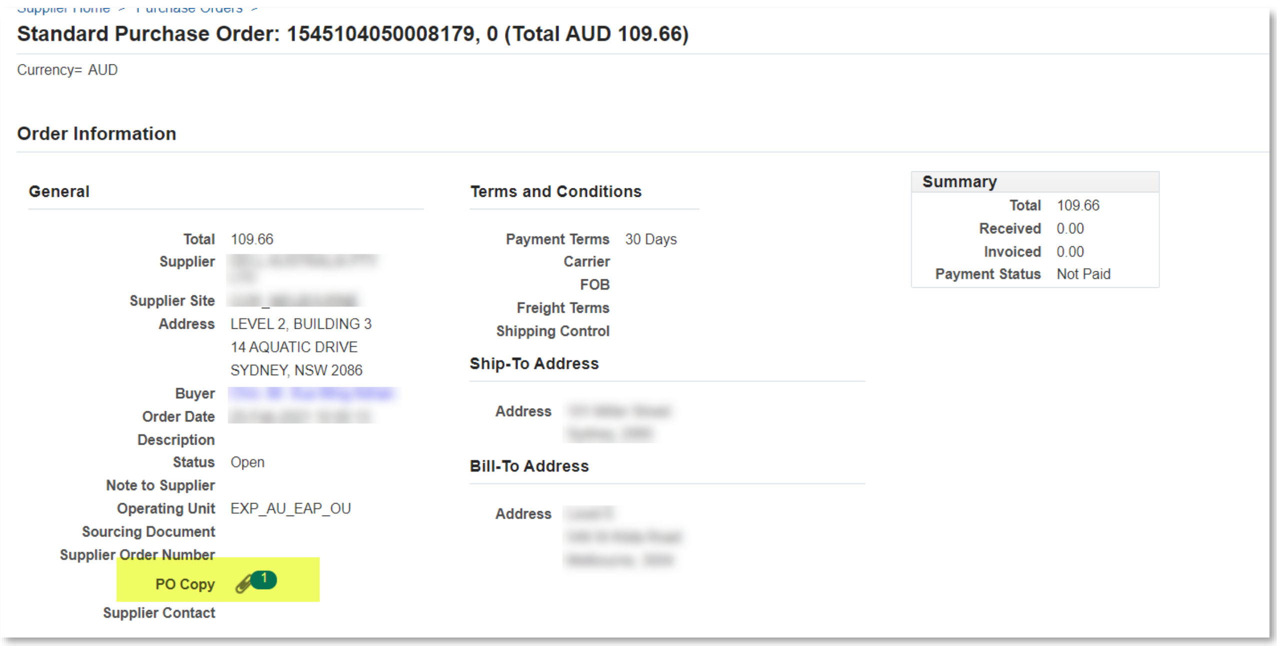
When logging into iSupplier click Purchase Orders, click **Purchase Orders** on the righthand side of the screen.



Click the PO number you would like to view.




In the next screen you will see the below and following explanation of the details




**Total:** The Net amount PO value.

**Address** (under General): *Your* address. Update under Administration if incorrect.

**PO Copy:** You will find a copy of your PO, for your records as well as a link to ourStandard Terms and Conditions.