

Finance Operations – Accounts Payable:

Supplier Portal Guide

Contents

1.	Introduction & Access	2
2.	Homepage & Tiles	3
2.1	My Accounts	3
2.2	My Transactions	3
2.3	Purchase Orders	3
3.	My Accounts	4
3.1	Account Summary	4
3.2	Remittances	4
3.3	Contact Details	4
3.4	Updating bank details	5
4.	My Transactions	6
5.	Purchase Orders	7
6.	Exporting Data	9

1. Introduction & Access

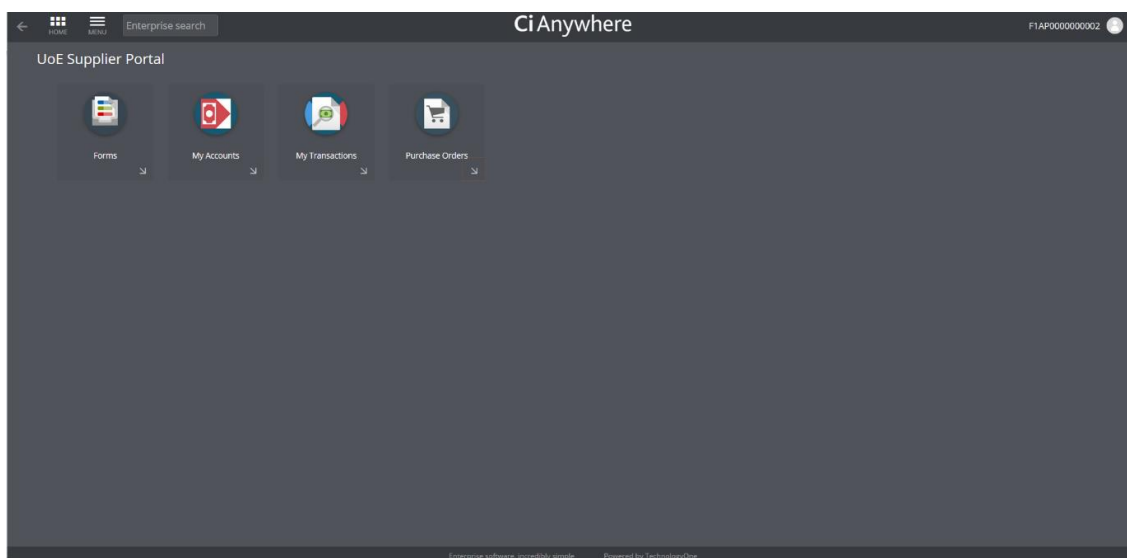
The University of Exeter Supplier Portal is a secure, web-based portal which enables our suppliers to login and review their supplier account details, check the status of invoices, download remittance advices and request updates to bank details.

This guide provides a high level walk through for the supplier portal and explains how it is structured. The portal is built using the tiles which are visible on the homepage when you log in, and there is a separate section within this guide for each tile.

You will receive a Supplier Portal invitation with a custom link to create a password. You can then log in via the following link;

2. Homepage & Tiles

Upon logging into the supplier portal, you will reach the Technology One Supplier Portal homepage:



This is structured around 4 tiles and the activities possible within each tile are summarised below. Please note that the “Forms” tile is not currently in use.

‘My Accounts’ Tile

- Review supplier contact details
- Review supplier payment details
- Request to change supplier payment details
- Download remittance advice’s

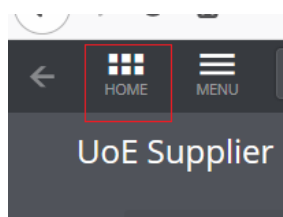
‘My Transactions’ Tile

- View the invoices that have been posted to our ledger
- View payments and a list of the invoices included in the payment

‘Purchase Orders’ Tile

- View Purchase Orders which have been raised
- View the status of the Purchase Order and the requisitioner

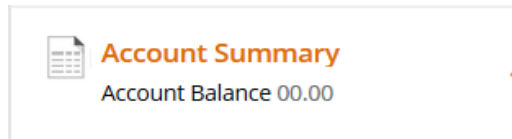
The homepage can be accessed at any time by clicking on the ‘HOME’ button as shown below:



3. 'My Accounts' Tile

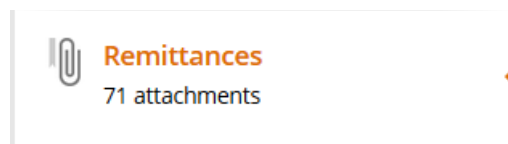
3.1 Account Summary

Clicking on 'My Accounts' allows you to view a summary of recent payments made and to view the balance outstanding on your account. This can be accessed by clicking on the 'Account Summary' tab on the left-hand side:



3.2 Remittances

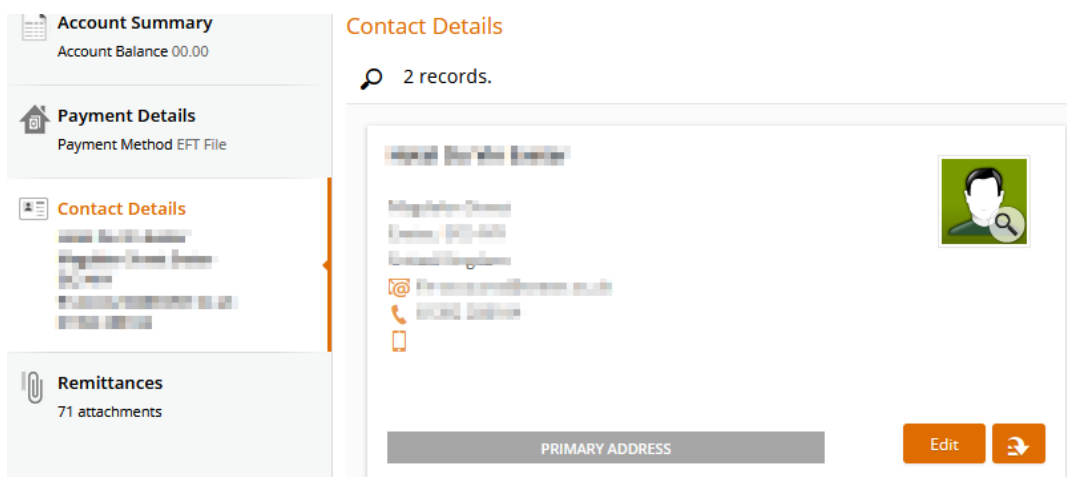
You can access remittance advices for previous payments by clicking on the 'Remittances' tab on the left-hand side then choosing the file which corresponds to the payment you are querying:



The remittance can then be downloaded by clicking the PDF icon. Please note that the payment date is the date the BACS is sent, the funds will reach your bank account 2 working days later.

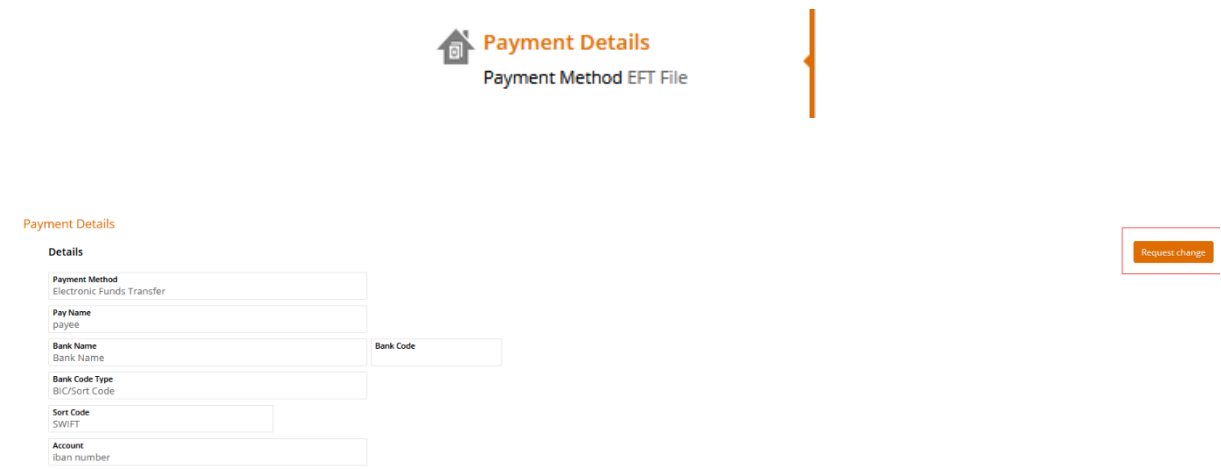
3.3 Contact Details

You can view the contact details the University of Exeter has on file for your account by clicking on the 'Contact Details' tab. You can also submit updated contact details by clicking the 'Edit' button, completing the e-form and clicking 'Save'.

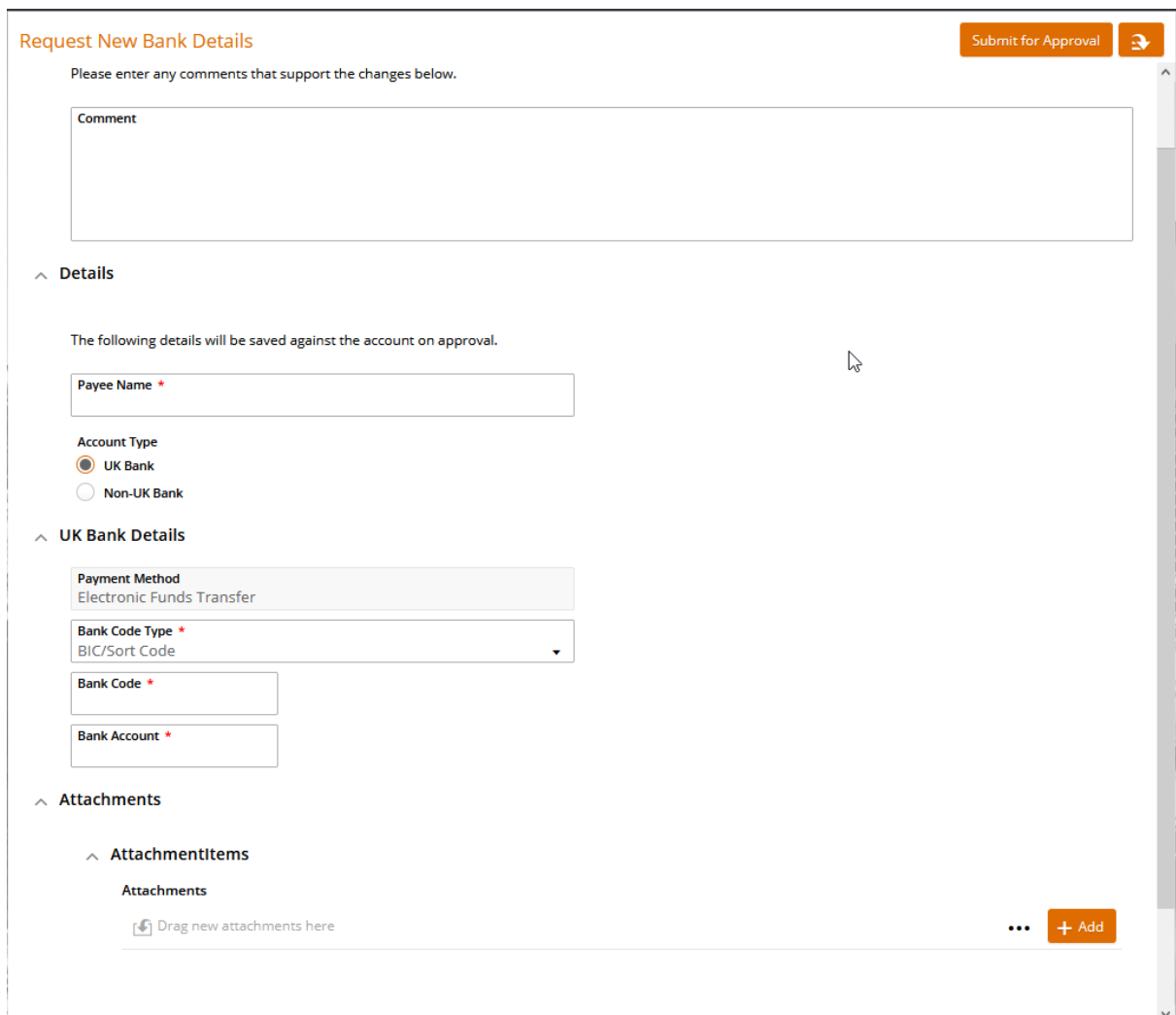


3.4 Updating bank details

You can view the bank details which the University of Exeter has on file by clicking on the 'Payment Details' tab. Updated bank details can be submitted by clicking the 'Request Change' button.



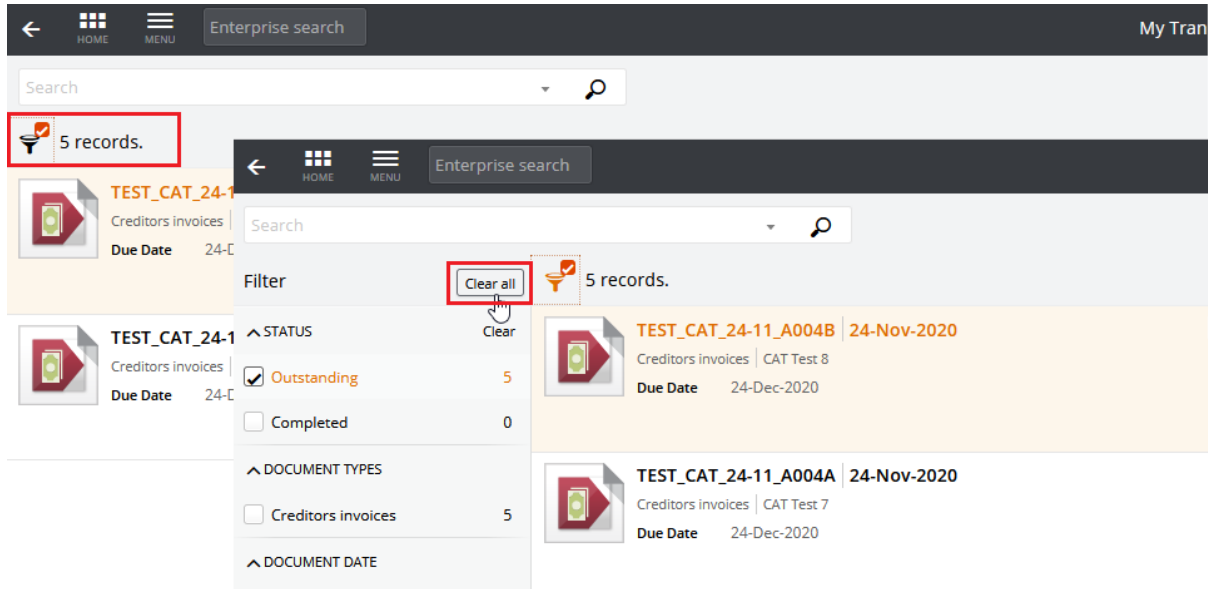
Clicking on the 'Request Change' button will take you to an e-form for completion.



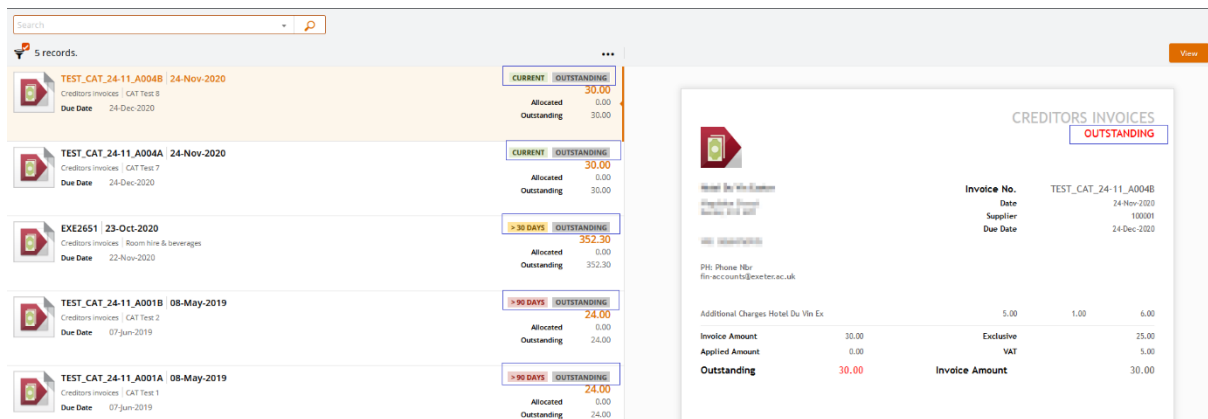
Once the form has been completed, clicking the 'Submit for Approval' button will submit the request to the University of Exeter's Accounts Payable Team to review. If further information is required or if we have queries, a member of the Accounts Payable Team will make contact via the contact details we hold on the system. These can be viewed on the 'Contact Details' tab.

4. 'My Transactions' Tile

Clicking on 'My Transactions' tab shows transactions assigned to your account on our payables ledger. Only outstanding transactions will be shown when clicking into the 'My Transactions' tab. Historic transactions can be viewed by clicking on the filter and selecting 'Clear all'.



The status of each transaction is shown in the top right-hand corner of the screen. The status is also shown on each transaction alongside the age of any arrears.



5. 'Purchase Orders' Tile

Clicking on 'Purchase Orders' tab shows the status of active purchase orders which have been issued.

Only active purchase orders will be shown when clicking into the 'Purchase Orders' tab. Historic purchase orders can be viewed by clicking on the filter and selecting 'Clear all'.


The image shows two screenshots of the 'Purchase Orders' tile. The left screenshot shows the tile with a filter icon highlighted by a red box and an arrow pointing to the right. The right screenshot shows the same tile with the 'Filter' dropdown menu open, and the 'Clear all' button highlighted by a red box.

The status of the purchase order is shown in the top right-hand corner of the screen.

The screenshot shows the 'Purchase Orders' screen. On the left, there is a table of purchase orders. On the right, there is a detailed view of a specific purchase order, showing the order status as 'ON ORDER'.

Order	Description	Order Amount	Receipt Amount	Invoice Amount	Default Date	Purchase Order	Back Order Number	Curr
UE092867	(1) Meeting Room 21/01/21	120.00	0.00	0.00	27-Nov-2020	UE092867	0	GBF
UE092866	(1) Meeting Room 21/01/21	24.00	0.00	0.00	26-Nov-2020	UE092866	0	GBF
UE088773	(2) Meeting Room 21/01/21	336.00	336.00	336.00	13-Oct-2020	UE088773	0	GBF
UE086538	(2) Meeting Room 21/01/21	352.00	0.00	0.00	09-Sep-2020	UE086538	0	GBF
UE069707	(1) Meeting Room 21/01/21	2,350.00	2,350.00	2,267.76	02-Jan-2020	UE069707	0	GBF

PURCHASE ORDER		ON ORDER	
Michael De Witte Michael De Witte Finance Operations Exeter, UK		Order UE092866 Vendor 10001 Issued 19-Nov-2020 Required 26-Nov-2020 Currency GBP	
Attention			
Description	Ordered Qty	Ordered Amount	Received Amount Qty
Description	1.00	24.00	0.00
Total		24.00	-

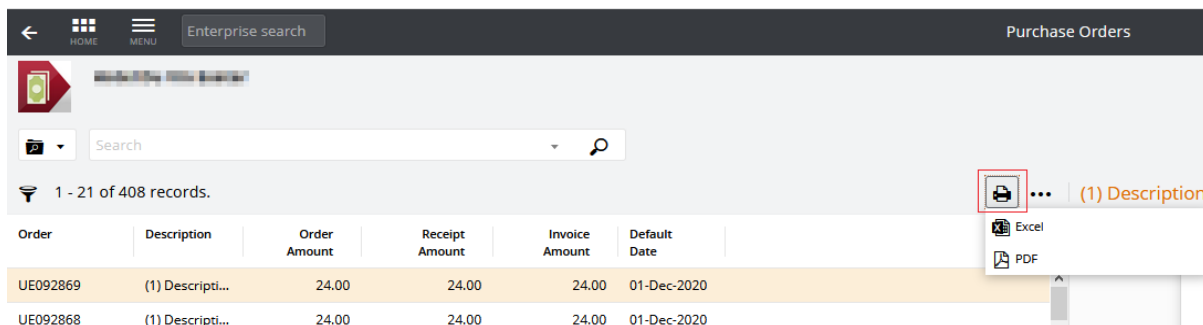
PURCHASE ORDER		ON ORDER				
		Order	UE092866			
Attention		Vendor	100001			
		Issued	19-Nov-2020			
		Required	26-Nov-2020			
		Currency	GBP			
Description	Ordered		Received		Invoiced	
	Qty	Amount	Qty	Amount	Qty	Amount
Description	1.00	24.00	0.00	-	0.00	-
Total		24.00	-	-	-	-

The description of the [goods / services](#) is then detailed and the quantities and values which have been **Ordered**, **Received** and **Invoiced** are also displayed.

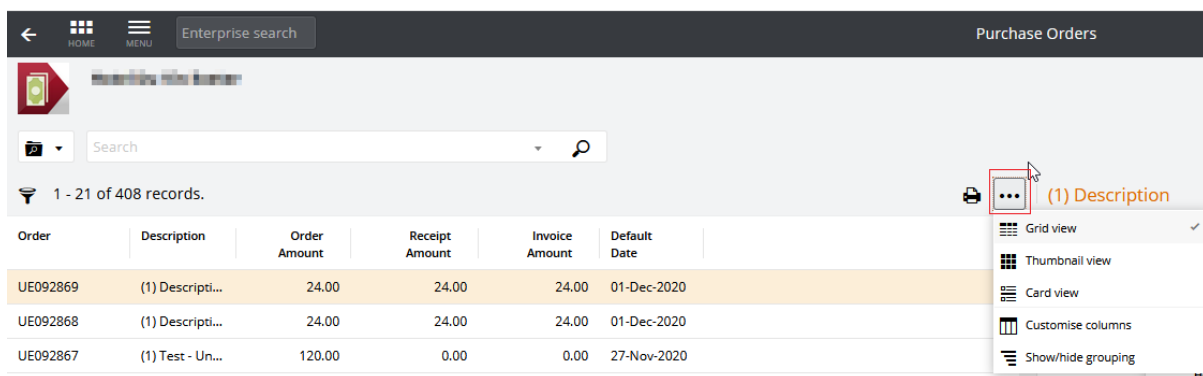
The name and contact details of the requisitioner are stated on the original purchase order. Queries relating to the receipting of the purchase order should be directed to the requisitioner. If the requisitioner is unknown, please email procurement-operations@exeter.ac.uk and a copy of the original purchase order will be issued.

6. Exporting Data

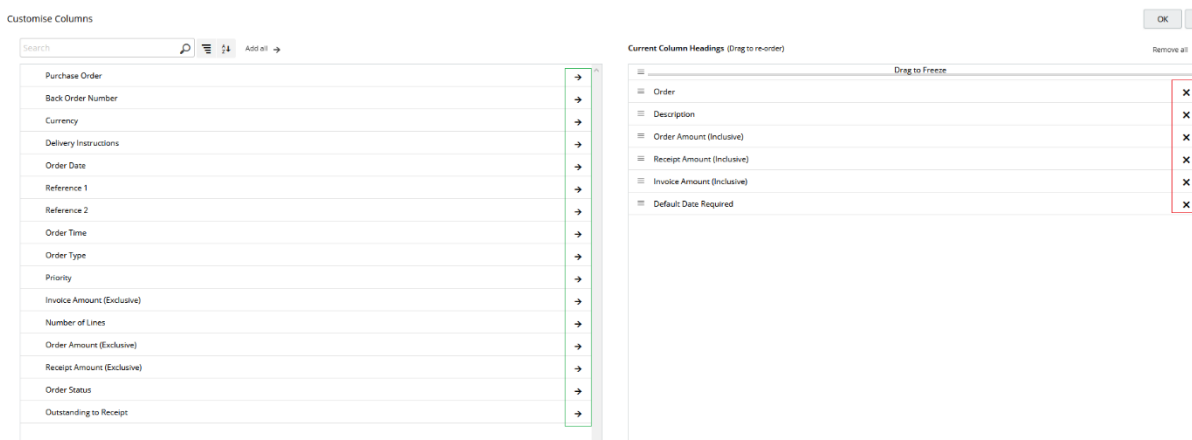
The data held within the supplier portal can be exported to Excel or PDF wherever the printer icon is seen.



The view of the data can also be changed by selecting either a grid view, thumbnail view or card view from the menu.



The data can also be amended by selecting 'Customise Columns' from the menu and adding additional columns or removing those columns which are not required.



7. Useful Contacts

If you have any queries on using the supplier portal or in relation to the information shown within the portal, please do not hesitate to contact our Accounts Payable department; accountspayableenquiries@exeter.ac.uk.