# UniCore

Supplier Portal – Create Invoice

nott.ac/unicore

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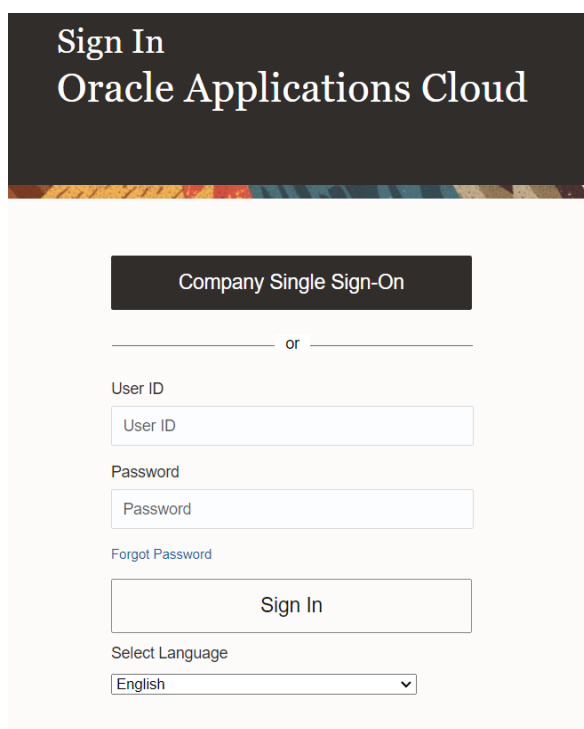
# Document version control

| Version no. | Date | Author |
|---|---|---|
| 1 | 20/10/2024 | Daniel Stapleton |
| 2 | 03/02/2025 | Riz Ahmed |
|  |  |  |

# Portal Login

1. Open UniCore [using this link](#)

2. Enter the email address and password used to create your Supplier Portal account and click 'Sign In'.



3. If you are an existing supplier and you do not know your password:

   o Click 'Forgot password', enter your email address, select 'forgot password', then click 'Submit'. You will receive a password reset email.

   o Remember to check your junk mail/spam folder for the email. If you do not receive it, contact [procurement@nottingham.ac.uk](mailto:procurement@nottingham.ac.uk)

# Create Invoice

1. Scroll to the Supplier Portal menu option and click the Supplier Portal tile.
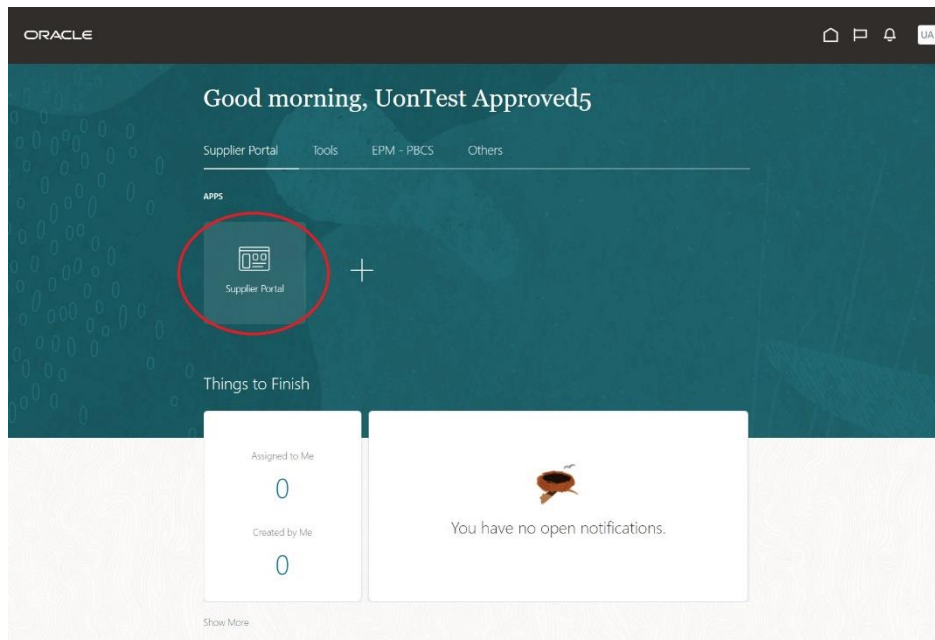
2. Click on Create Invoice link, you may need to scroll down to see it.
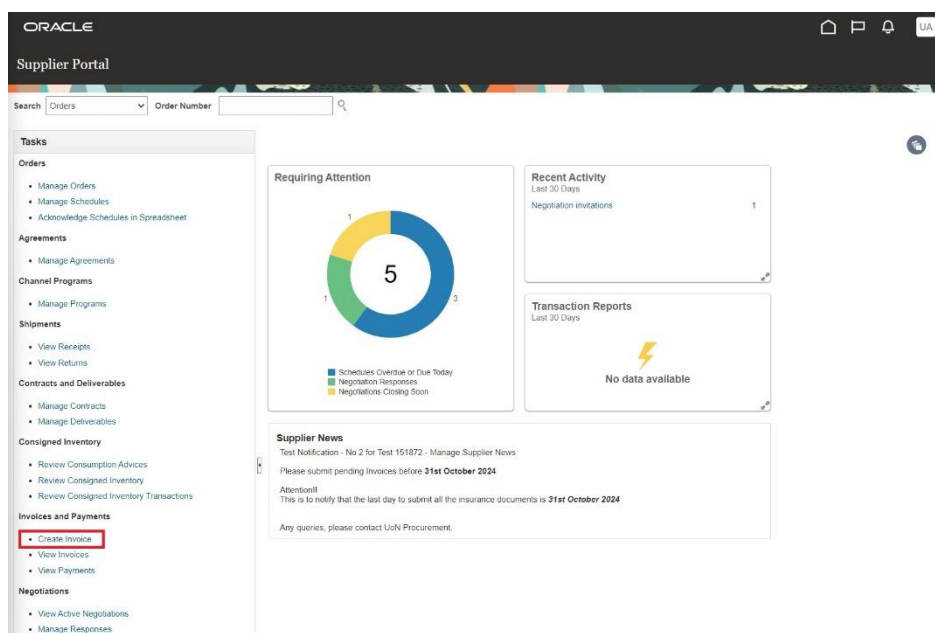


3. Select the Identifying PO using the dropdown, you may need to use the search function if there are a lot of POs listed.

4. Supplier Site and Customer Taxpayer ID will auto populate.

5. Enter your reference number for the invoice in the Number field.

6. Enter the date, which must be today or later depending on when the invoice is due.

7. 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.

8. Under the lines section click the Select and Add button.

9. Select the line to add to the Invoice, use Select All if multiple lines all need adding.

10. Click Apply

11. Click OK



12. Click Invoice Actions drop down on the black menu bar

13. Select Calculate Tax

This will populate the Summary Tax Lines section with the correct applicable tax, usually 20%.

14. Click Save

15. Click Submit to submit the invoice to the University of Nottingham for approval.



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