

Supplier Portal

Guidance Notes/Glossary

In this document you will find helpful definitions of common words or phrases you may encounter whilst using the Supplier Portal. If whilst using the Supplier Portal you notice a term we have not explained but feel a definition would be useful to you and other users please email us at supplierportal@birmingham.gov.uk and we will update the document.

Clearing Doc No: This is the number assigned to each payment made to you. You will see this on your remittance advices as 'Payment Reference No.' This number should allow you to trace payments made into your bank account. All items with the same clearing document number were included on the same payment.

Company code: This code distinguishes whether your invoice is for services/goods provided to Birmingham City Council or Acivico Ltd. Company code 4000 relates to invoices payable by Birmingham City Council and company code 6000 relates to invoices paid by Acivico Ltd.

CR/DR: This column shows whether the item is a credit to your account or a debit.

Currency: The type of currency your payment was made in.

Doc/Invoice Date & Payment Baseline Date: For invoices processed via the Supplier Portal this date will be the date you input your invoice. For invoices processed via Accounts Payable prior to your usage of the Supplier Portal, this date will be the invoice date quoted on your hardcopy invoice.

Document Number/Accounting Document: This is the number assigned to each invoice following processing. It is used internally by Birmingham City Council and it would help us if you quoted this when making an enquiry via email or telephone.

Document Status: This will always be blank

Document Type: This is the type of document the invoice is. All invoices processed via the Supplier Portal will be 'RE' which means they are Purchase Order invoices. Your payment history may show other document types.

The following is a list of common document types that you may see on your payment history. All invoices processed via the Supplier Portal will be 'RE' which means they are Purchase Order invoices.

RE – Vendor Invoice (PO)

KR – Vendor Invoice (Paid via budget code)

KG – Vendor credit note

KS – Schools Invoice

KT – Schools credit note

OE – Acivico Invoice (PO)

OG – Acivico Credit Note

YY – Feeder File (electronic interface) payment

YZ – Feeder File (electronic interface) credit

Due Date: The date your invoice is due for payment. This will be in line with the payment terms agreed as part of your contract with BCC. This will be calculated from the date you input your invoice.

Fiscal Year: The financial year your invoice was processed in.

Goods Recipient: This is the person responsible for confirming that the goods/services have been delivered. This is usually the requester/requisitioner. Please see 'Payment Blocks and Goods Receipting' for more information

Invoice Amount: The gross amount charged on your invoice.

Payment Block Key: If this column is blank, the invoice is free for payment when it reaches the due date. If there is an entry in this column however, the invoice is blocked for payment.

When using the Vendor Open Bills and Credits screen you will see a column headed Payment Block Key. If this column is blank, your invoice is free for payment on the due date given. However, if this column has either the letter **A** or letter **R** in it, your invoice is blocked for payment. The reasons for this are listed below.

'A' block: This invoice has been processed against a budget code rather than a purchase order. An 'A' block means the invoice is awaiting approval from the budget holder. In this situation it is best to speak to the person who placed the order with you.

'R' block: This invoice has been processed against a purchase order but has blocked for one of the following reasons:

- A) The invoice does not match the order e.g. there is a discrepancy in the quantity or price
- B) The requisitioner has not completed the goods receipt to confirm delivery of service/goods.
- C) The goods receipt has been completed but does not match the invoice e.g. 100 items have been delivered and invoiced but the requisitioner has only goods receipted 90.

If you have processed your invoice via the Supplier Portal, the **ONLY** reason your invoice will have an 'R' block against it is if the goods receipt has not been completed/has been completed incorrectly. You should contact the requester/requisitioner immediately to ask them to resolve this. Their details appear on the purchase order you receive and can also be found via the Supplier Portal. Please refer to the General Quick Reference Card.



If the invoice was processed via Accounts Payable you should contact the requisitioner immediately to ask them to investigate and resolve the issue relating to the purchase order.

Only Purchase Orders with a total value of £500 or over require goods receipt to be completed.

Payment Date: This is the date the payment left Birmingham City Council's bank account. BACS payments can take up to 3 working days to reach your account. Cheque payments may take between 3-5 working days to be delivered.

Payment Method: This the method by which payment was made to you e.g. 'B' means the payment was made by BACS and 'C' means payment was made by cheque

Posting Date: For invoices processed via the Supplier Portal this will be the date you input your invoice. For invoices processed via Accounts Payable prior to your usage of the Supplier Portal this will be the date Accounts Payable processed your invoice.

Purchase Order: This is the order number given to you when Birmingham City Council or Acivico place an order with you. You will need this in order to process your invoice via the Supplier Portal. Purchase Orders for Birmingham City Council begin '45...' and Purchase Orders for Acivico begin '65...'

Requester: This is the person who created the purchase order. You may see/hear them referred to as a requisitioner. If the purchase order you have been given does not match your invoice, you will need to contact this person to resolve the issue before you can process it via the Supplier Portal.

Vendor Invoice No: This is your invoice number as entered on your invoice.

Vendor No: This is the number assigned to you as a company by Birmingham City Council. This number is used by us to locate your company contact details, bank details and payment history.

