SUPPLIER PORTAL – ADVICE & GUIDANCE

❖ Basic Login and user profile
❖ Raising invoices and credits
❖ Purchase Order Flipping
❖ Tracking your invoice
❖ Payments
❖ Other

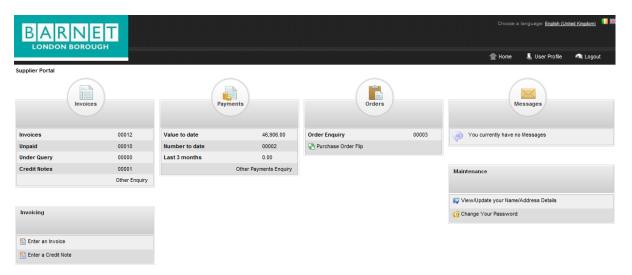
BASIC LOGIN AND USER PROFILE

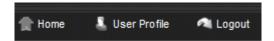Link: https://lbbportal.integrahosting.co.uk/

Each individual supplier of the London Borough of Barnet will be provided with a unique user ID and password. Using the link above, you will need to enter your User ID and password into the login screen.

Upon successfully login you will come across the below home screen.

❖ You can update your user profile by clicking the **User Profile** icon in the far right hand side
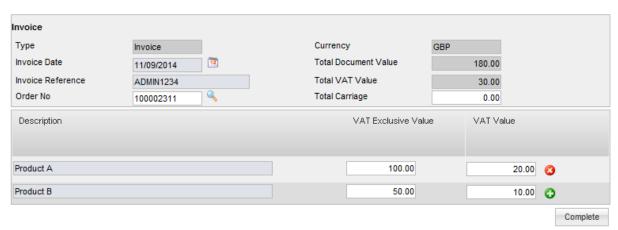
RAISING INVOICES / CREDITS

❖ To raise an invoice / credit, click on the bottom left dialogue box titled **Invoicing** and populate the required fields
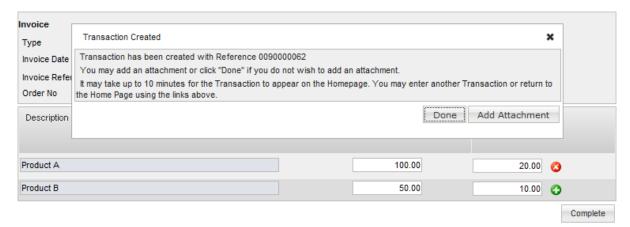

Additional comments
- ✓ Select the order number (if known) by clicking the magnifying glass icon
- ✓ Navigate additional line items by clicking on the plus sign
- ✓ Ensure the correct VAT amounts are entered

Upon clicking **complete** icon you will be provided with a reference number and an option to add an attachment.

There will be an approx 10minute time lapse before your invoice submission appears in your invoices.

PURCHASE ORDER FLIPPING

❖ Alternatively, if you know the Purchase order number an invoice can be generated via **Purchase Order Flip**
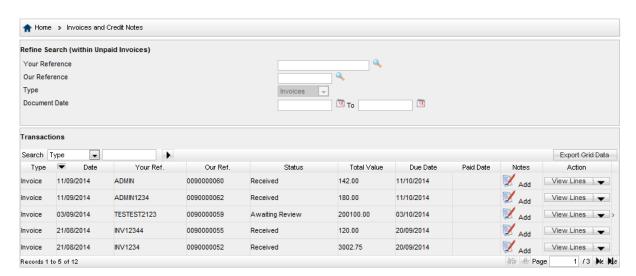
NEED TO ENTER INSTRUCTIONS ON PO FLIP

TRACKING YOUR INVOICE

The total number of invoices submitted to LBB, the invoices unpaid, under query an credit notes issued will all be listed as a numerical count on the summary page.

Invoices	00014
Unpaid	00012
Under Query	00000
Credit Notes	00001
	Other Enquiry

To find out further details of the invoices you can click on the number to view the individual line items

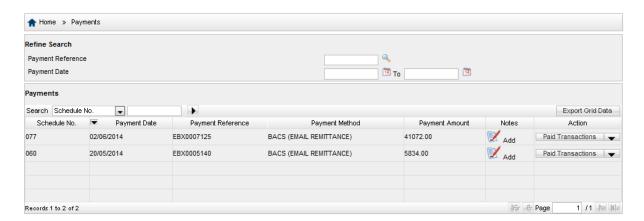The line item detail will provide a status of where in the payment process the invoice sits.

🏠 Home » Invoices and Credit Notes

Refine Search (within Unpaid Invoices)

Your Reference	
Our Reference	
Type	Invoices
Document Date	To

Transactions

Search Type ▼ ▶   Export Grid Data

Type	Date	Your Ref.	Our Ref.	Status	Total Value	Due Date	Paid Date	Notes	Action
Invoice	11/09/2014	ADMIN	0090000060	Received	142.00	11/10/2014		Add	View Lines ▼
Invoice	11/09/2014	ADMIN1234	0090000062	Received	180.00	11/10/2014		Add	View Lines ▼
Invoice	03/09/2014	TESTEST2123	0090000059	Awaiting Review	200100.00	03/10/2014		Add	View Lines ▼ ›
Invoice	21/08/2014	INV12344	0090000055	Received	120.00	20/09/2014		Add	View Lines ▼
Invoice	21/08/2014	INV1234	0090000052	Received	3002.75	20/09/2014		Add	View Lines ▼

Records 1 to 5 of 12   Page 1 /3 ▶▶

PAYMENTS

The Supplier Portal also provides suppliers the option to see payments that have been made.

Further detail of which invoices these relate to can be seen by clicking on the individual line.

By clicking on **Paid Transactions,** you will be able to see the line item the payment relates to within the invoice