How to Process Orders, Invoices & Payments in the Supplier Portal

Quick Reference Guide (QRG)

Functional area: Supplier

NESO
National Energy System Operator

Introduction

Purpose

This QRG explains how suppliers can use the Supplier Portal to acknowledge purchase orders, submit PO-backed invoices, track invoice and payment statuses, and access assigned contracts in Ivalua

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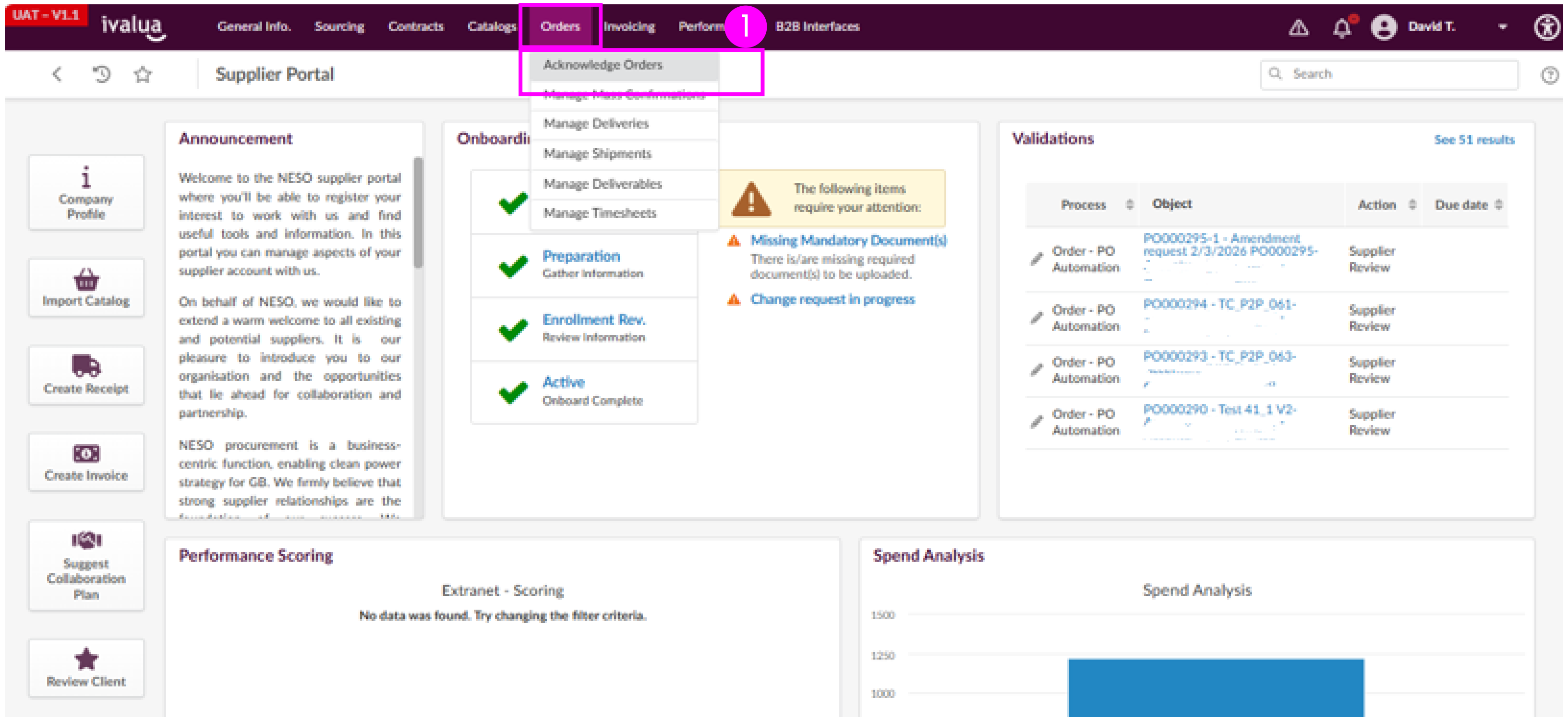
Acknowledging Orders in the Supplier Portal

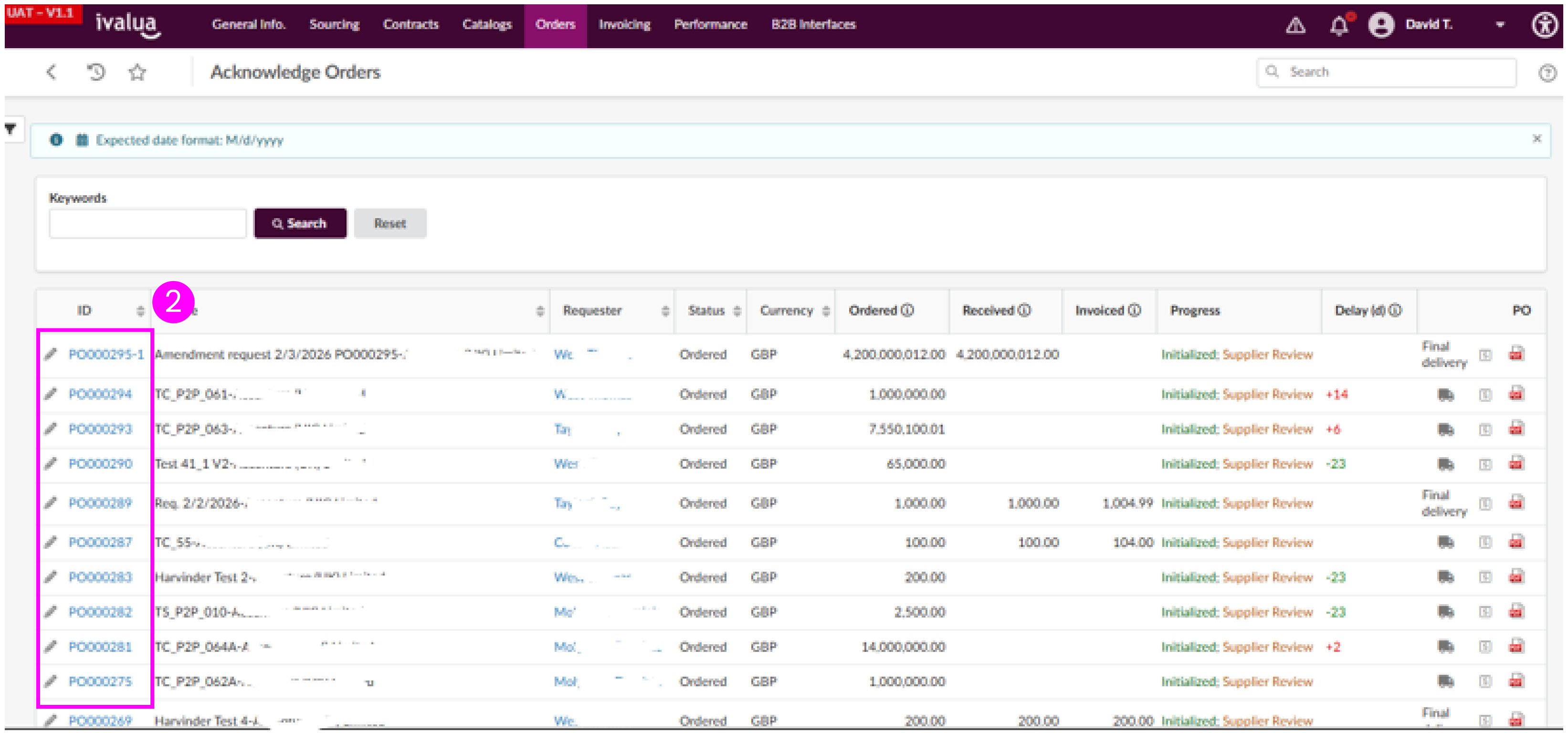
Acknowledging Orders in the Supplier Portal



Step 1: On the supplier Portal,

Navigate to **Orders** → **Acknowledge orders**.

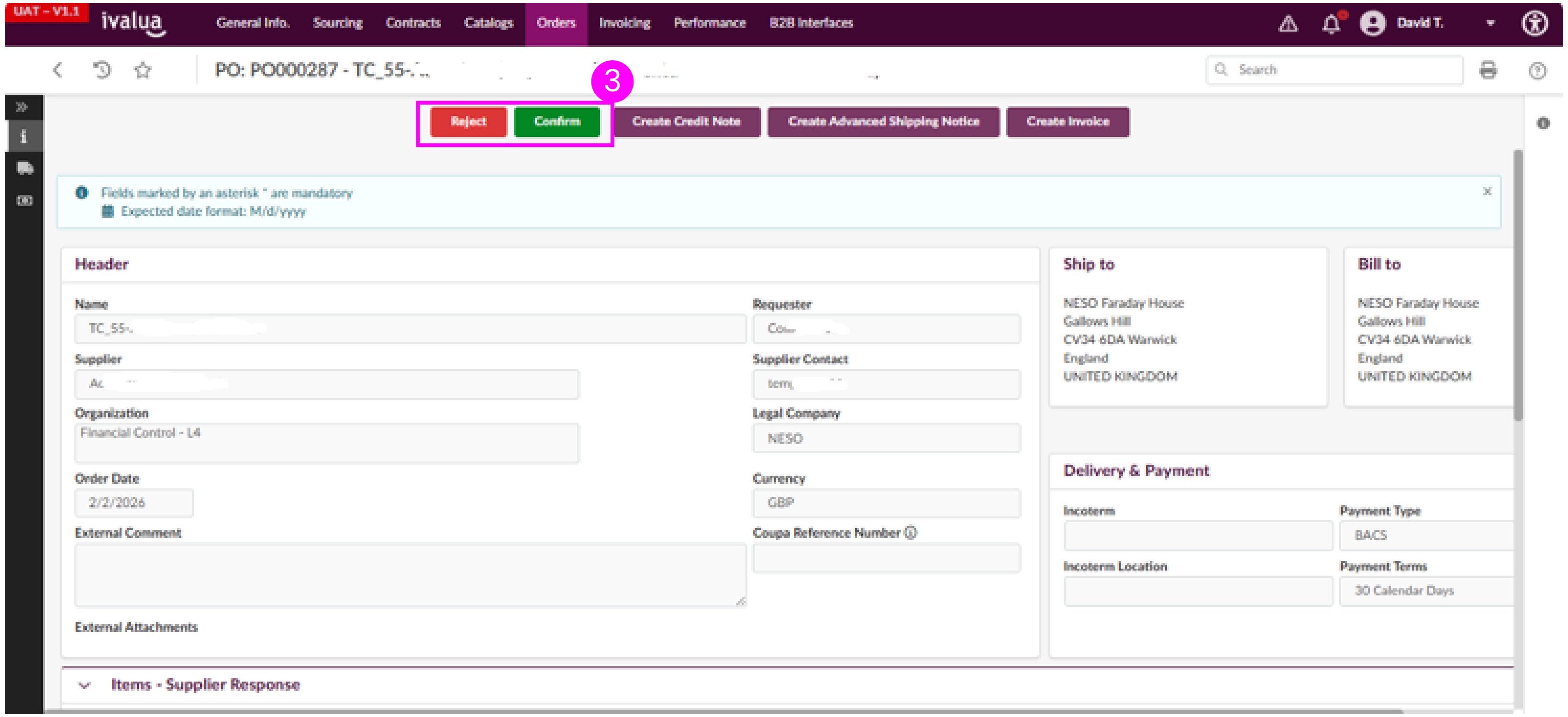
Acknowledging Orders in the Supplier Portal



Step 2: Locate the relevant PO in the list and click the PO number hyperlink under ID column.

You can search for the PO number by entering it into the keywords box and pressing search.

Acknowledging Orders in the Supplier Portal



Step 3: Acknowledge the order by clicking **Confirm** or Click **Reject** to reject the order back to NESO.

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Creating Invoices in Supplier Portal

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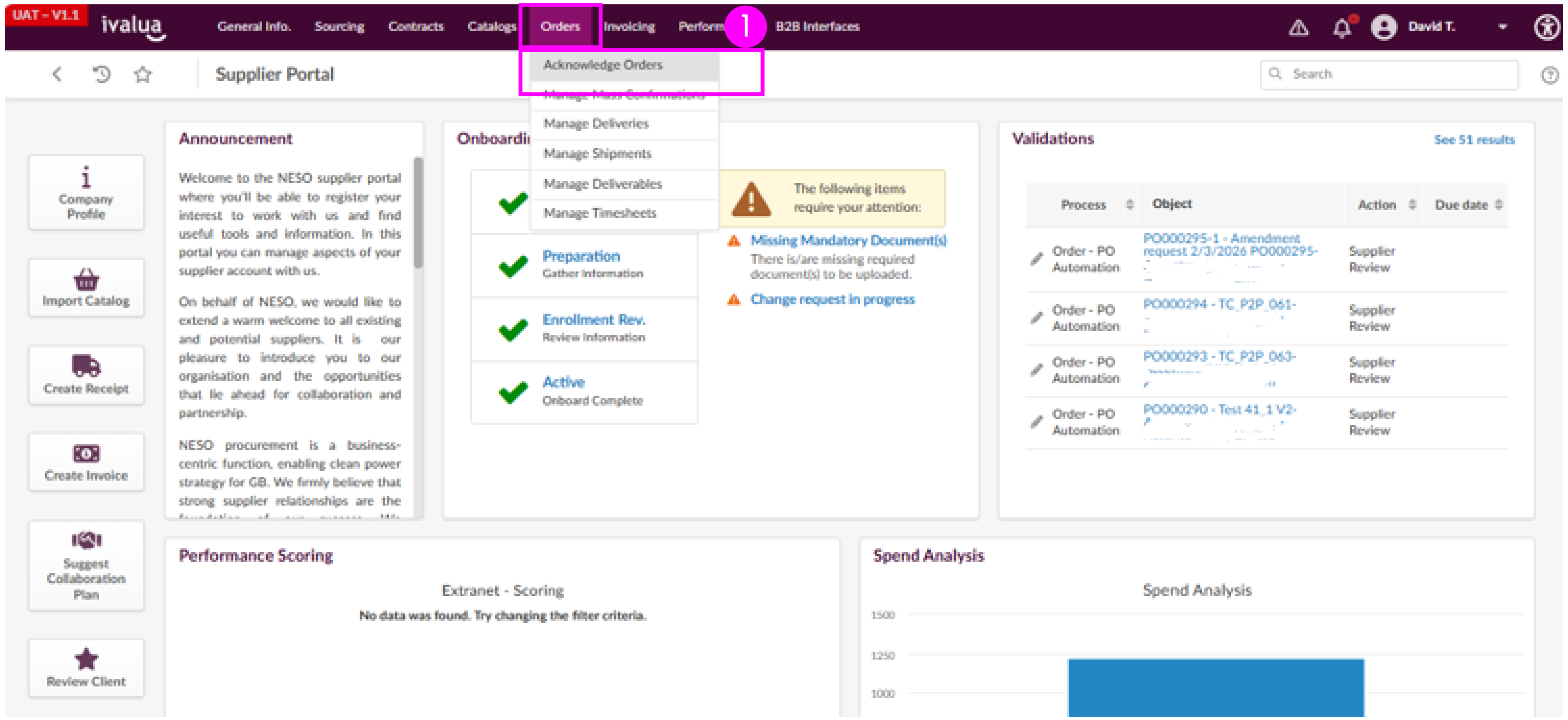
Creating Invoices in the Supplier Portal



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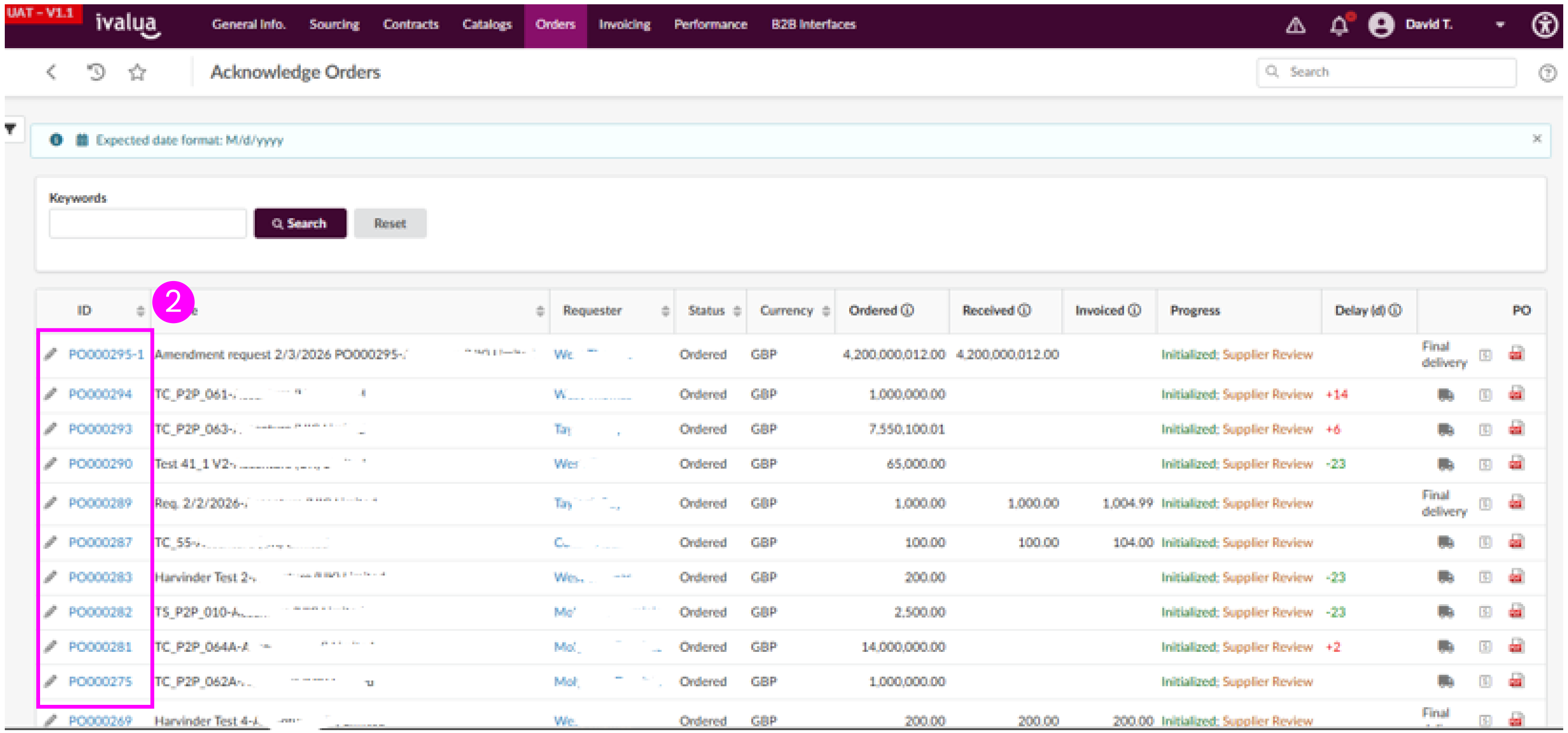
Creating Invoices in the Supplier Portal



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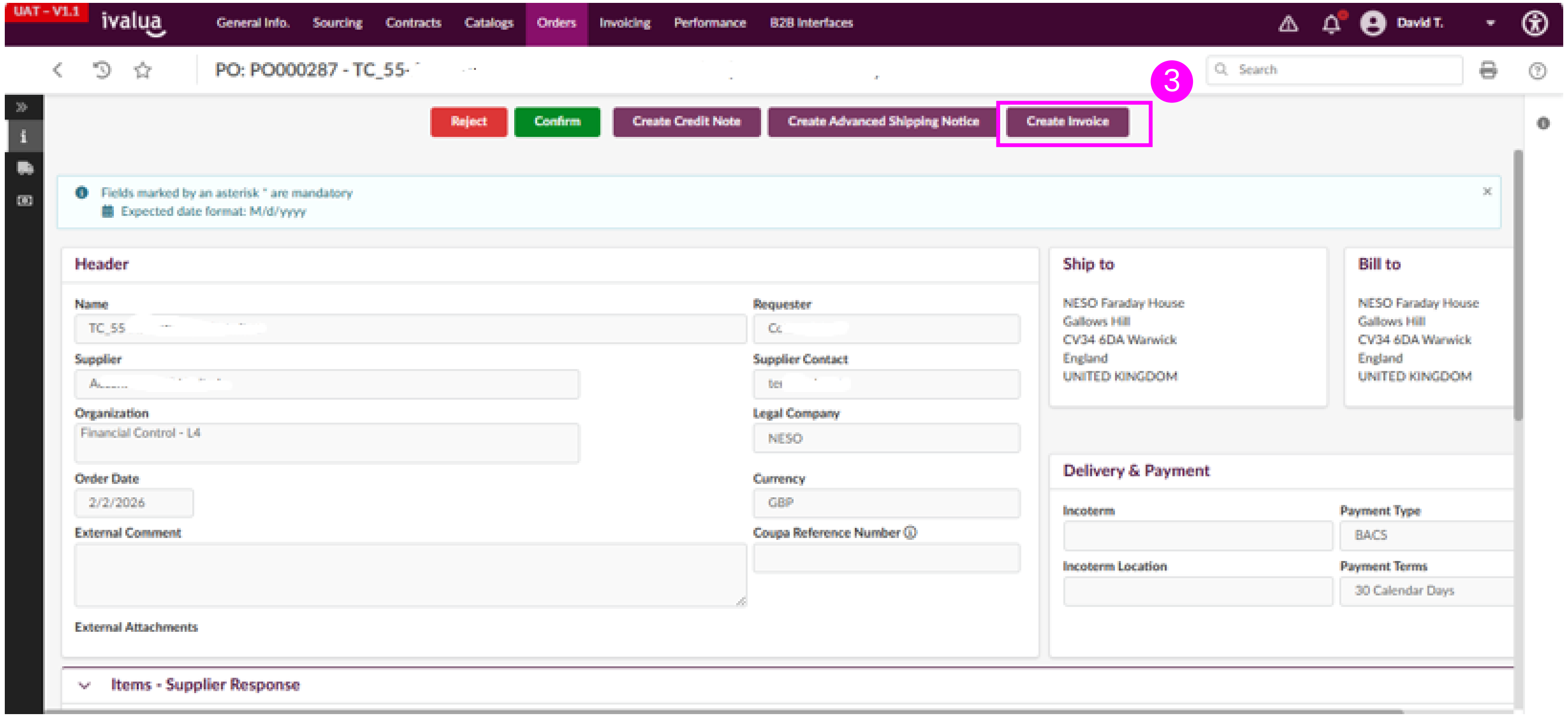
Creating Invoices in the Supplier Portal



Step 3: On the PO details page, click **Create Invoice**.

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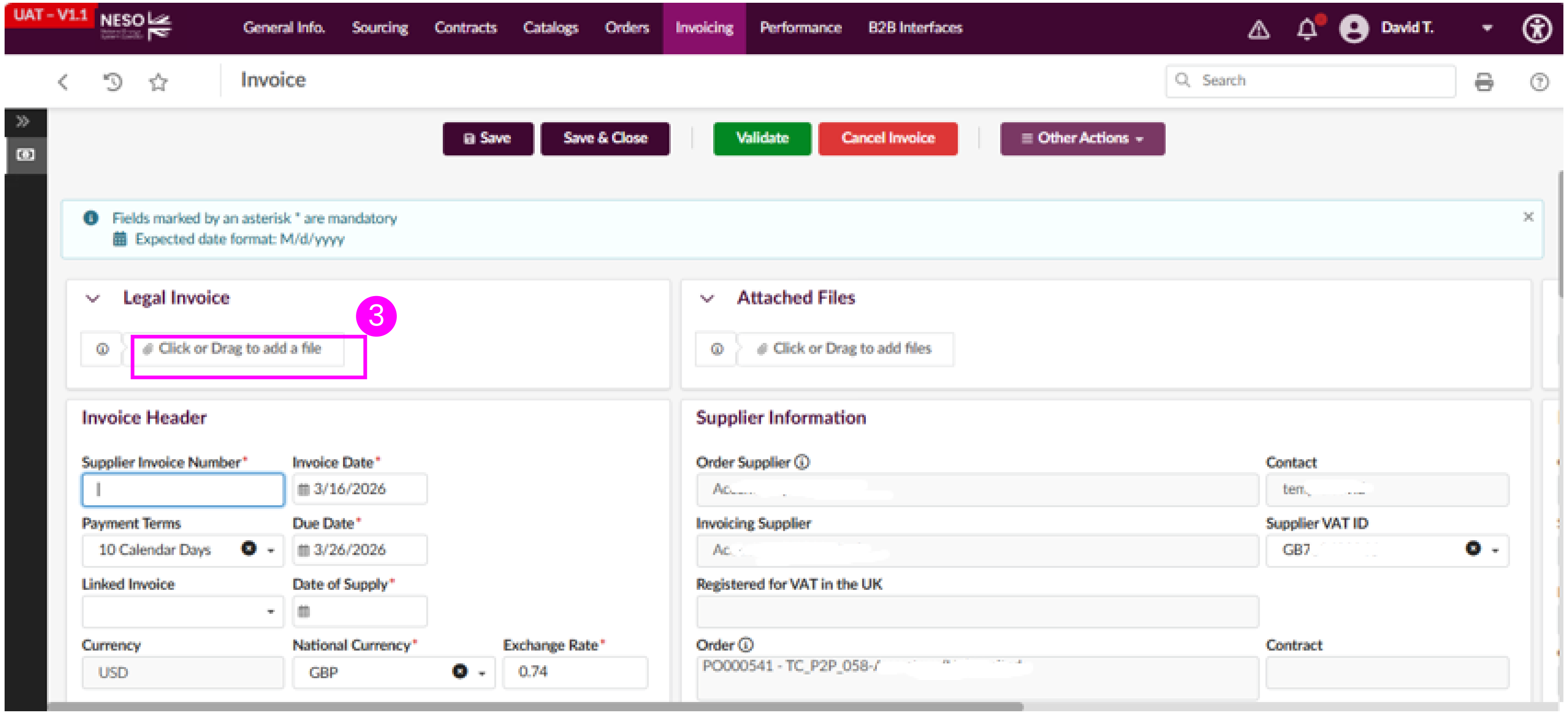
Creating Invoices in the Supplier Portal



Step 4: On the Invoice page, click **Click or Drag to add a file** to upload your own invoice document.

Note: If you do not have an invoice copy to attach, you can manually enter the invoice details as described in Step 5 and the system will create a legal document for you.

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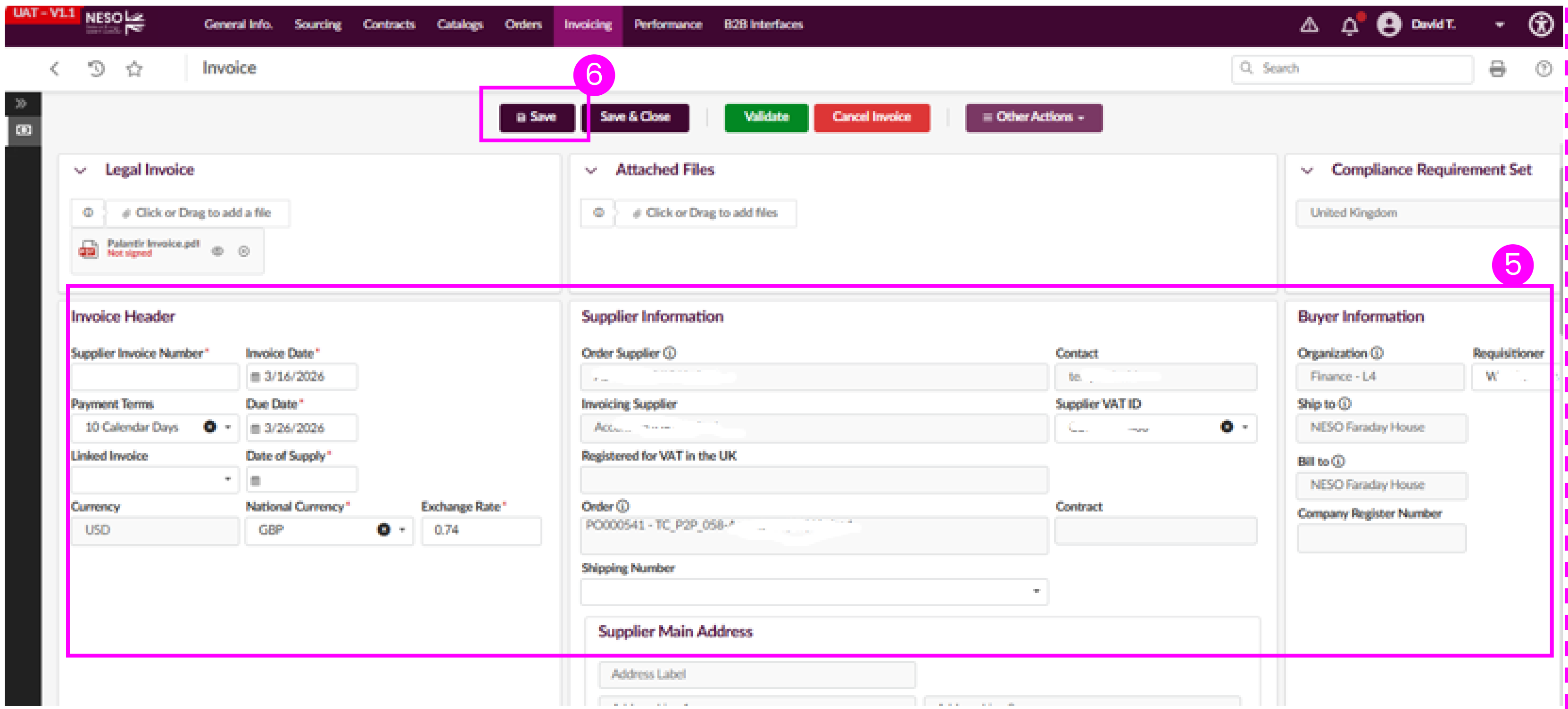
Creating Invoices in the Supplier Portal



Step 5: Complete mandatory invoice fields (as applicable):

- Supplier Invoice Number
- Due Date (ignore if auto-populated)
- Date of Supply
- Check VAT ID
- Check Currency
- Exchange Rate (update if required)
- Tax (verify defaults; update if missing/incorrect)

Step 6: Click **Save.**

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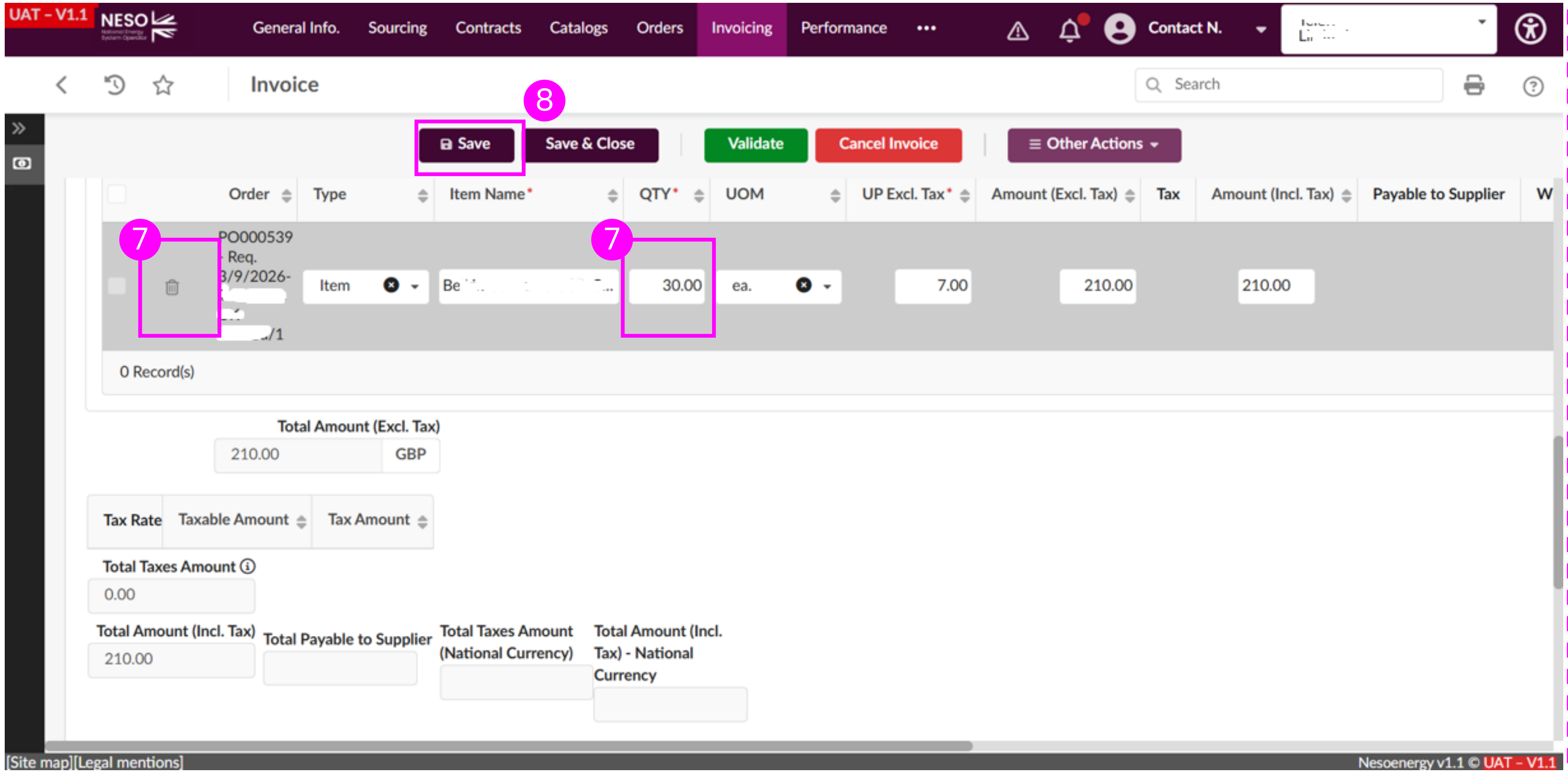
Creating Invoices in the Supplier Portal



Step 7: Scroll down to the line details.

Delete any lines not delivered yet/not ready for invoices by clicking the bin icon for that line.

Update the quantity for any line items that are part delivered.

Note: If you change any items or delete any lines, you must go to Other Actions and select Reset Taxes, so the values are calculated correctly.

Step 8: Click **Save.**

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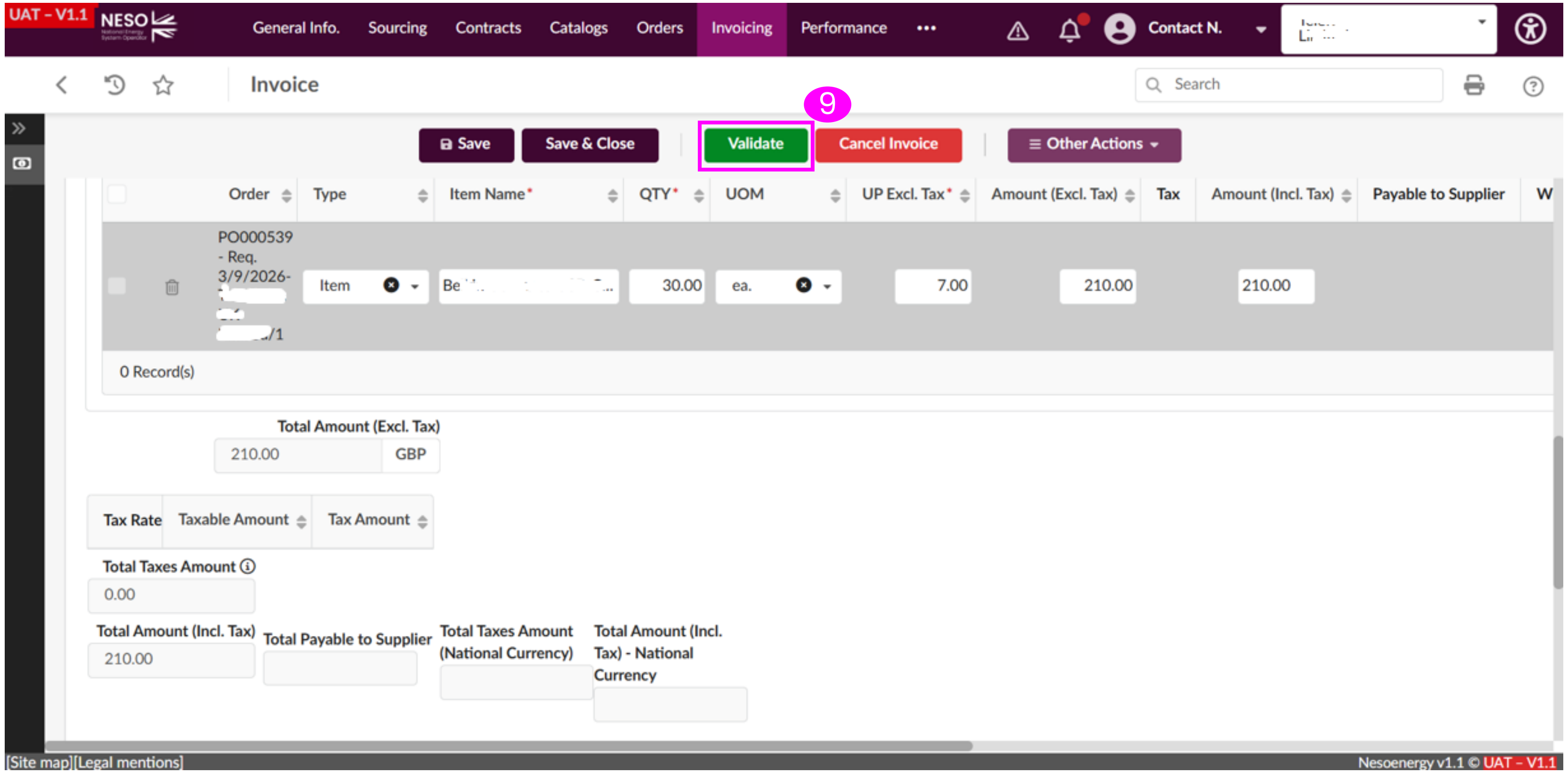
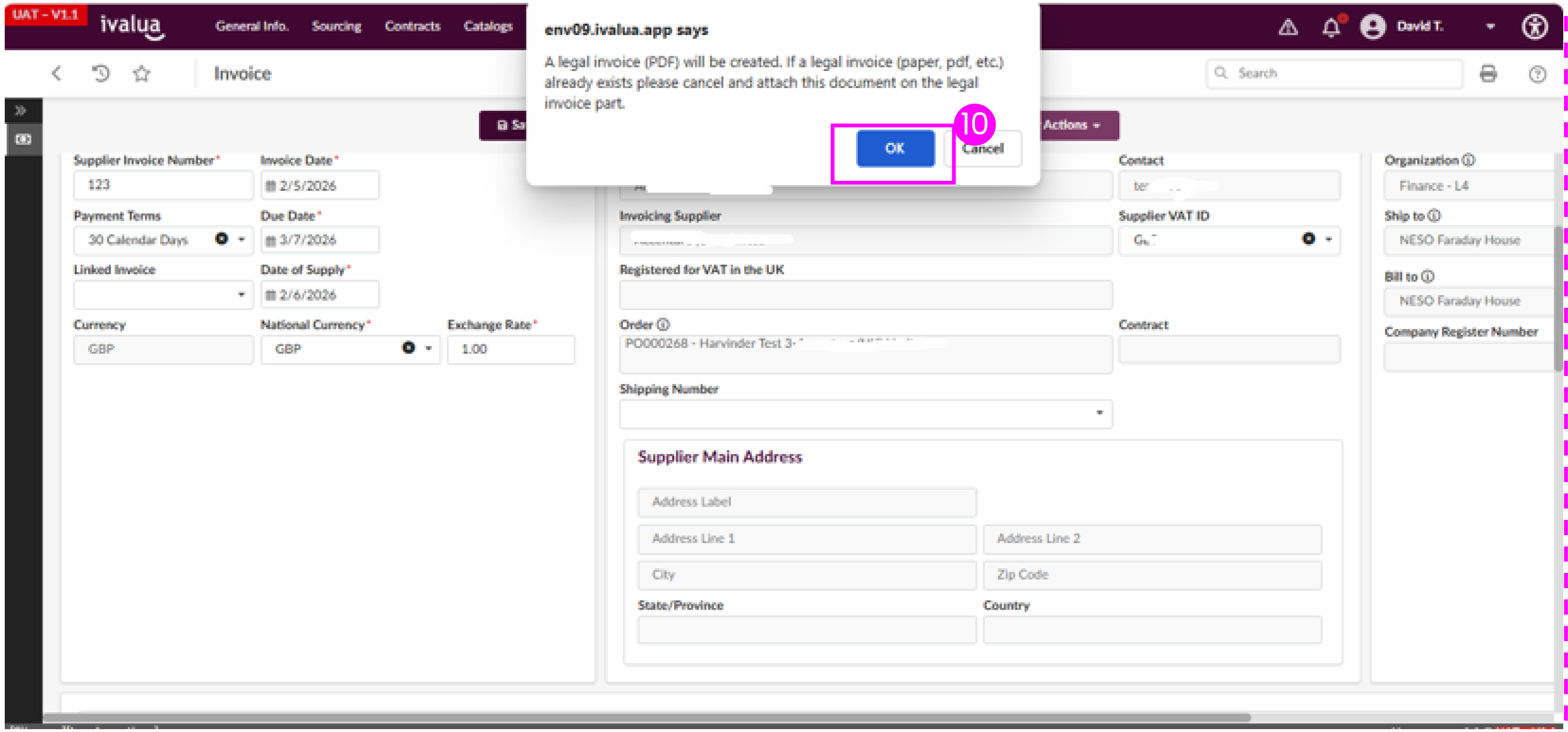
Creating Invoices in the Supplier Portal



Step 9: Click **Validate.**

Creating Invoices in the Supplier Portal



Step 10: A pop-up appears indicating that a legal invoice (PDF) will be created. If a legal invoice already exists, click **Cancel** and attach the existing file.

Otherwise, click **OK** for the system to create one.

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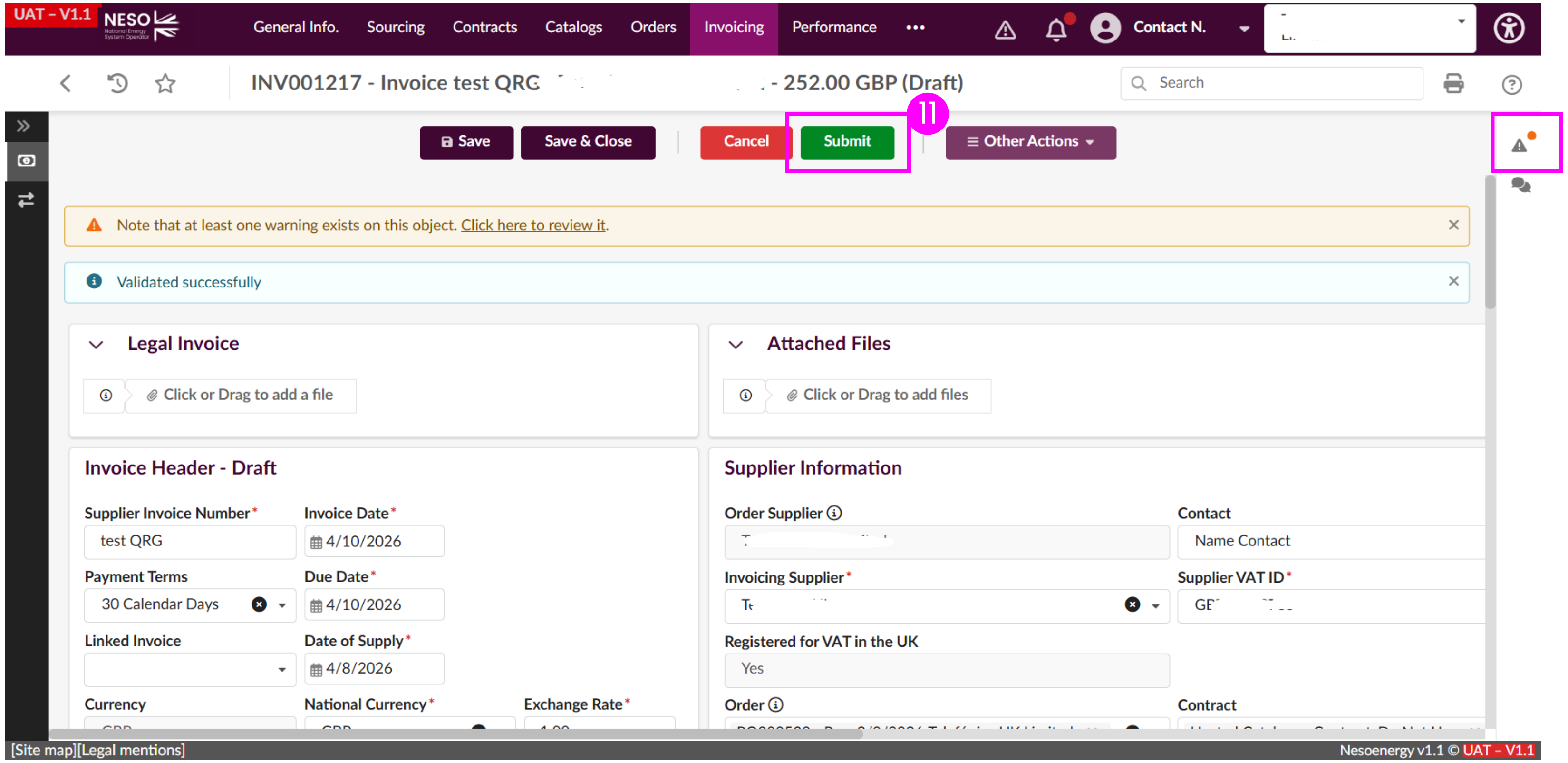
Creating Invoices in the Supplier Portal



Step 11: Click **Submit**

If you didn't attach your invoice, the system will create one on submission which you can view/download as required.

Note: If you have any warning, check these before clicking submit by clicking the triangle icon on the right-hand side.

Blocking alerts must be cleared before you can submit your invoice.

Warning alerts will not stop submission but will put your invoice into an exception for checks before it is processed.

Submitting Own Invoice through Smart Capture

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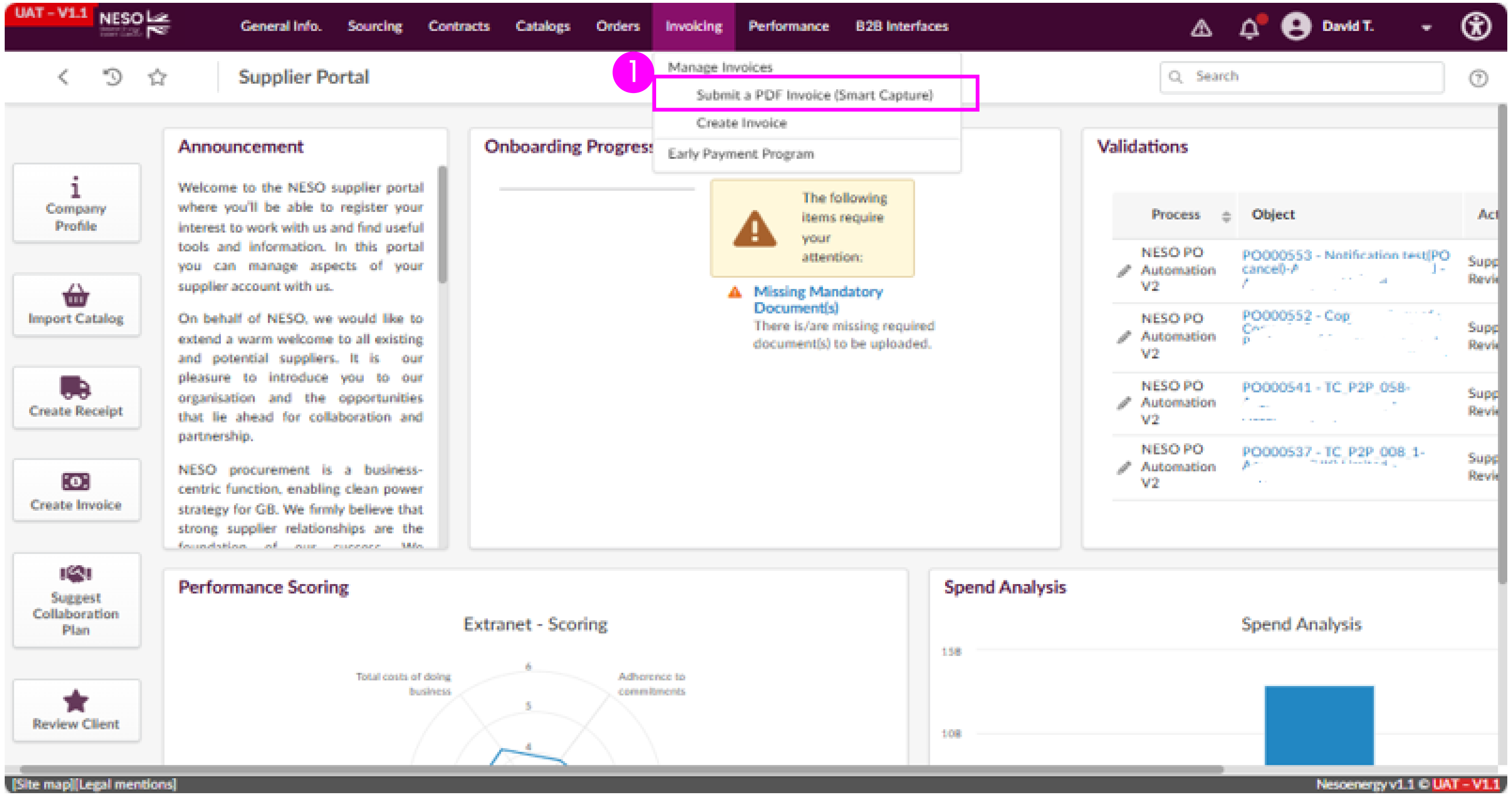
Submitting Own Invoice through Smart Capture



Step 1: Go to the **Invoicing** menu and click on the **Submit a PDF Invoice (Smart capture)** option.

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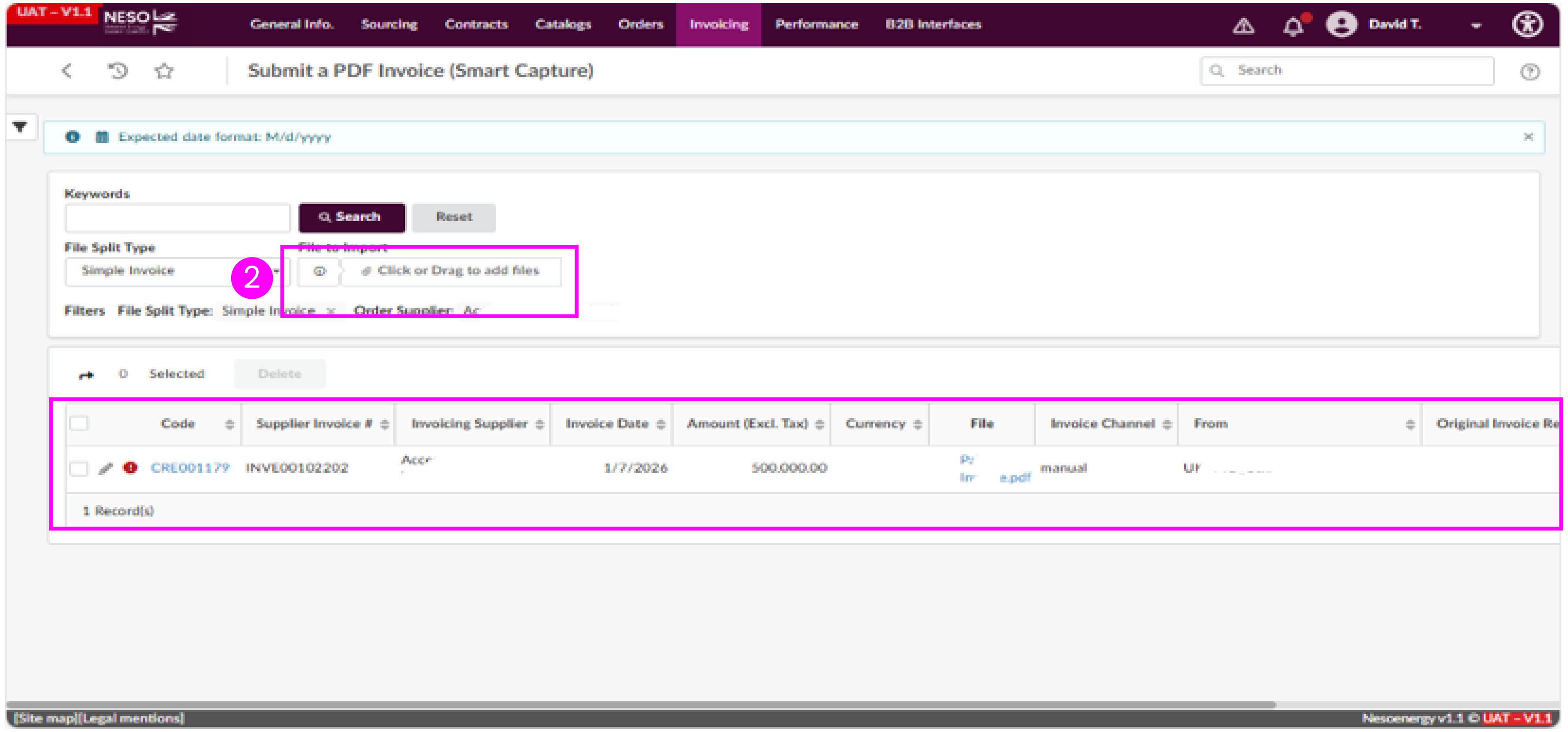
Submitting Own Invoice through Smart Capture



Step 2: Click on **File to Import** and upload your own invoice in PDF.

Once your PDF invoice is uploaded, Ivalua will auto populate with the relevant details, with a clickable link under the **Code** column.

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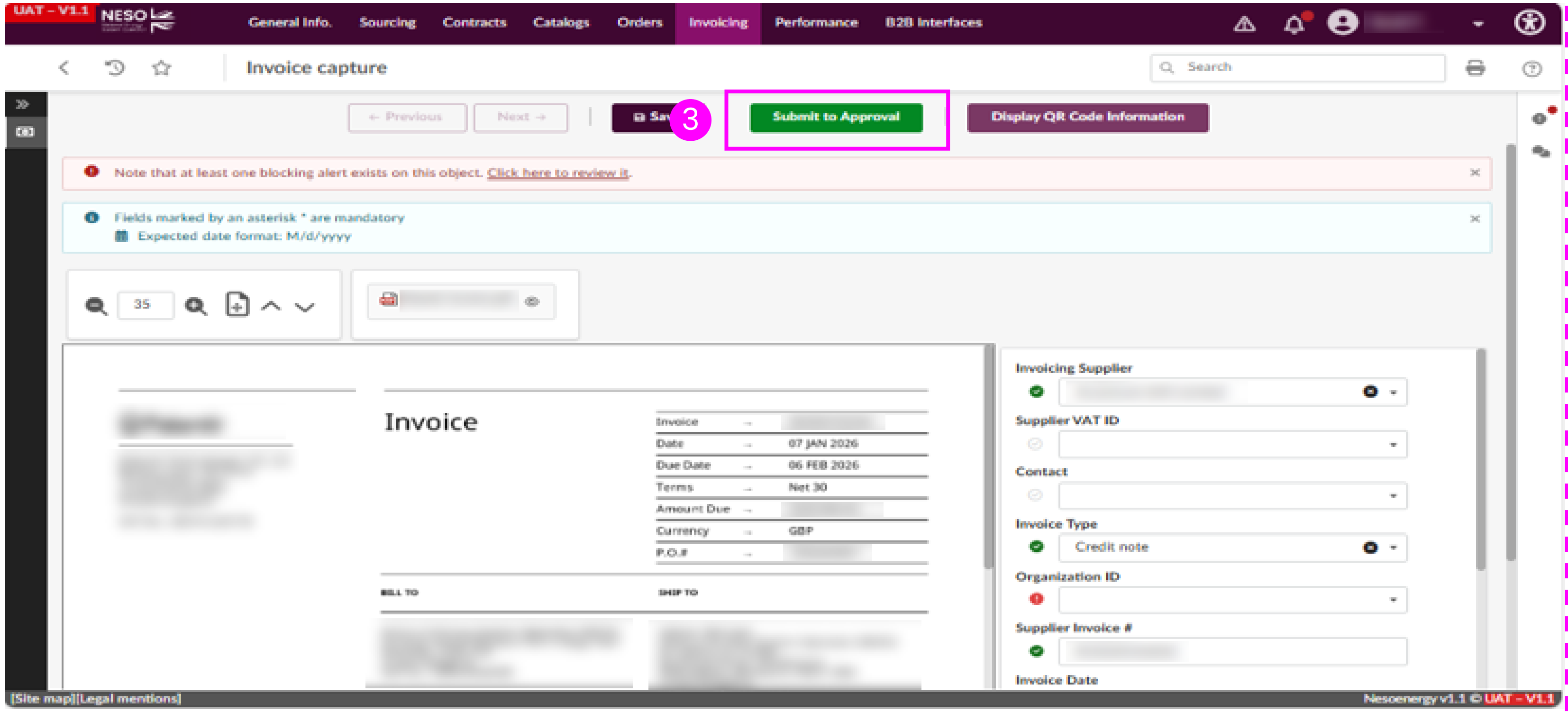
Submitting Own Invoice through Smart Capture

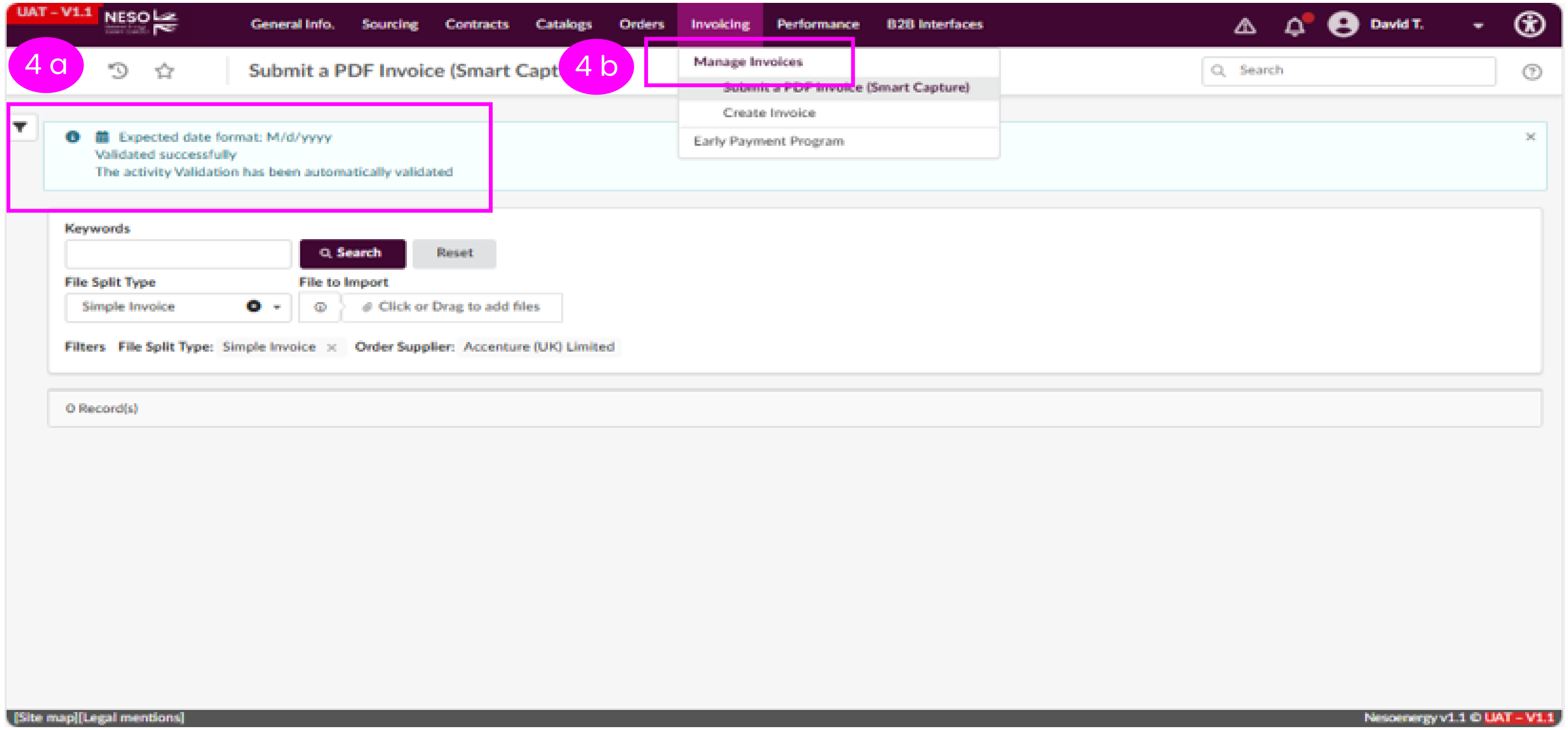


Step 3: After clicking on the Invoice from the link in **Code** column from the earlier step, manually fill in details that have not been auto-captured and check the auto-populated fields are correct. Ensure all blocking alerts are resolved before submitting.

Note: The Organisation ID is mandatory. This is a NESO specific item and must match what is on the purchase order. You can find this on the PO order by looking at the relevant PO via the Acknowledge Orders screen.

Click on **Submit to Approval**.

Submitting Own Invoice through Smart Capture



Step 4 a: After **Submit to Approval** is done, a message mentioning **Validated Successfully** will be displayed.

Step 4 b: Go to the **Invoicing** menu and click on **Manage Invoices** to view the status of your Invoice.

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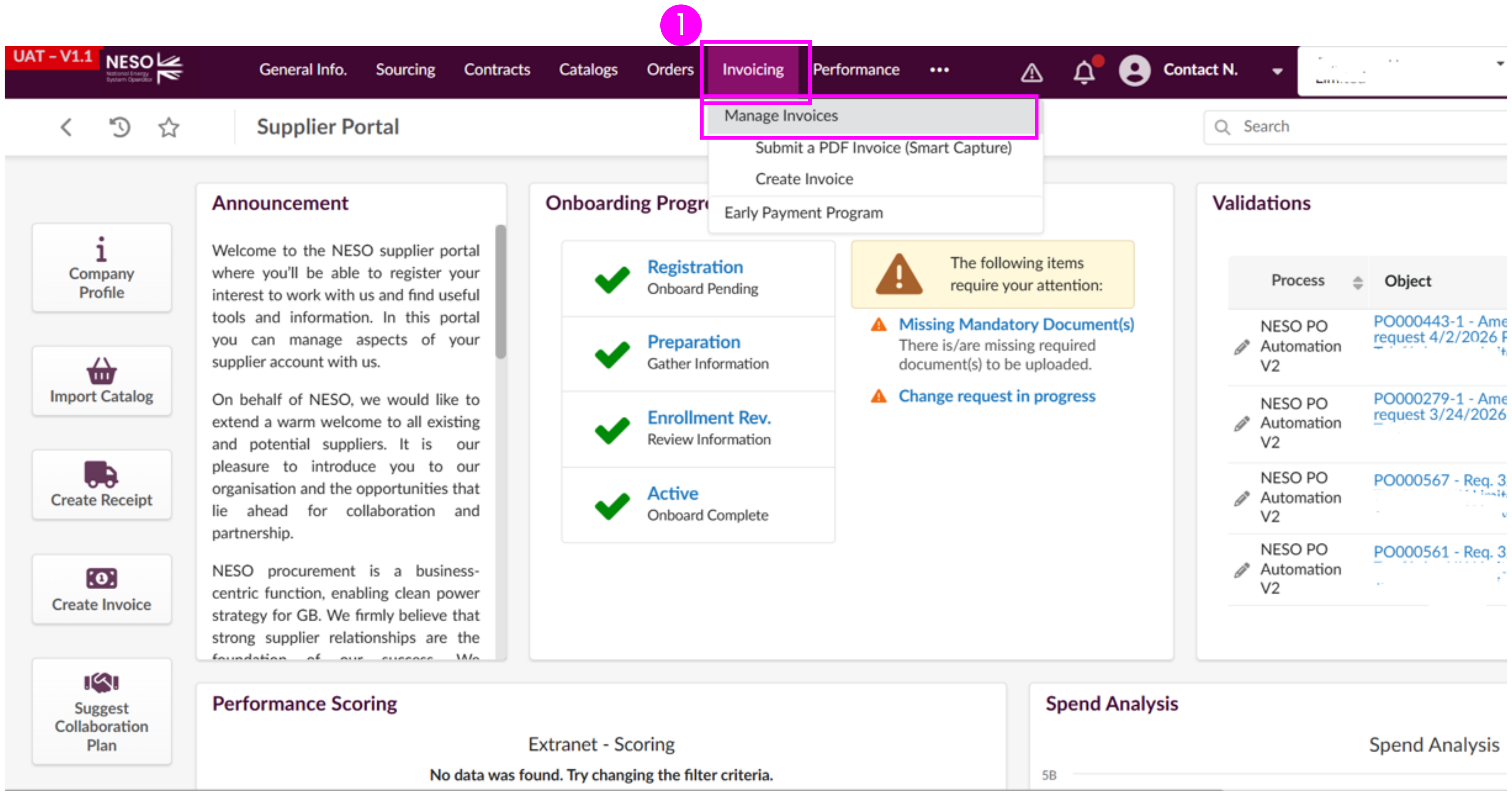
Viewing Invoice Statuses

Viewing Invoice Statuses



Step 1: Go to Invoices→Manage Invoices.

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Thank You