



University of
Nottingham

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UniCore

Supplier Portal – Create Invoice

nott.ac/unicore

February 2025



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

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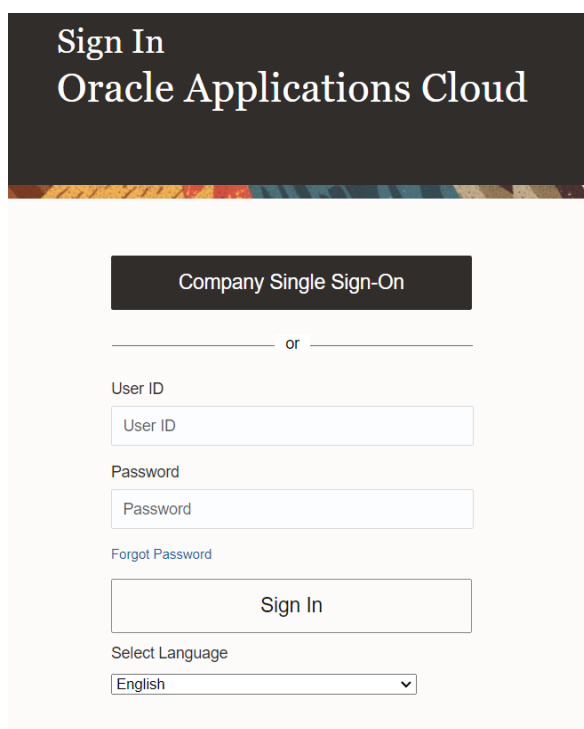
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Document version control

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'.

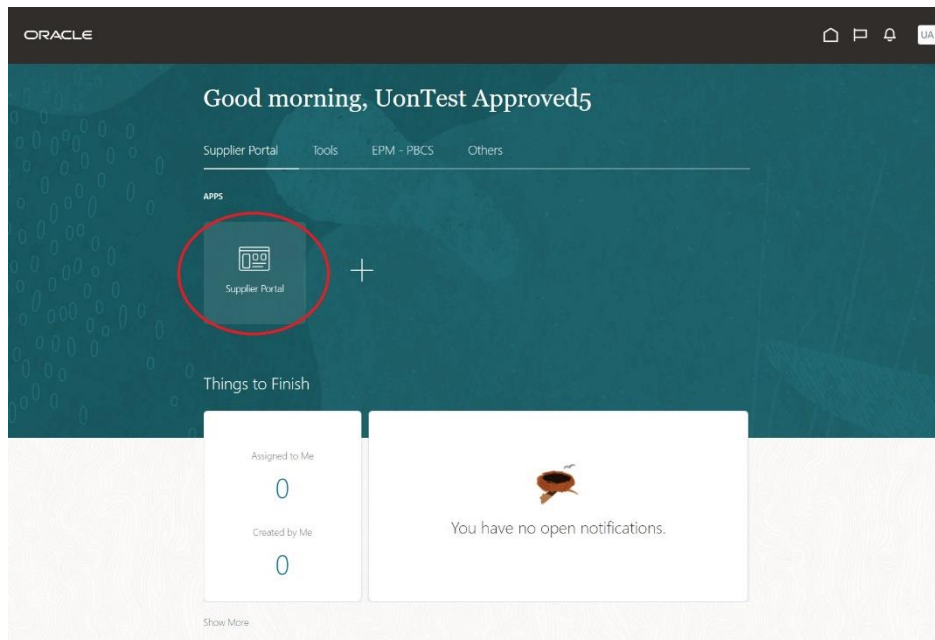


The screenshot shows the 'Sign In Oracle Applications Cloud' interface. At the top, there's a dark header with the text 'Sign In Oracle Applications Cloud'. Below this is a section titled 'Company Single Sign-On' with a horizontal line and the word 'or' in the center. Underneath, there are two input fields: 'User ID' and 'Password'. Below the 'Password' field is a link that says 'Forgot Password'. A 'Sign In' button is positioned below the 'Forgot Password' link. At the bottom, there is a 'Select Language' dropdown menu currently set to 'English'.

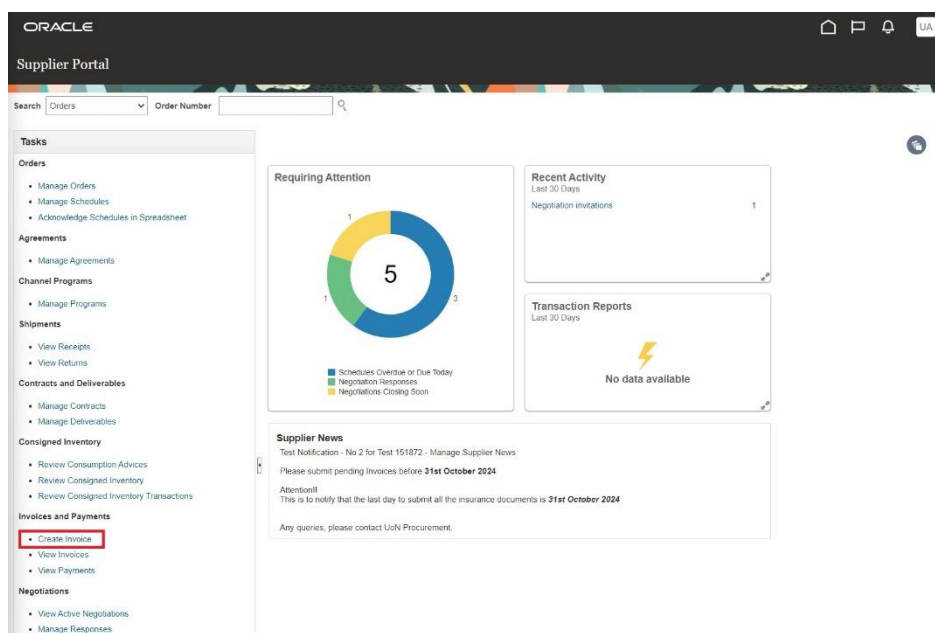
3. If you are an existing supplier and you do not know your password:
 - Click 'Forgot password', enter your email address, select 'forgot password', then click 'Submit'. You will receive a password reset email.
 - Remember to check your junk mail/spam folder for the email. If you do not receive it, contact 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.

ORACLE

Create Invoice

Invoice Actions: Save Save and Close Submit Cancel

Identifying PO: UON0001871

Supplier: Approved5

Taxpayer ID: GB58723894

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: RC000664

Name: University of Nottingham

Address

Lines

View: [icon] [icon] [icon] Cancel Line

Purchase Order			Consumption Advice			Supplier Item	Item Description	Ship-to Location	Tax Classification	Av
Number	Type	Schedule	Number	Line	Line					
No data to display.										

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

Select and Add: Purchase Orders

Search

Advanced Saved Search

** Purchase Order: UON0001871

** Consumption Advice

** Creation Date: dd-mm-yy HH:mm:ss

Search Reset Save...

Search Results

View: [icon] [icon] [icon] Select All

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

Apply OK Cancel

12. Click Invoice Actions drop down on the black menu bar
13. Select Calculate Tax

ORACLE

Create Invoice

Invoice Actions: **Save** Save and Close Submit Cancel

Calculate Tax Ctrl+Alt+X
Cancel Invoice
Delete Invoice

Identifying PO: UON0001871
Supplier: Approved5
Taxpayer ID: GB56723894
Supplier Site: Head Office
Address: 1 Roady McRoad, Derby, DE1 1AB
Supplier Tax Registration Number: [Empty]

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

Customer Taxpayer ID: RC000664
Name: University of Nottingham
Address: [Empty]

Lines

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

Summary Tax Lines

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%.

14. Click Save

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

ORACLE

Create Invoice

Invoice Actions: **Save** Save and Close Submit Cancel

Identifying PO: UON0001871
Supplier: Approved5
Taxpayer ID: GB56723894
Supplier Site: Head Office
Address: 1 Roady McRoad, Derby, DE1 1AB
Supplier Tax Registration Number: [Empty]

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

Customer Taxpayer ID: RC000664
Name: University of Nottingham
Address: [Empty]

Lines

* Number	* Type	* Number	* Line	* Schedule	Number	Line	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UCM	* Amount	De
1	Item	UON000...	1	1				More test items	JC-GSK - Carb	STANDARD	50	0.63	£A		31.50	More
Total																

Summary Tax Lines

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
1	GB VAT A0-0000	VAT TAX	GB VAT JURIS	RECOVERABLE TAX	Standard Tax	20		6.3

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: UON0001970
Supplier: Approved5
Taxpayer ID: GB56723894
Supplier Site: Head Office
Address: 1 Roady McRoad, Derby, DE1 1AB
Supplier Tax Registration Number: [Empty]

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

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