



University of
Nottingham

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UniCore

Supplier Portal –
Create Invoice

nott.ac/unicore

Nov 24



This document is designed to be used online. Thank you for thinking of the environment.

Contents

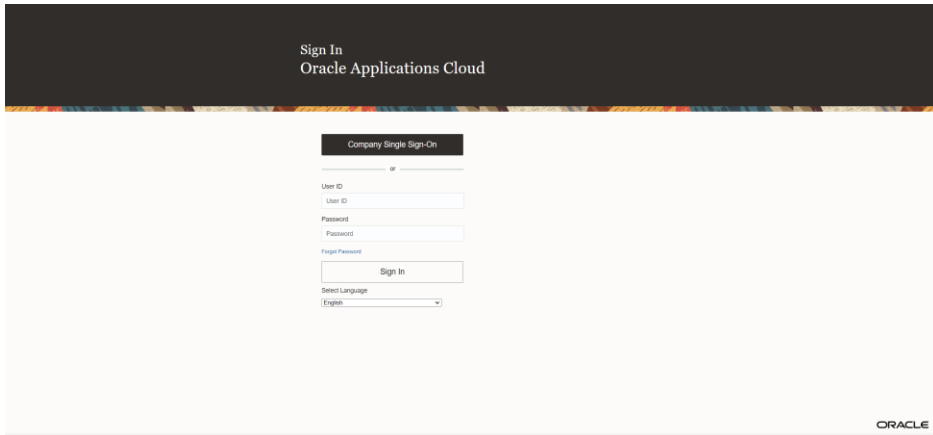
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Document version control

| Version no. | Date | Author |
|-------------|------------|------------------|
| 1 | 20/10/2024 | Daniel Stapleton |
| | | |
| | | |

1. Portal Login

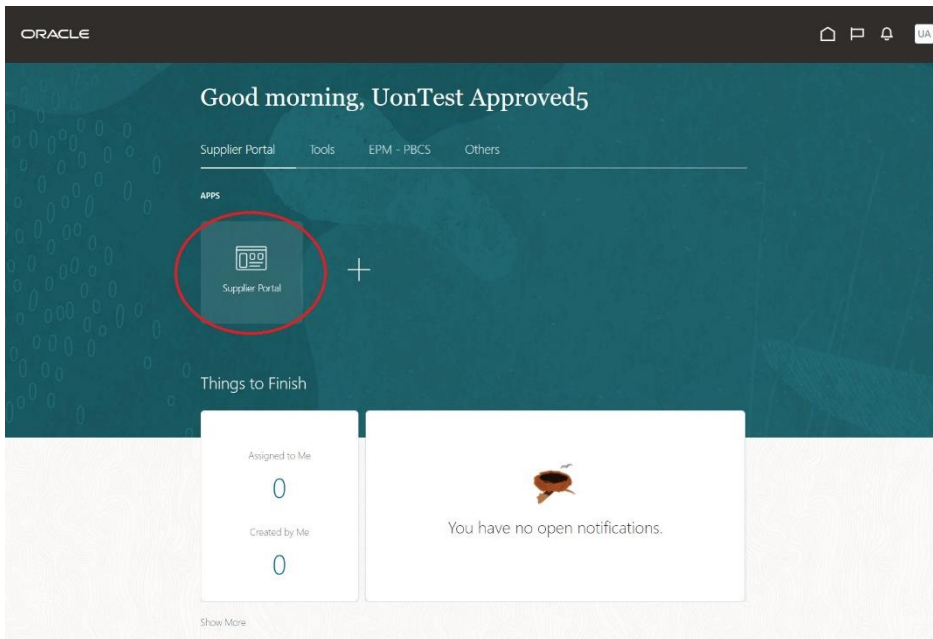
- Enter the UniCore website address <https://nottingham.ac.uk/unicore>
- Enter email address and password used to create your Supplier Portal account and click Sign In. Existing suppliers will have been sent details of your account to the email address we have on file, to request a new one please email newpaymentsystem@nottingham.ac.uk



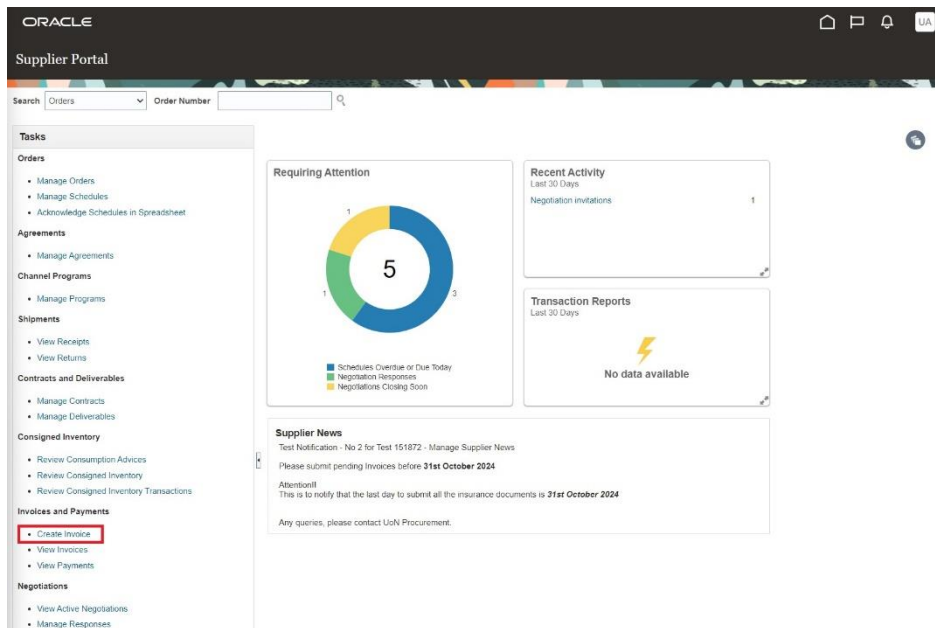
- Click Forgot Password to be sent an email with a link to reset their password if required.

2. Create Invoice

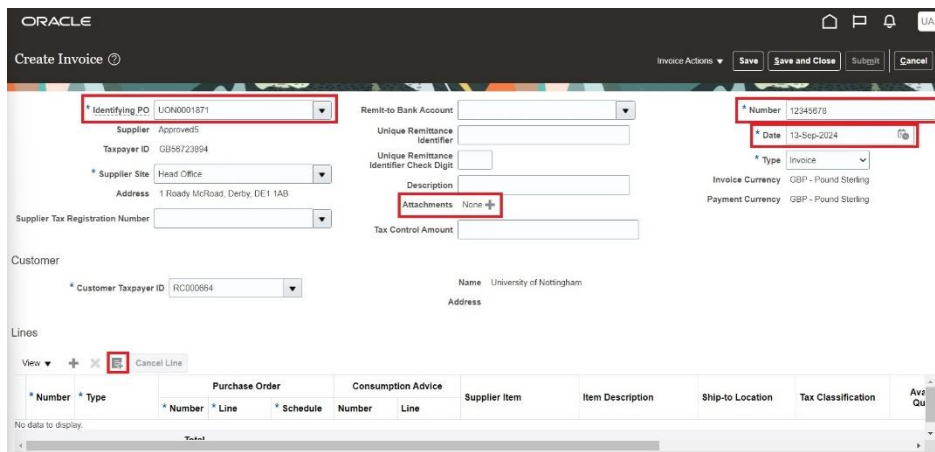
- Scroll to the Supplier Portal menu option and click the Supplier Portal tile.



- Click on Create Invoice link, you may need to scroll down to see it.



- Select the Identifying PO using the dropdown, you may need to use the search function if there are a lot of POs listed.
- Supplier Site and Customer Taxpayer ID will auto populate.
- Enter your reference number for the invoice in the Number field.
- Enter the date, which must be today or later depending on when the invoice is due.
- Click the Attachments + button and attach a PDF copy of the actual invoice, this part is mandatory, and you will not be able to submit without doing so.
- Under the lines section click the Select and Add button.



- Select the line to add to the Invoice, use Select All if multiple lines all need adding.
- Click Apply
- Click OK

Select and Add: Purchase Orders X

Search Advanced Saved Search

** Purchase Order ** Consumption Advice

** Creation Date ** At least one is required

Search Results

View

| Purchase Order | | | Consumption Advice | | Supplier Item | Item Description | Ship-to Location | Ordered |
|----------------|------|----------|--------------------|------|---------------|------------------|----------------------|---------|
| Number | Line | Schedule | Number | Line | Number | | | |
| UON0001871 | 1 | 1 | | | | More test items | JC-GSK - Carbon N... | 50 |

- Click Invoice Actions drop down on the black menu bar
- Select Calculate Tax

ORACLE Home, Messages, Notifications, User

Create Invoice Invoice Actions Save Save and Close Submit Cancel

Identifying PO Remit-to Bank Account

Supplier Unique Remittance Identifier

Taxpayer ID Unique Remittance Identifier Check Digit

Supplier Site Description

Address Attachments

Supplier Tax Registration Number

Tax Control Amount

Customer

Customer Taxpayer ID Name Address

Lines

View

| * Number | * Type | * Number | * Line | * Schedule | Supplier Item | Item Description | Ship-to Location | Tax Classification | Avails |
|----------|--------|-----------|--------|------------|---------------|------------------|------------------|--------------------|--------|
| 1 | Item | UON000... | 1 | 1 | | More test items | JC-GSK - Carb... | STANDARD | |
| Total | | | | | | | | | |

Summary Tax Lines

View

| Line | * Regime | * Tax Name | Tax Jurisdiction | * Tax Status | * Rate Name | Percentage | Per Unit | Amount |
|---------------------|----------|------------|------------------|--------------|-------------|------------|----------|--------|
| No data to display. | | | | | | | | |

- This will populate the Summary Tax Lines section with the correct applicable tax, usually 20%.
- Click Save
- Click Submit to submit the invoice to UoN for approval.

ORACLE Create Invoice

Invoice Actions: Save Save and Close Submit Cancel

Identifying PO: UON0001071
 Supplier: ApprovedJ5
 Taxpayer ID: GB59723894
 Supplier Site: Head Office
 Address: 1 Roady McRoad, Derby, DE1 1AB
 Supplier Tax Registration Number: []

Remit-to Bank Account: []
 Unique Remittance Identifier: []
 Unique Remittance Identifier Check Digit: []
 Description: []
 Attachments: None
 Tax Control Amount: []

Number: 12345678
 Date: 13-Sep-2024
 Type: Invoice
 Invoice Currency: GBP - Pound Sterling
 Payment Currency: GBP - Pound Sterling

Customer: Customer Taxpayer ID: RC000884
 Name: University of Nottingham
 Address: []

Lines

| View | | + | - | X | Cancel Line | Purchase Order | | Consumption Advice | | Supplier Item | Item Description | Ship-to Location | Tax Classification | Available Quantity | Quantity | Unit Price | UOM | Amount | Dep |
|----------|--------|----------|--------|------------|-------------|----------------|--|--------------------|--|---------------|------------------|------------------|--------------------|--------------------|----------|------------|-----|--------|------|
| * Number | * Type | * Number | * Line | * Schedule | Number | Line | | | | | | | | | | | | | |
| 1 | Item | UON000 | 1 | 1 | | | | | | | More test items | JC-GBK - Card | STANDARD | | 50 | 0.63 | EA | 31.50 | None |
| Total | | | | | | | | | | | | | | | | | | 31.50 | |

Summary Tax Lines

| View | | | | | | | | Amount |
|------|--------|----------|------------------|------------|-----------------|------------|----------|--------|
| Line | Regime | Tax Name | Tax Jurisdiction | Tax Status | Rate Name | Percentage | Per Unit | |
| 1 | GB VAT | VAT20UK | GB VAT | UK | RECOVERABLE TAX | 20 | | 6.30 |

- You will receive an Invoice Submitted banner message to confirm the process has been successfully completed.

ORACLE Invoice: 2131411

Invoice 2131411 has been submitted.

Create Another Done

Identifying PO: UON0001870
 Supplier: ApprovedJ5
 Taxpayer ID: GB59723894
 Supplier Site: Head Office
 Address: 1 Roady McRoad, Derby, DE1 1AB
 Supplier Tax Registration Number: []

Remit-to Bank Account: []
 Unique Remittance Identifier: []
 Unique Remittance Identifier Check Digit: []
 Description: []
 Attachments: Contract Management Flow vsdx
 Tax Control Amount: []

Number: 2131411
 Date: 13-Sep-2024
 Type: Invoice
 Invoice Currency: GBP
 Payment Currency: GBP