

## London Borough of Camden

### Automated Invoice Processing (AIP)

- Emailing PDF Invoices
- View Options

### User Manual

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## Introduction

This document relates to the Oracle Automated Invoice Processing where a supplier's invoicing method is:

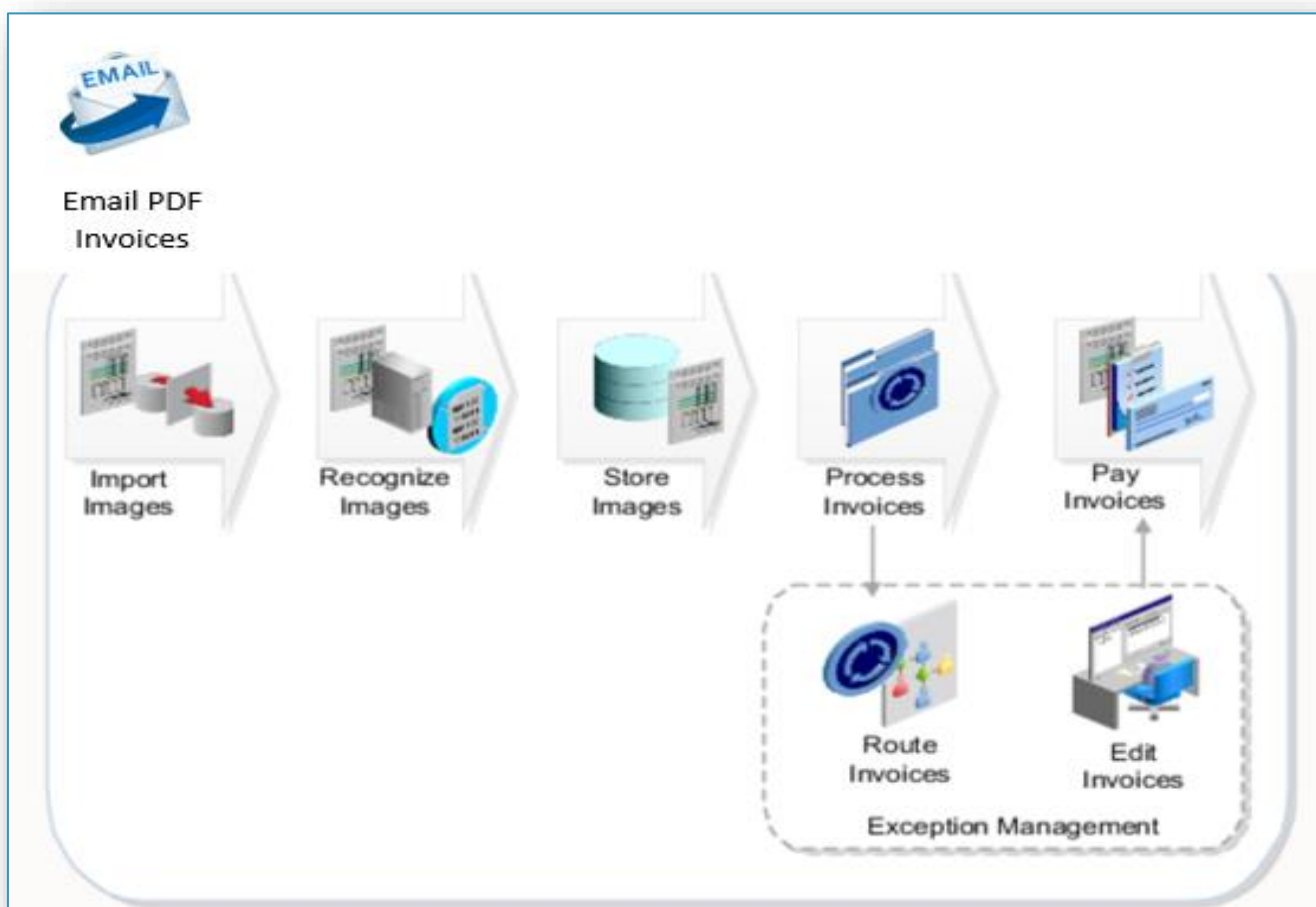
- To email a PDF copy of their invoice. It then flows through an automated process of the invoice being read and imported onto the Oracle system.

The document also provides the steps involved for the supplier to View/Query:

- Purchase Orders
- Invoices
- Payments
- Remittances

## 1. Oracle - AIP workflow

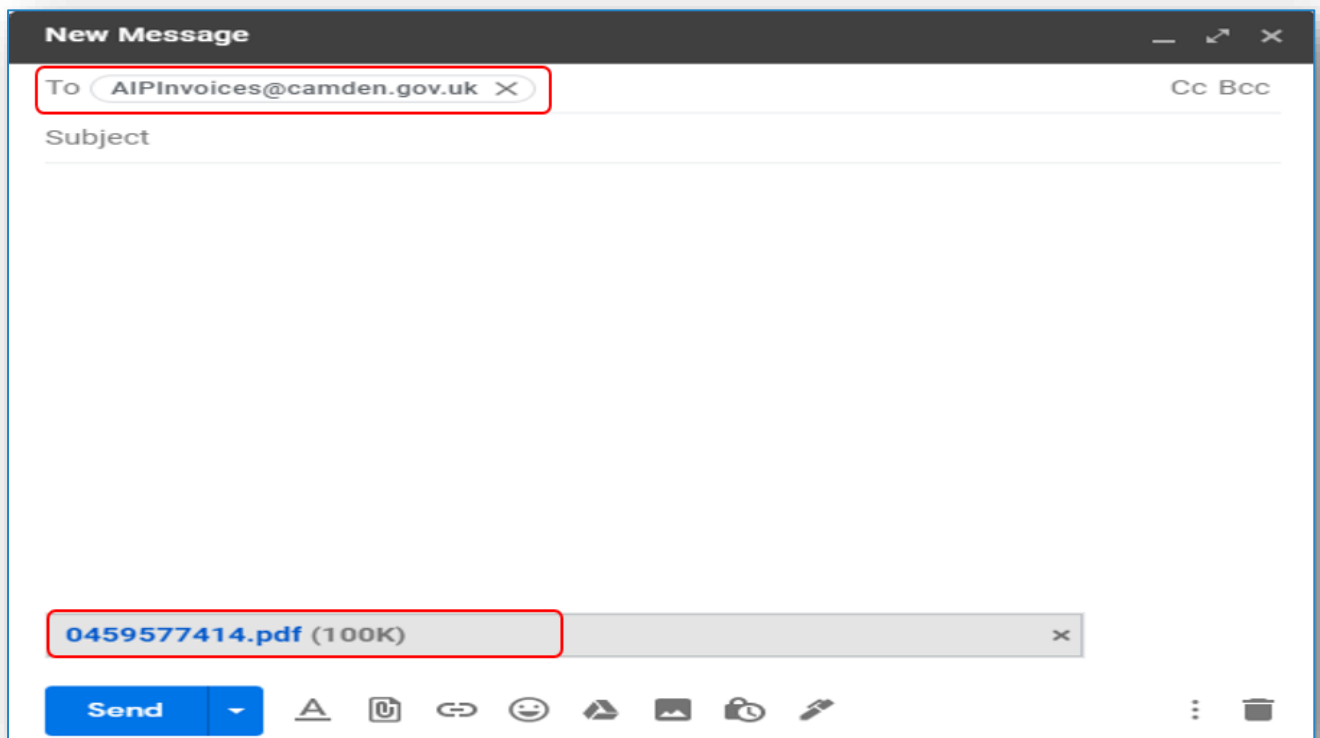
The Oracle Automated Invoice Processing workflow is illustrated below:



## 2. Process to be followed by the Supplier

This section consists of the details regarding emailing your PDF invoice.

1. The supplier emails the PDF invoice/credit note as an attachment.



- The Email address to be used: **AIPInvoices@camden.gov.uk**  
(This is a 'No Reply' email address).

- Below are the type of invoice scenarios that can be submitted in one email:
  - i. Single page invoice in one attachment
  - ii. Multiple page invoice in one attachment
  - iii. Multiple attached invoices

Please note the following:

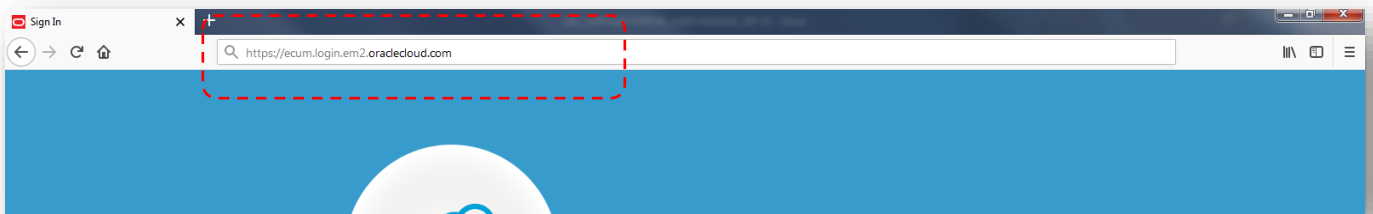
- One attachment in a single email should contain one invoice only and **should not exceed 10 MB.**
  - If submitting multiple attachments in a single email, the **total size of all attachments should not exceed 10 MB.**
  - Supporting documents (if any) should be included with the invoice attachment and not as a separate attachment.
2. Purchase to Pay will triage all incoming invoices and confirm the following:
- The invoice/credit note is in PDF format
  - The purchase order is quoted on the invoice/credit note
  - The invoice/credit note is of good quality
  - The supplier exists
3. Invoices are triaged and imported into the system once every morning.

### 3. Logging into Oracle

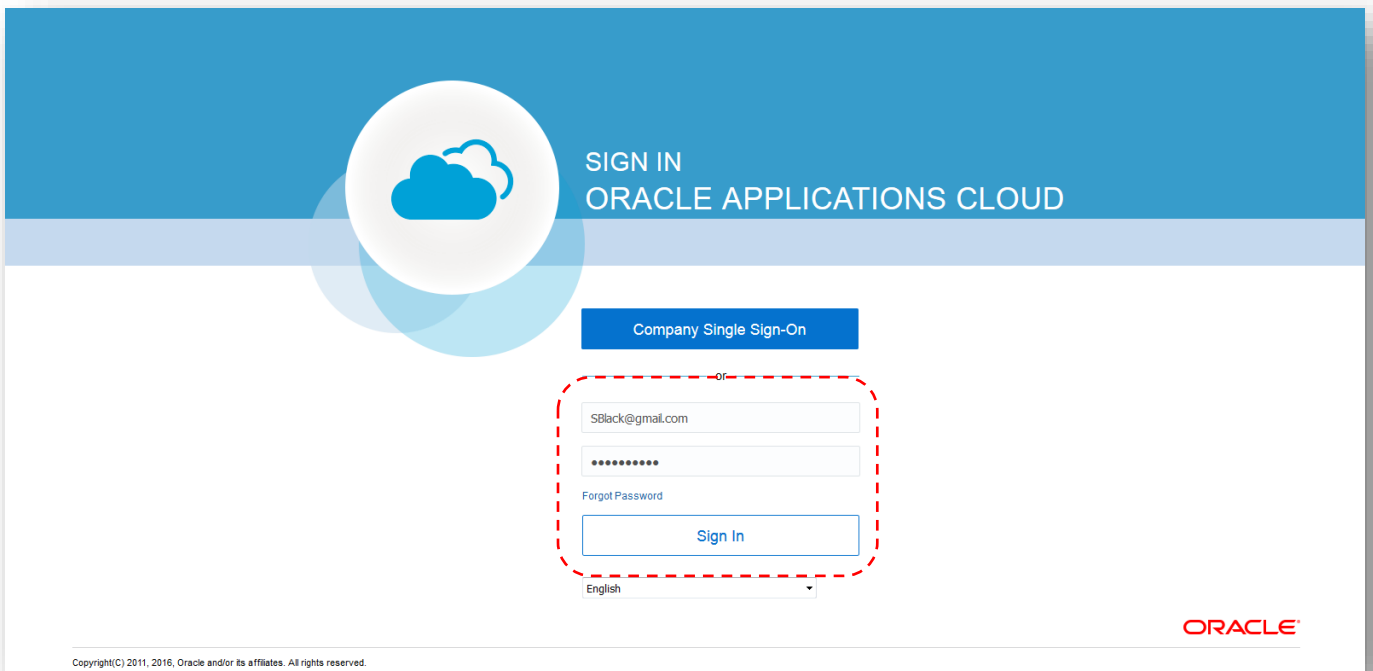
This section consist of the details on how to log into the Supplier Portal on Oracle. The preferred browsers to use are Mozilla Firefox or Chrome.

1. Go to your browser and enter the Oracle site URL:

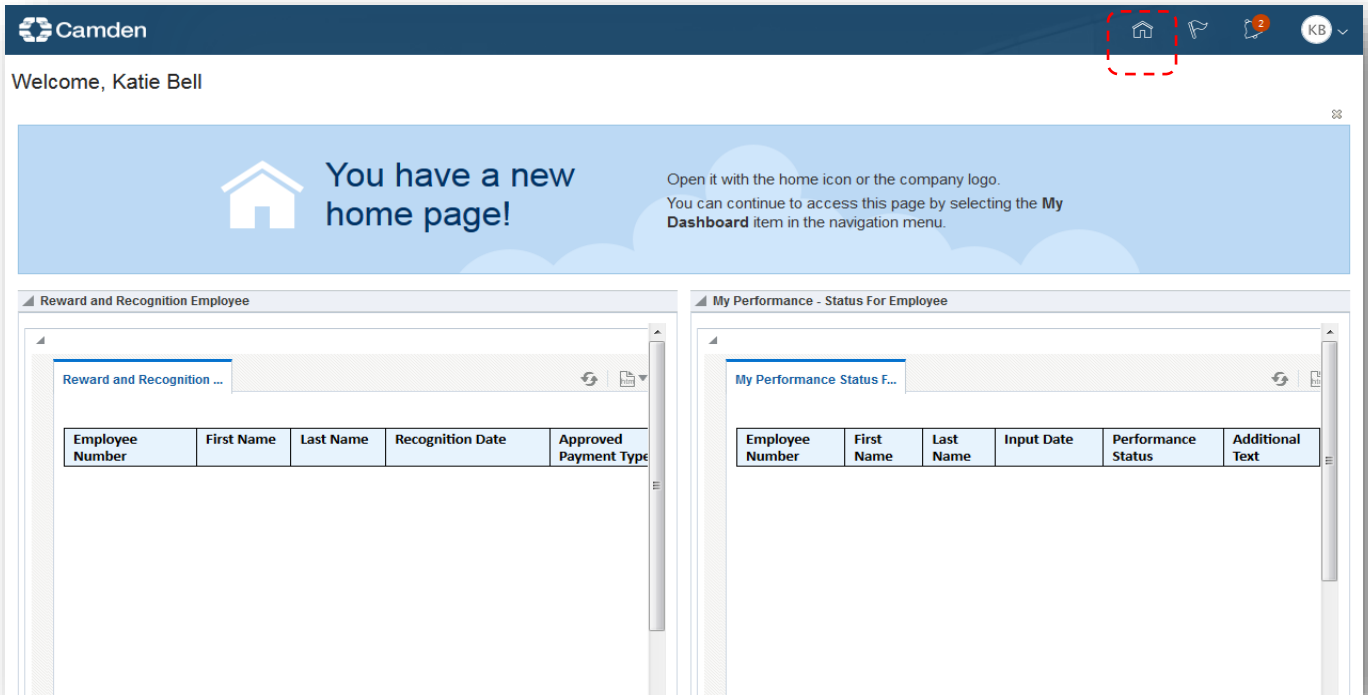
<https://ecum.login.em2.oraclecloud.com>



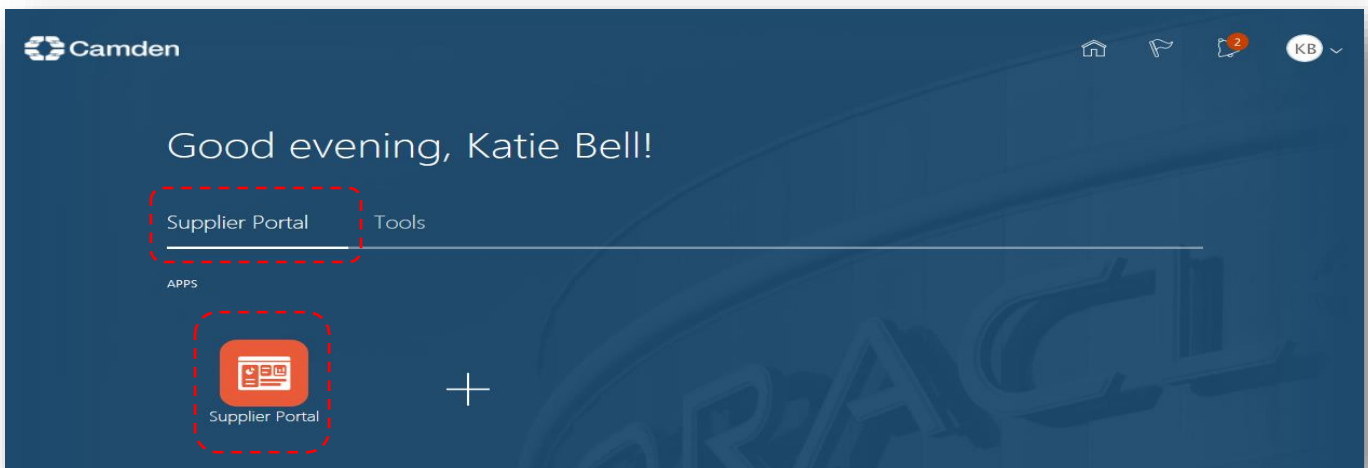
2. Enter your **Email** and **Password** and click **Sign In**.



3. Logging into Oracle for the first time that day takes you to the landing page. Click on the **Home** button at the top of the page to take you to the Oracle Home page.



4. On the Oracle Home page, click on the **Supplier Portal** heading, then the **Supplier Portal** module to access the View options: Purchase Order, Invoices, and Remittances.



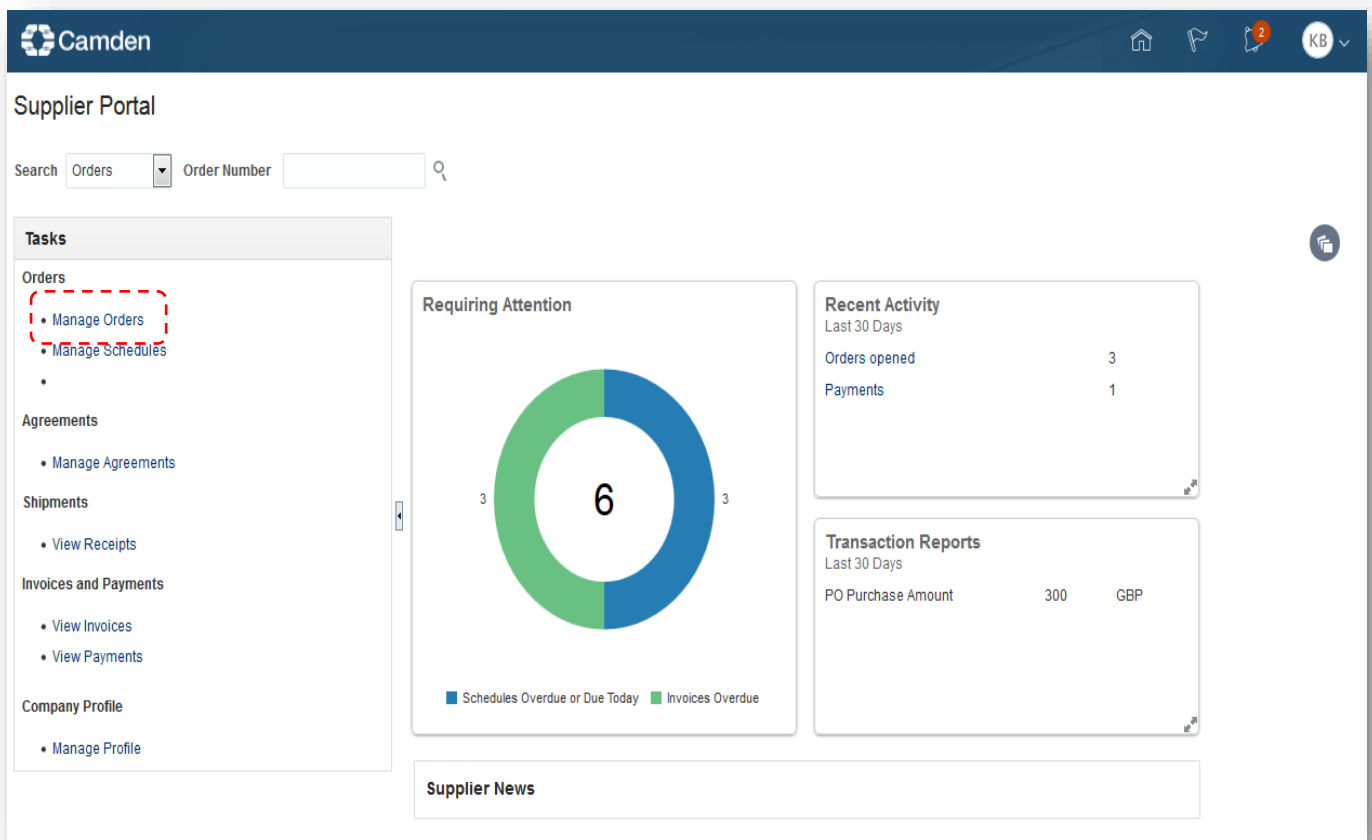


## 4. View Your Purchase Order

This section consist of details on how to view your purchase orders. This includes viewing the purchase order status, e.g. if the purchase order is open or how much money is remaining on it.

After clicking on the Supplier Portal module (shown in the page above), the **Supplier Portal** page opens.

### 1. Click on **Manage Orders**



**Supplier Portal**

Search  Order Number

**Tasks**

- Orders
  - **Manage Orders**
  - Manage Schedules
- Agreements
  - Manage Agreements
- Shipments
  - View Receipts
- Invoices and Payments
  - View Invoices
  - View Payments
- Company Profile
  - Manage Profile

**Requiring Attention**

6

3 Schedules Overdue or Due Today 3 Invoices Overdue

**Recent Activity**  
Last 30 Days

Orders opened	3
Payments	1

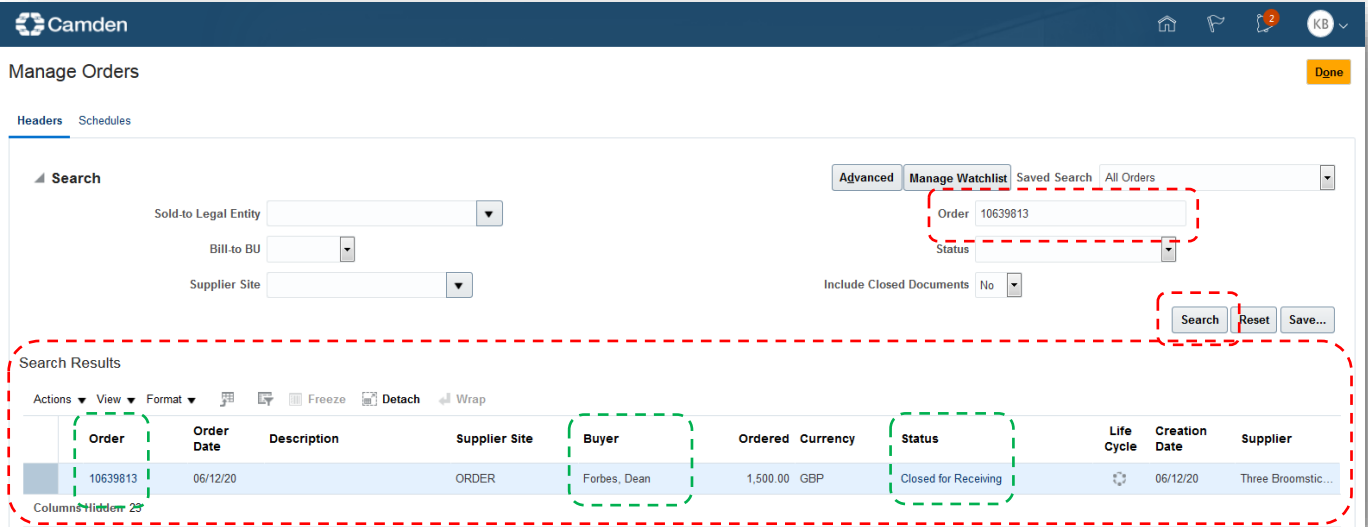
**Transaction Reports**  
Last 30 Days

PO Purchase Amount	300	GBP
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**Supplier News**

## 2. Search for the purchase order

- Enter the purchase order in the **Order** field and click on **Search**. The purchase order is then listed, including details such as the **Order Date**, **Buyer** and **PO Status**



The screenshot shows the 'Manage Orders' interface in the Camden system. The search filters are as follows:

- Sold-to Legal Entity:** [Dropdown]
- Bill-to BU:** [Dropdown]
- Supplier Site:** [Dropdown]
- Advanced Search:** Includes 'Manage Watchlist', 'Saved Search', and 'All Orders' tabs.
- Order:** 10639813
- Status:** [Dropdown]
- Include Closed Documents:** No
- Buttons:** Search, Reset, Save...

The search results table is shown below:

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date	Supplier
10639813	06/12/20		ORDER	Forbes, Dean	1,500.00	GBP	Closed for Receiving		06/12/20	Three Broomstic...

- Common purchase order statuses (*if unsure of the PO status contact the Buyer*):
  - **On Hold:** The Purchase Order is on hold
  - **Closed for Receiving:** The Purchase Order is Fully Received
  - **Closed for Invoicing:** The Purchase Order is Fully Invoiced
  - **Open:** The Purchase Order is open
  - **Cancelled:** The Purchase Order is cancelled
  - **Pending Change Approval:** The Purchase Order was revised and sent for approval to the related Camden staff member

3. Click on the purchase order

**Manage Orders**

Search filters: Sold-to Legal Entity, Bill-to BU, Supplier Site, Order: 10639646, Status, Include Closed Documents: NO

Search Results:

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
10639646	18/11/20		ORDER	Equibalidet, Beniam	100.00	GBP	Open		18/11/20

- The Purchase Order page opens with more detail including the Description

**Purchase Order: 10639813**

View PDF | Actions | Done

**Main**

**General**

Sold-to Legal Entity: London Borough of Camden  
 Supplier: Three Broomsticks Inc.  
 Ordered: 1,500.00 GBP  
 Bill-to BU: Camden BU  
 Supplier Site: ORDER  
 Description:  
 Order: 10639813  
 Supplier Contact: Source Agreement  
 Status: Closed for Receiving  
 Bill-to Location: Central Invoicing Team  
 Supplier Order:  
 Buyer: Dean Forbes  
 Ship-to Location: 5PS No Delivery Required  
 Creation Date: 06/12/20

**Terms** | Notes and Attachments

Required Acknowledgment: None  
 Shipping Method:  
 Payment Terms: 28 Days  
 Freight Terms: — Pay on receipt  
 FOB: — Confirming order

**Additional Information**

Contract Number: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_

**Lines** | Schedules

Line	Item	Description	Quantity	UOM	Price	Ordered	Status
1	1	Consultancy - December 2020	1,500.00		1,500.00	1,500.00	Closed for ...

## 5. View Your Invoice

1. Navigate to the Supplier Portal page and click on **View Invoices**

**Supplier Portal**

Search  Orders  Order Number

**Tasks**

- Orders
  - Manage Orders
  - Manage Schedules
- Agreements
  - Manage Agreements
- Shipments
  - View Receipts
- Invoices and Payments
  - **View Invoices**
  - View Payments
- Company Profile
  - Manage Profile

**Requiring Attention**

6

3 Schedules Overdue or Due Today 3 Invoices Overdue

**Recent Activity**  
Last 30 Days

Orders opened	3
Payments	1

**Transaction Reports**  
Last 30 Days

PO Purchase Amount	300	GBP
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**Supplier News**

2. The View Invoices page opens

**View Invoices**

Advanced Saved Search All Invoices

\*\* At least one is required

Consumption Advice

Invoice Status

Paid Status

Payment Number

Search Reset Save...

**Search Results**

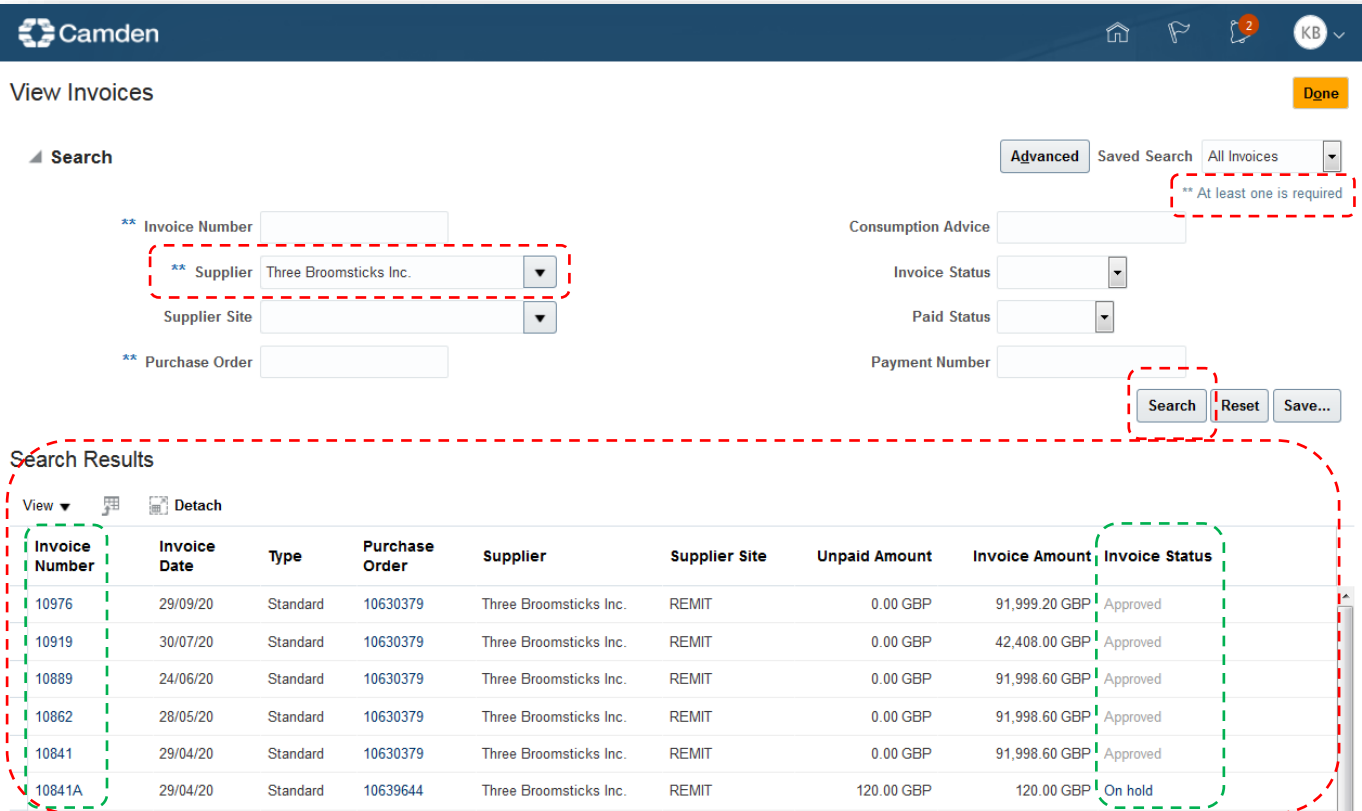
View  Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
No search conducted.										

- Invoice search options include the following fields:
  - **Invoice Number** – Enter the invoice number in this field and click on **Search**
  - **Supplier** – Click on the dropdown menu, select the supplier name and click on **Search** to search for all invoices
  - **Purchase Order** – Enter the purchase order number associated with the invoice and click on **Search**

**Note: Fields with double asterisks [\*\*] – At least one is required to perform the search**

- After clicking on Search, the invoice is listed in the **Search Results** which show details on the invoice including the **Invoice Status**



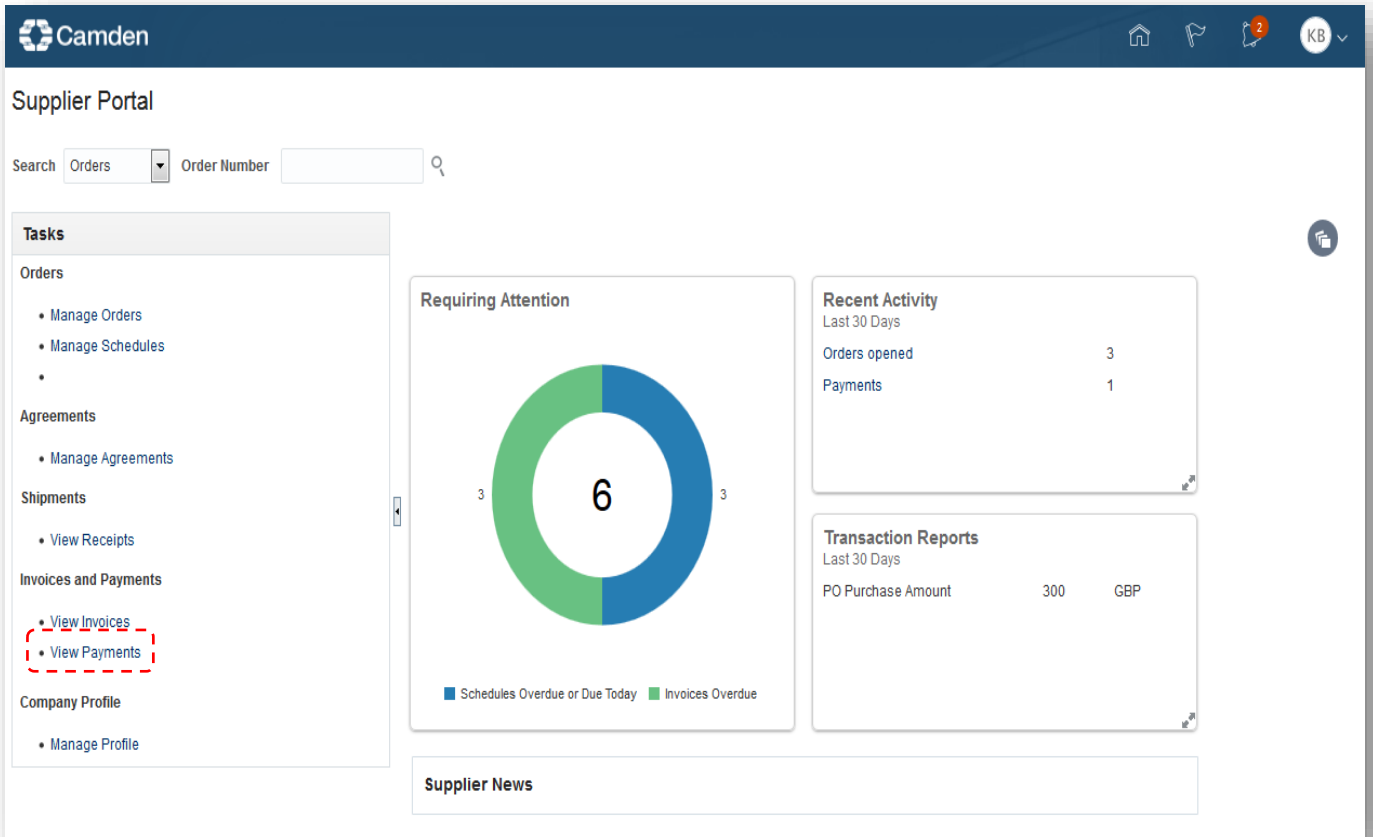
The screenshot shows the 'View Invoices' page in the Camden system. The search filters section includes fields for Invoice Number, Supplier (set to 'Three Broomsticks Inc.'), Supplier Site, and Purchase Order, all marked with double asterisks (\*\*). Other filters include Consumption Advice, Invoice Status, Paid Status, and Payment Number. A note states: "\*\* At least one is required". The Search Results table is highlighted with a red dashed box and contains the following data:

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status
10976	29/09/20	Standard	10630379	Three Broomsticks Inc.	REMIT	0.00 GBP	91,999.20 GBP	Approved
10919	30/07/20	Standard	10630379	Three Broomsticks Inc.	REMIT	0.00 GBP	42,408.00 GBP	Approved
10889	24/06/20	Standard	10630379	Three Broomsticks Inc.	REMIT	0.00 GBP	91,998.60 GBP	Approved
10862	28/05/20	Standard	10630379	Three Broomsticks Inc.	REMIT	0.00 GBP	91,998.60 GBP	Approved
10841	29/04/20	Standard	10630379	Three Broomsticks Inc.	REMIT	0.00 GBP	91,998.60 GBP	Approved
10841A	29/04/20	Standard	10639644	Three Broomsticks Inc.	REMIT	120.00 GBP	120.00 GBP	On hold

- Click on the Invoice Number to drill down further into the invoice details

## 6. View Your Payment and Remittance

1. Navigate to the Supplier Portal page and click on **View Payments**



The screenshot shows the Camden Supplier Portal interface. On the left is a navigation menu with categories: Orders, Agreements, Shipments, Invoices and Payments, and Company Profile. Under 'Invoices and Payments', 'View Invoices' and 'View Payments' are listed, with 'View Payments' highlighted by a red dashed box. The main content area features a 'Requiring Attention' donut chart showing 6 total items, with 3 'Schedules Overdue or Due Today' (blue) and 3 'Invoices Overdue' (green). To the right are two summary boxes: 'Recent Activity' (Last 30 Days) showing 3 Orders opened and 1 Payment, and 'Transaction Reports' (Last 30 Days) showing a PO Purchase Amount of 300 GBP. A 'Supplier News' section is visible at the bottom.

## 2. The View Payments page opens

The screenshot shows the 'View Payments' page in the Camden system. The search filters are empty, and the search results table is currently empty.

**Search Filters:**

- Payment Number:**
- Payment Status:**
- Payment Amount:**
- Supplier:**
- Supplier Site:**
- Payment Date:**

**Search Results Table:**

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier Site	Payment Amount	Payment Status	Remit-to Account
No search conducted.							

- Invoice search options include the following fields:
  - **Payment Number** – Enter the remittance or cheque number and click on **Search**
  - **Supplier** – Click on the dropdown menu, select the supplier name and click on **Search** to search for all payments

**Note: Fields with double asterisks [\*\*] – At least one is required to perform the search**

The screenshot shows the 'View Payments' page with search filters populated. The 'Supplier' dropdown is selected, and search results are displayed in a table.

**Search Filters:**

- Payment Number:**
- Payment Status:**
- Payment Amount:**
- Supplier:**
- Supplier Site:**
- Payment Date:**

**Search Results Table:**

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier Site	Payment Amount	Payment Status	Remit-to Account
120789	27/10/20	Payment Process Request	10976	REMIT	91,999.20 GBP	Cleared	34561768
111506	27/08/20	Payment Process Request	10919	REMIT	42,408.00 GBP	Cleared	34561768
105791	22/07/20	Payment Process Request	10889	REMIT	91,998.60 GBP	Cleared	34561768
101814	25/06/20	Payment Process Request	10862	REMIT	91,998.60 GBP	Cleared	34561768
96986	27/05/20	Payment Process Request	10841	REMIT	91,998.60 GBP	Cleared	34561768
87643	03/04/20	Payment Process Request	10765	REMIT	38,657.10 GBP	Cleared	34561768

- After clicking on Search, the payment is listed in the **Search Results** which show details on the payment including:
  - The **Payment Number** (remittance)
  - The **Payment Date** (date payment left Camden)
  - The **Invoice Number** (including multiple invoices)
  - The **Payment Amount** (total payment made)
  - The **Remit-to Account** (bank account paid into)
- Clicking on the Payment Number drills down further into the payment where the number of invoices paid and other details are shown